



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

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. Please contact the Planning Department if you have any questions. Thank you.



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: Two checks are required at the time of submission as follows:

1. Application fee + Legal Advertising Fee (only if required) + Abutter Notification Fee (only if required). See attached worksheet to assist in calculating Abutter Notification fee which is based on current postage mailing rates.
2. Peer Review Fees

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

Peer Review Fees – 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.

**** All Checks to be made payable to the “Town of Webster”****

• **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**

Application Fee \$200.00
 Legal Advertising Fee..... \$100.00
 Abutter Notification Feebased on current mailing rates; contact office
 Peer Review Fees (MGL c54, §53G), separate check..... \$2,500 minimum – if required

• **Site Plan Review Only**

Application Fee \$100.00
 Legal Advertising Fee..... \$100.00
 Abutter Notification Feebased on current mailing rates; contact office
 Peer Review Fees (MGL c54, §53G), separate check..... \$2,500 minimum – if required

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

• **Special Permit Only**

Application Fees

- Standard – all uses except as noted below \$100.00
- Common Driveway \$100
Peer Review Fees (MGL c54, §53G), separate check \$200
- Lake Watershed Protection District \$100
Peer Review Fees (MGL c54, §53G), separate check \$200 (minimum)
- Over 55 Community \$250 base, plus \$50 per unit
- Redevelopment Overlay District \$100
Peer Review Fees (MGL c54, §53G), separate check \$200
- Sign Exception \$100
Peer Review Fees (MGL c54, §53G), separate check \$200
- Telecommunications Tower \$2,000
Peer Review Fees (MGL c54, §53G), separate check To be Determined

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
Peer Review Fees (MGL c54, §53G), separate check \$2,500 minimum
- Definitive Subdivision Plan with Preliminary Plan \$100 per lot
Peer Review Fees (MGL c54, §53G), separate check \$2,500 minimum
- Definitive Subdivision Plan without Preliminary Plan \$1,000 plus \$100 per lot
Peer Review Fees (MGL c54, §53G), separate check \$2,500 minimum
- Waiver Request from Subdivision Rules & Regulations \$20 per lot - maximum
or \$500 per waiver request

Legal Advertising Fee \$100.00

Abutter Notification Fee based on current mailing rates; contact office

- Road Inspection Fee \$50 per linear foot of centerline
This fee to be paid in advance of inspection.

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

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: _____

