



PLANNING DEPARTMENT

**TOWN OF GRAFTON**  
GRAFTON MEMORIAL MUNICIPAL CENTER  
30 PROVIDENCE ROAD  
GRAFTON, MASSACHUSETTS 01519  
(508) 839-5335 ext 1120 • FAX (508) 839-4602  
www.grafton-ma.gov  
planningdept@grafton-ma.gov

## **MODIFICATION OF A DEFINITIVE PLAN APPROVAL APPLICATION SUBMISSION REQUIREMENTS**

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**Submission Requirements:** Modifications of a Definitive Plan Approval are evaluated in accordance with Town of Grafton Subdivision Rules & Regulations, the Grafton Zoning By-Law, and the Town of Grafton General By-Laws.

**Pre-submission Review** – Applicants wishing to discuss or review their application in draft format or prior to formal submission can contact the office to discuss their options. It is highly recommended that you coordinate with staff prior to submission of Application materials.

**Submission:** All application materials must be presented in a complete packet at the time of submission in order for staff to review and schedule a hearing. All applications must be submitted in person to the Planning Department during regular business hours – Monday through Friday, 8:30 a.m. – 4:30 p.m. No electronic or mail in submissions allowed.

### **Required Submission Materials:**

- 1. Application for Modified Definitive Plan Approval**
- 2. Certificate of Good Standing** – Located on the Town of Grafton website – Planning Department / Applications & Submission Information. This 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.
- 3. Project Description / Narrative**
- 4. Abutter Notification Materials** – follow instructions. Form can be found at the Planning Department web page.
- 5. Waiver Requests** – a list of all requested waivers.
- 6. Fees** – see fee schedule on the Town of Grafton website: Planning Department / Applications & Submission Information. Please note that there are several fees associated with this Application.
- 7. Additional Materials as Needed / Required to support the Application.**
- 8. Copies Required** –Please contact the office in advance of submission and you will be instructed as to how many copies to submit. This will save you time and money.
  - a.** All materials must be submitted in electronic PDF format either via disk or flash drive.
- 9. Other Materials required by the Grafton Zoning By-Law.**



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**PLANNING BOARD**

**APPLICATION FOR APPROVAL OF A MODIFIED DEFINITIVE PLAN**

Application No. \_\_\_\_\_ Modification # \_\_\_\_\_

**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: \_\_\_\_\_ REVISED THROUGH \_\_\_\_\_

Deed recorded in the Worcester District Registry of Deeds (WDRD) Book \_\_\_\_\_ Page \_\_\_\_\_

Certificate of Plan Approval recorded in WDRD Book \_\_\_\_\_ Page \_\_\_\_\_

PREPARED BY (Engineer) \_\_\_\_\_

STREET \_\_\_\_\_ CITY/TOWN \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_ TELEPHONE \_\_\_\_\_

The requested modification(s) is/are as follows (describe plan information, condition number(s), etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Town of Grafton*  
*Application for Approval of a Modified Definitive Plan*

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Describe in detail the status of the project relative to construction of ways and municipal service (attach separate sheet).

This project is guaranteed by:

Covenant \_\_\_\_\_ Bond \_\_\_\_\_ Passbook \_\_\_\_\_ Other \_\_\_\_\_

Provide all relevant information (document number, date, amount, purpose) of each instrument:

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The undersigned's title to said land is derived from \_\_\_\_\_

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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: \_\_\_\_\_

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Any /all mortgages must assent / comment to this application) \_\_\_\_\_

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The undersigned hereby applies for the approval of said **MODIFIED 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: \_\_\_\_\_