



**PLANNING DEPARTMENT**

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

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

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**Submission Requirements:** Modifications of a previously approved Site Plan Approval Application are based on the requirements of the Grafton Zoning By-Law.

**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.

**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 Modification of a Site 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
- 5. Fee** – see fee schedule on the Town of Grafton website: Planning Department / Applications & Submission Information
- 6. Additional Materials as Needed / Required to support the Application.**
- 7. Copies Required** – This can vary significantly depending on the project. Please contact the office in advance of submission and you will be instructed as to how many copies to submit.
- 8. Other Materials required by the Grafton Zoning By-Law.**



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**APPLICATION FOR MODIFICATION OF A SITE PLAN APPROVAL**

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

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

**Briefly state requested modification:**

\_\_\_\_\_  
\_\_\_\_\_

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

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**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: \_\_\_\_\_