

1. **Newspaper Announcement by Developer** (at his expense) at least fourteen (14) days prior to the final release of the performance bond or surety, an announcement that such release is contemplated and shall deliver to the Planning Board a copy of the page containing a copy of the announcement.

2. **Developer Submit Written Statement to Town Clerk and Planning Board by registered mail.**

Statement: Said construction or installation in connection with which such bond, deposit, covenant, or agreement has been secured, has been completed in accordance with the requirements contained under Section 5.0." Statement to contain:

1. Name and address of Applicant.

2. Form J Compliance Certificate to be signed by the Planning Board that the development has been completed according to the Rules and Regulations of the Planning Board and the Town of West Newbury Zoning By-Laws shall be recorded in the Registry of Deeds by the Applicant and a receipt therefore be delivered to the Planning Board.

3. Report of Inspections.

4. As-Built Plan submitted to Planning Board. See Section 5.16.

5. Street Acceptance Plan submitted to Planning Board for review. See Section 5.17.

6. Form K Completion Certificate: Obtain signatures from Planning Board Agent, DPW, Board of Health, Fire Chief, Building Inspector, & Planning Board

3. Planning Board responds to statement in 45 days. Planning Board executes Form J Compliance Certificate, Applicant records Certificate of Completion. If there are issues, see 3.3.5.3.2. & .3

4. Owner Proposes Street Acceptance by the Town. Submits Street Acceptance Plan, Easements (as necessary) and Street Deed, PB Certificate of Completion.

5. Owner Records Documents. Owner records documents within 90 days of acceptance by Town Meeting.

NOTE: There will also be a process for the layout, acceptance, & acquisition of the road by the Town pursuant to Mass General Law Chapter 82, §§ 21-24.