



TOWN OF DEDHAM

APPROVAL OF CONCEPTUAL OVERLAY MAP FORM

(Instructions on Page 2)

Applicant/Group Liaison: *(From Public Way Layout Petition Form)*

Private Way Being Petitioned

Applicant/Group Liaison Name

Address

Home Phone

Cell Phone (optional)

Email

Engineering Department:

Date Approval Form Received

Date Conceptual Overlay Map Generated

Department Signature

Date Conceptual Overlay Map Mailed/Handed
Back To Applicant

Assessor's Office:

Department Signature

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

Board of Selectmen:

Chairman, BOS

Date

Approved Overlay Option *(If more than 1)*

Instructions

1. The Engineering Department has 180 days from receipt of the “Approval of Conceptual Overlay Map Form” from the Town Manager’s Office to generate the conceptual overlay map for the applicant. The Conceptual Overlay Map will be developed utilizing the approved Town of Dedham Design and Construction Standard entitled “Typical Roadway Cross-Section for the Acceptance of a Private Way as a Public Way”.
2. Once the Conceptual Overlay Map has been generated by the Engineering Department it shall be mailed to or picked up by the applicant. A copy of the locus map supplied as part of the petition will also be supplied to the applicant for their use in acquiring updated owner(s) of record.
3. The applicant has 90 days from the date the conceptual overlay map is mailed to or picked up by the applicant from the Engineering Department to submit a completed “Approval of Conceptual Overlay Map Form” along with the other required documentation as stated herein to the Town Manager’s Office. Failure to do so may result in the Board of Selectmen (BOS) not moving forward to accept the Private Way as a Public Way.
4. The applicant has the responsibility to share the conceptual overlay map with all the owner(s) of record as established in the “Public Way Layout Petition Form”. The applicant shall be the point person to collect all questions or concerns related to the conceptual overlay map from the other owner(s) of record. Based upon existing conditions there may be more than one overlay option for a given Private Way. The applicant shall be responsible for working with the all the owner(s) of record to select the option they wish to proceed with. The questions and concerns may be brought to the attention of the Director of Engineering, Jason Mammone, P.E. via email, phone call or one-on-one meeting with the applicant. Depending on the amount and/or type of questions and concerns, the Director of Engineering may coordinate an evening meeting with the owner(s) of record to discuss their questions and concerns. The date and time of the meeting will be coordinated through the applicant and the Director of Engineering and will be held at the Town Hall.
5. Should the applicant along with the owner(s) of record agree with the conceptual overlay map, the applicant shall then submit the “Approval of Conceptual Overlay Map Form” 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.
6. 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 hand back the approval package to applicant.
7. The applicant must then obtain signatures from **ALL** owner(s) of record acknowledging that they have seen and approve of the conceptual overlay map. The standard signatory page can be found on Page 4. Should there be a new owner(s) of record since the submission of the “Public Way Layout Petition Form” package, the applicant will be required to acquire the notarized signatures of **ALL** the new owner(s) 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 5. The

applicant should make as many copies of either signatory page as needed to acquire all the necessary signatures. It should be noted that the Board of Selectmen (BOS) will not entertain any approval form unless **ALL** the required signatures (standard or notarized) have been acquired.

8. Once the required signatures (standard or notarized) have been obtained, the applicant shall submit the entire approval package to the Town Manager's Office located at Town Hall (26 Bryant Street).
9. The Town Manager will forward the approval package to Town Counsel to review and confirm the identities of all those landowners whose approval is required, and shall direct the Applicant to secure such approvals as are missing.
10. Once review has been completed by Town Counsel, the Town Manager shall place the approval package before the Board for consideration, and shall notify the Applicant when it will be considered. Written notice of the Board's determination along with a copy of the approval package shall be provided to the applicant within 30 days following the BOS's final determination.
11. APPROVAL OF CONCEPTUAL OVERLAY MAP 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 10. Incomplete approval packages will be sent back to the applicant and will not be considered by the BOS until all required items are submitted.

- Approval of Conceptual Overlay Map Form
- Locus Plan generated by the Engineering Department
- Conceptual Overlay Map generated by the Engineering Department
- ALL** owner(s) of records supplied by the Assessor's Office
- ALL** signatures (standard or notarized) of the owner(s) of record



Approval of Conceptual Overlay Map

Standard Signatory Page

** By signing below, you have acknowledged that you have reviewed and approved of the Conceptual Overlay Map as prepared by the Engineering Department **

❖ _____
Name

Signature

Address, City/Town, State, Zip

Date

❖ _____
Name

Signature

Address, City/Town, State, Zip

Date

❖ _____
Name

Signature

Address, City/Town, State, Zip

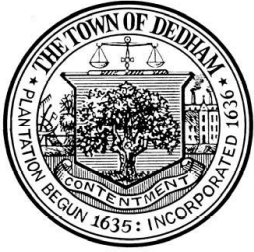
Date

❖ _____
Name

Signature

Address, City/Town, State, Zip

Date



**Approval of Conceptual Overlay Map
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: