



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.



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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 <i>(Section 3.3.11.3)</i> Notice to Town Clerk and Developer within 45 days (certified mail)	Notice sent:
Determination of Incompleteness <i>(Section 3.3.11.4)</i> Notice to Town Clerk and Developer within 45 days(registered mail)	Notice sent:
Street Acceptance Town Meeting Date	Vote:



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PLANNING BOARD

CERTIFICATE OF COMPLIANCE
 (Subdivision Rules and Regulations, Section 3.3.11.2.b.)

NAME OF SUBDIVISION: _____

STREET NAMES: _____

To the Planning Board of the Town of Grafton:

We certify that to the best of our knowledge, information and belief, the site work has been done in substantial conformance with the approved

“ _____ “
 plans, and in accordance with the Town of Grafton Subdivision Rules and Regulations and the Town of Grafton Zoning By-Laws.

ENGINEER

DEVELOPER

Name of Engineer (please print) **MA REG #**

Name of Developer (please print)

Address:

Address:

Phone: _____

Phone: _____

Signature

Date

Signature

Date

Engineer's Seal

Notary Signature & Seal

My Commission Expires _____

Toll Brothers

America's Luxury Home Builder™

EXAMPLE # 1

December 1, 2006

Town of Grafton
Stephen R. Bishop, AICP, Town Planner
Grafton Memorial Municipal Center
30 Providence Road
Grafton, Massachusetts 01519

DEC 04 2006

PLANNING BOARD
GRAFTON, MA

VIA REGISTERED MAIL

**RE: Walnut Woods Subdivision (a.k.a. North Grafton Ridge)
Valley View Drive
Request for Determination of Completeness**

Dear Planning Board Members:

In accordance with Section 3.3.11 of the Grafton Subdivision Rules and Regulations, Toll Bros., Inc. (TBI) is requesting the Planning Board to review the enclosed information for purposes of issuing a "Determination of Completeness" to Valley View Drive as laid out by the Walnut Woods (a.k.a. North Grafton Ridge) Subdivision. It is our understanding that we have met all of the applicable requirements as evidenced by the enclosed supporting documentation.

Per Section 3.3.11.2, the Public Notice is scheduled for publication in the Grafton News on December 6, 2006. This request for "Determination of Completeness" has been sent to both the Planning Board and Town Clerk via Registered Mail with copies to those individuals listed at the end of this letter. Please see copies of the enclosed information listed below which follows the same numbering sequence as the aforementioned Grafton Subdivision Rules and Regulations.

a) *Name and address of Applicant:*

Toll Bros., Inc. (CC Estates Limited Partnership)
83 Cedar Street
Milford, MA 01757

b) *A compliance certificate signed under oath by the Developer and his Engineer that the development has been completed according to the Rules and Regulations of the Planning Board and the Town of Grafton's Zoning By-Law.*

Please see enclosed Certificate of Compliance by Toll Bros., Inc. and Dunn-McKenzie, Inc. signed on November 30, 2006 and December 1, 2006, respectively.

c) *Copies of or reference to the requisite Inspection Forms and Reports.*

Please see enclosed Graves Engineering, Inc. (GEI) Construction Completeness Review dated August 29, 2006. The GEI Construction Completeness Review letter states "in summary, except #15 and #19 our comments were addressed." Comment #15 pertained to the issuance of a Certificate of Compliance by the Conservation Commission, which was issued on July 27, 2006. Please see enclosed copy of the Certificate of Compliance (COC) to Massachusetts Department

New York Stock Exchange • Symbol TOL

New England Division

83 Cedar Street • Milford, MA 01757 • (508) 478-9722 • Fax (508) 478-7454

tollbrothers.com

Walnut Woods Subdivision (a.k.a. North Grafton Ridge), Valley View Drive
Request for Determination of Completeness
November 27, 2006
Page 2 of 4

of Environmental Protection (MA DEP) File # 164-419 and Grafton Wetlands By-Law Permit #264. Comment #19 pertained to the swale at the front of #22 Valley View Drive (Lot 4) which was re-graded and subsequently stabilized during September 2006.

d) *Written evidence of compliance with the Definitive Plan from the following:*

- 1) *Planning Board and Superintendent of Streets as to construction of all ways and sidewalks, and installation of street signs, traffic signs, street lighting and appurtenances, pavement, gutters and curbs, monuments, required grading and drainage, lot drainage planting and seeding.*

Please refer to enclosed GEI Construction Completeness review dated August 29, 2006.

- 2) *The appropriate water utility as to all water mains, hydrants and appurtenances.*

Walnut Woods is serviced by individual wells for each home. This project does not contain water mains, hydrants or appurtenances.

- 3) *The Board of Health as to the installation of sewage disposal facilities, if applicable, or the Board of Sewer Commissioners, if applicable.*

Please see enclosed letter from the Town of Grafton Board of Health dated November 28, 2006 which states that other than one issue concerning a replacement well at 12 Valley View Drive, the Subdivision was constructed according to Board of Health requirements and recommendations. The work at 12 Valley View Drive is complete, but there is a deed restriction for 12 Valley View Drive which has not yet been executed and is under review by the Homeowners' mortgage company.

- 4) *The Fire Department as to the installation of the fire alarm system, if any.*

Please see enclosed letter from the Town of Grafton Fire Department dated July 27, 2006 which states "this development has satisfied all Fire Department requirements."

- f) *Written request for final inspections by the Planning Board; and*

Please consider this letter as our written request for a final inspection by the Planning Board.

- g) *Written request for Determination of Completeness*

Please consider this letter as our written request for a Determination of Completeness.

**Walnut Woods Subdivision (a.k.a. North Grafton Ridge), Valley View Drive
Request for Determination of Completeness
November 27, 2006
Page 3 of 4**

Also, please find the enclosed letter from GEI dated August 29, 2006 pertaining to Acceptance Plan and As-Built Plan review which states "in summary, our comments have been addressed." Copies of the Acceptance Plans, As-Built Plans, and Legal Descriptions referenced in this GEI correspondence are enclosed for your review and are listed below:

- As-Built Plan Valley View Drive, Grafton, Massachusetts. Plan Sheets 1 of 5, 2 of 5, 3 of 5, 4 of 5, and 5 of 5 by Dunn-McKenzie, Inc., Scale 1"=40', dated October 27, 2005 and last revised July 5, 2006.
- Conservation As-Built Plan Valley View Drive, Grafton, Massachusetts. Plan Sheets 1 of 2 and 2 of 2 by Dunn-McKenzie, Inc., Scale 1"=40', dated June 14, 2006.
- Road Acceptance Plan Valley View Drive, Grafton, Massachusetts. Plan Sheets 1 of 3, 2 of 3, and 3 of 3 by Dunn-McKenzie, Inc., Scale 1"=40', dated November 21, 2005 and last revised February 22, 2006.
- Land Description of Valley View Drive – Walnut Woods dated February 7, 2006 (3-Pages).
- Land Description of Storm water Easement on lots 1 and 3 within – Walnut Woods dated February 10, 2006 (2-Pages).
- Land Description of Storm water Easement on lot 28 within – Walnut Woods dated February 10, 2006 (1-Page).
- Land Description of Storm water Easement on lots 14, 15, 16, 17 & 18R within – Walnut Woods dated February 16, 2006 (2-Pages).
- Land Description of 25 foot drain easement along southern sideline of Valley View Drive – Walnut Woods dated February 14, 2006 (2-Pages).
- Land Description of 25 & 10 foot drain easement along northern sideline of Valley View Drive – Walnut Woods dated February 7, 2006 (2-Pages).
- Land Description of Storm Water Easement on Lot 30 within – Walnut Woods dated November 29, 2006 (1-Page)

In accordance with the Grafton Subdivision Rules and Regulations, it should be noted that the top course of pavement was completed on June 27, 2005 and will have been in place for the eighteen month requirement during December 2006. Copies of the inspection reports from Graves Engineering are attached. Upon the issuance of a "Determination of Completeness," we request that the Planning Board → notify the Board of Selectmen to place these roadways on the May 2007 Town Meeting- Citizen's Petition is required.

Walnut Woods Subdivision (a.k.a. North Grafton Ridge), Valley View Drive
Request for Determination of Completeness
November 27, 2006
Page 4 of 4

We look forward to working with the Board and trust that the information enclosed meets the requirements for the Planning Board's "Determination of Completeness." If you have any questions, please do not hesitate to contact me.

Very truly yours,
TOLL BROTHERS, INC.



Bryan J. Weiner, P.E.
Land Development Manager

Enclosures

cc: Maureen Clark, Town Clerk (via Registered Mail)
Roger Hammond, DPW Director
Jeffrey M. Walsh, P.E., Graves Engineering, Inc.
Linda L. Dettloff, Conservation Agent
Lois Luniewicz, REHS/RS, CHO, Health Agent
Michael E. Gauthier, Fire Chief
Mark A. Kablack, Esq., M.A. Kablack & Associates, P.C.
Bryan O'Sullivan, TBI Project Manager (TBI)

PUBLIC NOTICE

GRAFTON PLANNING BOARD

In accordance with Section 3.3.11.2 of the Grafton Subdivision rules and Regulations, notice is hereby given that Art Lot Acres Development Corp., P.O. Box 474, Grafton, MA 01519 has submitted a "Request for Determination of Completeness" to the Grafton Planning Board for Oak Ridge Lane, Sean Mikeal Way, Esek's Circle, and Saunders Way.

Any person seeking information or wishing to issue comments on this "Request for Determination of Completeness" should contact the Grafton Town Planning Department at 508-839-5335, extension 120.

LEGAL NOTICE

The Town of Grafton Sewer Department is requesting sealed bids from Qualified firms for Lab Analysis of Sludge, Water, Gas and Biotoxicity.

Specifications/Purchasing Descriptions are available at the Sewer Department Office in the Municipal Center, 30 Providence Road, Grafton, MA 01519 during normal business hours.

Sealed bids plainly marked "BID FORM FOR LAB ANALYSIS FOR SLUDGE, WATER, GAS AND BIOTOXICITY" will be accepted at the Grafton Water Pollution Control Facility, 9 Depot Street, South Grafton, MA 01560 until 12:00 noon December 15, 2006 at which time they will be opened and read aloud.

The right is reserved to reject any and all bids and to make the award in the best interest of the Town.

Charles Bohaboy, Jr.
Superintendent of Sewers
November 29 & December 6, 2006

PUBLIC NOTICE

GRAFTON PLANNING BOARD

In accordance with Section 3.3.11.2 of the Grafton Subdivision Rules and Regulations, notice is hereby given that Toll Bros., Inc., 83 Cedar Street, Milford, MA 01757 has submitted a "Request for Determination of Completeness" to the Grafton Planning Board for Valley View Drive in Walnut Woods (AKA North Grafton Ridge).

