



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

**SPECIAL PERMIT & SITE PLAN APPROVAL
APPLICATION SUBMISSION REQUIREMENTS**

Attached please find forms and directions for the submission of a joint Special Permit and Site 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 Special Permit and support materials**
- **Application for Site Plan Approval and support materials**
- **Project description / narrative**
- **Abutter Notification Materials** – follow instructions
- **Fees** - see fee schedule
- **Other Materials required by the Zoning By-Law Requirements and List of Waivers**

Applicants are responsible for addressing all project-specific requirements outlined in the Grafton Zoning By-Law. Waivers may be requested as part of the application process. At a minimum, please review the following requirements and prepare your application accordingly:

- _____ **Section 1.3.3 – Site Plan Review – Submission Requirements**
- _____ Section 1.3.3.2 – Site Plan Required with Special Permit
- _____ Section 1.5 – Special Permit Granting Authority
- _____ Section 3.2.3.1 – Use Regulation Schedule
- _____ Section 3.2.3.2 – Intensity of Use Schedule
- _____ **Section 7 – Water Supply Protection Overlay District** – WSPOD (when applicable). If in the WSPOD, also refer to Section 4.2.4.6
- _____ **Section 8.2.1 – Traffic Study Required** (required for all Special Permits or Special Permits with Site Plan Approval applications)



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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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PLANNING BOARD

APPLICATION FOR SPECIAL PERMIT

Application No. _____

APPLICANT & PROPERTY OWNER INFORMATION

NAME _____

STREET _____ CITY/TOWN _____

STATE _____ ZIP _____ TELEPHONE _____

NAME OF PROPERTY OWNER (if different from Applicant) _____

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

SITE INFORMATION:

STREET AND NUMBER _____

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

LOT SIZE _____ FRONTAGE _____

CURRENT USE _____

PROJECT/PLAN INFORMATION:

PLAN TITLE _____

PREPARED BY (name/address of PE/Architect) _____

DATES _____

Use for which Special Permit is sought: (refer to § 3.2.3.1 of the Zoning Bylaw - Use Regulation Table):

Cite all appropriate sections of the Zoning By-Law which pertain to this Application, Use and Site:

TO THE GRAFTON PLANNING BOARD:

The undersigned, being the APPLICANT named above, hereby applies for a SPECIAL PERMIT to be granted by the Planning Board and certifies that, to the best of APPLICANT'S knowledge and belief, the information contained herein is correct and complete.

Applicant's Signature _____ Date: _____

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



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PLANNING BOARD

APPLICATION FOR SITE PLAN APPROVAL

Application No. _____

APPLICANT NAME: _____

STREET _____ CITY/TOWN _____

STATE _____ ZIP _____ TELEPHONE _____

PROPERTY OWNER NAME: _____

STREET _____ CITY/TOWN _____

STATE _____ ZIP _____ TELEPHONE _____

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

CONTACT PERSON'S NAME: _____

TELEPHONE _____

SITE INFORMATION:

STREET AND NUMBER _____

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

LOT SIZE _____ FRONTAGE _____

CURRENT USE _____

PLAN INFORMATION:

PLAN TITLE _____

PREPARED BY _____

DATE PREPARED _____ REVISION DATE _____

Describe proposed changes / additions: _____

TO THE GRAFTON PLANNING BOARD:

The undersigned, being the APPLICANT named above, hereby applies for approval of the above entitled SITE PLAN by the Planning Board and certifies that, to the best of APPLICANT'S knowledge and belief, the information contained herein is correct and complete and that said PLAN conforms with the requirements of the Zoning By-Law of the Town of Grafton.

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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Fee Schedule
All checks made payable to “Town of Grafton”
 (updated: 6/6/2011)

• **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