

How to obtain abutter information for zoning appeal applications from online:

1. Log on to the Town of Epsom Homepage website.
2. Near the top of the left side of the screen under "Government" click on "Assessing".
 - a. Note all "clicks" specified here are "left side of the mouse" clicks.
3. Midway down on the Assessing page under "Other functions of the Assessing Office" click on "Click on Tax Maps".
4. This will bring up the Town tax map which includes all lots in town.
 - a. Note that this software uses a Microsoft application called "Silverlight". You may need to download it onto your computer. Also, if you have an out of date version of Silverlight you may receive a warning message. You can either try updating the software on your computer or just "allow it" as it is highly unlikely that there is a virus embedded in the town's online tax map.
5. Navigating to find a particular lot can be done in several ways:
 - a. If you have a roller on your mouse, you can position the mouse over the approximate location on the map of Epsom and roll forward to zoom in to the lot.
 - b. You can also choose the "+" magnifying glass in the upper right tool bar and then position the mouse over the approximate location to progressively click/zoom into the lot.
 - c. If you wish to move around the map for better positioning, select the "hand" from the tool bar and then click anywhere on the map and hold the click as you move the mouse/map around.
6. Once you've located the lot of interest, click on the circled "i" from the upper right tool bar and then click on the lot. The lot should highlight in yellow.
7. This brings up the chosen lot information on the left side of the page. Under "Map Details" you'll find the abutters tool. Enter "200" in the "Distance (ft) block" and hit select.
8. The result is a circle drawn 200' out from and around the lot of concern. It also highlights in pink all lots which the 200' line crosses. These are the abutting lots which can be written down on a list for reference.
9. Abutter information can then be obtained as follows:
 - a. Click the circled "i" from the toolbar and then click on an abutter's lot from your list. It should highlight in yellow.
 - b. On the left side near the bottom is a dropdown menu for "data". Click the inverted triangle to the right of this box and choose "assessment". This will bring up the assessment information for the abutter's lot including the owner's address which can then be added to the appeal application's abutters listing.