



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

WIDENING & RELOCATION CHECKLIST

- 1. Prepare plans
- 2. Submit plans to public agencies
- 3. Submit plans to private utility companies
- 4. Consult with PIC Legal Counsel
- 5. Provide full submission package to the PIC
 - Plans
 - Petition
 - COBUCS number
 - Public agency responses
 - Boston Transportation Department
 - Inspectional Services Department
 - Boston Water & Sewer Commission
 - PWD – Street Lighting Division (if applicable)
 - Commission for Persons with Disabilities
 - Boston Parks & Recreation Department (if applicable)
 - Mayor's Office of Neighborhood Services
 - Boston Landmarks Commission (if applicable)
 - Architectural District Commission (if applicable)
 - Utility company delivery receipts
 - Manager's Certificate or Certificate of Authority
 - Legal description
 - TAPA (if applicable)
- 6. Appear at PIC Hearing under "New Business"
- 7. Revise/amend project as directed by Commission
- 8. Appear at PIC Hearing under "Public Hearing"
- 9. Supply PIC with Mylar copies for Registry of Deeds
- 10. Permits and Construction



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WIDENING & RELOCATION PROCEDURE

The following steps should be taken, generally in the noted sequential order, to petition the Public Improvement Commission to Widen and/or Relocate layout line(s) of a City roadway. Once the articles listed in Step 5 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)
 - Existing layout (property) lines shown in black and the following shown in color:
 - Existing curb lines shown in solid blue
 - Proposed changes to layout (property) lines shown in solid red
 - Proposed changes to curb lines shown in dashed blue
 - Legal description of the proposed layout area(s) (see App. 1 for an example)
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 (if any street lights are being impacted)
 - Commission for Persons with Disabilities
 - Boston Parks & Recreation Department (if any trees are being impacted)
 - Mayor's Office of Neighborhood Services
 - Boston Landmarks Commission (if applicable)
 - Architectural District Commission (if applicable)



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3. Submit via certified mail plans to the private utility companies listed on the enclosed "Utility Contacts" document. A written response will not be required from these companies; however, their comments shall be addressed to the satisfaction of the Commission.
4. Consult with PIC's Legal Counsel to cooperatively begin drafting any necessary legal agreements.
5. 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
 - COBUCS number as provided by Public Works Department, Highway Division
 - Letters of support/approval from every public agency noted in Step 2
 - Proof of delivery (delivery receipt) from every utility company noted in Step 3 (also include all responses that may have been provided)
 - 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 proposed layout area(s) in electronic form (see App. 1 for an example)
 - Transportation Access Plan Agreement (TAPA) if deemed necessary by BTM
6. 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.
7. 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 6.



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8. 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 7.
9. 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 in color the details noted in Step 1. One copy will be kept on file at City Hall and the other will be recorded with the Registry of Deeds.
10. Upon receipt of the Mylar plans, the necessary permits may be granted and construction may commence.



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Appendix 1 – Example Legal Description (Relocation)

The relocation of a roadway layout line is hereby taken in Tremont Street, and is bounded and described as follows:

Beginning at a point 735.77 feet on a bearing of S 53° 55' 32" W from the intersection of the southeasterly sideline of Tremont street and the southwesterly sideline of Whittier Street, thence turning and running;

S 36° 05' 29" E a distance of 10.64 feet, thence turning and running;

S 53° 54' 31" W a distance of 270.00 feet, thence turning and running;

S 52° 28' 58" W a distance of 39.55 feet, thence turning and running;

N 36° 16' 49" W a distance of 11.71 feet to the existing street line of Tremont street, thence turning and running;

N 53° 55' 32" E a distance of 309.59, to the point of beginning.

Said parcel containing an area of 3,326 square feet, more or less.