



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

PLANNING BOARD

Policy Regarding Notice to Abutters For a Public Hearing Before the Planning Board

*****Please read these instructions carefully before submitting your application to ensure your application package is complete.*****

State and Local laws require notification to abutters whenever a public hearing is conducted before the Planning Board. In order to notify all appropriate abutters, a Certified Abutters List must be obtained from the Assessor's Office (please submit the attached request form to that office). Although all costs, by law, must be covered by the applicant, the actual mailing is done from the Planning Board office.

All of the following materials are submittal requirements due at the time of application and must be provided in order to meet notice requirements. **Please follow all directions.**

1. _____ **Certified abutters list.** This is a list of abutters, which has been prepared and signed by the Grafton Assessor. See attached form.
2. _____ **Two sets of mailing labels – DO NOT** remove labels from printed sheets
3. _____ **Two sets of plain business size envelopes: no return address, first class postage** affixed.**
 - There must be two envelopes for each name on the abutters list.
 - The pre-stamped envelopes (see note**) will be processed by the Planning Board office and will check accuracy of each label based on the submitted Certified Abutters list.
 - ** Per order of the United States Post Office: postage processed through a meter machine must NOT be dated. Dated, metered mail will not be delivered.
4. _____ **One (1) check, in the amount of \$80.00, made payable to the “Town of Grafton”,** for publication of the legal notice.
 - The Planning Board office will prepare and submit the legal advertisement for the Public Hearing to the Grafton News.

Notice of the Public Hearing will be mailed to each abutter by the Planning Board Office. Once the Planning Board renders a Decision on your application, the Planning Board Office will mail one copy of the Decision to each abutter.

If you have any questions, do not hesitate to contact this office. Thank you.



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BOARD OF ASSESSORS

Request for Abutters List

Date of Request: _____ Date List Needed: _____

Requested by: _____ Phone: _____

Name of Property Owner: _____

Street Address of Property: _____

Map: _____ Block: _____ Lot: _____

REASON FOR LIST:

Hearing before Zoning Board of Appeals	Yes	No
Hearing before Planning Board	Yes	No
Hearing before Conservation Commission	Yes	No

Other: _____

REASON FOR HEARING - (please circle)

Variance Scenic Road Title 5 Special Permit Subdivision

Other: _____

RADIUS FOR ABUTTERS - (please check one)

Immediate _____ 300 Feet _____ Upon, along, across or under: _____

LABELS

Two Sets of Labels will be provided if needed: Yes _____ No _____
 (Planning Board requires 2 sets of Labels)

Office Use Only

Date List Prepared: _____ Address Labels Prepared: _____

Fee Charged: \$ _____ Amt. Paid: _____ \$ Date: _____

Check: # _____ Cash: \$ _____ Money Order: \$ _____