



CITY OF BOSTON
PUBLIC IMPROVEMENT COMMISSION

PUBLIC WORKS DEPARTMENT
CITY HALL ROOM 714

Boston, Massachusetts 02201

Telephone: (617) 635-4961
Fax: (617) 635-4558
Email: PIC@cityofboston.gov

JOANNE P. MASSARO
Chairperson

Commission Members:
Transportation Department
Property Management
Inspectional Services
Water & Sewer Commission

AMY S. CORDING
Chief Engineer

TODD M. LIMING
Acting Executive Secretary

LAYOUT CHECKLIST
Proposed Private Roadway

- ☐ 1. Prepare plans
- ☐ 2. Submit plans to public agencies
- ☐ 3. Provide full submission package to the PIC
 - Plans
 - Petition
 - Public agency responses
 - Boston Transportation Department
 - Inspectional Services Department
 - Boston Water & Sewer Commission
 - PWD – Street Lighting Division
 - Commission for Persons with Disabilities
 - Boston Parks & Recreation Department
 - Mayor's Office of Neighborhood Services
 - Manager's Certificate or Certificate of Authority
 - Legal description
- ☐ 4. Appear at PIC Hearing under "New Business"
- ☐ 5. Revise/amend project as directed by Commission
- ☐ 6. Appear at PIC Hearing under "Public Hearing"
- ☐ 7. Supply PIC with Mylar copies for Registry of Deeds
- ☐ 8. Permits and Construction



CITY OF BOSTON
PUBLIC IMPROVEMENT COMMISSION

PUBLIC WORKS DEPARTMENT
CITY HALL ROOM 714

Boston, Massachusetts 02201

Telephone: (617) 635-4961
Fax: (617) 635-4558
Email: PIC@cityofboston.gov

JOANNE P. MASSARO
Chairperson

Commission Members:
Transportation Department
Property Management
Inspectional Services
Water & Sewer Commission

AMY S. CORDING
Chief Engineer

TODD M. LIMING
Acting Executive Secretary

LAYOUT PROCEDURE
Proposed Private Roadway

The following steps should be taken, generally in the noted sequential order, to petition the Public Improvement Commission for approval of the Layout of a private roadway. Once the articles listed in Step 3 have been submitted to the satisfaction of the Chief Engineer, you will be placed on the next available PIC Hearing agenda under "New Business".

1. Prepare plans to conform to the following criteria:
 - Full-sized 24"x36" in the landscape orientation
 - Stamped and signed by a MA-registered civil engineer and/or land surveyor
 - PIC's title block in the lower right-hand corner (an example is enclosed)
 - Additional signature lines reading:
 - PIC Design Review
 - PIC Chief Engineer
 - Approved, Commissioner of Public Works
 - Blank 3.5"x3.5" box in the lower left-hand corner (for Registry use)
 - Proposed roadway property lines (minimum width is 40 feet)
 - Legal description of the roadway area (see App. 1 for an example)
 - Parcel ID numbers and owners' names for all abutting properties
2. Submit to the following public agencies plans and background information relating to the project. A written response indicating approval will be required from every listed public agency. See the enclosed "Public Agency Contacts" for contact information.
 - Boston Transportation Department (BTD)
 - Inspectional Services Department (ISD)
 - Boston Water & Sewer Commission (BWSC)
 - PWD – Street Lighting Division
 - Commission for Persons with Disabilities
 - Boston Parks & Recreation Department
 - Mayor's Office of Neighborhood Services



CITY OF BOSTON
PUBLIC IMPROVEMENT COMMISSION

PUBLIC WORKS DEPARTMENT
CITY HALL ROOM 714

Boston, Massachusetts 02201

Telephone: (617) 635-4961
Fax: (617) 635-4558
Email: PIC@cityofboston.gov

JOANNE P. MASSARO
Chairperson

Commission Members:
Transportation Department
Property Management
Inspectional Services
Water & Sewer Commission

AMY S. CORDING
Chief Engineer

TODD M. LIMING
Acting Executive Secretary

3. Provide full submission to the PIC for review. This submission shall include three full-sized sets of the prepared plans along with an Engineering Report. The report shall include the following:
 - Petition signed by the interested party and all other abutting property owners
 - Letters of support/approval from every public agency noted in Step 2
 - Manager's Certificate (for a licensed LLC) or Certificate of Authority (for all other business structures) verifying that the individual(s) signing the petition have the authority to make the decisions associated with the subject PIC action
 - Legal description of the roadway area in electronic form (see App. 1 for an example)
4. Once PIC Staff is satisfied with the submission the project will be placed on the next available PIC Hearing agenda under "New Business". The petitioner and any other supporting parties (e.g. co-petitioners, contracted engineers, legal counsel, public agencies, etc.) should be prepared to present the project to the Commission and field any questions or comments that may arise. A date for a Public Hearing will be declared.
5. Revisions and/or plan amendments may be requested by the Commission at the "New Business" Hearing. These should be addressed prior to the Public Hearing as scheduled in Step 4.
6. Return to the PIC Hearing under "Public Hearing". The petitioner and any other supporting parties should be prepared to provide evidence of the steps taken to satisfy the comments made by the Commission at the New Business Hearing. If the Commission is satisfied a motion to approve the petition will be voted on. If any issues are outstanding a motion to deny or continue the petition will be voted on. If the petition is continued a date for the Continuation of the Public Hearing will be declared and the process reverts to Step 5.
7. After obtaining an approving vote from the Commission, provide to PIC staff two copies of the final plans on Mylar. One copy may be monochrome, the other should show existing conditions in black and the subject roadway lines in blue. One copy will be kept on file at City Hall and the other will be recorded with the Registry of Deeds.
8. Upon receipt of the Mylar plans, the necessary permits may be granted and construction may commence.



CITY OF BOSTON
PUBLIC IMPROVEMENT COMMISSION

PUBLIC WORKS DEPARTMENT
CITY HALL ROOM 714

Boston, Massachusetts 02201

Telephone: (617) 635-4961
Fax: (617) 635-4558
Email: PIC@cityofboston.gov

JOANNE P. MASSARO
Chairperson

Commission Members:
Transportation Department
Property Management
Inspectional Services
Water & Sewer Commission

AMY S. CORDING
Chief Engineer

TODD M. LIMING
Acting Executive Secretary

Appendix 1 – Example Legal Description (Layout Approval)

A certain parcel of land, supposed to be the property of XYZ Associates, LLC, situated at the intersection of Main Street and Pasadena Avenue, is hereby laid out as a private way, and is bounded and described as follows:

Beginning at the intersection of the southeasterly sideline of Main Street and the southwesterly sideline of Pasadena Avenue, thence running S34°40'00"E, along said sideline of Pasadena Avenue, a distance of 75.07 feet to the point of beginning;

Thence continuing S34°40'00"E, along said sideline, a distance of 59.92 feet to a point;

Thence turning and running S55°22'19"W, a distance of 333.68 feet to a point on the northeasterly sideline of Sidney Street;

Thence turning and running along said sideline, along a curve to the left having a radius of 1,726.85 feet, a length of 56.20 feet, the chord of which is 56.20 feet along a bearing of N00°18'11"W to a point;

Thence turning and running N55°22'19"E, a distance of 88.55 feet to a point;

Thence turning and running N34°37'41"W, a distance of 13.51 feet to a point;

Thence turning and running N55°22'19"E, a distance of 213.40 feet to the point of beginning;

Containing an area of 17,625 square feet, more or less.