



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

**SUBDIVISION DETERMINATION OF COMPLETENESS
Submittal Instructions**

Attached please find a worksheet which lists the submission materials to request a Determination of Completeness. These materials are required under the Town of Grafton Subdivision Rules and Regulations Section 3.3.11. In addition, we have provided Examples of previous submissions to guide you in your efforts.

All materials must be submitted together in order for our staff to conduct a review and provide a recommendation to the Planning Board. Please prepare and submit the following:

- One (1) completed Determination of Completeness Worksheet (2 pages); please check off items submitted in the documentation packet under “Applicant”
- One (1) Certificate of Good Standing form completed and signed
- One (1) packet of original documents as outlined on the Worksheet
- Nine (9) additional packets for distribution
- Three (3) sets of As Built Plans

Copies of all forms and the Subdivision Rules and Regulations can be obtained in the Planning office or can be found at the Planning Department web page of the Town of Grafton Web Site (www.grafton.ma.us).

Please contact our office if you have any questions. Thank you.