

**Town of Mashpee Board of Selectmen
Policy 080**

Road Layout

I. PURPOSE

The Mashpee Board of Selectmen in coordination with the Mashpee Planning Board, the Department of Public Works and the Town Planner have composed regulations and rules for road layouts to be consistent with all regulatory Boards policies and procedures.

II. POLICY

This policy is required for a street, road or other travelled way (hereafter, collectively referred to as “way”) to be laid out, altered, relocated or discontinued as a public way or private way.

III. PROCEDURES

- 1) In order for a street, road or other travelled way (hereafter, collectively referred to as “way”) to be laid out, altered, relocated or discontinued as a public way or private way by the Town Meeting, such way must be presented on a plan submitted for review and acceptance by the Board of Selectmen, acting as road commissioners in accordance with G.L. c. 82 §21, upon a report and a recommendation by the Planning Board pursuant to G.L. c. 41 §81I. Such layout plans shall be prepared by a licensed Professional Land Surveyor (P.L.S.), and shall also be reviewed by the Public Works Director, or his/her designee, to assure compliance with applicable departmental requirements regarding Town ways.
- 2) Plans for acceptance of new subdivision ways shall be prepared by and at the expense of the subdivision developer and shall be reviewed for completeness/accuracy by the Planning Board’s consulting engineer during the subdivision approval process.
- 3) Plans for the conversion of existing private ways to public ways shall be prepared by the Town in accordance with General Bylaw §150-7(C).
- 4) Town Meeting articles relating to the laying out, alteration, relocation or discontinuance of a way shall be sponsored by the Board of Selectmen unless otherwise legally petitioned by voters in accordance with applicable provisions of General Law. The plan depicting a laid out, altered, relocated, or discontinued way must be filed with the Town Clerk, and not less than seven days thereafter, must be accepted by Town Meeting (G.L. c. 82 §23).
- 5) The Town may, in the discretion of the Board of Selectmen and as permitted by law, assess betterments to recover the costs of any improvements to a newly accepted, altered or relocated public way. The Town shall assume responsibility for the maintenance and repair of a public way accepted by the Town, including storm water control and drainage infrastructure appurtenant thereto, upon recording of a layout plan and Taking Order unless Town Meeting shall condition the layout acceptance vote otherwise.

- 6) All layout plans for proposed public ways in the Town will provide for a minimum roadway width of forty (40) feet, and otherwise comply with standards established by the Planning Board and the Department of Public Works. A width of less than forty (40') may be accepted when certain circumstances dictate.
- 7) All layout plans shall show all right of way lines and necessary storm water control, drainage, and utility easements, all of which shall be identified by metes and bounds with sufficient detail to allow the Town to establish said rights of way and easements on the ground.
- 8) All layout plans shall be a standard size of 18" x 36" with a standard title block, standard scale (adjustable depending on the size of the layout), and standard signature blocks for the when the plan is filed with the Planning Board, when the plan is filed with Town Clerk, when the plan is approved by the Board of Selectmen and a block for when the layout is approved by Town Meeting. The title block shall read as follows:

TOWN OF MASHPEE	
LAYOUT OF _____	
SCALE: _____	DATE: _____
Name and Address of Licensed Surveyor	

- 8) Road layout plans shall be submitted to the Board of Selectmen and Planning Board for review and comment a minimum of six weeks prior to the Selectmen's meeting at which approval of the layout will be addressed in order to allow sufficient time for review of the proposed layout by the Planning Board at a duly-noticed, regularly-scheduled public meeting.
- 9) The Planning Board shall, as soon as practicable, but at least one week prior to said Selectmen's meeting, make its written report/recommendations to the Board of Selectmen in accordance with G.L. c. 41 §81I with respect to the plan's conformity with the minimum requirements specified herein and such other requirements as the Planning Board may establish.
10. The Planning Board shall further make its report/recommendation to the session of Town Meeting at which the layout warrant article is voted.

***Adopted by the
Mashpee Board of Selectmen
September 23 2019
Pages: 2***