



# **TOWN OF DEDHAM**

## **PUBLIC WAY LAYOUT PETITION FORM**

*(Instructions on Page 2)*

Applicant/Group Liaison:

Private Way Being Petitioned

Applicant/Group Liaison Name

Address

Home Phone

Cell Phone (optional)

Email

Engineering Department:

Date Petition Received

Date Locus Map Generated

Private Way Group No.

Current Roadway PCI

Proposed Rehabilitation

Department Signature

Date Petition Mailed/Handed Back To Applicant

Assessor's Office:

Department Signature

Date Petition Mailed/Handed Back To Applicant  
With Owner(s) of Record

Board of Selectmen:

Chairman, BOS

Date

Approved

Denied

## Instructions

1. Applicant/Group Liaison shall fill out all the information required in the top “Applicant/Group Liaison” section. Once filled out, it should be mailed or delivered to the Director of Engineering at the following address:

Dept. of Public Works Facility  
55 River Street  
Dedham, MA 02026  
Attn: Jason Mammone, P.E.

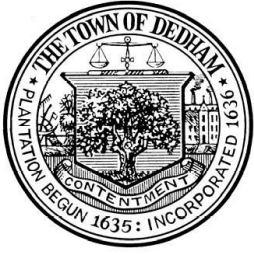
2. The Director of Engineering will fill out the information in the “Engineering Department” section and generate a locus map identifying the boundaries of the Private Way being petitioned along with all the lots or parcels of land abutting the Private Way for which owner information and signatures will be required. Once complete the Engineering Department will either mail to or have the applicant pick up the petition package and the locus map.
3. If the applicant disagrees with the boundaries of the Private Way as shown on the locus map, the applicant may provide recorded documentation indicating the correct extent of the Private Way and resubmit the petition to the Engineering Department.
4. Once the applicant receives the petition package from the Engineering Department, the applicant shall then submit the petition package to the Assessor’s Office located at Town Hall (26 Bryant Street) requesting a copy of the records of its office indicating the owner(s) of record for the land comprising the Private Way and each lot or parcel identified on the locus map furnished by the Engineering Department.
5. The Assessor’s Office shall attach the required records to the petition package and sign the petition acknowledging the records have been attached. Once complete the Assessor’s Office will either mail to or have the applicant pick up the petition package.
6. The applicant must then obtain the notarized signatures of **ALL** the owners of record of land within or abutting the Private Way as indicated on the locus map and provided by the Assessor’s Office. The signatory sheet for notarization can be found on Page 4. The applicant should make as many copies of the page as needed to acquire all the necessary signatures. It should be noted that the Board of Selectmen (BOS) will not entertain any petition unless **ALL** the required signatures have been acquired.
7. If the signatures are not submitted to the BOS within one (1) year of the date the Assessor’s Office provided a copy of its records to the Applicant, the Applicant will be required to obtain updated owner(s) of record information and signatures for all the parcels identified on the map.
8. Once the required signatures have been obtained and notarized, the applicant shall submit the entire petition package to the Town Manager’s Office to be placed before the Board for consideration. The Town Manager will notify the Applicant when the Petition will be considered by the Board.

9. As part of such BOS consideration, the BOS shall hear all those petitioners who desire to be heard, and may hear all others at its discretion. Written notice of the Board's determination along with a copy of the petition package shall be provided to the applicant within 30 days following the BOS's final determination whether to approve or deny the petition.

10. PUBLIC WAY LAYOUT PETITION FORM PACKAGE CHECKLIST:

The applicant shall make sure the following required items are included in the package prior to sending it to the Town Manager's Office for consideration by the BOS as discussed in Step 8. Incomplete petition packages will be sent back to the applicant and will not be considered by the BOS until all required items are submitted.

- Public Way Layout Petition Form
- Locus Plan generated by the Engineering Department
- ALL owner(s) of records supplied by the Assessor's Office
- ALL notarized signatures of the owner(s) of record



**Public Way Layout Petition  
Notary Public  
Signatory Page**

**\*\* All information shall be filled out in the presence of a Notary Public \*\***

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/Town, State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

THE COMMONWEALTH OF MASSACHUSETTS

NORFOLK, ss

\_\_\_\_\_, 20\_\_

Then personally appeared before me the above-named \_\_\_\_\_, \_\_\_\_\_, and proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person whose name is signed on the foregoing instrument, and acknowledged to me that he/she signed it voluntarily for its stated purpose.

Notary Public

My Commission Expires: