

Grafton Planning Board



Definitive Plan Application Packet

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

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DEFINITIVE PLAN APPROVAL APPLICATION SUBMISSION REQUIREMENTS

Attached please find forms and directions for the submission of a Definitive Plan Approval 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.
- **Application for Definitive Plan and support materials**
- **Abutter Notification Materials** – follow instructions
- **Fees** - see fee schedule
- **Other Materials required by the Town of Grafton Subdivision Rules and Regulations and the Town of Grafton Zoning By-Laws**



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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



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APPLICATION FOR APPROVAL OF A DEFINITIVE PLAN

Application No. _____

DATE: _____

APPLICANT & PROPERTY OWNER INFORMATION

NAME _____ PHONE _____

ADDRESS _____

NAME OF PROPERTY OWNER (if different from Applicant) _____

Deed recorded in the Worcester District Registry of Deeds Book _____ Page _____

CONTACT INFORMATION

NAME _____ PHONE _____

ADDRESS _____

PROJECT LOCATION:

STREET AND NUMBER _____

ZONING DISTRICT _____ ASSESSOR'S MAP _____ LOT #(S) _____

PROJECT/PLAN INFORMATION:

PLAN TITLE _____ PLAN DATED: _____

PREPARED BY (Engineer) _____

ADDRESS _____ PHONE _____

Said plan has ___ has not ___ evolved from a preliminary plan submitted to the Board on (date) _____ and approved (with modifications) ___ disapproved ___ on (date) _____

This plan has ___ has not ___ evolved from a Special Permit # _____ granted on (date) _____ and recorded in Worcester District Registry of Deeds - Book _____ Page _____

The undersigned, being the applicant as defined under Chapter 41, Section 81-L, for approval of a proposed subdivision shown on the above referenced plan being land bounded as follows:

_____ hereby submits said plan as a **DEFINITIVE** plan in accordance with the Rules and Regulations of the Grafton Planning Board and makes application to the Board for approval of said plan. The undersigned's title to said land is derived from _____ by deed dated _____ and recorded in the Worcester District Registry of Deeds Book _____, Page _____, registered in the _____ Registry District of Land Court, Certificate of Title No. _____; and said land is free of encumbrances except for the following: _____

The undersigned hereby applies for the approval of said **DEFINITIVE** plan by the Board, and in furtherance thereof hereby agrees to abide by the Board's Rules and Regulations.

Applicant's Signature _____ Date: _____

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



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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 \$112.00, 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: \$ _____



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PLANNING BOARD

APPLICATION FOR APPROVAL OF A DEFINITIVE PLAN

Application No. _____

AREA WITHIN A SUBDIVISION

NAME OF APPLICANT: _____

NAME OF SUBDIVISION: _____

LOCATION OF SUBDIVISION: _____

ASSESSOR'S MAP _____ LOT _____

A. Total area of original tract shown in this subdivision equals _____

(1) Area in lots - Nos. 1, 2, 3, etc., equals _____

(2) Area in street ROW's - A, B, C, etc., equals _____

(3) Area reserved for parks, bikeways, etc., equals _____

B. Total area of subdivision (should equal A above) _____

(1) Street A equals _____

(2) Street B equals _____

(3) Street C equals _____

C. Total area of street ROW's (should equal A2 above) _____

D. All area not included in A1 or A 2 _____

Sewer Easements equal _____

Drainage Easements equal _____

Utility Easements equal _____

Other (specify) _____

Total (should equal A3) _____



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PLANNING BOARD

APPLICATION FOR APPROVAL OF A DEFINITIVE PLAN

Application No. _____

LAND SURVEYOR'S CERTIFICATE

DATE: _____

NAME OF APPLICANT: _____

NAME OF SUBDIVISION: _____

LOCATION OF SUBDIVISION: _____

ASSESSOR'S MAP _____ **LOT** _____

To the Planning Board of the Town of Grafton:

In preparing the plan entitled _____
 I hereby certify that the above named plan and accompanying data is true and correct to the accuracy required by the current Rules and Regulations Governing the Subdivision of Land in Grafton, Massachusetts, and my source of information about the location of boundaries shown on said plan were one or more of the following:

1. Deed from _____ to _____
 dated _____ and recorded in the _____ Registry in
 Book _____, page _____.
2. Other plans, as follows: _____

