

## Policy Regarding Road Acceptance Procedures

### TOWN OF EAST HAMPTON

When a developer of a subdivision proposes to have the Town accept any subdivision road, he/she shall submit said request in writing to the Town Planner or Planning and Zoning Administrator. Upon receipt of said request, the Town Planner or Planning and Zoning Administrator shall refer the matter to the Director of Public Works or his designee who shall review the matter and, if appropriate, confirm in writing that said road has been built in accordance with plan requirements, Town of East Hampton Street Standards and Town of East Hampton Subdivision and Zoning Regulations, as applicable.

Upon receipt of said written confirmation by the Town Planner or Planning and Zoning Administrator, the developer shall be advised to present to the Town Planner or Zoning Administrator the following items:

- A-2 Survey (as built) showing the subdivision road and containing a metes and bounds description of same, and also showing the location of all public improvements, including monuments, utility liens, catch basins, drainage systems and structures, public sewage disposal systems and liens, and all water liens which service the subdivision;
- Proposed fully executed warranty deed to the road, containing metes and bounds description of the road, together with applicable tax conveyance statement(s);
- A Certificate of Title for the road, issued by a member of the Connecticut Bar Association, disclosing all encumbrances on the road;
- If the Certificate of Title reveals any mortgage, lien, or easement encumbering the road (other than easements in favor of the Town of East Hampton), then the developer, through counsel, must also present a release of said encumbrance or encumbrances, in recordable form.
- Proposed fully executed deed to the Town for any drainage easements that apply, together with applicable tax conveyance statement(s);
- Proposed fully executed deeds for other conveyances to the Town required by the subdivision approval, including conservation easements and open space, together with applicable tax conveyance statement(s).

Upon receipt of the above documents by the Town Planner or Planning and Zoning Administrator, said official shall review same for accuracy and form. If any of said documents require revision, then said matter shall not be scheduled for further consideration until the documents are revised as required by said official. If the documents are acceptable, then the developer's request shall be placed on the next available PZC agenda for review and recommendation to the Town Council. Finally, road acceptance shall be considered at a meeting of the Town Council.

#### Summary Procedure

- Request by the developer for road acceptance in writing
- Review by the Town Engineer for completion of plan requirements
- Review by Public Works Department
- Review of and approval of all required aforementioned documents
- PZC recommendation
- Council approval

\_\_\_\_\_ of \_\_\_\_\_, for consideration paid, grant to THE TOWN OF EAST HAMPTON, municipal corporation existing under the laws of the State of Connecticut, with WARRANTY COVENANTS the following described property:

**[Description of Roadway and Reference to Subdivision Map – either insert or refer to attached Schedule A]**

Said premises being conveyed to the Town of East Hampton as a public roadway.

Said premises are subject to building liens, easements, restrictions and notes, as set forth on said map or plan, and to restrictions, covenants, and easements as of record may appear.

Witnessed by:

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STATE OF CONNECTICUT   )  
                                      : ss.  
COUNTY OF                    )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned officer, personally appeared \_\_\_\_\_, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he executed the same as the free act and deed.

In Witness Whereof, I hereunto set my hand.

\_\_\_\_\_  
Commissioner of the Superior Court  
Notary Public  
My Commission Expires: