



PLANNING BOARD

**TOWN OF WEBSTER**  
350 MAIN STREET  
WEBSTER, MASSACHUSETTS 01570  
(508) 949-3800 ext 1002  
planning@webster-ma.gov  
www.webster-ma.gov

**APPLICATION SUBMISSION REQUIREMENTS**  
**DEFINITIVE PLAN APPROVAL – OR -**  
**MODIFICATION OF PREVIOUSLY APPROVED DEFINITIVE PLAN**

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**Submission Requirements:** All submissions must adhere to the requirements of the Town of Webster Subdivision Rules & Regulations. Please note that the fee schedule cited Section II.E has been adjusted to reflect updated pricing for peer review, abutter notification and legal advertising fees. Please refer to the most recent fee schedule to calculate all fees.

**Pre-submission Review** – It is highly recommended that a pre-filing review of the Application packet by the Planning Department be conducted prior to submission to the Town Clerk.

**Submission:** All application materials must be submitted in a complete packet. Incomplete submissions will cause a delay in processing.

**Required Submission Materials:**

1. **Application Forms** – including **all** required signatures.
2. **Project Description / Narrative**
3. **Waiver Requests** – A list of all waivers from all relevant sections of the Zoning By-Law specific to your application.
4. **Certified Abutters List** – Contact the Assessor’s Office
5. **Fees** – includes all applicable fees outlined on the Fee Schedule. One or two checks will be required depending on the application type.
6. **Additional Materials as Needed / Required to support the Application or as required by the Webster Subdivision Rules & Regulations.**
7. **Copies Required** – Please contact the office to discuss the number of copies required as cited in Section III B.1 and Section III B.4. Adjustments can be made based on department preference and may reduce the number of copies which are required for submission. In addition, all materials must be submitted in PDF format.

Webster Town Hall is open as follows:

Monday\* ..... 8:00 a.m. to 7:00 p.m.  
 Tuesday\*, Wednesday, Thursday ..... 8:00 a.m. to 4:00 p.m.  
 Friday ..... 8:30 a.m. to 12:00 p.m.

\*Sometimes Board meetings are scheduled on these days in which case the office will open at 9:00 a.m. Please contact the office in advance to ensure that the office is open.

Additional information and guidance can be found on the Planning Board web page at [www.webster-ma.gov](http://www.webster-ma.gov). Please contact the Planning Department if you have any questions. Thank you.

**TOWN OF WEBSTER, MASSACHUSETTS**

**FORM C - APPLICATION FOR APPROVAL OF DEFINITIVE SUBDIVISION PLAN**

File one completed form with the Town Clerk in accordance with the requirements of Section III.B.1.c and Section II.E. For all other requirements, please refer to the Town of Webster Subdivision Rules & Regulations and contact the Webster Planning Department for additional information.

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

**PROPERTY OWNER INFORMATION**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

The Owner's title to said land is by deed dated \_\_\_\_\_ and recorded in the Worcester District Registry of Deeds Book: \_\_\_\_\_ Page \_\_\_\_\_

**APPLICANT INFORMATION (if different than Property Owner)**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ EMAIL: \_\_\_\_\_

**PROJECT/PLAN INFORMATION:**

ACCESS WILL BE FROM THE FOLLOWING STREETS \_\_\_\_\_

TOTAL LAND AREA \_\_\_\_\_ No. LOTS \_\_\_\_\_ FEET OF ROADWAY \_\_\_\_\_

ZONING DISTRICT \_\_\_\_\_ ASSESSOR'S PARCEL ID #(s) \_\_\_\_\_

PLAN ENTITLED \_\_\_\_\_

\_\_\_\_\_ PLAN DATED: \_\_\_\_\_

PREPARED BY (Engineer) \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

Said plan [has] \_\_\_ [has not] \_\_\_ evolved from a preliminary plan submitted to the Board on \_\_\_\_\_ and [approved (with modifications)] \_\_\_ [disapproved] \_\_\_ on (date) \_\_\_\_\_

**REQUIRED SIGNATURES**

The undersigned, being the **APPLICANT AND OWNER(S)** named above, hereby applies for approval of a Definitive Subdivision Plan by the Planning Board and certifies that, to the best of the APPLICANT'S knowledge and belief, the information contained herein is correct and complete and that said PLAN conforms with the requirements of the Subdivision Rules and Regulations of the Town of Webster.

*Note: Both Applicant and at least one Property Owner signature must be submitted.*

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(if not Applicant)

**REQUIRED SIGNATURES – Continued**

**PRIOR TO SUBMISSION TO THE TOWN CLERK**

To be completed by the **TAX COLLECTOR**: The Office of the Tax Collector verifies that there are no outstanding taxes due by the Property Owner to the Town of Webster, MA.

