

SALISBURY PLANNING BOARD
TOWN STREET ACCEPTANCE APPLICATION

TOWN ACCEPTANCE OF STREETS APPLICATION REQUIREMENTS

This application shall include all documents outlined in the Planning Board Rules and Regulations. Please refer to Appendix G: Salisbury Street Acceptance Procedure for application timeline and an exhaustive list of required documents. This submission shall contain two (2) physical copies, including full plan sets, and one (1) digital copy of, but not limited to, the following;

- ☐ This application, completed and signed by the applicant or its agent
- ☐ A petition for acceptance of said street
- ☐ Payment of all relevant project closeout fees, as outlined in the Planning Board Rules and Regulations
- ☐ A set of plans including As-built Plans showing the street(s) to be accepted and a copy of the Street Acceptance/Layout Plans. Size and scale shall conform to the guidelines listed in the Planning Board Rules and Regulations.
- ☐ A Certificate of Compliance of Roadway, if applicable
- ☐ A deed of gift for 'open space parcel', if applicable
- ☐ A list of names and addresses of each property owner and mortgagee having rights or interests in the streets, easements or open space, and the names and addresses of each abutter thereto
- ☐ Proof of tax payment receipt from the Treasurer's Office
- ☐ Proof of payment by virtue of a receipt from the DPW that all outstanding fire hydrants bills for the property have been paid

Applications must be received at least 180 days prior to Town Meeting.

 Signature of Applicant

 Date

SUBDIVISION AND STREET INFORMATION

_____ Map _____ Lot _____
Date _____
Street Address _____

Location and Name of the Subdivision: _____

Planning Board Approval Date: _____

Registry of Deeds Recording Date: _____ Book: _____ Page: _____

Name of Street: _____

Length of Street: _____

Number of Lots Served: _____ Date of Final Pavement: _____

Until the time of acquisition by purchase or acceptance of gift, or adoption of taking under MGL c.79, or proceedings for taking under MGL c.80A has been completed, which may occur up to 120 days after adjournment of Town Meeting, the Applicant retains responsibility of Street/Roadway maintenance.

DEPARTMENT OF PUBLIC WORKS STREET ACCEPTANCE CHECKLIST*(To be completed by the Director of Public Works)***Street Name:** _____**Subdivision/Project Name:** _____**Owner/Developer:** _____**Final Inspection by:** _____ **Date:** _____**Please mark each of the following items Yes, No, or NA (Not Applicable)**

1. _____ Road Deed and Easement Deeds reviewed by the Public Works Director
2. _____ Easements Deeds reviewed by the Public Works Director
3. _____ Roadway and shoulders constructed per plans
4. _____ Drainage installed per plans
5. _____ Curbing installed per plans.
6. _____ Sidewalks installed per plans
7. _____ Roadway monumentation installed per plans
8. _____ Catch basins cleaned
9. _____ Detention ponds constructed per plans
10. _____ Fire ponds constructed per plans
11. _____ Fire ponds inspected, tested and approved by the Salisbury Fire Department
12. _____ Hydrants inspected, tested and approved by the Salisbury Fire Department
13. _____ Number of new hydrants:
14. _____ Paved driveway aprons
15. _____ Mailbox locations per plans
16. _____ Street trees and landscaping completed per plans
17. _____ Street signs and traffic control signs installed per plans
18. _____ Loaming and seeding completed per plans
19. _____ Permanent erosion control installed per plans
20. _____ Water mains inspected and approved by Salisbury Water Department
_____ Final inspection report received
21. _____ Sewer mains and pump stations inspected and approved by Salisbury Water Department
_____ Final inspection report received
22. _____ Final clean up completed
23. _____ Core Sample(s) measured and met the Town's minimum standards

Note any incomplete items or compliance issues: _____

PLANNING DEPARTMENT STREET ACCEPTANCE CHECKLIST*(To be completed by the Town Planner)***Street Name:** _____**Subdivision/Project Name:** _____**Owner/Developer:** _____**Street Classification:** _____ **Street Length:** _____**Type of Approval:** ☐ Final ☐ Acceptance Prior to Final Paving**Verification of occupancy permits for 50% of the housing units in the subdivision, if there are more than 20 lots in the subdivision or 50% of the approved construction phase.****Total number of lots:** _____ **Number of occupancy permits issued:** _____, _____%**Number of lots in phase:** _____ **Number of occupancy permits issued:** _____, _____%**Please mark each of the following items Yes, No, or NA (Not Applicable)**

1. _____ Letter of Cession
2. _____ Road Deed
3. _____ Transfer Tax Form
4. _____ Easement deeds for road drainage
5. _____ Other documents _____
6. _____ Reviewed by Town Council and approved on _____
7. _____ Fire pond/dry hydrant installations reviewed & approved by the Fire Chief
8. _____ All relevant inspections are reports received by DPW
9. _____ As-Built plan set
10. _____ Maintenance guarantee account: Amount: _____ Type: _____ Date: _____
11. _____ Road improvement account: Amount: _____ Type: _____ Date: _____
12. _____ Stone bound certification by a Professional Land Surveyor
13. _____ Certificate of Compliance from the Salisbury Conservation Commission or the Department of Environmental Protection (DEP) under the wetland protection act
14. _____ A deed of gift of open space
15. _____ A copy of any Local Initiative Program agreement
16. _____ A partial release form signed
17. _____ Mortgage subordination form
18. _____ Copy of Homeowners Association establishing maintenance responsibilities
19. _____ Waivers of Appraisals and Damages
20. _____ Abutters List

