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TOWN OF MEDFIELD

Office of the

PLANNING BOARD

TOWN HOUSE, 459 MAIN STREET
MEDFIELD, MASSACHUSETTS 02052-2009

SURETY RELEASE REQUEST CHECKLIST

- ☐ **Stamped Layout Plan with Cross Sections and Profiles** for each street serving the lots certifying that all easements, streets, sidewalks, sewers, storm drains, water lines, underground utilities (telephone, cable, electricity), and other appurtenances have been constructed in accordance with lines and grades of said plan and are accurately shown thereon.
- ☐ **Form 9**
 - Highway
 - Water / Sewer
- ☐ **Form 13**
 - Drainage easements
- ☐ **Acceptance Plans**
 - Include all property lines

ROAD ACCEPTANCE CHECKLIST

- Deadline for next town meeting: November 1st (*complete package due*)
- Book & Page numbers of the recording of the 'Certificate of Completion and Release of Municipal Interest in Subdivision Performance Security'
- Confirmation letter that the fee in the street(s) have been retained by the developer
- Proposed draft deed for Town Counsel review
- 'Requirements for Acceptance and As-Built Plans' memo from Mark Cerel, Medfield Town Counsel (dated December 6, 1996): This office will require that the following be shown on acceptance or as-built plans as a condition of our recommending acceptance of subdivision streets as public ways:
 1. Proper plan caption consistent with that shown on definitive subdivision plan.
 2. Proper Registry of Deed/Land Court certifications and spaces provided.
 3. Title references to all previously-recorded easements or restrictions.
 4. If Land Court land, notation of original Land Registration proceeding.
 5. Stamped Certification by engineer or surveyor that plan shows roads and easements as actually laid-out and/or constructed.
 6. Certification that roads and easements shown on plan are laid out and/or constructed as shown on definitive subdivision plan with stated exceptions, if applicable.
 7. Notation of setting of all bounds concrete, or otherwise.
 8. Notation of individual lot frontages.
 9. In addition to foregoing, running descriptions of all roads and easements should be provided.