3. Oral information furnished by: _____

4. Actual measurement on the ground from a starting point established by: _____

5. Other sources: _____

(Seal of Land Surveyor)

Signed _____
 Registered Land Surveyor

Address: _____



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PLANNING BOARD

APPLICATION FOR APPROVAL OF A DEFINITIVE PLAN

Application No. _____

ENGINEER'S CERTIFICATE

DATE: _____

NAME OF APPLICANT: _____

NAME OF SUBDIVISION: _____

LOCATION OF SUBDIVISION: _____

ASSESSOR'S MAP _____ LOT _____

To the Planning Board of the Town of Grafton:

In preparing the plan entitled _____
 I hereby certify that the above named plan and accompanying data is true and correct to the accuracy required by the current Rules and Regulations Governing the Subdivision of Land in Grafton, Massachusetts, and my source of information about the location of boundaries shown on said plan were one or more of the following:

6. Deed from _____ to _____
 dated _____ and recorded in the _____ Registry in
 Book _____, page _____.
7. Other plans, as follows: _____

8. Oral information furnished by: _____

9. Actual measurement on the ground from a starting point established by: _____

10. Other sources: _____

(Seal of Engineer)

Signed _____

Registered Professional Engineer

Address:



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APPLICATION FOR APPROVAL OF A DEFINITIVE PLAN

Application No. _____

VERIFICATION OF PROPOSED STREET NAMES

This is to be submitted by the applicant to the Planning Board at the time of submission of a Definitive Subdivision Plan. The applicant must secure the Police Chief's comments prior to submittal.

DATE: _____

NAME OF APPLICANT: _____

NAME OF SUBDIVISION: _____

LOCATION OF SUBDIVISION: _____

ASSESSOR'S MAP _____ **LOT** _____

The following is a complete list of all proposed street names located within the boundaries of said subdivision:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

 Applicant's Signature

 Date

The above listing of proposed street name(s) for the above-named subdivision:

_____ are acceptable as submitted

_____ are not acceptable as submitted

Comments _____

 Police Chief's Signature

 Date



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PLANNING BOARD

APPLICATION FOR APPROVAL OF A DEFINITIVE PLAN

PROJECT INFORMATION SUMMARY (PIS)

INSTRUCTION SHEET

DATE: _____

NAME OF APPLICANT: _____

NAME OF PROJECT: _____

This document is designed to assist in determining whether the action proposed may have a significant effect on the environment. Please fill out this form as accurately as possible. Answers to these questions will be considered as part of the application for approval of a subdivision and may be subject to further verification and public review.

Please submit any additional information to document how any known impacts, whatever the magnitude, will be dealt within the design process. This additional information will help in the review of the PIS, and will reduce time delays by addressing potential impacts early on in the process.

The Planning Board will, in its review of the application, determine what elements of the ENVIRONMENTAL IMPACT STATEMENT must be included in the application for approval of the definitive plan for a proposed subdivision.

Please complete only those parts applicable to the type of project proposed. Parts I, II, III, IV, VIII must be filled out by all applicants. Additional PIS information is required based on the type of project submitted. Please indicate the project type(s) below and note the additional sections that must be filled out to complete your application.

- _____ RESIDENTIAL..... Part V: Residential Permits
- _____ BUSINESS..... Part VI: Business Permits
- _____ INDUSTRIAL..... Part VI: Business Permits, Part VII: Industrial Permits

TOWN OF GRAFTON
PROJECT INFORMATION SUMMARY

Project: _____
Owner: _____

PART I – GENERAL INFORMATION

Name of Project: _____

Name and Address of **Owner:**

Name and Address of **Consultant/Engineer:**

(Name)

(Name)

(Street)

(Street)

(City, State, Zip)

(City, State, Zip)

Business Phone # _____

Business Phone # _____

Contact Person: _____ Phone: _____

Description of Project: (Briefly describe type of project): _____

A. PROJECT INFORMATION

1. _____ Variance or Special Permit – Specify: _____
_____ Rezoning – From: _____ To: _____
_____ Residential Development - # of Units: _____
_____ Business Development – Type: _____
_____ Industrial Development – Type: _____
_____ Flexible Development/ PUD/ Cluster
2. Location of Project:
 - a. Address: _____
 - b. Distance and direction from nearest intersection(s): _____

 - c. Assessor’s Map(s) # _____, Lot(s)# _____
3. Present Zoning _____
4. Dominant zoning within ¼ mile of site: _____
5. Present land use: _____
6. Dominant land use within ¼ mile of site: _____

PROJECT INFORMATION SUMMARY

PART I – GENERAL INFORMATION - continued

Project Extent

- a. Total number of acres in parcel: _____ acres
- b. Number of acres already developed: _____ acres
- c. Number of acres to be developed under this application: _____ acres
- d. Anticipated construction dates – from _____ to _____
- e. Anticipated capital expenditure: \$ _____
- f. If expansion of existing project : _____ % expansion (total)

7. Total height of tallest proposed structure _____ feet.

B. NATURAL FEATURES OF SITE

1. Approximate acreage of site by use (NOTE: Land should not be classified in more than one category. Total current acreage = total after completion):

	Current	After Completion
Meadow or Brushland	_____ acres	_____ acres
Forested	_____ acres	_____ acres
Active Agriculture	_____ acres	_____ acres
Idle Agriculture	_____ acres	_____ acres
Chapter 131 Classified Wetland	_____ acres	_____ acres
Water Surface Area (ponds, lakes, streams)	_____ acres	_____ acres
Unvegetated (rock, gravel)	_____ acres	_____ acres
Roads, Buildings, Pavement	_____ acres	_____ acres
Active Recreation Facility	_____ acres	_____ acres
Other (specify): _____	_____ acres	_____ acres
Total:	_____ acres	_____ acres

2. Will disturbed area be in or within 100' of any of the following? (If yes, please specify):

YES	NO	
_____	_____	Stream _____ Classification _____
_____	_____	Waterbody _____
_____	_____	Chap. 131 Classified Wetland (#) _____
_____	_____	Woodlands _____
_____	_____	Steep Slopes _____
_____	_____	Agricultural Land _____
_____	_____	Unique Ecological Feature _____
_____	_____	Unique Geological Feature _____
_____	_____	Designated Open Space _____
_____	_____	Designated Sensitive Environmental Area _____
_____	_____	_____
_____	_____	Parkland _____
_____	_____	Recreational Facilities _____
_____	_____	Historic Site _____
_____	_____	Known Archeological Site _____
_____	_____	Unique Archeological Site _____
_____	_____	Plant or animal species identified as threatened or endangered: _____

PART I – GENERAL INFORMATION - continued

- 3. Are there any known drainage ways, drainage ditches or seasonal flows of water on or through the site? NO _____ YES _____ (specify on separate sheet)

C. PLANNING CONSIDERATIONS

- 1. Is the site served by:
 - a. Sanitary sewer _____ Septic Systems _____ Other _____
 - b. Drainage _____
 - c. Public water _____ Wells _____ Other _____
 - d. Natural Gas _____
 - e. Other utilities (specify) _____

- 2. Is the site contiguous to any of the following?
 - _____ State Road
 - _____ County Road
 - _____ Town Street (Accepted)
 - _____ Private Road or Drive (Specify) _____

- 3. Is there a property line boundary within 100’ of the proposed disturbed area?

- 4. Are any of the following within 1000’ of the site?

_____ School	_____ Ambulance Station
_____ Library	_____ Government or other Public Bldg.
_____ Firehouse	_____ Cultural Center (Museum, etc.)
_____ Utility Facility	_____ Cemetery
_____ Church	
_____ High Voltage Electrical Transmission Line	
_____ Wireless Communications Facility	

- 5. Will the action result in the preservation of any open space? NO _____ YES _____
 Is the site presently used by the community as open space or recreation area? NO _____ YES _____

- 6. Will the project result in any major visual impacts? NO _____ YES _____

- 7. Will the project affect any important views or vistas? NO _____ YES _____

- 8. Special Planning considerations: Is any portion of the site within any of the following?
 - _____ Historic District
 - _____ 500 feet of a state/ county road, parkland, or municipal boundary
 - _____ 100 year floodplain as defined by FEMA Flood Ins. Maps

- 10. Has any provision been made for solar or other alternative sources of energy for this project?
 NO _____ YES _____ If YES, specify _____

- 11. Has provision been made for siting the project to make use of natural solar heating or shading?
 NO _____ YES _____

- 12. Will this project require the relocation of any other project or facility? NO _____ YES _____

PART II – GEOLOGY & HYDROLOGY

- A. What is the predominant soil type(s) on the project site? _____

- B. What is the depth to bedrock? _____ feet
(Information Source: _____)

- C. Are there any bedrock outcroppings on the site? NO _____ YES _____

- D. What is the general slope of the land?
0-10% _____ 10-15% _____ 15% or greater _____

- E. What is the depth to the water table? _____ Feet
(Information Source: _____)

- F. Will surface area of any existing lakes, ponds, streams, or other surface water areas be increased or decreased by the project? NO _____ YES _____ (Specify on separate sheet)

- G. Will any stream channels be modified? NO _____ YES _____

- H. What additional percentage of the site will be covered by impervious materials as a result of this project? _____ % more than existing.

- I. Are any mitigation measures being designed into the project to minimize the effects of impervious surfaces on drainage and runoff? NO _____ YES _____
(If YES, please attach a narrative explanation on separate sheet.)

- J. Are there any existing drainage problems on the site, upstream, or downstream?
NO _____ YES _____ (If YES, please attach a narrative explanation on a separate sheet.)

- K. How much on-site storage of runoff will be provided? _____ acre-feet

- L. Are Sedimentation ponds to be provided? NO _____ YES _____

- M. Are retention ponds to be provided? NO _____ YES _____ Temporary _____ Permanent _____
Are detention ponds to be provided? NO _____ YES _____ Temporary _____ Permanent _____

PART III – GRADING AND SITE DEVELOPMENT

A. How much natural material will be removed from the site of the project?

Rock _____ cubic yards

Topsoil _____ cubic yards

Subsoil. _____ cubic yards

B. How much natural material will be brought onto the site of the project?

Rock _____ cubic yards

Topsoil _____ cubic yards

Subsoil. _____ cubic yards

C. How much natural material will be redistributed on the site of the project?

Rock _____ cubic yards

Topsoil _____ cubic yards

Subsoil. _____ cubic yards

D. How many square feet of vegetation (trees, shrubs, ground cover) will be disturbed on this project site?

_____ square feet

E. Are there any plans for revegetation? NO _____ YES _____ (specify on separate sheet)

F. Will blasting occur during construction? NO _____ YES _____

G. How will demolition debris (if any), vegetation waste, and similar materials be disposed of?

H. Will existing contours be altered by more than 3 feet of:

Cut: NO _____ YES _____

Fill: NO _____ YES _____

I. What will be the maximum gradient of road ways within the project? _____

What will be the maximum gradient of driveways within the project? _____

What will be the gradient of roadways within the project? _____

PART IV – PERMITS AND/OR APPROVALS REQUIRED

A. Does the project involve any State or Federal funding or financing? NO _____ YES _____
 If YES, specify: _____

B. Status of Permits and/ or Approvals:

AGENCY	APPROVAL/S REQUIRED (TYPE)	DATE SUBMITTED	DATE APPROVED
Board of Selectmen			
Planning Board			
Board of Appeals			
Regional Agency			
Board of Health			
Highway Department			
Mass. Dept. of Public Health			
Mass. D.E.P.	Sewer Ext.		
	MEPA		
	Other		
Mass. Highway			
Other State Agency			
US Army Corps. Engineers			
US Environmental Protection Agency			
Other Federal Agency			
Other State Agency			
Other Municipal Agency			
Regional Agency			

PART V – PERMITS: RESIDENTIAL

- A. Is project to be single phased _____ or multi-phased _____ ?
- B. If multi-phased project:
- a. total number of phases anticipated: _____
 - b. anticipated date of Phase 1 commencement (including any necessary demolition):

 - c. approximate date of completion of final phase:

 - d. Is phase #1 financially dependent upon subsequent phases? NO _____ YES _____
- C. Number and type of housing units to be constructed:
- | | <u>One Family</u> | <u>Two Family</u> | <u>Multi-Family</u> | <u>Condo or Co-op</u> |
|----------|-------------------|-------------------|---------------------|-----------------------|
| Initial | _____ | _____ | _____ | _____ |
| Ultimate | _____ | _____ | _____ | _____ |
- D. If project is not on the public sanitary sewers:
- 1. Type of on-site sewerage system(s) to be installed:
_____ standard leach field(s)
_____ raised fill systems
_____ package plant
_____ other (specify): _____
 - 2. If any surface outflow, name of stream into which effluent will be discharging:

- E. If project involves drainage / stormwater management facilities:
- 1. Where do storm sewers discharge? _____
 - 2. What volume of storm water runoff is planned for? _____ cfs at point of discharge
- F. 1. If water supply is from existing wells, indicate pumping capacity of existing well _____ gal./ min.
2. If water supply is from new wells, what impact can be expected on the local water table?

- G. Total anticipated water usage per day: _____ gallons per day
- H. Number of off-street parking spaces: _____ existing, _____ proposed

PART VI – PERMITS: BUSINESS

- A. Orientation of development: Neighborhood _____ City/ Town _____ Regional _____
- B. Estimated employment generated: during construction: _____
During operation: _____
- C. Total gross floor area proposed: _____ sq. ft.
- D. Number of off-street parking spaces: existing _____ proposed _____
- E. Is surface or subsurface liquid waste disposal involved? NO _____ YES _____
If YES to #1, type of waste: _____
If surface outflow, name of stream into which the effluent will be discharged:

- F. If not on public sanitary sewers, how will liquid wastes be treated? _____

- G. If project involves storm water management facilities:
 - a. Where do storm they discharge? _____
 - b. What volume of storm water runoff is planned for ? _____ cfs at point of discharge.
- H. Maximum vehicular trips generated per hour upon completion of project: _____
- I. If multi-phased project:
 - a. total number of phases anticipated _____
 - b. anticipated date of phase 1 commencement (including any necessary demolition): _____
 - c. approximate date of completion of final phase _____
 - d. Is phase #1 financially dependent upon subsequent phases? NO _____ YES _____
- J. Solid Wastes:
 - a. Where will solid wastes be disposed of?
Name of facility _____ Location _____
 - b. Will any wastes not go to a sanitary landfill? NO _____ YES _____
 - c. Will compactors be utilized for on-site wastes? NO _____ YES _____
 - d. Have provisions been made for on-site storage? NO _____ YES _____
 - e. If project involves a take-out food facility, have any provisions been made to restrict carryout trash? NO _____ YES _____

PART VI – PERMITS: BUSINESS - continued

K. Will project routinely produce odors (more than 1 hr./day)? NO _____ YES _____

N. Will project produce noise exceeding the existing local ambient noise levels:

during construction? NO _____ YES _____

after construction? NO _____ YES _____

O. Will dust control techniques be employed during or after construction of this project:

NO _____ YES _____ (If YES, specify on separate sheet how, what, when)

N. Will the project result in any potential contraventions of any State or Federal air quality standards?

NO _____ YES _____ (specify: _____)

O. Will the project use herbicides? NO _____ YES _____ specify: _____

P. Will the project use pesticides? NO _____ YES _____ specify: _____

Q. Will the project be landscaped to provide visual and sound screening? NO _____ YES _____

R. Has the project been designed for energy efficiency? NO _____ YES _____

If YES, please specify: _____

PART VII – INDUSTRIAL

Please complete Part VI – Permits: Business, and continue below :

A. Are any liquid (or solid) substances produced as wastes that cannot be adequately treated (or safely disposed of) at a standard municipal sewage treatment plant (or sanitary landfill)?

NO _____ YES _____

If YES, please specify _____

B. Are any hazardous toxic materials produced? NO _____ YES _____

or utilized? NO _____ YES _____

C. Have any provisions been made to utilize any waste heat produced for productive purposes?

NO _____ YES _____

If YES, please specify _____

TOWN OF GRAFTON

Project: _____

PROJECT INFORMATION SUMMARY

Owner: _____

PART VIII – ADDITIONAL SUBMISSION MATERIALS

Attach any additional information as may be required to clarify your project. If there are/ may be any adverse impacts associated with the proposal, please discuss such impacts and the measures which can be taken to mitigate or avoid them.

I hereby certify that the information given above is true and accurate to the best of my ability to provide such information.

Date: _____

Preparer's Name (Please print) _____

Preparer's Signature _____

Title: _____

Company (if applicable): _____

Representing: _____



PLANNING BOARD

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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 Only 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