

**TOWN CLERK'S OFFICE**  
**Town of North Reading**  
**GENERAL REQUEST FORM BY MAIL**

You may use the form below to request a copy of a document that you know is on file in this office, and for which you have determined the correct fee. Please complete this form and return it, together with a self-addressed, stamped envelope and a check made payable to the "**Town of North Reading**" for the correct amount. Please contact our office if you do not know the correct amount before mailing the request. Mail your request to:

Town Clerk's Office Town Hall – 235 North Street North Reading, MA 01864-1294
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**BOARD of APPEALS**  
**"20-Day Certification of No Appeal"**

NAME of APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATE of FINDINGS: \_\_\_\_\_ **FEE: \$15**

**OTHER DOCUMENT(S)**

**DESCRIPTION (Please be specific):**


Amount Enclosed: \$ \_\_\_\_\_

**Should we need to contact you regarding this request, please complete the following:**

Name of Requestor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_

Person Contacted: \_\_\_\_\_

Initial Response: \_\_\_\_\_

Correct Fee: (Yes) \_\_\_\_\_ (No) \_\_\_\_\_

Result: \_\_\_\_\_

Final Response: \_\_\_\_\_