



TOWN OF WEST NEWBURY
381 Main Street, West Newbury, MA 01985
Phone: 978-363-1100

Trails Proposal Checklist

INSTRUCTIONS:

- This checklist is to be completed by a proponent for any proposed public access trail in the Town of West Newbury that will be open to the general public prior to the construction of the proposed trail.
- This checklist is **not** required for creation of trails on private property which will not be posted as open to the general public.
- To ensure your progress is not lost, it is recommended that you download and complete this form rather than completing the form in your web browser.
- Please note that there are questions in this checklist about the creation of trail easements for public trails over private land. Not all trails will require a trail easement. If you are unsure if a trail easement applies to your proposed trail, please contact the Land Agent prior to completing this checklist.
- Please note that consideration of proposed trails using this checklist is a separate process from any Town project permitting requirements. Please consult with appropriate Town department staff to coordinate the submittal of this trails checklist in connection to any other project permitting requirements.
- Please answer each question to the maximum extent that the information is currently known as it will assist the Town in its review of the checklist.
- Once completed please submit the checklist to the Land Agent by email to conservation@wnewbury.org
- If you have any questions, would like additional information, or need assistance, please contact the Land Agent at 978-363-1100 x126 or by email at conservation@wnewbury.org

The Town appreciates your interest in creating a public access trail. Thank you!

HELPFUL RESOURCES TO COMPLETE THIS CHECKLIST:

- [West Newbury MiMap](#) – Can be used to draw approximate trail locations, measure approximate trail lengths, show property boundaries, etc.
- [MassMapper for West Newbury](#) – Can be used to determine extent of mapped NHESP priority habitat and approximate locations of wetlands. The link will bring you to MassMapper for West Newbury with NHESP priority habitat and 1' contour layers turned on (you have to zoom in for those to show). The base map shows wetlands and streams. Please note this map provides general information only and may not show the full extent of regulated wetland resource areas present in an area.
- **Conservation Agent / Land Agent Contact Information:** Michelle Greene, 978-891-0238, conservation@wnewbury.org
- **Assessing Department Contact Information:** Maureen Curtin, Assistant Assessor, 978-363-1100, ext., asst.assessor@wnewbury.org
- **ADA Compliance Officer / Building Inspector Contact Information:** Sam Joslin, 978-618-4430, building.inspector@wnewbury.org

Remainder of this page intentionally left blank; checklist begins on following page.

1. Trail proponent information:
Name of individual or name of organization and representative:
Phone number:
Email address:
Mailing address:
2. Where is the location of the proposed trail?
Please describe the location of the trail to the best of your abilities:
Include a map or plan illustrating, with as much specificity as now available, the location of the proposed trail. Please note a hand-drawn, mark-up of a base map is acceptable for submission with this list.
If the trail will connect to other existing trails, please ensure that these trails and the connections to the proposed trail are shown on your map or plans.
If the trail will have parking, please be sure it is shown on your map or plan.
If surveyed plans are not being submitted, the trail illustration should be shown on maps created using MiMap , the Town's GIS mapping system with the contours layer turned on. <i>If you need assistance using MiMap please contact the Assessing Department or the Land Agent.</i>
3. Who owns the land that the proposed trail or trail easement is location on?
Property owner:
If you have discussed this trail with the landowner, are they supportive of the trail proposal:
<ul style="list-style-type: none"> Please submit a copy of the deed to the current landowner along with this checklist. <i>If you need assistance retrieving this deed, please contact the Assessing Department.</i>
4. If the trail will be located on a trail easement over private property, who will the grantee(s) of the trail easement be?
Grantee(s) of trail easement, if applicable:
<ul style="list-style-type: none"> If the town of West Newbury will be a grantee of the trail easement, a title search for the property(ies) where the trail easement will be located is required to be submitted. <i>Please do not delay the completion and submission of this checklist pending a title search but please ensure one is sent as soon as it is available.</i>

5. What is the approximate length of the proposed trail?

- Please use linear feet if under 2,000 linear feet or miles if over 2,000 linear feet
- This can be estimated using the measure tool on the town's [MiMap](#). *If you need assistance using MiMap please contact the Assessing Department or the Land Agent.*

Approximate trail length:

6. Is the land where the trail is proposed subject to a Conservation Restriction, Agricultural Preservation Restriction, approved Forestry Management Plan, or any other restriction(s)? *If you need assistance determining this, please contact the Land Agent or the Assessing Department.*

Yes

No

- If yes, please attach copies of the restriction(s) that the land is subject to.

