

## **GUIDELINES FOR ACCEPTANCE OF PUBLIC WAYS**

### **Planning Board Recommendation Pre-Requisites:**

- Final Clean-Up (Form D Inspection #11)
- Form F – Engineer’s Certificate of Completion with attached Form D Inspection Checklist per requirements of c. 41, s. 81-U and PB Regs. and required fee (45 days to act upon receipt)
- Recommendations of Planning Board’s Inspector, DPW Director and Highway Supt.
- Surety Reduction (min. 10% to be held through acceptance)
- As-built/Acceptance Plans and draft deeds and easements (PB Regs. Section 4.3.9.3). Deeds and easements shall be submitted to Town Counsel for review.
- In all subdivisions, final pavement must have endured one winter season.
- In subdivisions where street lights are required per the Certificate of Action and approved by the Board of Selectmen, all light fixtures must be installed and operational.

### **Board of Selectmen “Layout” Public Hearing (MGL c. 82, s. 17 – 32):**

- The Board of Selectmen will not schedule the required public hearing for a roadway until the Planning Board submits a statement indicating that the way has either been completed in accordance with its Certificate of Action and the Subdivision Regulations or only has Final Clean-Up (i.e. street sweeping and cleaning of drainage structures) remaining with a realistic completion schedule (i.e. no punch list items).
- No later than forty-five (45) days prior to the date of the Town Meeting at which the acceptance, the proponent shall provide the Town Administrator with ten (10) full size copies and a .pdf file of the required Acceptance Plan for distribution to:
  - Conservation Commission
  - DPW – Highway and Water Depts.
  - Police Chief
  - Fire Chief
- The Town Administrator shall distribute the as-built plans and solicit opinions/votes from noted town agencies with a deadline for submittal.
- The Selectmen’s Office will schedule a public hearing and arrange for publication of the required legal notice and abutter notification no later than twenty-one (21) days prior to Town Meeting. Notice shall be provided at least seven (7) days prior.
- The Board of Selectmen will vote on whether or not to recommend acceptance not less than seven (7) days prior to the Town Meeting. Their recommendation shall be filed with the Town Clerk per c. 82, s. 23.

Failure on the part of the proponent to meet the above requirements may result in no action or unfavorable action by the Selectmen.

**Approved: Planning Board 6/19/17 and Board of Selectmen 8/6/17**