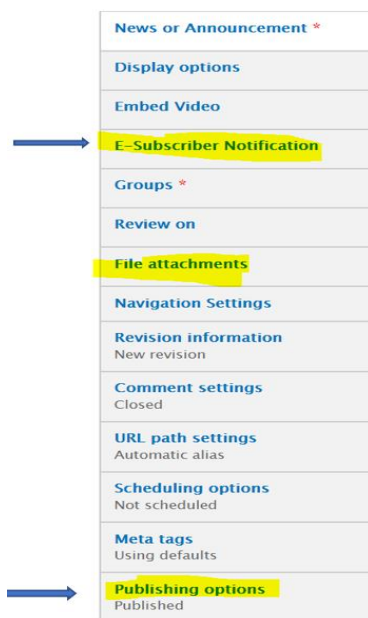


Town of Brookfield Legal Notices posting procedure

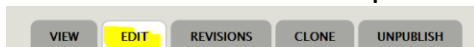
1. Login - You must be an authorized webpage editor for your department
2. Go to your departmental corresponding legal notices page – the links for all the available departments are listed on the next page
3. Click “**create content** “ menu, select "**News or Announcement**" option
4. create the legal notice post
 - a. title
 - b. attachment
 - c. body of text
5. don't forget
 - a. enable **E-subscriber notification** and
 - b. **Publish.**

The notice will automatically be displayed on the legal notices landing page beneath the corresponding department's heading.



How to edit it

1. Click the legal notice
2. Select **EDIT** on the top menu



3. After modify and change made, click **Save and close**

Legal notice posting page Link

Assessor / Board of Assessment Appeals

<https://www.brookfieldct.gov/assessor-legal-notices>

First Selectman

<https://www.brookfieldct.gov/first-selectmans-legal-notices>

Tax Collector

<https://www.brookfieldct.gov/tax-collector-legal-notices>

Town Clerk

<https://www.brookfieldct.gov/town-clerk-legal-notices>

WPCA

<https://www.brookfieldct.gov/wpca-legal-notices>

Land Use

Building Department

<https://www.brookfieldct.gov/building-department-legal-notices>

Conservation commission

<https://www.brookfieldct.gov/conservation-commission-legal-notices>

Zoning Board Appeals

<https://www.brookfieldct.gov/zoning-board-appeals-legal-notices>

Inland Wetlands commission

<https://www.brookfieldct.gov/inland-wetlands-commission-legal-notices>

Planning commission

<https://www.brookfieldct.gov/planning-commission-legal-notices>

Zoning Commission

<https://www.brookfieldct.gov/zoning-commission-legal-notices>