



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

DETERMINATION OF COMPLETENESS (DOC) WORKSHEET

(Subdivision Rules and Regulations, Section 3.3.11)

Project: _____ MRSP# _____

Contact Name: _____ Phone: _____

Date Submitted: _____

Required Information	SRR Section #	Example #	Applicant	Staff Review
Written request for Determination of Completeness <i>filed with Town Clerk (by registered mail) and Planning Board</i>	3.3.11.2	1		
Newspaper announcement (Grafton News: 508 839 2259) <i>within 14 days of submitting request for DOC</i>	3.3.11.2	2A 2B		
Certificate of Compliance <i>Call Grafton Planning Department or visit the web page: www.town.grafton.ma.us or by calling the office</i>	3.3.11.2.b.	3		
Inspection Forms <i>i.e. Graves Engineering Construction Completeness Review; Conservation Commission Certificate of Compliance</i>	3.3.11.2.b.	4A 4B		
Written Evidence of Compliance from Planning Board and Superintendent of Streets <i>i.e. Graves Engineering Construction Completeness Review</i>	3.3.11.2.d.1	4A		
Written Evidence of Compliance from appropriate Water District	3.3.11.2.d.2	5A 5B		
Written Evidence of Compliance from Board of Health or Board of Sewer Commissioners <i>(if applicable)</i>	3.3.11.2.d.3	6A 6B 6C		
Written Evidence of Compliance from Fire Department	3.3.11.2.d.4	7		
As-built plans <i>Include: Graves Engineering Acceptance Plan and As-Built Plan Review</i>	3.3.11.2.e.	8		
Written Request for final inspections by Planning Board	3.3.11.2.f.			
Citizen petition to Board of Selectmen for street acceptance <i>(if applicable)</i>		9		



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FOR PLANNING BOARD USE

Project: _____

Major Residential Special Permit Number: _____

Date Submitted	
Staff Review Completed	
Review Notes	
Planning Board Meeting Date(s) / Notes:	Vote:
Determination of Completeness (Section 3.3.11.3) Notice to Town Clerk and Developer within 45 days (certified mail)	Notice sent:
Determination of Incompleteness (Section 3.3.11.4) Notice to Town Clerk and Developer within 45 days(registered mail)	Notice sent:
Street Acceptance Town Meeting Date	Vote: