

Street Name/Subdivision

	YES / NO	
1.		When a road or street in a subdivision has been completed in a manner fulfilling the requirements of the Board and there are no outstanding performance guaranties remaining in effect that were required as security to ensure completion of improvements within the subdivision, the subdivider may request the Board to inspect the road in order to give a recommendation to the Board of Selectmen who will consider the question of laying out said street or road as a town way. Street acceptances within subdivision are the financial and legal responsibility of the subdivider.
2.		The Board shall require the submission of the following information at least 90 days prior to the Town Meeting before making a recommendation to the Board of Selectmen.
(a)		Two copies plus the original Mylar of the plan of the road or street as built, at a scale of one inch equals 40 feet at a size of 24 by 36 inches. Said plan to show a center-line profile (four feet per inch on the vertical scale and 40 feet per inch on the horizontal scale) taken at fifty-foot intervals along the street (twenty-five-foot intervals at vertical curves) as it has been completed.
(b)		All utilities public and private, above and below grade, shall be shown on the plan as they exist.
(c)		The as-built plan shall show the monuments (road bounds) with the dates they were set and the traverse and fixed points on the subdivision perimeter used to establish the bound locations, all with bearings, distances or coordinate values sufficient to reestablish these points.
(d)		All elevations shall refer to the National Geodetic Vertical Datum (NGVD) of 1929.
3.		The plan shall be accompanied by a letter from the registered engineer certifying that all work, as required by the rules and regulations and the approved subdivision plan, has been completed.
4.		A certificate by a registered land surveyor indicating that all permanent monuments are in place and are accurately located, including evidence that the bound traverse had an error of closure of 1:15,000 or better.
5.		Two typewritten copies of legal descriptions by metes and bounds of each road and easement considered for acceptance by the town.
6.		Two copies of the proposed deed conveying the fee in the street, plus the associated easements to the town, and legal evidence that the fee in the street has not been inadvertently conveyed to abutting lot owners.
7.		Two typewritten copies of the proposed article for Town Meeting generally describing the location and length of the road or street to be considered for acceptance by the town.
8.		Written certification by the DPW that the water supply system has been approved as installed.
9.		Written certification by the Northbridge Fire Department that the fire hydrants have been approved by the Fire Department.
10.		Written certification by a registered professional engineer that the binder course was exposed to one winter season (November 15 to April 30) prior to the application of the finish coat, and that all subdivision improvements have been exposed to one winter season (November 15 to April 30) without substantial damage, or that damage, if incurred, has been repaired.
11.		Certificate of compliance with conditions imposed on the parcel(s) contained within the subdivision by the Conservation Commission under MGL C. 151, § 40, and the Northbridge Wetlands Protection Bylaw, as applicable
12.		Copy of recorded deed(s) and other instruments for any common land or public open space, park or other such parcels contained within the subdivision.
13.		Written evidence from the Town Treasurer that all property taxes owed to the town for land contained within the subdivision owned by the applicant or by the original developer, or his/her successors in interest, have been paid to the town.
14.		If the as-built definitive plan is prepared using a computer aided drafting program an electronic copy of the as-built definitive plan shall be filed with the Northbridge Community Planning & Development Office.