



Chelmsford Planning Board  
Town Offices  
50 Billerica Road  
Chelmsford, MA 01824  
Phone: 978-250-5231 Fax: 978-250-5232

## Procedure for Construction of Paper Street

**Adopted: April 22, 1998**  
**Last Revised: April 23, 2003**

### **I. Applicable Projects**

Streets shown on plans recorded at the Registry of Deeds prior to August 3, 1947. Paper streets proposed for construction must be built across the lot frontage and extended to an existing street that is a Public Way or a way determined by the Planning Board to have sufficient width, suitable grades, and adequate construction to provide for the needs of vehicular traffic in relation to the proposed use of the land.

### **II. Submission to the Planning Board Office**

**A. Application Form and fourteen (14) copies of applicable recorded street plan and deed for the lots.**

**B. Fourteen (14) sets of Street Plan and Profiles (similar to Subdivision Rules and Regulations, Section 2430).**

**C. Fourteen (14) sets of construction plans (similar to Subdivision Rules and Regulations, Section 2450).**

**D. Four sets of drainage plans and calculations and conforming to Subdivision Rules and Regulations 202-14 to the maximum extent possible.**

**E. Certified abutters list.**

**F. A statement of all waivers being requested and a proposed deed restriction acknowledging the lot is to be served by a street that does not meet the requirements of a Public Way and that street maintenance and related municipal services will not be available unless the street is upgraded to meet those standards.**

**G. Application fee as set for in the Chelmsford Planning Board Regulations Governing Fees.**

**H. Abutter notification fee for each abutter on the list:**

1. One stamped, business-size envelope with first-class postage affixed, and
2. One postage fee for certificate of mailing (USPS Form 3817) – Do not affix postage

### **III. Planning Board Action**

- A. Planning Board schedules a public hearing and places a legal advertisement in a local newspaper at least fourteen (14) days preceding the hearing.**
- B. Notice is sent to abutters.**
- C. Planning Board distributes plans to Police, Fire, Health, Conservation Commission, Building Inspector, Sewer, and Engineering requesting review and comment.**
- D. Planning Board conducts a public hearing.**
- E. Planning Board conducts a site walk (centerline of proposed and lot corners to be staked by project surveyor).**
- F. Planning Board votes to approve plan, subject to covenants, or votes to disapprove plan.**
- G. If approved, Planning Board completes a certificate of approval and files the approval and the covenant with Town Clerk and the reviewing departments.**

### **IV. After Approval**

- A. Contractor builds street to completion before lots can be built upon, or, contractor posts cash bond with Planning Board for release of lot(s) – no occupancy permit until street is paved with binder course of bituminous concrete.**
- B. Project is completed, project design engineer certifies work is complete as approved and Planning Board votes to release remaining bond money.**

**Chelmsford Planning Board**

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Robert Morse, Clerk

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Date