



# COMMONWEALTH OF MASSACHUSETTS COUNTY OF NORFOLK

*The County of Presidents*

JOSEPH P. SHEA, QUINCY, CHAIRMAN  
PETER H. COLLINS, MILTON  
RICHARD R. STAITI, CANTON  
CLERK:  
WALTER F. TIMILTY, MILTON

**ENGINEERING DEPARTMENT**  
**REGISTRY OF DEEDS BUILDING**  
649 HIGH STREET  
PO BOX 431  
DEDHAM, MA 02026  
(781) 461-6128

PATRICK G. HIGGINS, PLS  
COUNTY SURVEYOR

## **RESEARCH GUIDE**

This Research Guide is intended to assist researchers with becoming familiar with the Norfolk County Engineering Department online records website, to assist with finding Norfolk County Commissioner’s records, Norfolk County Clerk’s records and various types of Layout information that is available as related to County Layouts and Railroad Layouts located within Norfolk County. It is recommended that time be spent to become familiar with the website and indexes that are available herein.

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### **NORFOLK COUNTY COMMISSIONER’S INDEX, NORFOLK COUNTY CLERK’S INDEX,**

### **AND NORFOLK COUNTY ENGINEERING DEPARTMENT INDEX**

Please note, for a review of Norfolk County layout plans and instruments of taking related to Norfolk County Layouts, a comprehensive search should be performed in the Registry of Deeds, the County Commissioners' indices, and the Engineering Department's indices.

For researching Norfolk County Commissioners records, Norfolk County Clerks records, Norfolk County Engineering Department records and other Historical Norfolk County records please visit the records repository at the Engineering Department online records website:

<http://files.norfolkcounty.org>



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Within this webpage are the following research records:

- a) County Commissioners' Index
- b) County Commissioners' Record Books (also known as County Clerks' records)
- c) County Highway Plans
- d) County Engineering Department Index Cards (routinely updated)
- e) County Layout Indexes
- f) County Highway Taking Documents 1925± - 2016
- g) County Layouts Office Copies 1925± - 2016
- h) County Railroad Plans
- i) Deceased Land Surveyors
- j) Field Books
- k) Land Court Petition Plans
- l) Medfield Baseline Information
- m) Norfolk County Benchmarks
- n) Railroad Information
- o) Railroad Valuation Maps
- p) Town Boundaries
- q) Updates to webpage (listed from date of site launch chronologically to present day)



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**NORFOLK COUNTY COMMISSIONER'S ONLINE RECORDS RESEARCH**

For assistance using this records website please review the research guide available here:

[http://engineering.norfolkcounty.org:8080/pub/A\\_Instructions/To%20Research%20County%20Layouts.pdf](http://engineering.norfolkcounty.org:8080/pub/A_Instructions/To%20Research%20County%20Layouts.pdf)

If you have any questions with regard to performing research once you have reviewed the Norfolk County Online records Access and research guide or are having trouble navigating the webpage, please contact us with any questions via email at: [webrecords@norfolkcounty.org](mailto:webrecords@norfolkcounty.org) or we can be reached via telephone by calling: 781-461-6128.

For efficient use of time, please review and perform research using the above-mentioned Norfolk County public records repositories so that you are familiar with navigating the website. With regard to Norfolk County layouts and right of way monuments, please take time to review the taking plans of record, and the taking documents. Please review the following two indices:

- 1) Norfolk County Commissioners' Records Book (pre-1925), and Norfolk County Highway plans are indexed by Town in the County Commissioner's Index located here:

<http://engineering.norfolkcounty.org:8080/pub/County%20Commissioner%27s%20Index/Highways%20by%20Town/>

The County Highway plans (pre-1925) indexed by book number and plan number are located here:

<http://engineering.norfolkcounty.org:8080/pub/County%20Highway%20Plans/>

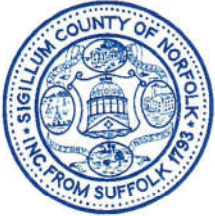
- 2) The Norfolk County Engineering Department was established in 1925, in addition to the plans recorded in the Registry of Deeds, there are Norfolk County Layout Engineering Office Copy plans that depict the monuments set in the field. The Office Copy Index is located here:

<http://engineering.norfolkcounty.org:8080/pub/County%20Layout%20Indexes/COUNTY%20LAYOUTS%20by%20town%20and%20street%2010-27-2015.pdf>

The Office Copy Layout plans, indexed by Town and Street name are located here:

<http://engineering.norfolkcounty.org:8080/pub/County%20Layouts%20Office%20Copy%201925%20b1%20-%202016/>

Scanned field book notes are available that may contain original control, detail, and location of monuments and structures prior to County taking, as well as the monuments set at the time of the taking



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with ties, and subsequent monumentation and updated ties to the monument locations can be researched.

If you encounter issues performing research on the website or recovering monuments for Norfolk County layouts in the field, it is recommended that you call the office. Please call to discuss the online research assistance you need. To aid with monument recovery in the field it is recommended that a review of the Layout Office Copies is performed as these plans depict the monuments set in the field. Also, field book notes and field book note ties that depict the layout takings, the monuments set, traverse, control and ties are available and can be very useful aid with right of way monument recovery.

In the field we suggest extending the survey beyond locus to recover layout monuments in areas that have not been disturbed or destroyed. If upon full research of available records and reconnaissance in the field you are unable to recover a sufficient number of monuments on the ground as required by 250 CMR, please contact the office to review.

The Norfolk County Engineering Department is continuously working on projects for the County of Norfolk and for the twenty-eight Communities located within Norfolk County. The Norfolk County Engineering Department is therefore available to assist with County layout monument recovery as times permits/allows. Unfortunately, the department cannot accommodate requests for immediate services related to monument recovery.

## **LAND SURVEYING STANDARDS**

As a helpful reminder, Professional Land Surveying Services, as a minimum, should be performed in accordance with the following Land Surveying procedures and standards:

Massachusetts Board of Registration of Professional Engineers and Land Surveyors, 250 CMR, §2-7

Massachusetts General Law Chapter 82, § 11A	Entry/Access by Surveyor (Public)
Massachusetts General Law Chapter 266, § 120C	Entry/Access by Surveyor (Private)
Massachusetts General Law Chapter 82,	Public Ways
Massachusetts General Law Chapter 97	Survey of Land
Massachusetts General Law Chapter 185	Massachusetts Land Court





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Massachusetts General Law Chapter 112, § 61-65E, 81D-81T; Chapter 13, §45 & 46.

**Norfolk County Engineering Department Liability Disclaimer and User Agreement**

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**REGISTRY OF DEEDS**

**To perform records research at the Norfolk County Registry of Deeds for documents and plans please visit the Norfolk County Registry of Deeds in person or through the online records website:**

<https://www.norfolkdeeds.org/research/begin-online-research>

William P. O'Donnell of Norwood is Register of Deeds for Norfolk County, and by virtue of that office, serves as an Assistant Recorder of the Massachusetts Land Court. The information related to Registry of Deeds research and standards are taken from information provided by the Register of Deeds online records website.

The Massachusetts Registers and Assistant Registers of Deeds Association Indexing Standards encourage uniformity in recording and land records practices in Massachusetts. It is important to recognize, however, that because of historical development of local and regional practices over many years, there are specific instances in which local registry policy and practice may be different from the general rules set forth in the Indexing Standards. The links below provide the current text, respectively, of the Massachusetts Indexing Standards and the Norfolk County Variations.

Massachusetts Deed Indexing Standards: <https://files.norfolkdeeds.org/file/mass-index.pdf>

Norfolk County Deed Indexing Variations: <https://files.norfolkdeeds.org/file/norfolk-variations.pdf>

As a minimum, recordable plans must be prepared in conformance with the Rules & Regulations of the Registry of Deeds. Applicable recording standards and regulations set forth by the Registers of Deeds related to Plan Regulations, promulgated effective January 12, 1988, pursuant to the provisions of M.G.L. Ch.36 § 13A. Additional requirements for plan format and content may be set forth independently by each City & Town through various Boards, Commissions, and Committees.