Any person seeking information or wishing to issue comments on this "Request for Determination of Completeness" should contact the Grafton Town Planning Department at 508-839-5335, extension 120. December 6, 2006

NOTICE OF PUBLIC HEARING

GRAFTON CONSERVATION COMMISSION

Pursuant to the Massachusetts Wetlands Protection Act (M.G.L. c.131 s.40) and the Grafton Wetlands Protection Bylaw, The Grafton Conservation Commission will hold a public hearing on Tuesday, December 19, 2006 at 7:30 p.m. in Conference Room B, 30 Providence Road, Grafton, MA to act upon a Notice of Intent (NOI) and Application for Wetlands Bylaw Permit filed by Ere Builders, Inc. 17 Crestlan Drive, Worcester, MA 01604.

The applicant proposes construction of a 10 lot residential subdivision with a portion of the work occurring within the buffer zone of a bordering vegetated wetland on property located at 69 Pleasant Street (Assessor's Map 90, Lot 12).

The applicant and/or representative and any other persons interested in being heard on this matter should appear at the time and place designated.

GRAFTON CONSERVATION COMMISSION

John S. Wilson, Co-Chairperson
Paul Vigeant, Co-Chairperson
Mary Kallin
Mary Wray
Kathleen Gagnon

December 6, 2006

the property could not be used for educational purposes unless the town petitioned the State Legislature and was granted permission for such use.

Grew contended that the Planning Board agreement for Oakmont Farms does allow the common land to be used for educational purposes. He said water, sewage and electrical connections had been installed at the Millford Road access in anticipation of future municipal use.

Grew asked that the town go forward with getting approval to use the land for future municipal use, whether it be for a school, a Department of Public Works, or the Fire Department.

Selectmen questioned Department of Public Works Director Roger Hammond as to why asphalt was used to patch the concrete sidewalk on North Main Street. At an earlier meeting, the Board had talked about using concrete rather than asphalt on sidewalks because, although more expensive, concrete can last 30 or 40 or more years.

Hammond said the asphalt patch was only temporary and that he was expecting to re-do the sidewalk with concrete.

Selectmen signed Resolutions for Matthew Robert Cembrola and Thomas Joseph Onacki in honor of their Eagle Scout Court of Honor. Board Vice-Chairman John Carlsson offered to attend the Court of Honor and present the resolutions.

Town Administrator Lashmit asked the Board for budget guidance. Cost of living increases were pegged at 3%, the same figure provided in the two settled union contracts.

The establishment of a purchasing practices sub-committee was discussed in order to gain higher purchasing discounts.

The idea of establishing a combined Facilities Manager with the School Department in order to lower costs was also discussed.

Selectment signed a contract with MDM Engineering in the amount of \$16,900 for re-pointing of the brick at the Center Library.

Recycling Center at DPW Garage

ROUTE 140 OFF THE COMMON

Rules and regulations for disposing of items at the recycling center - please adhere to these guidelines:

- Dispose of clean and rinsed Marked 1-7 plastics, tin cans, aluminum cans and glass (clear & colored) bottles and jars.
- No metal or glass other than food containers, unmarked plastic material, paper, Styrofoam or plastic bags will be accepted.

Some prime examples of unacceptable material: Plastic chairs, beach chairs, law chairs, etc.; Children's toys & play equipment; Laundry baskets; Swimming pools.

For further information or questions, please contact the Sanitation Division at 508-839-5335 extension 180.

Freemasonry (often simplified to "Masonry") enhances and strengthens the character of the individual man by providing opportunities for fellowship, charity, education, and leadership based on the three ancient Masonic tenets: Brotherly Love, Relief and Truth. The Massachusetts Grand Lodge is a crowning legacy of this venerable heritage as we strive to "make good men better."

Toys for Tots began in 1947 when Major Bill Hendricks, USMCR and a group of Marine Reservists in Los Angeles collected and distributed 5,000 toys to needy children. The idea came from Bill's wife, Diane. In the fall of 1947, Diane handcrafted a Raggedy Ann doll and asked Bill to deliver the doll to an organization, which would give it to a needy child at Christmas. When Bill determined that no agency existed, Diane told Bill that he should start one. He did. The 1947 pilot project was so successful that the Marine Corps adopted Toys for Tots in 1948 and expanded it into a nationwide campaign. That year, Marine Corps Reserve units across the nation conducted Toys for Tots campaigns in each community in which a Marine Reserve Center was located.

Marines have conducted successful nationwide campaigns at Christmas each year since 1948. The initial objective that remains the hallmark of the program today is to "bring the joy of Christmas to America's needy children." Bill Hendricks, a Marine Reservist on weekends, was in civilian life, the Director of Public Relations for Warner Brothers Studio. This enabled him to convince a vast array of celebrities to support Toys for Tots. In 1948, Walt Disney designed the Toys for Tots logo, which is used today. Disney also designed the first Toys for Tots poster used to promote the nationwide program. Nat "King" Cole, Peggy Lee, and Vic Damone recorded the Toys for Tots theme composed by Sammy Fain and Paul Webster in 1956. Bob Hope, John Wayne, Doris Day, Lorne Morgan, Tim Allen, Kenny Rogers and Billy Ray Cyrus are but a few of the long list of celebrities who have and talent to promote Toys for Tots. First National spokesperson in 1983. I as the national spokesperson in named Toys for Tots as one of h

EXAMPLE #2B

"Blue Christmas" S

Continued from page 1

the comfort and support of God, I again sponsor a special "Blue Christmas" service will be on Sunday after p.m. (snow date December 17) Society of Grafton and Upton to are invited to stay for social hour please visit our web site at www.12927.

Group will
This year's
10, at 4:00
universalist
center. All
directions,
1 508-839-

CERTIFICATE OF COMPLIANCE

(Subdivision Rules and Regulations § 3.3.11.2 b)

NAME OF SUBDIVISION _____

STREET NAMES _____

EXAMPLE #3

TO THE GRAFTON PLANNING BOARD:

WE CERTIFY THAT TO THE BEST OF OUR KNOWLEDGE, INFORMATION AND BELIEF, THE SITE WORK HAS BEEN DONE IN SUBSTANTIAL CONFORMANCE WITH THE APPROVED "_____" PLANS, AND IN ACCORDANCE WITH THE TOWN OF GRAFTON SUBDIVISION RULES AND REGULATIONS AND THE TOWN OF GRAFTON ZONING BY-LAWS.

ENGINEER

DEVELOPER

NAME OF ENGINEER **MA REG #**

NAME OF DEVELOPER

ADDRESS

ADDRESS

SIGNATURE **DATE**

SIGNATURE **DATE**

ENGINEER'S SEAL

NOTARY SIGNATURE AND SEAL

My Commission Expires: _____

GRAVES ENGINEERING, INC.

100 Grove Street ■ Worcester, MA 01605 ■ 508-856-0321 ■ Fax: 508-856-0357 ■ www.gravesengineering.com

August 29, 2006

Grafton Planning Board
Town of Grafton
30 Providence Road
Grafton, MA 01519

EXAMPLE 4A

**Subject: Walnut Woods
Construction Completeness Review**

Dear Board Members:

As requested by the Applicant and the Planning Board, Graves Engineering, Inc. (GEI) performed various site visits at the Walnut Woods subdivision to evaluate construction completeness relative to the submittal of acceptance and as-built plans. This letter addresses construction-related issues. A separate letter concerning acceptance plan, as-built plan and legal description review is being issued under separate cover. Several of the following issues were previously identified in a letter from GEI to the Grafton Town Planner dated June 16, 2005.

This letter is a follow-up to our previous review letter dated January 24, 2006. For clarity, comments from our previous letter are *italicized*, and our comments to the Applicant's responses are depicted in **bold**. Previous comment numbering has been maintained.

In summary, except for #15 and #19 our comments were addressed.

The following construction items were identified:

- 1. In general, debris/sediment is to be removed from the catch basins and drop inlet sumps. For example, substantial sediment (3'+) was observed in CB 3, CB 4, CB 5, CB 6, CB 7, CB 8, CB 13, CB 15, CB 20, CB 21, CB 22 and CB 24. Please note that GEI did not check all sumps.*
Acknowledged. Catch basin sumps have been cleaned.
- 2. There is sediment and a grade stake in DMH1. In general debris and/or sediment are to be removed from all drain manholes.*
Acknowledged. DMH1 was cleaned.
- 3. In general, the catch basin curb inlets are to be cleared of debris. Also, the granite curb inlets are to be adjusted as necessary to allow unimpeded flow into the catch basins at #29 Valley View Drive and near the #19 and #21 Valley View Drive property line.*
Acknowledged. The curb inlets were cleared of debris.
- 4. The catch basin grate at CB 4 has to be replaced. The casting is severely chipped.*
Acknowledged. The catch basin grate was replaced.
- 5. An invert was not constructed in drain manholes DMH 8 and DMH 15.*
Acknowledged. Inverts were constructed.
- 6. The lowest 2 steps in DMH 2 are not aligned correctly.*
Acknowledged. New steps were installed.
- 7. The steps in DMH 6 are not accessible from the surface. The stairs are not located under the manhole opening.*
Acknowledged. New steps were installed.

8. *The upper step(s) are needed in DMH 12.*
Acknowledged. Steps were installed.
9. *The ground around DMH 7 was not brought flush with the manhole rim. The frame and a portion of the top section of the structure are visible.*
Acknowledged. Loam and seed were placed around the manhole rim.
10. *The penetration for the PVC subdrain into CB 23 did not appear to be sealed with brick and mortar.*
Acknowledged. The penetration was sealed.
11. *There are several street trees that need to be replanted/replaced, as noted below.*
Acknowledged. The following trees were replaced.
 - *A street tree on the western edge of the property for #14 Valley View Drive (Lot 8) is fully uprooted.*
 - *A street tree in front of #19 Valley View Drive (Lot 20R) is tipped.*
 - *A street tree in front of #24 Valley View Drive (Lot 3) needs to be replaced.*
12. *Several right-of-way monuments could not be located by GEI, as noted below. The bounds must be marked such that GEI may confirm their installation.*
Acknowledged. Installation of the following monuments was confirmed.
 - *The bound demarcating the northern entrance radius along Adams Road at the southern entrance to Valley View Drive (approximately station 0+21.5 53' right).*
 - *Point of Curvature (PC) at station 10+27.51 right.*
 - *PC at station 15+32.97 right.*
 - *Point of tangency (PT) at station 20+52.36 left.*
 - *The two bounds demarcating the entrance radii along Adams Road at the northern entrance to Valley View Drive (approximately station 30+16 52' left and 57' right).*
13. *There were several drainage easement monuments that were not located by GEI, as noted below. The bounds must be marked such that GEI may confirm their installation.*
Acknowledged. Installation of the following monuments was confirmed.
 - *The easement on Lot 14, Lot 15, Lot 16, Lot 17 and Lot 18R.*
 - *The monuments at the lot lines of Lots 8/9, 9/10, 18R/19R and 19R/20R.*
 - *The easement on Lot 23.*
 - *The easement on Lot 3.*
14. *The low area along Adams Road was recently re-planted. GEI is aware of an abutter's concern relative to standing water in this area. The establishment of vegetation and status of standing water will be further evaluated in the spring.*
Acknowledged. Vegetation has been fairly well established. Standing water appears to be most prevalent at the southern discharge point into the basin. It appears that the

continuous flow of water from the road subdrains into the low area results in localized standing water.

15. *Has a Certificate of Compliance for road and road-related infrastructure construction been issued by the Conservation Commission? If so, a copy should be forwarded to the Planning Office.*

It is our understanding the Applicant has applied to the Conservation Commission for a certificate of compliance. Once issued, a copy of the certificate should be forwarded to the Planning Board.

Additional Comments, August 29, 2006

A site visit on June 28, 2006 was attended by representatives of Toll Brothers, Gray Excavating, Grafton DPW and GEI. The following work was requested of Toll Brothers and subsequently completed.

16. The flared end section outlet uphill of #25 Valley View Drive was cleaned of sediment and debris.
17. The swale in front of #1 Valley View Drive was re-graded and re-stabilized.
18. The swale in front of #20 Valley View Drive was re-graded and re-stabilized.
19. The swale in front of #22 Valley View Drive was re-graded and re-stabilized.
20. The damaged street light in front of #7 Valley View Drive was replaced. However, it should be confirmed at night that this and all other project street lights are functioning.

We trust you will find this information useful and informative. Please contact this office with questions.

Very truly yours,
Graves Engineering, Inc.



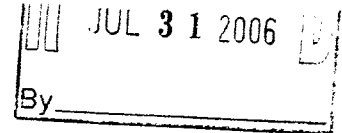
Jeffrey M. Walsh, P.E.
Project Manager

cc: Roger Hammond, Grafton DPW
Grafton Engineering Department
Bryan Weiner, P.E., Toll Bros. Inc. ✓



Grafton Conservation Commission

EXAMPLE 4B



July 27, 2006

Mr. Bryan Weiner
C/o Toll Brothers
83 Cedar Street
Milford, MA 01757

Subject: DEP # 164-419 and Bylaw Permit # 264 – Request for Certificate of Compliance – Walnut Woods

Dear Mr. Weiner:

At their July 11, 2006 meeting the Conservation Commission reviewed your request for a Certificate of Compliance for project completion at the above referenced subdivision. The Commission voted to **issue** the Certificates of Compliance as requested.

Enclosed please find your signed and notarized **complete** Certificates of Compliance. Please be advised that it is your responsibility to have these documents recorded with the Worcester County Registry of Deeds. Once recorded, please submit proof of recording these documents to this office.

If you have any questions or concerns please contact the office. Thank you.

If you have any questions or concerns, please contact the office.

Sincerely,

Linda Dettloff
Conservation Agent
Town of Grafton



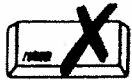
Massachusetts Department of Environmental Protection
 Bureau of Resource Protection - Wetlands
WPA Form 8B – Certificate of Compliance
 Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

DEP File Number:
 164-419
 Provided by DEP

A. Project Information

EXAMPLE 4B

Important:
 When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



1. This Certificate of Compliance is issued to:

Toll Brothers, Inc. c/o Bryan Weiner

Name

83 Cedar Street

Mailing Address

Milford

City/Town

MA

State

01757

Zip Code

2. This Certificate of Compliance is issued for work regulated by a final Order of Conditions issued to:

Estabrook Rd. Realty Trust

Name

05/01/01 & Amended 04/04/02

Dated

164-419

DEP File Number

3. The project site is located at:

Walnut Woods - Adams & Estabrook Road(s)

Street Address

50

Assessors Map/Plat Number

Grafton

City/Town

3

Parcel/Lot Number

the final Order of Condition was recorded at the Registry of Deeds for:

Property Owner (if different)

Worcester

County

24089

Book

065

Page

Certificate

4. A site inspection was made in the presence of the applicant, or the applicant's agent, on:

June 6, 2006

Date

B. Certification

Check all that apply:

- Complete Certification:** It is hereby certified that the work regulated by the above-referenced Order of Conditions has been satisfactorily completed.
- Partial Certification:** It is hereby certified that only the following portions of work regulated by the above-referenced Order of Conditions have been satisfactorily completed. The project areas or work subject to this partial certification that have been completed and are released from this Order are:



Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands
WPA Form 8B – Certificate of Compliance
Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

DEP File Number:
164-419
Provided by DEP

B. Certification (cont.)

- Invalid Order of Conditions:** It is hereby certified that the work regulated by the above-referenced Order of Conditions never commenced. The Order of Conditions has lapsed and is therefore no longer valid. No future work subject to regulation under the Wetlands Protection Act may commence without filing a new Notice of Intent and receiving a new Order of Conditions.
- Ongoing Conditions:** The following conditions of the Order shall continue: (Include any conditions contained in the Final Order, such as maintenance or monitoring, that should continue for a longer period).

Condition Numbers:

C. Authorization

Issued by:

Grafton Conservation Commission
Conservation Commission

July 27, 2006
Date of Issuance

This Certificate must be signed by a majority of the Conservation Commission and a copy sent to the applicant and appropriate DEP Regional Office (See Appendix A).

Signatures:

[Signature]

[Signature]

[Signature]



Massachusetts Department of Environmental Protection
 Bureau of Resource Protection - Wetlands
WPA Form 8B – Certificate of Compliance
 Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

DEP File Number:
 164-419
 Provided by DEP

C. Authorization (cont.)

Notary Acknowledgement

Commonwealth of Massachusetts County of Worcester

On this 17th Day Of July Month 2006 Year

before me, the undersigned Notary Public, personally appeared

Paul Vigant
 Name of Document Signer

proved to me through satisfactory evidence of identification, which was/were

personally known
 Description of evidence of identification

to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose.

As member of Grafton City/Town Conservation Commission

Nancy J. Hazen
 Signature of Notary Public
NANCY J. HAZEN
 Printed Name of Notary Public

Place notary seal and/or any stamp above

October 27 2006
 My Commission Expires (Date)



Massachusetts Department of Environmental Protection
 Bureau of Resource Protection - Wetlands
WPA Form 8B – Certificate of Compliance
 Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

DEP File Number:
 164-419
 Provided by DEP

D. Recording Confirmation

The applicant is responsible for ensuring that this Certificate of Compliance is recorded in the Registry of Deeds or the Land Court for the district in which the land is located.

Detach on dotted line and submit to the Conservation Commission.

To:

Grafton Conservation Commission
 Conservation Commission

Please be advised that the Certificate of Compliance for the project at:

Walnut Woods - Adams & Estabrook Road(s) 164-419
 Project Location DEP File Number

Has been recorded at the Registry of Deeds of:

County

for:

Property Owner

and has been noted in the chain of title of the affected property on:

Date	Book	Page
------	------	------

If recorded land, the instrument number which identifies this transaction is:

If registered land, the document number which identifies this transaction is:

Document Number

Signature of Applicant

Wetlands Permit
264



Grafton Conservation Commission

30 Providence Road, Grafton, MA 01519
(508) 839-5335 X138

EXAMPLE 4B

CERTIFICATE OF COMPLIANCE GRAFTON WETLANDS BY-LAW AND REGULATIONS

FROM: Grafton Conservation Commission Issuing Authority
TO: Toll Brothers, Inc. 83 Cedar Street
c/o Bryan Weiner Milford, MA 01757
(Name) (Address)

Date of Issuance July 27, 2006

This Certificate is issued for work regulated by a permit issued to Estabrook
Rd. Realty Trust dated Amended and issued by the Conservation
Commission. 05/01/01 +
04/04/02

1. It is hereby certified that the work regulated by the above-referenced Permit has been satisfactorily completed.
2. It is hereby certified that only the following portions of the work regulated by the above-referenced Permit have been satisfactorily completed: (If the Certificate of Compliance does not include the entire project, specify what portions are included.)
3. It is hereby certified that the work regulated by the above-referenced Permit never commenced. The Permit has lapsed and is therefore no longer valid. No future work subject to regulation under the By Law may be commenced without filing a new Notice of Intent and receiving a new Permit.

4. This certificate shall be recorded in the Registry of Deeds or the Land Court for the district in which the land is located. The Permit was originally recorded on _____ (date) at the Registry of Deeds, Worcester, MA, Book _____, Page _____.

5. The following conditions of the Permit shall continue: (Set forth any conditions contained in the Final Permit, such as maintenance or monitoring, which are to continue for a longer period.)

Issued by Grafton Conservation Commission

Signature(s)

[Signature]
Mary Wray
Paul D'Agostino

When issued by the Conservation Commission this Extension Permit must be signed by a majority of its members.

On this 17th day of July 2006, before me personally appeared Paul D'Agostino to me known to be the person described in and who executed the foregoing instrument and acknowledged that he/she executed the same as his/her free act and deed.

Nancy Hazen
Notary Public

October 27, 2006
My commission expires

Detach on dotted line and submit to the Grafton Conservation Commission prio to commencement of work.

To: Grafton Conservation Commission Issuing Authority

Please be advised that the Certificate of Compliance for the project at _____, File Number _____ has been recorded at the Registry of Deeds at Worcester, MA and has been noted in the chain of title of the affected property on _____

If recorded land, the instrument number which identifies this transaction is _____

If registered land, the document number which identifies this transaction is _____

Signature _____ (Applicant)



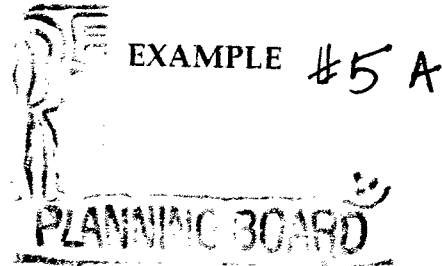
GRAFTON WATER DISTRICT

44 Millbury Street
Grafton, MA 01519
(508) 839-2302 - Fax: (508) 839-2367
E-Mail: GRAFTONH20@AOL.COM

Matthew E. Pearson
Manager

March 4, 2002

Graz Engineering, L. L. C.
71 Elm Street, Suite 102
Worcester, MA 01609

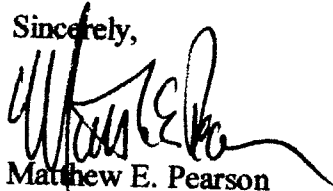


RE: Oak Ridge Estates and Southfield Crossing As-Built - Grafton, MA

Dear Brian,

I have reviewed the As-Builts, as well as, inspected the subdivisions and find that there are no errors or other problems. The District has accepted in full the work performed by Jon LeClaire at both of these projects and on the As-Builts.

