

VLCT MODEL ABATEMENT NOTICE AND AGENDA

Copy the text below and paste into a new document

[Municipality Name] Board of Abatement Hearings

The Board of Abatement for [Municipality Name] will be meeting on the following dates and times in the Municipal Office.

Applicants should appear and be ready to present their evidence at the date and time set forth below. If an applicant (or representative of the applicant) fails to appear at the hearing, the abatement request will be decided on the basis of the information submitted in the abatement request form.

[date]	Hearing Requested By:
[time]	[name of applicant, address of property, type of property]
[time]	[name of applicant, address of property, type of property]
[date]	Hearing Requested By:
[time]	[name of applicant, address of property, type of property]
[time]	[name of applicant, address of property, type of property]

GUIDANCE: Pursuant to 24 V.S.A. § 1534, VLCT recommends that this combined notice and agenda for hearings of the Board of Abatement should be provided at least 5 days prior to the hearing in all of the following ways:

- Mailed to the applicant
- Given to each member of the Board, with at least one lister receiving personal notice
- Posted in the town office and in at least two other public places in town
- Posted to the town's website (if there is one)
- Made available to any person upon request.