

**TOWN OF BARNSTEAD**  
**OFFICE OF PLANNING & ZONING**

P.O. Box 11, 108 South Barnstead Road  
Center Barnstead, NH 03225  
603-269-2299 x4

**Preparation of Envelopes for ZBA or Planning Board**

1. We recommend using town envelopes that have either ZBA or Planning Board return address. You are welcome to use your own envelopes as long as you add the return address for ZBA or Planning Board, P.O. Box 11, Center Barnstead, NH 03225. You will also need a green return receipt card (Post Office form 3811) and a Certified Mail Receipt slip (Post Office form 3800)
2. Address envelopes to every individual on your abutters' list, including yourself. If you have more than a handful to send out, we recommend doing it with labels and make 2 copies of the labels if it is a Planning Board application and three copies if it is a ZBA application. (one copy will be used to send out the decision to the abutters)
3. Filling out green card:
  - On the side that has "Sender: please print your name, address, and ZIP+4 in this box" put the Town hall address with the name "Planning Board" or "Zoning Board of Adjustment" on it.
4. Then turn the card over
  - In Box 1 "Article Addressed to:" place your first copy of the recipient address labels or write in the name and address
  - In Box 2 "Article Number" Peel the long 20 digit number off the far left side of the "Certified Mail Receipt" slip. Place in this box.
  - In Box 3 "Service Type" check the "Certified Mail" box.
5. Fill in the postage boxes on the "Certified Mail Receipt" as follows:
  - Postage \$4.44      Certified Fee \$2.80      Return Receipt Fee \$2.30
  - Total Postage and Fees \$5.54.

**Do not separate the parts of the green "certified mail receipt,"  
and do not attach it to the envelopes.**
6. Now put the second copy of the recipient address label on the green "Certified Mail Receipt" at the bottom where it says "Sent To"--or write in the address by hand.
7. Put both the Return Receipt card and "Certified Mail Receipt" inside the envelope that is addressed to the same person. **DO NOT SEAL THE ENVELOPE.**
8. Put \$5.54 in stamps (postage strips with dates are not accepted) on each envelope.
9. Bring the envelopes and your list of abutters to the Town office. That's it. We do the rest (writing the notice, stuffing it and mailing it out).

