



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

APPROVAL OF A PRELIMINARY PLAN APPLICATION SUBMISSION REQUIREMENTS

Submission Requirements: Preliminary Plan Approval Applications 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 Preliminary 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. Please be advised that there is fee per waiver (see fee schedule).
- 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.
 - 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.**
- 10. Other Materials required by the Town of Grafton Subdivision Rules and Regulations.**



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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: _____