Sincerely,



Matthew E. Pearson
Manager

SOUTH GRAFTON WATER DISTRICT

8A MAIN STREET
SOUTH GRAFTON, MA 01560
Tel: 508-839-0512 Fax: 508-839-0512

RECEIVED

APR 01 2005

Planning Board

Wayne Nichols
Planner
Town of Grafton
30 Providence Road
Grafton, MAS 01519

EXAMPLE #5B

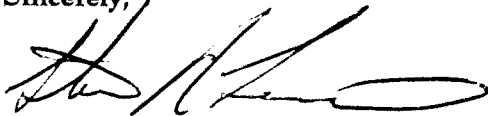
March 30, 2005

RE: Krula Way

Dear Wayne:

The South Grafton Water District accepts the water lines in the as built plans for Krula Way.

Sincerely,



Steven R. Lemoine
Superintendent

SRL/jib

EXAMPLE #6A



BOARD OF HEALTH
Dorothea L. Frederico
Karen Gwozdowski Gauvin
Richard J. Kirejczyk

TOWN OF GRAFTON

GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD
GRAFTON, MA 01519

(508) 839-5335 x 119 * Fax: (508) 839-8559

E-mail: healthdept@town.grafton.ma.us

HEALTH AGENT
Lois Luniewicz, REHS/RS, CHO
(508) 839-5335 X 128

PUBLIC HEALTH NURSE
Barbara Johnson, R.N.
(508) 839-5335 X 129

INTEROFFICE MEMO

To: Grafton Planning Board
From: Lois Luniewicz, REHS/RS, CHO-Health Agent *LL*
Date: Tuesday, November 28, 2006
RE: North Grafton Ridge, Toll Brothers, Inc.-Road Acceptance

The subdivision referenced above was constructed with Board of Health approved septic systems and private wells. Toll Brothers has been cooperative and receptive to Board of Health requirements and recommendations.

Currently there is one outstanding issue with regards to a replacement well constructed at 12 Valleyview Drive. We have been working with Bryan Weiner of Toll Brothers, Inc. as well as communicating with the current property owner toward a resolution. While we are more confident at this point that all parties are now working toward the same end, the Certificate of Compliance should have been issued several months ago.

Upon successful issuance of the second Well Certificate of Compliance as discussed above, the Board of Health has no objections to the subdivision acceptance by the Town.





TOWN OF GRAFTON

GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD
GRAFTON, MASSACHUSETTS 01519
508-839-5335 X119
FAX: 508-839-8543
E-MAIL: graftonhealth@hotmail.com

SEP 05 2002

BOARD OF HEALTH

EXAMPLE #6B

August 29, 2002

Mr. Shaun B. Francis
Project Engineer
GRAZ Engineering, L.L.C.
71 Elm Street
Suite 102
Worcester, MA 01609

RE: Oak Ride Estates

Dear Mr. Francis:

The Grafton Board of Health acknowledges that these houses are serviced by municipal sewers and meets acceptable health standards.

If you have any further questions please feel free to contact the office at anytime.

Sincerely,

Dorothea L. Frederico
Board of Health Clerk

/nnc

Town of Grafton

Board of Sewer Commissioners

Grafton Memorial Municipal Center

30 Providence Road

Grafton, MA 01519

Phone: (508) 839.4435 Fax: (508) 839.4602

EXAMPLE

#6C

Memo

To: Wayne Nichols
Town Planner

From: BOSC

CC: Art Lot Acres Development Corp.
Graz Engineering

Date: 29 October 2002

Re: Heritage Meadows Final Acceptance

SEP 04 2003

The Board accepts Heritage Meadows Subdivision 12 August 2002 revised dated as-built plans for Esseks Circle, Saunders Way & Main Street.

The Board has no further issues with this subdivision and granted final acceptance of Heritage Meadows subdivision.



TOWN OF GRAFTON EXAMPLE #7
FIRE DEPARTMENT

3 Worcester Street Grafton, MA 01519
508-839-4606 • Fax 508-839-8520

Michael E. Gauthier
Fire Chief

July 27, 2006

Mr. Keith Regan, Chairman
Grafton Planning Board
30 Providence Road
Grafton, MA 01519

Ref: Determination of Completeness
Valley view Drive-Toll Brothers Development

Dear Mr.Regan:

Section 3.3.11.2.d.4 of the Grafton Subdivision Rules and Regulations does not apply to this development, as there are no structures within this development that would be required to be equipped with a Fire Alarm System that is connected to an alarm company or fire dispatch.

All structures within this development are, however, required to be equipped with a hardwire Fire Detection System.

Fire Department compliance inspections for residential subdivisions are done for each structure at the time that occupancy is requested for that building. These inspections include Street signs, House numbers, Fire Detection Systems (Smoke and Heat detectors) and Heating Systems (Oil and Propane Gas Systems). No one unit would pass it's occupancy inspection without all of the above being in place.

This development has satisfied all Fire Department requirements.

Sincerely,

Michael E. Gauthier, *Fire Chief*

MEG:cb

Cc: Toll Brothers

GRAVES ENGINEERING, INC.

100 Grove Street ■ Worcester, MA 01605 ■ 508-856-0321 ■ Fax: 508-856-0357 ■ www.gravesengineering.com

August 29, 2006

Grafton Planning Board
Town of Grafton
30 Providence Road
Grafton, MA 01519

**Subject: Walnut Woods
Acceptance Plan and As-Built Plan Review**

Dear Board Members:

We received the following information in our office August 2, 2006:

- Two (2) page document entitled "Land Description of Storm Water easement on lots 14, 15, 16, 17, & 18R within – Walnut Woods" dated February 16, 2006.
- Two (2) page document entitled "Land Description of 25 foot drain easement along southern sideline of Valley View Drive – Walnut Woods" dated February 14, 2006.
- Two (2) page document entitled "Land Description of 25 & 10 foot drain easement along northern sideline of Valley View Drive – Walnut Woods" dated February 7, 2006.
- Three (3) page document entitled "Land Description of Valley View Drive – Walnut Woods" dated February 7, 2006.

Also considered for this review was the following information:

- Plan set entitled "Definitive Subdivision at Walnut Woods, Grafton, Massachusetts" dated February 4, 2002 and last revised June 25, 2002, prepared by Mark Santora, P.E., Inc. for Toll Brothers, Inc. (18 Sheets)

As requested, Graves Engineering, Inc. (GEI) has reviewed the acceptance plans, the as-built plans and legal descriptions for compliance with Rules and Regulations Governing the Subdivision of Land, Grafton, Massachusetts and for substantial conformance with the approved definitive plan. A letter concerning construction-related issues was issued under separate cover.

This letter is a follow-up to our previous review letters dated January 24, 2006, April 26, 2006 and July 26, 2006. For clarity, comments from our previous letters are *italicized*, and our comments to the Applicant's responses are depicted in **bold**. For brevity, issues addressed by the Applicant and acknowledged by GEI have been omitted. Previous comment numbering has been maintained.

In summary, our comments have been addressed.

As-Built Plan Review

Comments were previously addressed.

New Comments, March 29, 2006

13. *The following comments are for "Land Description of Valley View Drive – Walnut Woods":*
 - *Twentieth entry. The direction of the curve bears right.*

July 26, 2006:

No revision was made for this entry.

Acknowledged. Upon discussion with the applicant's surveying consultant and further review, no revision is necessary.

16. The following comments are for "Land Description of Storm Water easement on lots 14, 15, 16, 17, & 18R within – Walnut Woods":
- Twenty-first entry. The distance listed is incorrect.

July 26, 2006:

The distance was revised, although it is still incorrect.

Acknowledged. The description was revised.

17. The following comments are for "Land Description of 25 & 10 foot drain easement along northern sideline of Valley View Drive – Walnut Woods":
- Fourteenth entry. The curve bears to the right.

July 26, 2006:

No revision was made to this entry.

Acknowledged. Upon discussion with the applicant's surveying consultant and further review, no revision is necessary.

New Comments, July 26, 2006

19. The following comment is for "Land Description of Valley View Drive – Walnut Woods":

- Tenth entry. The road travels along lots 17 & 18R, not lots 17 & 18.

Acknowledged. The description was revised.

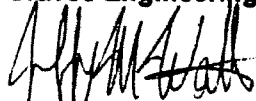
20. The following comment is for "Land Description of 25 foot drain easement along southern sideline of Valley View Drive – Walnut Woods":

- First entry. The distance is noted as 65.21 ft, however the correct distance is 62.21 ft.

Acknowledged. The description was revised.

We trust that you will find this information useful and informative. Please contact this office with questions.

Very truly yours,
Graves Engineering, Inc.



Jeffrey M. Walsh, P.E.
Project Manager

cc: Roger Hammond, Grafton DPW
Grafton Engineering Department
Bryan Weiner, P.E., Toll Bros. Inc. ✓

To see if the Town will vote to accept the roadways and associated utilities and easements known as Christopher Drive, Laura Lane, and a portion of Danjelle Dr., in the Hillside Estates subdivision, as petitioned for by more than ten (10) registered voters of the Town, or to take any other action relative thereto.

Name	Address	Precinct
Cheryl Fleming	27 Kestrel Hill Rd, Grafton	CHERYL FLEMING
Jean Anderson	41 Old York Rd, Grafton	JEAN ANDERSON
Holly Oliveri-Parker	16 Edward St	HOLLY OLIVERI-PARKI
Lori Lewis	14 Salisbury Street	LORI LEWIS
Fran Kofiss	21 Nottingham Rd, Grafton	FRAN KO
Robert Lew	14 Salisbury St, Grafton	ROBERT LEW
John Atchue	31 Hawthorne Rd	JOHN ATCHUE
Grace Atchue	36 Snow Rd.	
Charles J. Galt	36 Snow Rd	
Elizabeth L. Shropshire	54 Meadow LN	Elizabeth Shropshire

RECEIVED
 AUG 11 2003
 BOARD OF SELECTMEN
 GRAFTON, MA

RECEIVED
 AUG 12 2003
 PLANNING BOARD

To see if the Town will vote to accept the donation of open space Parcel #1 Hillside Estates Subdivision containing 11.96 acres and is shown on the plan recorded in the Worcester Registry of Deeds, Plan Book 690 as Plan #69 and open space Parcel #2, Hillside Estates Subdivision containing 12.65 acres and is shown on a plan recorded in the Worcester Registry of Deeds, Plan Book 690 as Plan #59. As petitioned for by more than ten (10) registered voters of the Town or to any other action relative thereto.

NAME	ADDRESS	PRECINCT
Cheryl Fleming	87 North Hill Rd.	
Jan Adams	41 Old York Rd. North	
Hull Ann-Peter	16 Edward St.	
Robt Lewis	14 Salisbury Road	
Frank Lyles	21 Nottingham Rd. North	
Kathleen	14 SALISBURY ST. GRAFTON	
John Atkins	31 Hawthorne Rd	
Grace Atkins	36 Snow Rd.	
Charles Atkins	36 Snow Rd	
Robert L. Shupala	54 Meadow Ln	

RECEIVED

AUG 1 1 2003

BOARD OF SELECTMEN
GRAFTON MA

RECEIVED
AUG 1 2 2003
PLANNING BOARD