

**CHECKLIST of MATERIALS REQUIRED to be SUBMITTED:  
with the FILING of a SUBDIVISION ROAD ACCEPTANCE REQUEST  
(see Section 4.3.14)**

When a road or way in a subdivision has been completed in a manner fulfilling the requirements of the Planning Board, the Applicant may submit a written request for Road Acceptance which shall include all of the following:

- ☐ 1. two (2) copies of the description by metes and bounds of each road and easement considered for acceptance by the Town. (See Section 4.3.14.3)
- ☐ 2. a release of liens under oath from all contractors and subcontractors approved for work on the road or way. (See Section 4.3.14.4)
- ☐ 3. a plan for maintenance of the subdivision right-of-ways, easements and roads for the time after acceptance by the Town and continuing for 20 years. (See Section 4.3.14.5)
- ☐ 4. a Roadway Conveyance Plan showing the overall boundary of the proposed roadway to be conveyed to the town. (See Section 4.3.14.6)
- ☐ 5. a Roadway Conveyance Instrument prepared by an attorney and in a form suitable for execution by the Board of Selectmen after acceptance of the roadway at Town Meeting. (See Section 4.3.14.7)
- ☐ 6. an Easement Conveyance Plan showing overall boundary of any proposed easements to be conveyed to the town. (See Section 4.3.14.8)
- ☐ 7. an Easement Conveyance Instrument prepared by an attorney and in a form suitable for execution by the Board of Selectmen after acceptance of the easement at Town Meeting. (See Section 4.3.14.9)
- ☐ 8. any other information that the Board may deem necessary.