



TOWN OF STOUGHTON -ENGINEERING DEPARTMENT-

Town Hall
10 Pearl Street, 2nd Floor

PROCESS FOR REQUESTING A SIDEWALK TO BE CONSTRUCTED

1. MEETING WITH TOWN ENGINEER

The Petitioner meets with the Town Engineer to discuss the need of constructing or re-constructing a sidewalk in a specified area. Prior to the meeting, the Petitioner is encouraged to obtain neighborhood support of the project. Following the initial meeting, the Engineering Department will create a conceptual GIS map of the project area, prepare a preliminary construction cost estimate, and research the department files to determine the Right Way layout, environmental issues, and constructability of the sidewalk. The Town Engineer will notify all appropriate Town departments of the proposed project and a site inspection of the proposed project area will be completed.

2. PRESENTATION TO THE TRANSPORTATION TASK FORCE

The Town Engineer will present the project information to the Transportation Task Force. The Transportation Task Force will discuss the project and identify all possible issues with the project and determine if more information is required prior to ranking the project. If more information is requested, the Petitioner will be requested to research the additional information with the appropriate Town Departments. The ranking of the project will occur when all requested information is obtained.

3. TRANSPORTATION TASK FORCE RANKS SIDEWALK PROJECT

Based on the approved Sidewalk Evaluation Scoresheet, the Task Force will rank the project based on the established criteria. A project will either get recommended or not recommended by the Transportation Task Force as determined by the total points received from the ranking:

- a. Greater than **275** Points = Highly Recommended
- b. Greater or Equal to than **200** Points = Recommended
- c. Less than **200** Points = Not Recommended

4. PRESENTATION TO STREET COMMISSIONERS (Board of Selectmen)

At a regularly scheduled meeting, the Town Engineer will present the project plans to the Board of Selectmen (acting as Street Commissioners) and communicate to them the Transportation Task Force's recommendation for the project. After the presentation, the

Town Engineer will request a vote by the Street Commissioners for their recommendation to advance the project.

5. PETITION TO TOWN MEETING

If the Street Commissioners vote to advance the project, the Town Engineer will prepare an article to be placed on the warrant for the next scheduled Town Meeting. If the Street Commissioners do not vote to advance the project, the Petitioner can still choose to take it upon themselves to submit a petition to the Town for the next scheduled Town Meeting. It is highly recommended that steps 1-4 are completed prior to November 1st so that the Town has enough time to prepare all the documentation required for submittal of an article to the Annual Town Meeting in the spring of the subsequent year.

Document Date: September 7, 2016

Board of Selectmen
Endorsement Date: September 13, 2016 (Scheduled Hearing)



New Sidewalk Request Form

Submit to Engineering Office

(kobrien@stoughton-ma.gov)

Date received: _____

Name of Proponent(s): _____

Address: _____

Phone Number(s): _____ Email(s): _____

New Sidewalk Location (list road(s)): _____

Starting Point(s): _____ Ending Point(s): _____

Reason for request (provide some information on the pedestrian activity in the area and any potential connectivity to existing sidewalks, trails or bikeways, as well as surrounding land uses) _____



New Sidewalk Petition Signatures

| Name (Print) | Signature | Address | Date/Time | Position S – Support O – Oppose N – Neutral |
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Collector of Signatures: _____