

HOW TO BUILD A HOUSE IN GRANVILLE

June, 2008 update

The prospective home builder is expected to acquaint himself with the relevant provisions of the Granville Zoning and Sanitary codes, state wetlands regulations, state building codes and any other regulations applicable and is expected to follow the procedures specified. The following guide is intended to facilitate that process but does not contain the regulation details. Furthermore, the guide does not replace or intend to interpret the relevant state laws and local regulations and ordinances. Some of the regulations provide for variance procedures where appropriate.

Information on the building code and zoning may be obtained from the Building Inspector and information on Title V, State Sanitary Codes may be obtained from the Board of Health Administrator, town offices or online at WWW.Mass.Gov

Process for Obtaining a Building Permit

- Process applicable for new construction, additions, renovations to existing structures and demolition.
- You are permitted to complete some of the steps below without regard to the sequence listed.
- All steps must be completed. For items not applicable to your project the appropriate official must sign off that the item is not applicable.
- Start the process several months in advance of when you want to start new construction, six months to a year is not an unreasonable time frame. Several of the Boards from which you will require a sign-off meet monthly; others meet bi-monthly and others every week. Give yourself enough time.
- Time limits on BAS will be strictly adhered to.

Steps to Acquiring a Building Permit

1. For new lots, submit to the Planning Board, a Form A Application, a Mylar original and five (5) copies of a surveyed plot plan. Include a check in the amount of \$35.00 for the plan review fee payable to the Town of Granville. The Board will act on your plan within 14 days. Upon approval, three (3) Board members will sign the plan. The Mylar and two copies will be returned to you. One Board member will sign the Building Approval Sheet (BAS). For existing lots, present your BAS to the Planning Board. They must verify acreage and

frontage based on an existing plot plan or other suitable criteria. Upon verification, a member will sign the BAS.

2. For new lots obtain a house number from the Assessor's office. This is an important step. Addresses such as Lot 4 or Lot 6 on such and such a road are not addresses! The official address needs to be secured so there is no confusion on which lot you are asking to have reviewed. **POST THE HOUSE NUMBER ON THE PROPERTY SO THAT THE NUMBER CAN BE SEEN FROM THE ROAD.**
3. Check with the Assessor's Office to determine if the property is covered under 61, 61A, 61B, a Conservation Restriction, an Agricultural Preservation or any other type lien that would impact on construction. If so follow through with appropriate action.
4. Obtain an on-site review of the lot, per the plot plan, during the growing season **BEFORE** beginning any clearing from the Granville Conservation Commission to determine if the parcel, or any part of it, comes under the Provisions of the State Wetlands Act or poses drainage or other topographical problems that should be attended to. Failure to do this could result in delays and additional expenses incurred while the Commission determines if a wetland has been disturbed or obscured by any site work. If you do any damage to a wetland, such as driving across it to perform a percolation test, you incur the costs of repairing the damage. Two members of the Conservation Commission must sign the BAS and indicate if a Notice of Intent is required. The Charge for review by the Conservation Commission is \$80.00.
5. A Storm Water Permit will be required if your are disturbing an acre or more of land. Please see the attached information sheet. If applicable, get a sign-off from the Conservation Commission. Two members of the Conservation Commission must sign the BAS
6. Obtain a Massachusetts registered professional engineer or registered Sanitarian with a current valid Massachusetts Certified Soil Evaluator license to conduct a percolation (perk) test in accordance with the percolation regulations. A list of Soil Evaluators may be found on-line at WWW.Mass/Gov/dep. Contact an excavator to perform the site excavation work for the percolation test.

