

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 | tadministrator@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 |