

City of Marlborough Planning Board

Acceptance Procedure - Start of Maintenance Period

[] Step 1	Developer prepares deeds to the roadway and easements	
[] Step 2	Completion of roadway construction	Date:
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[] Step 3	Developer prepares acceptance and as-built plans	
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[] Step 4	Developer notifies the following departments that the work has been completed and makes request to the Planning Board for bond reduction [] Planning Board [] DPW, Engineering [] City Clerk [] Board of Health [] City Solicitor	
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[] Step 5	Notified departments provide written statements back to the Planning Board	
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[] Step 6	Planning Board reviews written statements and refers bond reduction to Engineering for review	
[] Step 7	Engineering reports back to the Planning Board, and if satisfactory,	
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[] Step 8	Planning Board starts Maintenance Period and can reduce bond to retainage amount	Date:Board Action:
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[] Step 9	Developer adheres to Operation and Maintenance Plan during Maintenance Period	