*Note: Delinquent bills must be paid in full before your application can be processed.  
Please make arrangements to pay all outstanding bills at the Tax Collector's Office.*

\_\_\_\_\_  
Tax Collector's Office – Name (Please Print)

\_\_\_\_\_  
Initial

\_\_\_\_\_  
Date

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*Note: It is highly recommended that a pre-filing review of the Application packet by the Planning Department be conducted prior to submission to the Town Clerk. Incomplete applications will cause delays in processing.*

\_\_\_\_\_  
Town Clerk Signature

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Time Received

**TOWN OF WEBSTER, MASSACHUSETTS  
FORM D - DESIGNER'S CERTIFICATE**

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

In preparing the plan entitled \_\_\_\_\_,

I hereby certify that the above named plan and accompanying data is true and correct to the accuracy required by the current Rules and Regulations Governing the Subdivision of Land in Grafton, Massachusetts, and my source of information about the location of boundaries shown on said plan were one or more of the following:

1. Deed from \_\_\_\_\_ to \_\_\_\_\_ dated \_\_\_\_\_  
and recorded in the Worcester District Registry of Deeds in Book \_\_\_\_\_, Page \_\_\_\_\_.
2. Other plans, as follows: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Oral information furnished by: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Actual measurement on the ground from a starting point established by: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Other sources: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Seal of Engineer)

Signed: \_\_\_\_\_  
Registered Professional Engineer

\_\_\_\_\_  
Name (Please Print)

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Seal of Surveyor)

Signed: \_\_\_\_\_  
Registered Professional Surveyor

\_\_\_\_\_  
Name (Please Print)

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# TOWN OF WEBSTER

350 Main Street, Webster, MA 01570  
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## PLANNING BOARD

### FEE SCHEDULE

**All fees are due at the time of submission. Any application submitted without all required fees will be deemed incomplete and will not be processed until all amounts have been received.**

The following schedule applies to applications made to the Webster Planning Board as set forth below. This schedule supersedes all previous schedules as they may have appeared in the Webster Rules and Regulations Governing the Subdivision of Land and any listings that may have been compiled from time to time for the benefit of applicants.

**Fees – Number of Checks Required:** All Fees can be combined into one check made payable to “Town of Webster”. Credit cards and/or cash are not be accepted.

**Modifications:** Applications for modifications to previously approved permits must follow the same fee schedule.

**Peer Review Fees** – Peer Review Fees are collected in accordance with MGL c54, §53G. Applicants must maintain a positive balance of peer review funds during the course of their project by coordinating with the Planning Department. Unused fees will be returned once the project is complete.

• **Approval Not Required (ANR)**

- Application Fee..... \$50.00
- Lot Fee per each new lot.....\$100.00 per lot / parcel modified or created

• **Special Permit & Site Plan Review (see Stormwater Permit Fees if required)**

- Application Fee..... \$200.00
- Legal Advertising Fee..... \$100.00
- Abutter Notification Fee ..... based on current mailing rates; contact office
- Peer Review Fee .....\$2,500 minimum – if required

• **Stormwater Permit**

- Application Fee..... \$250.00
- \*Legal Advertising Fee..... \$100.00
- \*Abutter Notification Fee ..... based on current mailing rates; contact office
- \*Peer Review Fee .....\$2,500.00 minimum – if required

*\* These fees are not required if the Stormwater Permit Application is part of a Site Plan Review Application. Contact the office if you have questions.*

• **Site Plan Review Only**

- Application Fee..... \$100.00
- Legal Advertising Fee..... \$100.00
- Abutter Notification Fee ..... based on current mailing rates; contact office
- Peer Review Fee .....\$2,500.00 minimum – if required

**Town of Webster Planning Board  
Fee Schedule - continued**

• **Special Permit Only**

Standard Application Fee – all uses except as noted below.....	\$100.00
• Common Driveway Peer Review Fee.....	\$200.00
• Lake Watershed Protection District Peer Review Fee.....	\$200.00 (minimum)
• Over 55 Community Application Fee.....	\$250 base, plus \$50 per unit
Peer Review Fee .....	\$2,500.00
• Redevelopment Overlay District Peer Review Fee .....	\$200.00
• Telecommunications Tower Application Fee.....	\$2,000.00
Peer Review Fee (MGL c54, §53G).....	\$2,500.00
Legal Advertising Fee .....	\$100.00
Abutter Notification Fee .....	based on current mailing rates; contact office

• **Scenic Road Hearing**

Application Fee .....	\$50.00
Legal Advertising Fee .....	\$100.00
Abutter Notification Fee .....	based on current mailing rates; contact office

• **Subdivisions**

Application Fees

• Preliminary Plan .....	\$250.00
Peer Review Fee .....	\$2,500.00 minimum
• Definitive Subdivision Plan with Preliminary Plan.....	\$100.00 per lot
Peer Review Fee .....	\$2,500.00 minimum
• Definitive Subdivision Plan without Preliminary Plan.....	\$1,000.00 plus \$100.00 per lot
Peer Review Fee .....	\$2,500.00 minimum
• Waiver Request from Subdivision Rules & Regulations.....	\$20.00 per lot - maximum or \$500.00 per waiver request
Legal Advertising Fee .....	\$100.00
Abutter Notification Fee .....	based on current mailing rates; contact office
• Road Inspection Fee .....	\$50.00 per linear foot of centerline
This fee to be paid in advance of inspection.	