TOWN OF TOPSFIELD

PLANNING BOARD

8 West Common Street, Topsfield, Massachusetts 01983

PAYMENT PROCEDURE FOR PUBLICATION OF LEGAL NOTICE

All applicants to the Board are required to pay for the cost of all required legal notices. The Board will arrange for the publication of the legal advertisements. In order to process the application based on the monthly schedule and meet the fourteen day publication requirement the Board publishes the legal notice in the **Salem News**, a daily publication.

The Salem News requires that the cost of a legal notice be paid at the time that the legal notice is forwarded and received from the town and before it is published in the newspaper. Therefore, all applicants must make payment directly to the Salem News upon filing the application with the Board.

The Salem News will accept a deposit of $250.00 for publications of legal notices arranged by the Board and payment must be submitted directly by the applicant to the newspaper either by check or credit card. Please refer to the Salem News attached form entitled "Request for Legal Notice" which must be submitted with the payment.

If the applicant chooses to use the weekly **Tri-Town Transcript**, a Community Newspaper publication, the applicant should contact Topsfield's Community Development Coordinator relative to a filing date and publication of the legal notice to meet the statutory requirements. Community Newspaper will contact the applicant directly for pre-payment by credit card.

Roberta M. Knight
Community Development Coordinator
Town Hall
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