



TOWN OF GRANBY

PLANNING BOARD

Senior Center

10-B West State Street

Granby, MA 01033

413-467-7177 Fax 413-467-2080

GUIDELINE FOR SUBMISSION OF DEFINITIVE PLANS”

(Pursuant to Section 5.02 Subdivision bylaws)

Submission must have:

1. Seven (7) copies of plan and application Form C. The applicant shall also submit the application for a sewer system extension or connection permit, when connecting to the public sewer system is proposed, as well as submit calculations for drainage to the Board.
2. The applicant will also submit two copies of the Plan to the Board of Health, along with Form.

(Plan must be prepared by a registered architect, landscape architect, or professional engineer with Official Seal (unless this requirement is waived by the Board).

Applicant must comply with Subdivision Bylaw Section 5.03 Required Definitive Plans Content

3. At the time of submission a fee in accordance with the fee schedule (see Appendix) shall be paid by the applicant to cover the costs of handling, reviews and public hearings. Any additional expenses for advertising, plans, surveys or inspections in excess of this amount shall be paid by the applicant.
4. At the time of submission the applicant shall have visibly staked out and identified station points every one hundred (100) feet along the center line of the proposed roadways that correspond to the stations set forth on the Definitive Plan.
5. At the time of submission the applicant shall provide the Board with the name, address and contract person of the firm selected from the Planning Board’s approved “Peer Reviewer” list to provide the Board with the civil engineering peer review of the definitive plans as well as the inspection services for the project through the construction phase. A draft ‘Scope of Services’ shall be submitted to the Planning Board for review and approval prior to entering into an agreement for the services.

If submission is complete, notify applicant of time and place of next Planning Board meeting and instruct applicant to file plan and other documents with the Board at that time. If the Planning Board determines that the Plan submittal package is complete it will acknowledge “receipt” of the Plan. The Applicant must then file “FORM C” with the Town Clerk, along with the fees, plans and documents, which must then be delivered to Town Hall, Room 1 which constitutes the “effective date of submission” and at which time the review process will begin.

THIS GUIDELINE TO BE GIVEN TO APPLICANT

DATE OF MEETING: