

TOWN MEETING DATE: _____

LAST DAY TO SUBMIT ARTICLE FOR TOWN MEETING: _____

**TOWN OF DRACUT
PROCEDURE FOR FILING
ARTICLES FOR TOWN MEETING**

**The Board of Selectmen will begin hearing all Warrant Articles at their _____ meeting.
The Petitioner is advised to be present at this meeting**

In accordance with Section 9 of the Planning Board Rules and Regulations, **all street acceptance article requests shall be made 90 days prior to the scheduled Town Meeting.** Failure to meet this requirement will result in the request being heard at the next Town Meeting.

All other articles for Town Meeting must be filed 45 or more days before Town Meeting with the Town Clerk. Town meetings are held the first Monday in June and the first Monday in November.

Except for procedural matters, all subjects to be acted upon by the town meeting shall be placed on warrants issued by the Board of Selectmen. The Board shall place on such warrants all subjects requested in writing by:

- (1) ANY ELECTED TOWN OFFICIAL OR MEMBER OF AN ELECTED MULTIPLE-MEMBER BODY
- (2) ANY APPOINTED MULTIPLE-MEMBER BODY ACTING BY A MAJORITY OF ITS MEMBERS
- (3) ANY TEN OR MORE REGISTERED VOTERS
- (4) ANY APPOINTED TOWN OFFICER OR DEPARTMENT HEAD

Articles must be submitted along with the following items before being placed on the warrant for:

ADDING or AMENDING TOWN and/or ZONING BYLAWS:

Your proposed article must include **the following PRIOR TO recording by the Town Clerk:**

- a. A copy of the existing By-Law;
- b. Your proposed By-Law change, **with a summary of the reason(s) for the proposed change;**
- c. If submitted by voter petition, a completed registered voter's petition form (included on the last page of this packet) including the name, address and telephone number of person submitting the article.
- d. Zoning articles require a copy of assessor's map showing location and street address of property for proposed re-zoning, **as well as a legal description of the property to be rezoned.**
- e. You must also go to the Assessors' Office and apply for an Abutter's List.
This is required by the Planning Board hearing*

*Town and Zoning changes require a public hearing to be held by the Planning Board before Town Meeting.
You must be present for the meeting to explain your article.

All costs incurred for the required advertising and for the required certified abutters list are the responsibility of the petitioner.

You will need to immediately contact the Engineering/ Planning Department (978) 454-2595 in order to be scheduled for a public hearing on your article.

STREET ACCEPTANCE:

In order for a street acceptance to be placed on Town Meeting warrant the following items must be submitted to EACH DEPARTMENT as stated below.

Once you submit to the Town Clerk's Office, you must go to the Office of the Board of Selectmen in order to schedule a hearing date.

Street Acceptances require a public hearing to be held by the Board of Selectmen before Town Meeting. You must go to the Assessor's Office and apply for an Abutter's List. **This is required for Board of Selectmen's hearing.**

TOWN CLERK'S OFFICE - (978) 453-0951

e-mail: kgraham@dracutma.gov; jboissonneault@dracutma.gov

- ___ Warrant Article
- ___ Completed Registered Voter Petition (if submitted by voter petition)
- ___ Name, address, contact number and email for person submitting article
- ___ Two (2) copies of the As Built Plan
- ___ Two (2) Original Metes and Bounds description

BOARD OF SELECTMEN'S OFFICE - (978) 452-1908

e-mail: srowe@dracutma.gov

- ___ Three (3) copies of the Metes and Bounds description
- ___ Three (3) copies of the Deed
- ___ Three (3) copies of the Street Acceptance Plan
- ___ Three (3) copies of the As-Built Plan
- ___ Signed Petition for Town Meeting Warrant Article once certified from Town Clerk
- ___ Copy of Warrant Article, which was submitted to the Town Clerk's Office (Must show the Town Clerk's Date Stamp)
- ___ A certified abutter's list (Must apply to Assessor's Office for List)
- ___ Provide addressed envelopes for each name on the abutter's list (labels provided from Assessor's Office) with postage including *return* labels addressed "Board of Selectmen, 62 Arlington St, Dracut, MA 01826"
- ___ Public Hearing Advertising Fee

PLANNING BOARD/ENGINEERING OFFICE - (978) 454-2594

e-mail: mhamel@dracutma.gov / lwagner@dracutma.gov

- ___ Mylar and three (3) copies of As Built Plans (recordable form)
- ___ Mylar and three (3) copies of the Street Acceptance Plan
- ___ Three (3) copies of the Metes and Bounds description
- ___ Original Quit Claim Deed (recordable form) and three (3) copies
- ___ Copy of Warrant Article, which was submitted to the Town Clerk's Office (Must show the Town Clerk's Time Stamp)

DEPARTMENT OF PUBLIC WORKS - (978) 957-0411

e-mail: epatenaude@dracutma.gov ; ddouglas@dracutma.gov

- ___ One (1) copy of the As Built Plan
- ___ One (1) copy of the Street Acceptance Plan
- ___ One (1) copy of the Metes and Bounds Description
- ___ Copy of Warrant Article, which was submitted to the Town Clerk's Office
(Must show the Town Clerk's Time Stamp)

Articles must be date/time stamped in the Town Clerk's office 45 or more days prior to the Town Meeting.

PETITIONER(S) SUBMITTING ARTICLES ARE RESPONSIBLE FOR FOLLOWING THIS PROCESS. FAILURE TO SUBMIT THE ABOVE ITEMS WILL NEGATE ARTICLE FOR SUBMITTAL TO WARRANT. FEES MAY BE REQUIRED BY INDIVIDUAL DEPARTMENTS.

Petitioners are strongly advised if they do not understanding the filing requirements and/or process to consider hiring legal counsel and/or other consultants as needed to assist in presentation of the proposed changes.

If you have any questions regarding the filing of articles for Town Meeting please feel free to contact the appropriate department at the telephone numbers and/or email addresses listed above. Thank you for your cooperation.

Jayne Boissonneault, Dracut Town Clerk

(See Voter Petition Attached)

PETITION TO PLACE AN ARTICLE ON TOWN MEETING WARRANT

We, the undersigned registered voters of the Town of Dracut hereby petition the Board of Selectmen to place the following article within the warrant of the next Town Meeting* in accordance with Chapter 39, Section 10 of the Massachusetts General Laws:

(Attach a separate sheet if additional space is required. Entire text of the article must be attached **before** obtaining signatures of voters)

	Printed Name of Voter	Signature of Voter	Residential Address	Precinct if known
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

*Ten (10 registered voters are required to place an article on the warrant for an Annual Town Meeting (we suggest you get up to 15 in case a signature cannot be certified). Copy of proposed article must be attached to voter petition. Article and voter petition must be submitted 45 days or more prior to Town Meeting.

This Petition Submitted by:

The motion on this article will be presented at Town Meeting by:

NAME

ADDRESS

TELEPHONE

EMAIL ADDRESS