TOWN OF SUDBURY
WALKWAY REQUEST POLICY

Adopted by Planning Board: October 14, 2026

WALKWAY REQUEST GUIDELINES: *Walkway request can only be made on publicly owned right-of-ways and accepted roadways.*

1. Submit a petition to the Planning and Community Development Department requesting walkway construction. The petition shall include the signature of as many affected property owners as possible (those property owners on the side of the street proposed for the walkway), but in no case shall it be less than 75%.

2. The petition shall include the name and contact information (email address and phone number required) for a neighborhood coordinator. No petition shall be accepted without a designated neighborhood coordinator and must submit a completed Walkway Request Form and an abutters list for the project area. The neighborhood coordinator must be a property owner within the project limits of the proposed walkway.

3. Requests will be accepted on an on-going basis. The Planning and Community Development Department – Planning Board will submit the walkway request to the Department of Public Works to provide a memo of preliminary findings based on the following criteria:

    a. Constructability: Constraints resulting from limitations of right-of-way and property rights, jurisdiction by other agencies, and natural features (such as wetlands, open water etc.) may restrict the feasibility and practicality of walkway construction. The layout and width of roadways are important characteristics of the network. With relatively narrow roads, framed with numerous stone walls and trees, conditions of certain roadways may not be conducive to the implementation of walkways.

        i. Feasibility
        ii. "Rough" Cost estimates for requested walkway
        iii. Easements
        iv. right of way impacts
            i. stone walls
            ii. utilities
            iii. trees
            iv. jurisdiction by other agencies (Historic District, Scenic Roads, Conservation, etc.)

    b. Connectivity
        i. proximity to schools
        ii. trail networks
        iii. businesses

4. Once the DPW submits its preliminary findings to the Planning Community Development Department, the request will be placed on a Planning Board agenda for review. If the Planning Board approves/accepts the walkways request, projects will be added to the prioritization list. Requests will be prioritized based on feasibility, safety

needs, connectivity, EJ communities, and other criteria described in the Town of Sudbury Walkway Report, as revised. Walkway construction is dependent on funding availability. The majority of walkway funding is subject to the approval of town meeting.

NEXT STEPS: *Your sidewalk request was approved/accepted by the Planning Board, what can you expect next once the Planning Board provides the DPW with a notice to proceed?*

1. The walkway request is added to the list to be ranked and placed on the Walkway Prioritization Plan.
2. Existing Conditions survey will be conducted.
3. Start 25% preliminary design plans.
    a. Preliminary cost estimate
    b. Community outreach: Identify preliminary right of way impacts.
        i. Notify direct abutters on information regarding walkway design/request
        ii. Conduct a public outreach meeting
        iii. Discuss preliminary design based on feedback from direct abutters
        iv. Secure necessary easements along the right of way, if necessary (if an abutter along the corridor declines to provide an easement to the Town, this will stop the walkway request process).

    The Town of Sudbury will not proceed with next design steps without securing 100% of the needed easements for the walkway limits.

4. Advance Design to 90%
    a. Update cost estimates based on 90% design
5. Apply for necessary permits with governing agencies
6. Finalize design based comments received by agencies
7. Finalize 100% design
    a. Final cost estimate
8. Seek funding mechanism
9. Once funding is secured, start construction procurement:
    a. Bidding
    b. Pre-construction meeting
    c. Construction
    d. Final as-built plans at completion of project
    e. Certificate of completion (if necessary)
10. Project complete.

**Project Time-lines are fluid and can vary greatly between projects. Updates are available upon request.*

Attachment 1 – Walkway Request Form

This form is used to request the installation of a walkway on a Town accepted roadway. When this form is submitted, Town staff will evaluate the walkway requested.

1. Contact Information

Name (please print)**:** _____

Address, City, and Zip: _____

Phone Number: _____

Email: _____

2. Please describe the potential walkway location. Please attach maps and photos:

_____

_____

_____

_____

3. Please describe the nature of the neighborhood traffic and why it may be beneficial to install a walkway (attach additional sheets if necessary):

_____

_____

_____

_____

4. Please list locations of existing walkway and crosswalks in the immediate area. Please attach maps and photos:

_____

_____

_____

_____

Please fill out this form and return to:
Planning and Community Development Department
278 Old Sudbury Road
Sudbury, MA. 01776

Attachment 2 – Walkway Neighborhood Petition Form (Page 1)

THE UNDERSIGNED AGREE TO THE FOLLOWING:

1. All persons signing this petition do hereby certify that they own property or reside within the following area (as shown on the attached map):

_____

_____

_____

_____

2. All persons signing this petition do hereby agree to the following problem in the defined area: _____

_____

_____

_____

3. All persons signing this petition do hereby agree that the following contact person(s) represents the neighborhood in matters pertaining to items 1 and 2 above:

Name of Neighborhood Coordinator #1 (please print):_____
Address, City, and Zip:_____
Phone Number:_____
Email: _____

Name of Neighborhood Coordinator #2 (please print):_____
Address, City, and Zip:_____
Phone Number:_____
Email: _____

Please attach additional pages if necessary to discuss the request.

Date Submitted: _____

Please fill out this form and return to:
Planning and Community Development Department
278 Old Sudbury Road
Sudbury, MA. 01776

Attachment 2 – Walkway Neighborhood Petition Form (Page 2)

This petition is provided so that residents may work together to promote the installation of a walkway in their neighborhood.

The petition must be signed by at least 75 percent of the owners or residents of properties within the project area. Each property is entitled to one signature. Valid signatures include those from a property owner(s)

SIGNATURE AND PRINTED NAME	ADDRESS OF PROPERTY	DATE

(Additional copies of this page may be used.)