



PLANNING BOARD

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

APPROVAL OF A PRELIMINARY PLAN APPLICATION SUBMISSION REQUIREMENTS

Attached please find forms and directions for the submission for Preliminary 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 Approval of a Preliminary Plan and support materials**
- **Project description / narrative**
- **Abutter Notification Materials** – follow instructions
- **Fees** - see fee schedule
- **Other Materials required by the Town of Grafton Subdivision Rules and Regulations**



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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 PRELIMINARY PLAN

Application No. _____

APPLICANT & PROPERTY OWNER INFORMATION

NAME _____

STREET _____ CITY/TOWN _____

STATE _____ ZIP _____ TELEPHONE _____

NAME OF PROPERTY OWNER (if different) _____

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

CONTACT INFORMATION

NAME _____

STREET _____ CITY/TOWN _____

STATE _____ ZIP _____ TELEPHONE _____

PROJECT LOCATION:

STREET AND NUMBER _____

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

PROJECT/PLAN INFORMATION:

PLAN TITLE _____ PLAN DATED: _____

PREPARED BY (Engineer) _____

STREET _____ CITY/TOWN _____

STATE _____ ZIP _____ TELEPHONE _____

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 **PRELIMINARY** 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 **PRELIMINARY** 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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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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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