Note any incomplete items or compliance issues: _____

QUITCLAIM DEED AND GRANT OF EASEMENTS

The landowners listed below, being called the “grantors,” for consideration of One Dollar (\$1.00) paid, the receipt and sufficiency of which is hereby acknowledged, grant, with Quitclaim Covenants, to the Town of Salisbury, a Massachusetts municipal corporation with offices at Town Hall, 5 Beach Road, Salisbury, Essex County, Massachusetts, for public way purposes, the fee in and to the parcel of land shown as _____ on a plan of land entitled _____, dated _____ prepared by _____, and recorded with Souther Essex District Registry of Deeds in Plan Book _____, Plan _____ (“the Plan”).

The grantors hereby also grant the Town there perpetual right and easement to install, construct, inspect, use, repair, remove, replace, operate, forever maintain and abandon in place a stormwater drain or drains with any manholes, pipes, conduits, culverts, channels, detention basins and other appurtenances associated with the discharge of storm water, and for all uses incidental thereto, in upon, along, under and across the parcels of land shown on said Plan as “_____,” located on Lot _____.

The grantors hereby also grant the Town the perpetual right and easement to construct, inspect, repair, remove, replace, operate, and forever maintain or abandon in place sewer or sewers with any manholes, pipes, conduits and other appurtenances in, over, under, across, upon, and along the parcel of land shown on the Plan as “_____,” located on Lot _____.

This Quitclaim Deed and Grant of Easements is being executed by all the parties owning the deed to said street and the lots subject to the foregoing easements.

The undersigned agree that the Town may assign the rights granted pursuant to this instrument.

The undersigned agree not to grant any other easements, leases or licenses to the drainage or other easement areas which will interfere with the Town’s rights and easements on the same without prior written permission of the Town. Any easements, leases or licenses granted in violation of this provision shall be null and void.

All rights and privileges herein granted, including all benefits and burdens, shall run with the land and shall be binding upon and inure to the benefit of the parties hereto, their respective heirs, executors, administrators, successors, assigns and legal representatives.

For title references, see deeds referred to below.

Executed as a sealed instrument on the date appearing next to each grantor’s signature.

The Town’s Acceptance is attached hereto and incorporate herein.

Date Executed:

By: _____

Name:

Property Address:

Lot Number _____, as shown on the Plan

Deed Reference: Book _____, Page _____

By: _____

Name:

Property Address:

Lot Number _____, as shown on the Plan

Deed Reference: Book _____, Page _____

By: _____

Name:

Property Address:

Lot Number _____, as shown on the Plan

Deed Reference: Book _____, Page _____

By: _____

Name:

Property Address:

Lot Number _____, as shown on the Plan

Deed Reference: Book _____, Page _____

COMMONWEALTH OF MASSACHUSETTS

Essex, ss.

On this _____ day of August, 2025, before me, the undersigned notary public, personally appeared _____ proved to me through satisfactory evidence of identification, which was a driver's license, to be the person whose name is signed on the preceding or attached document as record owner, and acknowledged to me that she signed it voluntarily for its stated purpose.

Notary Public

My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS

Essex, ss

On this _____ day of August, 2025 before me, the undersigned notary public, personally appeared the above-named _____, representative of _____ Bank as aforesaid, and proved to me through satisfactory evidence of identification, which was _____, to be the person whose name he/she signed on the foregoing instrument in my presence, and further acknowledged to me that he/she signed it voluntarily for its stated purpose as said representative.

Notary Public

My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS

Essex, ss.

On this _____ day of August, 2025, before me, the undersigned notary public, personally appeared _____ proved to me through satisfactory evidence of identification, which was a driver's license, to be the person whose name is signed on the preceding or attached document as record owner, and acknowledged to me that she signed it voluntarily for its stated purpose.

Notary Public

My Commission Expires:

ACCEPTANCE

The Town of Salisbury, acting by and through its Board of Selectman pursuant to a vote under Article _____ of the _____ Town Meeting, a certified copy of which is attached hereto, herby accepts the foregoing Quitclaim Deed and Grant of Easements on this _____ day of _____, 20____.

TOWN OF SALISBURY,
By its Board of Selectman

COMMONWEALTH OF MASSACHUSETTS

Essex, ss.

On this _____ day of August, 2025, before me, the undersigned notary public, personally appeared _____ proved to me through satisfactory evidence of identification, which was a drivers license, to be the person whose name is signed on the preceding or attached document as record owner, and acknowledged to me that she signed it voluntarily for its stated purpose.

Notary Public
My Commission Expires: