

**TOWN OF WELLESLEY, DPW  
ENGINEERING DIVISION FAQ'S**

1. Where do I acquire a plot plan for my property?

**Plot plans are obtained from the Department of Public Works, Engineering Division. There is no charge.**

2. Where do I acquire a deed for my property?

**Deed information and documentation can be obtained at the Norfolk Registry of Deeds in Dedham, Massachusetts. Most deeds can be viewed and printed, for a small fee, from the Norfolk Registry of Deeds website at [www.norfolkdeeds.org](http://www.norfolkdeeds.org)**

3. Where do I find survey information such as street layouts, easement plans, contour information, benchmarks, etc.?

**The Department of Public Works Engineering Division maintains most plan records for the Town, with the exception of buildings and on-site sewage disposal systems.**

4. Will the Town survey my property?

**No. The Town only surveys property lines that involve Town projects. The Engineering Division does provide a list of surveyors that frequently work in Wellesley.**

5. What are the property line setback requirements for my property?

**The property line setback requirements are found in the Town of Wellesley Zoning Bylaws, Section XIX Yard Regulations, latest edition or contact the Wellesley Planning Board at 781-431-1019, x2232.**

6. Does the Town allow resident/businesses to connect a private stormwater drain to the Town's stormwater drainage system?

**Residents are allowed to connect a private drain from their property to the Town's stormwater drainage system, after the Engineering Division has checked the area and their request to be certain that the Town system has the capacity to handle the drainage discharge. A Private Stormwater Drainage Connection Agreement must be executed by the homeowner and signed by the Town Engineer. The permit must be notarized.**

7. Is there a fee to connect a private stormwater drain to the Town's stormwater drainage system?

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**There is a \$76.00 recording fee for Recorded Land and a \$75.00 recording fee for Registered Land (Land Court) that is paid by the applicant. The Applicant shall make the check for the recording fee payable to Albert Robinson, Town Counsel. The check is forwarded along with the executed agreement to Town Counsel.**

8. Where do I acquire a GIS map?

**Town of Wellesley GIS Data can be purchased at the Office of the Town Clerk or by filling out a Map Request Form from the Town's website at [http://wellesleyma.virtualtownhall.net/Pages/WellesleyMA\\_NIS/S00A25F79-00A265F1](http://wellesleyma.virtualtownhall.net/Pages/WellesleyMA_NIS/S00A25F79-00A265F1)**

9. Do you have copies of zoning maps?

**Zoning maps are available at the Office of the Town Clerk, Town Hall, 525 Washington Street.**

10. Does the Town have copies of the flood insurance maps developed for Wellesley?

**Yes. The Town's Engineering Division has copies of FEMA flood insurance maps. However, the flood insurance maps can also be viewed and printed, for a small fee, from FEMA's website at <http://msc.fema.gov/webapp/wcs/stores/servlet/FemaWelcomeView?storeId=10001&catalogId=10001&langId=-1&userType=G>  
The Natural Resources Commission also has a more detailed copy of the flood insurance maps.**

11. What is an easement?

**An easement is a tract of land with limited rights by another to use that land for special purposes. Easements are typically used for, but not limited to, the following purposes: utility, electric, drain, sewer, footpath, etc.**

12. Will the town locate my utility services for me?

**Yes. The Engineering Division will locate the following utilities; water, sewer and drain. The Wellesley Municipal Light Plant will**

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**locate the electric service. Others are responsible for locating the gas, telephone and cable TV utilities.**

13. How do I find out the limits of the public way?

**The limits of the public way are determined from the original roadway layout plans or street acceptance plans. These plans are located in the Engineering Division office.**

14. Do I need to have permission to widen, move or add another driveway on my property?

**Yes. Each request for location or relocation of driveway aprons and curb cuts\* shall be in writing to the Board of Selectmen. Such letter should state the reasons for the driveway and shall be accompanied by a sketch at a scale of 1"=40', showing the lot, its total area, perimeter dimensions and approximate location of the house, any garage, the proposed driveway and the existing driveway. The width of the proposed and existing driveway and curb cut must be provided. Please note any work in the public way will require a Street Occupancy Permit.**