

Recording Documents at Middlesex South Registry of Deeds

All data on the registry's computers is available 24 hours per day at
www.masslandrecords.com

Recording Instructions

Mail original (and contact information) to:

Registry of Deeds
208 Cambridge St, PO Box 68
East Cambridge, MA 02141
617-679-6310

Hand deliver original to:

208 Cambridge St
East Cambridge, MA 02141
Recording Hours M-F 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 the document has been properly recorded.

Conservation Commission

- Original Approved Document (Order of Conditions, Certificate of Compliance, etc.)
- The fee to register documents is **\$105.00**
- Check payable to: Commonwealth of Massachusetts

Zoning Board of Appeals

- Certificate of Town Clerk and original Decision stamped by the Town Clerk
- The fee to register documents is **\$105.00**
- Check payable to: Commonwealth of Massachusetts

Planning Board

- Certificate of Action, Special Permit/Site Plan Approval Plans specified in the COA
- The fee to register documents is **\$105.00** The fee for Plans (per sheet) is **\$105.00**
- Check payable to: Commonwealth of Massachusetts

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 (I90) to Exit 18. Follow 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 into 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.