



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

EASEMENT CHECKLIST
Pedestrian, Highway

- 1. Prepare plans
- 2. Submit plans to public agencies
- 3. Begin drafting Grant of Easement agreement
- 4. Provide full submission package to the PIC
 - _ Plans
 - _ Petition
 - _ Public agency responses
 - o Boston Transportation Department
 - o Inspectional Services Department
 - o Boston Water & Sewer Commission
 - o Commission for Persons with Disabilities
 - _ Manager's Certificate or Certificate of Authority
 - _ Legal description
- 5. Appear at PIC Hearing under "New Business"
- 6. Revise/amend project as directed by Commission
- 7. Appear at PIC Hearing under "Public Hearing"
- 8. Supply PIC with Mylar copies for Registry of Deeds



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EASEMENT PROCEDURE
Pedestrian, Highway

The following steps should be taken, generally in the noted sequential order, to petition the Public Improvement Commission for the granting of an Easement to the City. Once the articles listed in Step 4 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 lines shown in black and subject easement lines in blue
 - Legal description of the easement 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)
 - Commission for Persons with Disabilities
3. Consult with PIC's Legal Counsel to cooperatively begin drafting the Grant of Easement agreement.



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4. 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
 - 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 easement area in electronic form (see App. 1 for an example)
5. 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.
6. 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 5.
7. 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 6.
8. 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 easement lines in blue. One copy will be kept on file at City Hall and the other will be recorded with the Registry of Deeds.



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Appendix 1 – Example Legal Description (Pedestrian Easement)

A certain parcel of land, supposed to be the property of XYZ Associates, LLC, situated at the intersection of Sumner Street and Lewis Street, is hereby granted as a pedestrian easement to the City of Boston, and is bounded and described as follows:

Beginning at a point on the southerly sideline of Sumner Street and said point being 706.25 feet, N 59° 46' 45" W of the intersection of the northwesterly sideline of Lewis Street, thence turning and running;

N 59° 46' 45" W a distance of 67.16 feet by the southerly sideline of Sumner Street to a point, thence turning and running;

N 30° 13' 15" E a distance of 4.50 feet into Sumner Street to a point, thence turning and running;

S 59° 46' 45" E a distance of 67.16 feet through Sumner Street to a point, thence turning and running;

S 30° 13' 15" W a distance of 4.50 feet through Sumner Street to the point of beginning.

Said parcel containing an area of 302 square feet, more or less.