



**PLANNING DEPARTMENT**

**TOWN OF GRAFTON**  
GRAFTON MEMORIAL MUNICIPAL CENTER  
30 PROVIDENCE ROAD  
GRAFTON, MASSACHUSETTS 01519  
(508) 839-5335 x1120 • FAX (508) 839-4602  
planningdept@grafton-ma.gov  
www.grafton-ma.gov

## **SUBDIVISION DETERMINATION OF COMPLETENESS Submittal Instructions**

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**Submission Requirements:** A Determination of Completeness Application is evaluated in accordance with Town of Grafton Subdivision Rules & Regulations, Section 3.3.11. A sample of a submission can be found on the Planning Department webpage under Applications & Submission Information.

**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 Determination of Completeness including all attached forms.**
- 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. Cover Letter with Brief Description of Request.**
- 4. 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.
- 5. Additional Materials as Required to complete the Application:**
  - One (1) unbound packet of documents required under Section 3.3.11 of the Subdivision Rules and Regulations (see attached worksheet).
  - Nine (9) additional packets for distribution.
  - Three (3) sets of full size As Built Plans
- 6. 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.
  - All materials must be submitted in electronic PDF format either via disk or flash drive.



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**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 \_\_\_\_\_



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**DETERMINATION OF COMPLETENESS (DOC) WORKSHEET**

(Subdivision Rules and Regulations, Section 3.3.11)

Examples noted below can be found on the Planning Department webpage: Applications & Submission Information.

Project: \_\_\_\_\_ MRSP# \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

<b>Required Information</b>	<b>SRR Section #</b>	<b>Example #</b>	<b>Applicant</b>	<b>Staff Review</b>
<b>Written request for Determination of Completeness</b> <i>filed with Town Clerk (by registered mail) and Planning Board</i>	3.3.11.2	1		
<b>Newspaper announcement</b> (Grafton News: 508 839 2259) <i>within 14 days of submitting request for DOC</i>	3.3.11.2	2A 2B		
<b>Certificate of Compliance</b> <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		
<b>Inspection Forms</b> <i>i.e. Graves Engineering Construction Completeness Review; Conservation Commission Certificate of Compliance</i>	3.3.11.2.b.	4A 4B		
<b>Written Evidence of Compliance from Planning Board and Superintendent of Streets</b> <i>i.e. Graves Engineering Construction Completeness Review</i>	3.3.11.2.d.1	4A		
<b>Written Evidence of Compliance from appropriate Water District</b>	3.3.11.2.d.2	5A 5B		
<b>Written Evidence of Compliance from Board of Health or Board of Sewer Commissioners</b> <i>(if applicable)</i>	3.3.11.2.d.3	6A 6B 6C		
<b>Written Evidence of Compliance from Fire Department</b>	3.3.11.2.d.4	7		
<b>As-built plans</b> <i>Include: Graves Engineering Acceptance Plan and As-Built Plan Review</i>	3.3.11.2.e.	8		
<b>Written Request for final inspections by Planning Board</b>	3.3.11.2.f.			
<b>Citizen petition to Board of Selectmen for street acceptance</b> <i>(if applicable)</i>		9		



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## FOR PLANNING BOARD USE

Project: \_\_\_\_\_

Major Residential Special Permit Number: \_\_\_\_\_

<b>Date Submitted</b>	
<b>Staff Review Completed</b>	

**Review Notes**

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