



TOWN OF EASTHAM

2500 STATE HIGHWAY, EASTHAM, MA 02642-2544

For all departments (508) 240-5900

Fax (508) 240-1291

www.eastham-ma.gov

ROAD ACCEPTANCE POLICY PRE-INSPECTION CHECKLIST

Prior to request for inspection of the private way, the following must be submitted and approved by the Board of Selectmen

- Plan of the way (6 copies) drawn by Registered Engineer or Land Surveyor including the following:
 - Name of road
 - Area to be accepted
 - Names addresses and lot numbers of all owners and abutters (either on a separate plan or legend on a sub-division plan)
 - Complete construction details including:
 - Locations and dimensions of drainage basins and leaching tanks
 - Typical cross-sectional drawing of road with showing thicknesses and types of sub-base, base course, top course, width of paved surface, berms and right of way.
 - Drainage, easement and catchment areas, if any.
 - Dates of start and finish of road construction
 - Name of contractor
 - Name of existing public way intersecting or connecting with private way
 - Any other details necessary to fully describe the road.
- In lieu of the above, a subdivision plan on file with the Assessor's Office showing all of the above information, which has been approved by the Planning Board and recorded with the Barnstable Registry of Deeds ("as built" plan) may be revised to the date of petition, may be submitted.
- 51% minimum of lots fronting the private way contain completed dwellings with a Certificate of Occupancy.
- House numbers affixed to all dwellings



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TOWN OF EASTHAM ROAD ACCEPTANCE POLICY

Property owners wishing the Town to accept their private way as a public way must submit their request by petition to the Selectmen and shall comply with all requirements listed below before said petition can be acted upon at any Annual Town Meeting, which may accept or reject said petition by a majority vote:

I. SUBMISSION OF THE PLAN

A. A plan of the way, (a minimum of six (6) copies) drawn by a registered engineer or land surveyor at the petitioner's expense, shall accompany the petition. The plan shall include the following information:

1. Name of the road,
2. Areas to be accepted,
3. Names, addresses and lot numbers (either on a separate plan or legend on a subdivision plan); of all owners and abutters,
4. Complete construction details including: location and dimensions of drainage basins and leaching tanks, typical cross sectional drawing of road width showing thickness' and types of sub-base, base course, top course, width of paved surface, berms and right of way.
5. Drainage, easements and catchment areas if any.
6. Dates of start and finish of road construction and name of contractor.
7. Any other details necessary to fully describe the road.

B. If a subdivision plan, approved by the Planning Board and recorded with the Barnstable County Registry of Deeds or the Land Court, is on file with the Assessor's Office, and if said plan shows all information requested in Section I. A. above, an "as built" plan, revised to the date of petition, may be submitted in lieu of a plan drawn expressly for submission with the petition.

II. SUITABLE ACCESS

Any private way submitted by petition for acceptance by the Town as a public way shall intersect or connect with an existing public way.

III. OCCUPANCY

- A. Based on Assessor's records, a minimum of 51% of the lots fronting on the private way shall contain completed dwellings with a certificate of occupancy.
- B. All dwellings shall be affixed with street numbers as assigned by the Town. Said numbers are to be affixed to or displayed in a prominent position on the street side of buildings.

IV. INSPECTION

- A. Following the submission of an acceptable plan of the way, and the determination by the Selectmen that the minimum occupancy and suitable access requirements have been met, they shall direct that inspections of the way shall be made to determine if the road is acceptable under the Design Standards contained in the Planning Board's Rules and Regulations in effect at the time the petition is made for roadway acceptance. Inspections shall be made by the following parties:
 - 1. Planning Board members.
 - 2. The Supervisor of the Public Works Department, and
 - 3. The Board of Highway Surveyors.
- B. The petitioners shall insure that all catch basins are cleaned prior to inspections by the Town between March 1st and March 15th. A certificate, from the cleaning contractor, shall be required indicating the date of the cleaning and the number of basins cleaned.
- C. The road shall pass all inspections before it can be accepted by the Town as a public way.

V. DEEDS AND DOCUMENTS

- A. One hundred percent (100%) of the road ownership shall agree with the Assessor's records.
- B. No road still under covenant or security to the Planning Board shall be accepted as a public way.



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ROAD ACCEPTANCE POLICY

A copy of the Road Acceptance Policy is attached to this cover sheet for your guidance.

When all the conditions for road acceptance are met and the road(s) passes inspections the following procedure must be followed:

1. All deeds and documents, together with the required fee of \$350.00 (three hundred and fifty) and the formal petition to accept the way, shall be submitted to the Board of Selectmen no later than the closing of the warrant for the **ANNUAL TOWN MEETING**

DATE _____

2. All changes in ownership must be included on the final deed and/or documents to correspond to the respective Order of Taking.

If all the conditions are met, the Selectmen shall include the petition in the warrant and will turn over all documents and fee to the Town Clerk. If Town Meeting action is favorable these documents will be recorded at the Barnstable Registry of Deeds or Land Court.

This cover sheet must accompany your petition and be completed by the Board of Selectmen.

Documents received by the Selectmen _____
Date

Fee Received _____

Formal Petition Received _____

Turned over to the Town Clerk _____
Date

Signed by the Board of Selectmen or Administrator

Received by Town Clerk _____

Recorded _____