



TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD
GRAFTON, MASSACHUSETTS 01519
(508) 839-5335 ext 120 • FAX (508) 839-4602
www.grafton-ma.gov

PLANNING BOARD

**SPECIAL PERMIT
APPLICATION SUBMISSION REQUIREMENTS**

Attached please find forms and directions for the submission of a Special Permit packet. All materials must be presented in a complete packet at the time of submission in order for staff to review and schedule a hearing. Applicants may contact the Planning Department staff at any time to discuss the preparation of their application in advance of submission.

Please prepare and submit the following:

- **Certificate of Good Standing** – 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.
- **Application for Special Permit and support materials**
- **Project description / narrative**
- **Abutter Notification Materials** – follow instructions
- **Fees** - see fee schedule
- **Other Materials required by the Zoning By-Law Requirements and List of Waivers**

Applicants are responsible for addressing all project-specific requirements outlined in the Grafton Zoning By-Law. Waivers may be requested as part of the application process. At a minimum, please review the following requirements and prepare your application accordingly:

- _____ Section 1.5 – Special Permit Granting Authority
- _____ Section 3.2.3.1 – Use Regulation Schedule
- _____ Section 3.2.3.2 – Intensity of Use Schedule
- _____ **Section 7 – Water Supply Protection Overlay District** – WSPOD (when applicable). If in the WSPOD, also refer to Section 4.2.4.6
- _____ **Section 8.2.1 – Traffic Study Required** (required for all Special Permits or Special Permits with Site Plan Approval applications)



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TREASURER / COLLECTOR

Certificate of Good Standing

Applicants seeking permits with the Town of Grafton must submit this completed form at the time of application. When all obligations are paid to date, you must attach this "Certificate of Good Standing," with your application. Delinquent bills must be paid in full before the appropriate department accepts your application. Please make arrangements to pay these outstanding bills at the Collector's Office.

Please note: it can take up to three (3) business days to process each request.

Please check all that apply and indicate if permit(s) have been issued.

	Permit Issued?			Permit Issued?	
	Yes	No		Yes	No
<input type="checkbox"/> Building – Inspection(s)	_____	_____	<input type="checkbox"/> Septic System	_____	_____
<input type="checkbox"/> Building – Electric	_____	_____	<input type="checkbox"/> Conservation	_____	_____
<input type="checkbox"/> Building – Plumbing	_____	_____	<input type="checkbox"/> Planning	_____	_____
<input type="checkbox"/> Board of Health	_____	_____	<input type="checkbox"/> Other	_____	_____

Other Permit: _____

Petitioner Name	Property Owner / Company Name
Petitioner Address	Property Address
City, State, Zip	Grafton, MA City, State, Zip
Phone	

Date:	Current	Delinquent	N/A
Real Estate			
Personal Property			
Motor Vehicle Excise			
Disposal			
General Billing			

Treasurer / Collector Name (please print)	Treasurer / Collector Signature	Date
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PLANNING BOARD

APPLICATION FOR SPECIAL PERMIT

Application No. _____

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 _____

Use for which Special Permit is sought: (refer to § 3.2.3.1 of the Zoning Bylaw - Use Regulation Table):

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: _____



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PLANNING BOARD

Policy Regarding Notice to Abutters For a Public Hearing Before the Planning Board

*****Please read these instructions carefully before submitting your application to ensure your application package is complete.*****

State and Local laws require notification to abutters whenever a public hearing is conducted before the Planning Board. In order to notify all appropriate abutters, a Certified Abutters List must be obtained from the Assessor's Office (please submit the attached request form to that office). Although all costs, by law, must be covered by the applicant, the actual mailing is done from the Planning Board office.

All of the following materials are submittal requirements due at the time of application and must be provided in order to meet notice requirements. **Please follow all directions.**

1. ____ **Certified abutters list.** This is a list of abutters, which has been prepared and signed by the Grafton Assessor. See attached form.
2. ____ **Two sets of mailing labels – DO NOT** remove labels from printed sheets
3. ____ **Two sets of plain business size envelopes: no return address, first class postage** affixed.**
 - There must be two envelopes for each name on the abutters list.
 - The pre-stamped envelopes (see note**) will be processed by the Planning Board office and will check accuracy of each label based on the submitted Certified Abutters list.
 - ** Per order of the United States Post Office: postage processed through a meter machine must NOT be dated. Dated, metered mail will not be delivered.
4. ____ **One (1) check, in the amount of \$80.00, made payable to the “Town of Grafton”,** for publication of the legal notice.
 - The Planning Board office will prepare and submit the legal advertisement for the Public Hearing to the Grafton News.

Notice of the Public Hearing will be mailed to each abutter by the Planning Board Office. Once the Planning Board renders a Decision on your application, the Planning Board Office will mail one copy of the Decision to each abutter.

If you have any questions, do not hesitate to contact this office. Thank you.



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BOARD OF ASSESSORS

Request for Abutters List

Date of Request: _____ Date List Needed: _____

Requested by: _____ Phone: _____

Name of Property Owner: _____

Street Address of Property: _____

Map: _____ Block: _____ Lot: _____

REASON FOR LIST:

Hearing before Zoning Board of Appeals	Yes	No
Hearing before Planning Board	Yes	No
Hearing before Conservation Commission	Yes	No

Other: _____

REASON FOR HEARING - (please circle)

Variance Scenic Road Title 5 Special Permit Subdivision

Other: _____

RADIUS FOR ABUTTERS - (please check one)

Immediate _____ 300 Feet _____ Upon, along, across or under: _____

LABELS

Two Sets of Labels will be provided if needed: Yes _____ No _____
 (Planning Board requires 2 sets of Labels)

Office Use Only

Date List Prepared: _____ Address Labels Prepared: _____

Fee Charged: \$ _____ Amt. Paid: _____ \$ Date: _____

Check: # _____ Cash: \$ _____ Money Order: \$ _____



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PLANNING BOARD

Fee Schedule
All checks made payable to “Town of Grafton”
 (updated: 7/31/09)

• **Special Permits**

- Special Permit & Site Plan Approval Application Fee \$250.00
- Special Permit & Site Plan Approval Application Fee – Commercial & Industrial..... \$250.00 per lot
- Special Permit **Only** Application Fee \$250.00
- Legal Advertising Fee – required for both Applications, separate check..... \$80.00

Additional Specific Use Application Fees

Multi-Family Special Permit & Site Plan Approval

- Dwelling Unit Fee: \$80.00 per unit; \$550.00 minimum
- Peer Review Fee..... To be determined at time of application, separate check

Commercial and Industrial Uses

- o Parking Space Fee: \$6.00 per space
- Peer Review Fee..... To be determined at time of application, separate check

Wireless Communication Facilities Recording Secretary \$500.00
 separate check

• **Special Permit Plan Revisions (Modification)**

- Application Fee \$100.00
- Unit Fee – Multi Family Residential Projects Only: \$20.00 per unit;
- Legal Advertising Fee – separate check \$80.00

• **Site Plan Approval**

- Site Plan Approval Only - Application Fee..... \$100.00
- Legal Advertising Fee – separate check \$80.00

• **Scenic Road Permit**

- Scenic Road Application Fee \$25.00
- Legal Advertising Fee – separate check \$80.00

- **Subdivision – Approval Not Required (ANR)**
 - ANR Application Fee..... \$100.00
 - Lot Fee per each new lot..... \$50.00 per lot

- **Subdivision – Preliminary Plan**
 - Application Fee \$500.00
 - Lot Fee per each new lot created..... \$75.00 per lot; minimum fee of \$1,000.00
 - Peer Review Fees - separate check..... \$2,000.00
 - Legal Advertising Fee – separate check \$80.00

- **Subdivision – Definitive Plan *With* Preliminary Plan**
 - Application Fee \$1,000.00
 - Lot Fee per each new lot created..... \$150.00 per lot
 - Peer Review Fees - separate check..... \$2,000.00
 - Legal Advertising Fee – separate check \$80.00

- **Subdivision – Definitive Plan *Without* Preliminary Plan**
 - Application Fee \$3,000.00
 - Lot Fee per each new lot created..... \$250.00 per lot
 - Peer Review Fees - separate check..... \$2,000.00
 - Legal Advertising Fee – required for all applications, separate check \$80.00

- **Waiver Request from Subdivision Rules & Regulations**
 - Waiver Fee Each waiver - \$20.00 per lot
maximum of \$500.00 per waiver

- **Plan Revision (Modification)**
 - Application Fee \$100.00
 - Lot Fee: \$50.00 per lot
 - Legal Advertising Fee – separate check \$80.00

- **Other Subdivision Fees**
 - Request for Lot Release \$100.00 per lot,
maximum of \$500.00 per request

 - Inspection Fee Deposit \$2.00 per linear feet of roadway or
\$1,000.00 – whichever is greater



Grafton Massachusetts Customer Survey

Please help us serve you better by taking a few minutes to complete our customer experience survey for Municipal Services.

Department /Office/ Web Page I visited:

- Assessors
- DPW/Engineering
- School
- Town Web Site
- Building
- Health
- Sewer
- Treasurer / Collector
- Conservation
- Planning
- Town Administrator
- Veteran's Services
- Council on Aging
- Recreation
- Town Clerk
- Zoning Board of Appeals

Board / Commission: _____

What was the nature of your visit? _____

Rate the following questions 1-5 and add comments if you wish.

- 1 = Best experience - exactly what I expected
- 2 = Good experience - helpful
- 3 = Average experience - room for improvement
- 4 = Below average - not what I expected
- 5 = Poor experience - services do not meet the customers need
- N/A = not applicable

- 1. I was able to locate where I needed to go quickly and easily. 1 2 3 4 5 N/A
- 2. The staff was polite and helpful. 1 2 3 4 5 N/A
- 3. I found the information I needed. 1 2 3 4 5 N/A
- 4. I felt welcome and comfortable asking questions. 1 2 3 4 5 N/A
- 5. Staff was available to spend time to help me. 1 2 3 4 5 N/A
- If staff or information was not available, an adequate substitution option was presented. 1 2 3 4 5 N/A
- 6. The time frame needed to complete my transaction was reasonable. 1 2 3 4 5 N/A
- 7. The permitting process time frame was clearly explained. 1 2 3 4 5 N/A
- 8. My overall experience was: 1 2 3 4 5 N/A

Comments (if you had a bad experience, what, in your opinion could have been done to remedy the situation):

Optional - Name (please print): _____ **Date:** _____

Address: _____

Email: _____ **Phone** _____

Please place completed survey in the box provided in the lobby of the Municipal Center or you can mail it to the Board of Selectmen, Grafton Municipal Center, 30 Providence Road, Grafton, MA 01519. You will be contacted with a response to your survey if contact information is provided.

Thank you for taking the time to help us evaluate our service.