



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

## **SITE PLAN APPROVAL APPLICATION SUBMISSION REQUIREMENTS**

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**Submission Requirements:** Site Plan Approval Applications must be prepared in accordance with Section 1.3.3 of the Grafton Zoning By-Law.

**\*\* Please note: additional requirements may apply depending on the nature of your project and zoning district. Please refer to the Grafton Zoning By-Law Table of Contents in particular Sections 4 -8 and Section 12.**

**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 Site Plan Approval and support materials – See Section 1.3.3 of the ZBL**
- 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. List of Waiver Requests**
- 5. Abutter Notification Materials** – follow instructions
- 6. Fee** – see fee schedule on the Town of Grafton website: Planning Department / Applications & Submission Information
- 7. Additional Materials as Needed / Required to support the Application.**
- 8. 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.
- 9. Other Materials required by the Grafton Zoning By-Law.**



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