7. Does the location of the proposed trail and/or trail easement pass over any other existing easement(s)? *If you need assistance determining this, please contact the Land Agent or the Assessing Department.*

Yes

No

- If yes, please attach copies of the easement(s).

8. Will the proposed trail be accessible from a public way or from another trail for which the public has access to?

Yes

No

If needed, please provide additional details about access to the trail here:

9. What is the objective of the proposed trail? Consider and address the following to the extent currently known:

Does the trail have a destination or is the trail a loop trail?

If the trail is not a loop trail, what is the destination of the trail?

Does the trail connect to any existing or proposed trails or link any existing or proposed trail networks? If yes, please provide details and please ensure that these connecting trails are shown on the map or plan submitted with this checklist.

Is the trail proposed or anticipated to have any designated stopping points? i.e. benches, overlooks, natural habitat and/or wildlife viewing and signage.

Will trail usage be limited in any way? If so, please specify i.e. please explain if the proposed trail will be open or closed to certain trail users such as off-road vehicle users, equestrians, mountain bikers, etc.

Who do you anticipate will be the primary trail user(s)? i.e. pedestrians, hikers, neighborhood users, mountain bikers, equestrians, off road vehicles, cross country skiers etc.

10. Is the location of the proposed trail recommended or anticipated in existing town trail plans, Conservation Restrictions, land acquisitions, the current Open Space and Recreation Plan, or other town plans or documents? *If you need assistance determining this, please contact the Land Agent.*

Yes

No

11. At this time are you planning to install kiosks or signage at the proposed trail head(s)? Please note that there is often no requirement that trails have kiosks or signage but if you are planning to install kiosks or signage, please provide the details as currently known.

Yes

No

If needed, please provide additional details about kiosks and/or trail signage here:

12. Would parking be constructed as part of the proposed trail?

Yes

No

- If yes, please provide a plan showing anticipated parking location and general scale.

- If no, please explain whether there is existing publicly-accessible parking sufficient to support the proposed trail or whether no dedicated parking is expected to be needed:

13. Is the proposed trail, or portions of the proposed trail, within 200 feet of a perennial stream or river, within 100 feet of a wetland resource area, and/or would the trail cross through or over any stream, river, or wetlands? MassMapper, linked below, can be helpful to determine if wetland resource areas are present. Please contact the Conservation Agent if you need assistance.

Yes

No

- If yes, the proponent should contact the West Newbury Conservation Commission early in the process for assistance in determining what permitting the trail would require under the Wetlands Protection Act and any local wetlands protection bylaw. **No trail work within a resource area or buffer zone may start until permitted by the Conservation Commission.** Please contact the Conservation Agent if you need assistance.

14. Is the proposed trail, or portions of the proposed trail, within state Natural Heritage and Endangered Species Program (NHESP) mapped Priority Habitat of Rare and Endangered Species? [MassMapper](#) can be used to view NHESP mapped habitat. Please contact the Conservation Agent if you need assistance.

Yes

No

- If yes, the proponent shall submit a Massachusetts Endangered Species Act (MESA) checklist to NHESP for review of the trail within priority habitat. Once a response letter is received from NHESP, the proponent shall provide a copy to the Conservation Commission. **No trail work within designated or estimated habitat may start until permitted by NHESP.** Please contact the Conservation Agent if you need assistance.

15. What costs are associated with the proposed trail and how would these costs be funded?

- Consider costs of design, permitting, and construction.
- Please note that having funding in hand at the time of checklist submittal is not required.

Estimated costs:

Funding source for costs:

16. Who is responsible for constructing the proposed trail?

Party(ies) responsible for trail construction: