



## PLANNING BOARD

**TOWN OF GRAFTON**  
GRAFTON MEMORIAL MUNICIPAL CENTER  
30 PROVIDENCE ROAD  
GRAFTON, MASSACHUSETTS 01519  
(508) 839-5335 ext 120 • FAX (508) 839-4602  
[www.grafton-ma.gov](http://www.grafton-ma.gov)

## **APPROVAL NOT REQUIRED (ANR) APPLICATION SUBMISSION REQUIREMENTS**

---

Attached please find forms and directions for the submission of a Approval Not Required (ANR) application packet. All materials must be presented in a complete packet at the time of submission in order for staff to review and schedule a hearing. Applicants may contact the Planning Department staff at any time to discuss the preparation of their application in advance of submission.

Please prepare and submit the following:

- **Certificate of Good Standing** – must be completed and signed by the Treasurer / Collector's Office. Please allow for three (3) business days to process each request. Applications will not be accepted without this document.
- **Fees** - see fee schedule
- **Other Materials required by the Town of Grafton Subdivision Rules and Regulations**



**TOWN OF GRAFTON**  
 GRAFTON MEMORIAL MUNICIPAL CENTER  
 30 PROVIDENCE ROAD  
 GRAFTON, MASSACHUSETTS 01519  
 Phone: (508) 839-5335 ext 170 • FAX: (508) 839-4602  
 www.grafton-ma.gov

**TREASURER / COLLECTOR**

## Certificate of Good Standing

Applicants seeking permits with the Town of Grafton must submit this completed form at the time of application. When all obligations are paid to date, you must attach this "Certificate of Good Standing," with your application. Delinquent bills must be paid in full before the appropriate department accepts your application. Please make arrangements to pay these outstanding bills at the Collector's Office.

**Please note: it can take up to three (3) business days to process each request.**

Please check all that apply and indicate if permit(s) have been issued.

	Permit Issued?			Permit Issued?	
	Yes	No		Yes	No
<input type="checkbox"/> Building – Inspection(s)	_____	_____	<input type="checkbox"/> Septic System	_____	_____
<input type="checkbox"/> Building – Electric	_____	_____	<input type="checkbox"/> Conservation	_____	_____
<input type="checkbox"/> Building – Plumbing	_____	_____	<input type="checkbox"/> Planning	_____	_____
<input type="checkbox"/> Board of Health	_____	_____	<input type="checkbox"/> Other	_____	_____

Other Permit: \_\_\_\_\_

Petitioner Name	Property Owner / Company Name
Petitioner Address	Property Address
City, State, Zip	Grafton, MA City, State, Zip
Phone	

Date:	Current	Delinquent	N/A
Real Estate			
Personal Property			
Motor Vehicle Excise			
Disposal			
General Billing			

\_\_\_\_\_  
 Treasurer / Collector Name (please print)                      Treasurer / Collector Signature                      Date



**TOWN OF GRAFTON**  
 GRAFTON MEMORIAL MUNICIPAL CENTER  
 30 PROVIDENCE ROAD  
 GRAFTON, MASSACHUSETTS 01519  
 (508) 839-5335 x120 • FAX (508) 839-4602  
 www.grafton-ma.gov

**PLANNING BOARD**

**FORM A**  
**APPLICATION FOR ENDORSEMENT OF PLAN**  
**BELIEVED NOT TO REQUIRE APPROVAL (ANR)**

Application No. \_\_\_\_\_

1. **OWNER OF RECORD:** \_\_\_\_\_

STREET /P.O. Box \_\_\_\_\_ CITY/TOWN \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_ TELEPHONE \_\_\_\_\_

Deed recorded in the Worcester District Registry of Deeds: Book \_\_\_\_\_ Page \_\_\_\_\_

2. **NAME OF APPLICANT:** \_\_\_\_\_

STREET /P.O. Box \_\_\_\_\_ CITY/TOWN \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_ TELEPHONE \_\_\_\_\_

3. **ENGINEER / LAND SURVEYOR:** \_\_\_\_\_

STREET /P.O. Box \_\_\_\_\_ CITY/TOWN \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_ TELEPHONE \_\_\_\_\_

4. **NAME OF AGENT / CONTACT PERSON:** \_\_\_\_\_

STREET /P.O. Box \_\_\_\_\_ CITY/TOWN \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_ TELEPHONE \_\_\_\_\_

5. **LOCATION OF LAND:** on the \_\_\_\_\_ side of \_\_\_\_\_

\_\_\_\_\_ feet \_\_\_\_\_ of \_\_\_\_\_  
 (Direction) (Street)

**Total Acreage** \_\_\_\_\_ **Zoning District(s)** (including overlay zones) \_\_\_\_\_

**ASSESSOR'S MAP** \_\_\_\_\_ **LOT #(S)** \_\_\_\_\_ **Postal Delivery Area** \_\_\_\_\_

6. Has the Zoning Board of Appeals, Planning Board or Board of Selectmen granted any variance, exception, or special permit concerning this property? Yes \_\_\_\_\_ No \_\_\_\_\_

7. List all contiguous holdings in the same ownership (as defined in the Subdivision Regulations)

Map(s) \_\_\_\_\_ Lot(s) \_\_\_\_\_

8. Affidavit by Engineer / Land Surveyor who stamped/signed the plan that all items required are shown (enclosed attested document).

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Signature (if not Applicant) \_\_\_\_\_ Date: \_\_\_\_\_

Application No. \_\_\_\_\_

## Affidavit ANR Plan Submittal

I, \_\_\_\_\_ ,  
(Name of Surveyor/Engineer - Please Print)

hereby attest that all above information, required by the Grafton Subdivision Rules and Regulations, is accurately and completely shown on the plan of land

dated \_\_\_\_\_ ,

regarding MAP(s) \_\_\_\_\_ LOT #(S) \_\_\_\_\_

on \_\_\_\_\_ in the Town of Grafton.  
(property address)

Signature: \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

City / Town \_\_\_\_\_

State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone: \_\_\_\_\_



PLANNING BOARD

**TOWN OF GRAFTON**  
GRAFTON MEMORIAL MUNICIPAL CENTER  
30 PROVIDENCE ROAD  
GRAFTON, MASSACHUSETTS 01519s  
(508) 839-5335 ext 120 • FAX (508) 839-4602  
www.grafton-ma.gov

**Fee Schedule**  
**All checks made payable to “Town of Grafton”**  
(updated: 6/7/2011)

• **Special Permits**

Special Permit & Site Plan Approval Application Fee .....	\$250.00
Special Permit & Site Plan Approval Application Fee – Commercial & Industrial.....	\$250.00 per lot
Special Permit <b>Only</b> Application Fee .....	\$250.00
Legal Advertising Fee – required for both Applications, separate check.....	\$112.00

**Additional Specific Use Application Fees**

**Multi-Family Special Permit & Site Plan Approval**

- Dwelling Unit Fee: ..... \$80.00 per unit; \$550.00 minimum
- Peer Review Fee..... To be determined at time of application, separate check

**Commercial and Industrial Uses**

- Parking Space Fee: ..... \$6.00 per space
- Peer Review Fee..... To be determined at time of application, separate check

**Wireless Communication Facilities** ..... Recording Secretary ..... \$500.00  
separate check

• **Special Permit Plan Revisions (Modification)**

Application Fee .....	\$100.00
Unit Fee – Multi Family Residential Projects Only: .....	\$20.00 per unit;
Legal Advertising Fee – separate check .....	\$112.00

• **Site Plan Approval**

Site Plan Approval Only - Application Fee.....	\$100.00
Legal Advertising Fee – separate check .....	\$112.00

• **Scenic Road Permit**

Scenic Road Application Fee .....	\$25.00
Legal Advertising Fee – separate check .....	\$112.00

- **Subdivision – Approval Not Required (ANR)**

ANR Application Fee..... \$100.00  
Lot Fee per each new lot..... \$50.00 per lot

- **Subdivision – Preliminary Plan**

Application Fee ..... \$500.00  
Lot Fee per each new lot created..... \$75.00 per lot; minimum fee of \$1,000.00  
Peer Review Fees - separate check..... \$2,000.00  
Legal Advertising Fee – separate check ..... \$112.00

- **Subdivision – Definitive Plan *With* Preliminary Plan**

Application Fee ..... \$1,000.00  
Lot Fee per each new lot created..... \$150.00 per lot  
Peer Review Fees - separate check..... \$2,000.00  
Legal Advertising Fee – separate check ..... \$112.00

- **Subdivision – Definitive Plan *Without* Preliminary Plan**

Application Fee ..... \$3,000.00  
Lot Fee per each new lot created..... \$250.00 per lot  
Peer Review Fees - separate check..... \$2,000.00  
Legal Advertising Fee – required for all applications, separate check ..... \$112.00

- **Waiver Request from Subdivision Rules & Regulations**

Waiver Fee ..... Each waiver - \$20.00 per lot  
maximum of \$500.00 per waiver

- **Plan Revision (Modification)**

Application Fee ..... \$100.00  
Lot Fee: ..... \$50.00 per lot  
Legal Advertising Fee – separate check ..... \$112.00

- **Other Subdivision Fees**

Request for Lot Release ..... \$100.00 per lot,  
maximum of \$500.00 per request

Inspection Fee Deposit ..... \$2.00 per linear feet of roadway or  
\$1,000.00 – whichever is greater

## **SECTION 3 - PROCEDURE FOR THE SUBMISSION AND APPROVAL OF PLANS**

### **3.1 PLAN BELIEVED NOT TO REQUIRE APPROVAL (§81P, ANR)**

#### **3.1.1 ..... Submission of Plan**

Any person who wishes to cause to be recorded in the Registry of Deeds or to be filed with the Land Court a Plan of Land, and who believes that his plan does not require approval under the Subdivision Control Law, may submit his plan and four (4) contact prints thereof and two (2) copies of a properly executed application form accompanied by the required fee and evidence to show that the plan does not require approval. Such submittal shall be filed with the Planning Board or its designated agent by hand delivery, registered or certified mail. After such submission, said person shall also file, by delivery or registered mail, a notice with the Town Clerk stating the date of submission to the Board for such determination accompanied by a copy of said application and describing the land to which the plan relates sufficiently for identification. If the notice is given by delivery the Town Clerk shall, if requested, give a written receipt therefore and shall notify the Planning Board in writing on the date of such receipt.

Applicants must submit in electronic form all documents required under Section 3.1, and any supplemental reports, memoranda, presentations, or other communications submitted by the applicant or its representatives unless the applicant demonstrates to the satisfaction of the Town Planner that electronic submission is not feasible. Documents created using Computer Aided Design and Drafting software shall comply with the Mass GIS "Standard for Digital Plan Submittal to Municipalities," or successor standard. Electronic submission must be contemporaneous with submissions by other means and be in formats acceptable to the Board.

#### **3.1.2 ..... Plan Sheets**

Said plan shall be accurately and legibly drawn in accordance with the rules and regulations of the Registry of Deeds, as amended, pertaining to plan size, material, lettering and related requirements, and shall contain all required seals and signatures required by the Registry of Deeds for the recording of said plan. The plan shall be a minimum size of nine and one-half inches by fourteen inches (9 1/2" x 14") and shall not exceed a maximum size of twenty-four by thirty-six (24" x 36"). The scale shall be forty feet (40') to the inch. The plan shall be prepared by a professional engineer or land surveyor registered in Massachusetts.

#### **3.1.3 ..... Contents.** The plan shall contain the following:

- 3.1.3.1 Identification of the plan by name of the owner of record and location of the land in question including Deed, Book and Page reference, the Assessors' tax map number and lot number, area, frontage in feet, the scale, north point, and date.

- 
- 3.1.3.2 The statement, "Approval Under Subdivision Control Law Not Required" and sufficient space for the date and the signatures of all the members of the Board.
  - 3.1.3.3 A locus map at one thousand feet (1,000') to the inch showing the boundaries of the abutting properties.
  - 3.1.3.4 Zoning classification and location of any zoning district boundaries that lie within the locus of the plan, including any overlay zoning districts, which include but are not limited to, the Flood Plain, Historic Districts, Water Supply Protection Overlay District, Campus Development Overlay District, etc.
  - 3.1.3.5 Site information showing all flood plains and zones, waterways and wetland/resource areas pursuant to the Massachusetts Wetlands Protection Act and the Grafton Wetlands Protection Bylaw (on site and with within 100 feet of the property), locations of wells (on site and within 100 feet of the property), and front/side/rear building setback lines. In the event this information is not accessible by virtue of being denied access to such, the plan shall reflect what information was accessible, and shall describe any limitation encountered.
  - 3.1.3.6 In the case of the creation of a new lot, all the remaining contiguous land area and frontage of the land in the ownership of the applicant shall be shown.
  - 3.1.3.7 Notice of any and all decisions including but not limited to variances, special permits, etc. regarding the land or any buildings thereon, including the deed book and page numbers where such documents are recorded in the Worcester District Registry of Deeds.
  - 3.1.3.8 Names of abutters from the most recent local tax list. If the applicant has knowledge of any changes subsequent to the latest available Assessor's records, this information shall be indicated on the plan.
  - 3.1.3.9 Names and status (e.g., private or public, how developed and maintained, etc.) of streets and ways shown on the plan, and covenants regarding common driveways, if any.
  - 3.1.3.10 The names and addresses of the record owner of the land and Applicant and the name, seal, and address of the engineer or surveyor who made the plan. This information shall appear in the lower right-hand corner of the plan.
  - 3.1.3.11 Bearings and distances of all lines of the lot or lots shown on the plan and the distance bearing to the nearest permanent monument.
  - 3.1.3.12 Location and description of all existing buildings and structures including all septic systems, surface and sub-surface drainage.
  - 3.1.3.13 Location and description of all bounds, fences, walls, easements and/or encumbrances, including location of existing trails and other pertinent information.
  - 3.1.3.14 The following statement: "Compliance with zoning or other regulations is neither expressed nor implied".

- 
- 3.1.3.15 The following statement, if the plan shows any parcel or parcels which are not intended as a building lot: “Not a building lot; no further building may occur without further approval by the Planning Board pursuant to the Subdivision Control Law”.

### **3.1.4 ..... Additional Requirements**

Justification/description of basis for claim to ANR endorsement, clearly noted both on the application form and on the plan (ie: required frontage on a Town accepted road, separation of lots with buildings which preexist subdivision control (including evidence) etc).

### **3.1.5 ..... Enforcement of Approval Not Required Plans**

- 3.1.5.1 In determining whether a way in existence when the Subdivision Control Law became effective in the Town is adequate to qualify a plan as not constituting a subdivision, the Board shall take into consideration the following factors, among others:
- a) whether the right-of-way is at least thirty three (33) feet wide and of reasonable horizontal alignment;
  - b) whether the existing horizontal and vertical alignment of the roadway provides safe visibility;
  - c) whether the roadway is at least eighteen (18) feet wide, with at least eight (8) inches of gravel, and with adequate provisions for drainage;
  - d) whether the road could ever service more than six (6) dwelling units. If it is determined that the road could ever serve more than 6 dwelling units then, in order to be entitled to ANR endorsement, it must be suitably paved with bituminous concrete at no cost to the Town.
- 3.1.5.2 When an applicant requests the Town Clerk to certify a way as maintained and used as a public way, the Town Clerk shall submit to the Board written evidence of public maintenance under vote of the Town.

### **3.1.6 ..... Planning Board Action**

#### **3.1.6.1 Endorsement of Plan Not Requiring Approval**

- a) If the Board determines that the plan does not require approval under the Subdivision Control Law, it shall, without a public hearing, and within twenty-one (21) days of a complete submission, endorse the plan with the words "Approval Under the Subdivision Control Law Not Required", or words of similar import. Such endorsement shall not be withheld unless such plan shows a subdivision.
- b) The Board may add to such plan a statement of the reason approval is not required or such other information as it deems appropriate, including, but not limited to, notation as to whether the new boundaries meet requirements for a building lot.
- c) In the event the Planning Board denies the request for ANR endorsement, the Board shall notify the Town Clerk in writing of its action and shall return the original plan to the Applicant.

- 
- d) Following the endorsement by the Planning Board, the Board shall return the original to the Applicant.

**3.1.6.2 Determination that Plan Requires Approval**

- a) If the Board determines that the plan does require approval under the Subdivision Control Law, it shall, within twenty-one (21) days of the submission of the plan, inform both the Applicant and the Town Clerk in writing of the determination and return the plan to the Applicant.
- b) If the Board determines that the plan shows a subdivision, the Applicant may submit a plan for approval as provided by law and by these Rules and Regulations, or may appeal such determination in the manner provided by the provisions of the Subdivision Control Law.

**3.1.6.3 Failure of the Board to Act**

If the Board fails to act upon a plan submitted under this Section or fails to notify the Town Clerk and the persons submitting the plan of its action within twenty-one (21) days after its submission, it shall be deemed to have determined that approval under the Subdivision Control Law is not required, and it shall forthwith make such endorsement on said plan, and on its failure to do so forthwith, the Town Clerk shall issue a certificate to the same effect.

