



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 SPECIAL PERMIT & SITE PLAN APPROVAL APPLICATION SUBMISSION REQUIREMENTS

Submission Requirements: Modifications of a previously approved Special Permit and Site Plan Approval Applications 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 as 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, Wednesday and Thursday: 8:30 a.m.–4:30 p.m.; Tuesday: 8:30 a.m.-7:00 p.m. and Friday: 8:30 a.m.-1:00 p.m. No electronic or mail-in submissions allowed.

Required Submission Materials:

- 1. Application for Modification of a Special Permit and 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. 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 MODIFICATION OF
A SPECIAL PERMIT & SITE PLAN APPROVAL**

Application No. _____ Modification # _____

APPLICANT & PROPERTY OWNER INFORMATION

NAME _____

STREET _____ CITY/TOWN _____

STATE _____ ZIP _____ TELEPHONE _____ EMAIL _____

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:

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: _____