



Town of Falmouth

Street Acceptance Applications

Procedure for Processing

1. A pre-application meeting is strongly recommended with the Parks and Public Works Director, Engineering Technician and the Community Development Director prior to beginning the application process. This will assure that all items are addressed.
2. Application will not be processed for street acceptance until such time as the site improvements have been completed under Planning Board approval and a certification to this effect submitted by the Engineering Technician, Tony Hayes.
3. A physical inspection of the street will be performed by the Director of Parks and Public Works and the Engineering Technician and a list of deficiencies will be forwarded to the applicant. A full copy of the approved plans will be utilized at this stage to evaluate the construction.
4. Applications may be submitted at any time but will not be processed until such time as the DPPW and the ET have certified that all physical deficiencies have been corrected. **ONLY** complete applications will be processed. Applications considered complete will include **ALL** items as listed on the Checklist or written waiver requests for those items not included.
5. Once the application is considered complete it will be distributed to Jay Reynolds, Interim Parks and Public Works Director, Tony Hayes, Engineering Technician and Amanda Stearns, Community Development Director.
6. Applications will not be placed on the Town Council agenda until staff has reviewed the application, and reports from the Parks and Public Director and the Community Development Director are completed.
7. The first meeting of the Council will be to review the application and act on any waivers requested. If no waivers are requested it is likely the application will be considered for acceptance at the initial meeting.
8. Original deeds and performance guarantee must be submitted prior to an order being scheduled for the Council.

The time between application submittal and placement on a Council agenda will depend largely on how complete the application is when submitted, condition of the street, compliance with all requirements, and waivers being requested.

Other Information

Personal property must be removed from the right of way. This includes all fencing, landscaping, underground sprinkler systems and invisible fencing and any other obstructions. This does not include mailboxes so long as they do not interfere with plowing and summer maintenance.