

**Street Acceptance Timeline (As of Jan 2023)**

<b>Action</b>	<b>Responsibility</b>	<b>Timing</b>
Request for Street Acceptance to Planning Board/Planner	Applicant/Developer	Start
Submit Street Acceptance Plan, As-Built Plan, and Legal Description to Planning Board/Planner	Applicant/Developer	Prior to Planning Board inspection
Forward Street Acceptance Plan and Legal Description to Select Board/Town Manager	Planning Board/Planner	When Recieved
Vote to add article to Town Meeting Warrant	Planning Board and/or Select Board	Prior to Warrant closing
Select Board request Planning Board Report	Select Board	45 days Prior to Town Meeting (Max)
Request inspection by Planning Board's inspector	Planning Board	Prior to Planning Board meeting
Request inspection by DPW/ConCom/Others as needed	Planning Board	Prior to Planning Board meeting
Inspection Conducted/Report Drafted	Planning Board Inspector	Prior to Planning Board meeting
Planning Board meeting to vote to send report to Select Board	Planning Board	Prior to Select Board public hearing
Request Abutters List from Assessors	Town Manager's Office	Prior to Select Board hearing
File public hearing notice with Town Clerk	Town Manager's Office	Prior to Select Board hearing
Mail notice to abutters	Town Manager's Office	7 days before hearing
Select Board public hearing	Select Board	No later than 7 days before Town Meeting
File Select Board vote and Street Acceptance Plan with Town Clerk	Town Manager's Office	No later than 7 days before Town Meeting
Vote on Acceptance at Town Meeting	Town Meeting	N/A
Adopt Order of Taking	Select Board	120 days after Town Meeting (Max)
Record Order of Taking	Town Manager's Office	30 days after adopting Order of Taking (Max)