



Town of Douglas
Public Street Layout & Acceptance
Checklist

Per the “**Public Street Layout and Acceptance**” Policy, adopted May 28, 2002; the following documents must be turned into the Selectmen’s office, by the proponent, before any roadway is to be consideration for layout and acceptance.

- A copy of **Planning Board Meeting Minutes** showing a vote supporting the petition for road layout and acceptance as a public way; [Section 4.1 (a)]
- Letter from Town Counsel** indicating that all necessary legal documents (ie. deeds, easements, title search, assents of mortgages, subordination agreements with the lender, etc.) are acceptable as to form; [Section 4.1(b)]
- An original **title certification** for all roads, ways and easements being petitioned along with a letter from Town Counsel indicating the document is acceptable as to form; [Section 4.1 (c)]
- Signed and notarized **originals of the approved legal documents** (ie. deeds, easements, title search, etc.) ready to be executed by the Selectmen. These documents will be held by the Selectmen until Town Meeting approval, and then the acquisition process will commence; [Section 4.1 (d)]
- A **certified list of abutters** from the Town Assessor’s Office of all property owners having frontage along the way that is proposed to be accepted as well as any land owners of the way to be laid out and any other owners of property that contain easements associated with the way (ie. Slop, drainage, utility, sightline, etc.); [Section 4.1 (e)]
- A **metes and bounds legal description** of the way including a metes and bounds legal description of all easements to be included as part of the way; [Section 4.1 (f)]
- A printout from the Tax Collector showing that **real estate taxes** are paid in full thru the current date; [Section 4.1(g)]
- Two (2) paper plots of the **layout plans** (full-size) and seven (7) paper plots (half-scale) showing all metes and bounds of the proposed public way as well as any associated easements. These layout plans shall show information and notes as is required for recording at the Worcester County Registry of Deeds. One Mylar copy is to be provided at the time of the layout meeting for signature; [Section 4.1 (h)]

Please Note: Once a **COMPLETE** submittal is received, the Board of Selectmen must notify abutters at least 7 days prior to the scheduled meeting. Please allow at least two weeks for this process. The Board of Selectmen meet the 1st and 3rd Tuesday of each month.