

TIPS For Roadway Acceptance

If you are interested in having the Town accept a street layout at either a Spring or Fall Town Meeting (usually held the first week of May or November), contact the Planning Coordinator six (6) months prior to the Town Meeting to discuss any outstanding items left unfinished for your project. The Planning Coordinator will outline the Roadway Acceptance steps found in the Town of Middleton's Roadway Acceptance Procedures that are necessary to have the Town accept your roadway layout.

It is imperative that applicants, attorneys, and engineers review, understand, and follow these procedures. Please note the required documents and the deadlines listed in the Town of Middleton's Roadway Acceptance Procedures in order to eliminate confusion and delay to all parties involved.

Below is an estimated timeline to be followed for Roadway Acceptance - please refer to The Town of Middleton Roadway Acceptance Procedures for the full text.

Necessary Actions	May Town Meeting	November Town Meeting
Submit Petition to Selectmen	Dec-Jan	June-July
Selectmen vote their "intent to lay out the way." They refer the petition request to the Planning Board for recommendation.	Jan-Feb	July-August
Warrant Article created	March	September
Selectmen notify owners and hold Public Meeting to "adopt order of layout."	March-April	September-October
Selectmen file signed order of layout, the layout plan, & legal descriptions with Town Clerk.	Late April	Late October
Town Meeting Vote	May	November
Applicant submits updated Title Certification within 14 days of Town Meeting	Mid-May	Mid-November
Acquisitions, layout, & Town Meeting vote recorded at S. Essex Registry of Deeds within 120 days of Town Meeting	Early September	Early March
Any remaining balance of fees held for Street Acceptance returned to applicant by Town after receiving proof of recordation	October	April

Town of Middleton Roadway Acceptance Contact Information:

Title	Name	Phone	Email	Location
Planning Coordinator	Katrina O'Leary	978-777-8917	planner@townofmiddleton.org	DPW, Building & Planning 195 N Main St Middleton, MA 01949
DPW Superintendent	Bob LaBossiere	978-777-0407	dpwsuperintendent@townofmiddleton.org	
Conservation Agent	Judy Schmitz	978-777-1869	concomagent@townofmiddleton.org	
Health Director	Derek Fullerton	978-777-1869	healthdirector@townofmiddleton.org	
Town Clerk	Sarah George	978-774-6927	townclerk@townofmiddleton.org	Town Hall 48 S Main St. Middleton, MA 01949
Selectmen/ Town Administrator	Ira Singer	978-777-3617	tadminstrator@townofmiddleton.org	
Fire Chief	Frank Twiss	978-774-2466	chief@midfire.com	4 Lake St. Middleton, MA 01949
Police Chief	James DiGianvittorio	978-774-4424	chief@middletonpolice.com	65 N Main St Middleton, MA 01949