

Recording Documents at the Middlesex South Registry of Deeds

All data on the registry's computers is also available 24 hours per day on the Internet (<http://www.masslandrecords.com/malr/index.htm>).

Recording Instructions

Mail original (and contact information below) to:

208 Cambridge Street, PO Box 68
East Cambridge, MA 02141
617-679-6310

Hand deliver original to:

208 Cambridge Street
East Cambridge, MA 02141
(Recording Hours: Mon - Fri 8am - 3:30pm)
(617) 679-6310

The Registry of Deeds will not record a document without full payment.

To mail the document, enclose a pre-paid return Priority Mail envelope that the Registry will use to confirm that the document has been properly recorded.

Conservation Commission procedure - document to take:

- Original Approved Document (Order of Conditions, Cert. of Compliance, etc.)
- The fee to register documents is \$75.00.
- Check payable to: Commonwealth of Mass.

Zoning Board of Appeals

Certificate of Town Clerk and Decision stamped by the Town Clerk

The fee to register documents is \$75.00

Check payable to: Commonwealth of Mass.

Planning Board procedure - documents to take:

1. Certificate of Action, Special Permit/Site Plan Approval
2. Plans specified in the Certificate of Action.

It is required that **proof of recording of document (i.e. stamped receipt or stamped document) must be filed with the appropriate board.**

DIRECTIONS From West and Central:

Take the Mass Pike (I-90) to Exit 18. Follow the signs for Cambridge, not Boston, proceed directly over the Charles River (River Street Bridge) into Cambridge. As soon as you are over the bridge, take a right onto Memorial Drive (Route 3) and continue approximately 3 miles with the river on your right side to Route 28 (Monsignor O'Brien Highway). Take a left onto Route 28 and travel less than 1000 feet to a fork to Cambridge Street. Bear left onto Cambridge Street.