7. Complete an Application for a Percolation Test and return the form along with payment of \$160.00 to the Granville Town Hall. The test will be scheduled and you will be notified of the date. Perk test fees must be paid prior to the test(s).
8. Using the perk test results, your Professional Engineer or Sanitarian will draw plans for a Disposal Works System and forward an original and two copies with a fee of \$150.00 to the Town of Granville. One copy is forwarded to the Conservation Commission for review. They must sign off on the plan itself before the BOH Administrator will review the plan. After review and correction if necessary, the Administrator will sign the BAS. Please refer to Title V to assure you include all that is required with the application, for example locus map, etc.
9. Have your well drilled on the lot in accordance with Granville and State Regulations and provide the Board of Health with a letter of certification from your well driller that there is a potable water-supply on the property. The Town does not require that your water be tested, but it is a good idea to do so.
10. Obtain the signature of the Granville Fire Chief on your structural plan and BAS showing that he approves of the locations of your smoke and carbon monoxide detectors.
11. Obtain a driveway permit from the DPW Superintendent certifying that water runoff from your property will not enter the traveled way at any time or create hazardous highway conditions. The DPW Superintendent will require the installation of a pipe, generally N-12 ADS, 18" minimum, smooth core or equivalent. Water can not be drained, ditched, pumped or conveyed in any manner into the roadside drainage system, which includes into ditches, catch basins or cross pipes, or onto the right of way. The integrity of the roadside water drainage system, including outlets, inlets, cross pipes and catch basins, can not be compromised, altered or reconfigured under any circumstance. Driveways, building lots, undeveloped land, curtain drains, subsurface pipes, foundation drains, etc. must not in any circumstance or situation contribute water volume to the roadside

drainage system or enter upon the traveled way at anytime or any circumstance.

12.If you are disturbing any area of the Tennessee Gas Pipeline Corridor, you must contact Tennessee Gas at 413-786-1933. Disturbance includes construction of a dwelling, driveway, major or minor subdivision, utility crossing, or any other construction activity.

13.Obtain a building permit from the Granville Building Inspector. He will require that you:

- a. Provide a REGISTERED plot plan of your property showing all set-backs: the front; rear and side line and driveway. A registered copy of the plan is available at the Hampden County Registry of Deeds.
- b. Show that your house siting meets requirements of the zoning by-laws or that you have obtained a variance from the Granville Zoning Board of Appeals.
- c. Complete building application, provide Appendix J Energy Report, Insurance affidavits, Homeowner Exemption form and copy of Home Improvement Contractor's License or Construction Supervisor's License, if applicable.
- d. Provide TWO sets of structural plans approved by the Building Inspector. The Building Inspector will keep a set and return a signed set to you.
- e. Have a completed BAS with original signatures signed within the set time parameters.

YOU MAY NOW BUILD YOUR HOUSE.

1. Have your septic system installed by a Granville licensed septic installer. Your system must be inspected by both your engineer and the Board of Health Administrator prior to backfilling. Twenty-four hours notice (minimum) is required to schedule the review by the Board of Health Administrator. Submit to the Board of Health your completed Certificate of Compliance stating that the disposal works has been installed in the approved manner. Include an "as built" drawing prepared by the engineer.
2. Building permit card must be signed by the proper signatures including all inspectors, Board of Health Administrator, DPW Superintendent and Fire Chief. Please note that you will not receive a Certificate of Occupancy and **YOU MAY NOT INHABIT THE DWELLING** until these approvals are obtained. You are required to make your own arrangements with these inspectors individually and to pay the appropriate permit fees to the Town.

BUILDING APPROVAL SHEET
BAS

Your Name: _____ Owner's Name: _____

Street Address: _____ Phone #: _____

(Before you proceed any farther you must go to the Assessor's Office and secure a street address. The number should be visibly posted on the lot as soon as you start the building process. This street address is needed for electrical and phone service and for the Town's 911 service)

Map _____ Lot _____; Book _____; Page _____
Lot size _____ Liens Cleared: 61, 61A, 61B, CR, APR, Other

Plot Plan Approval from Planning Board; one signature needed: Approval good for three years

Planning Board Signature Date

Conservation Commission Review of lot for Wetlands and Storm Water; two signatures needed; Approval good for three years:

Notice of Intent Required? Yes No
Storm Water Plan on Site? Yes No

Signature Date Signature Date

Percolation Test Performed within last two years, or approved extensions of up to three additional years? Yes No

Percolation rate less than 20 minutes per inch? Yes No

Board of Health Administrator Signature Date

Board of Health Approval of percolation test, Disposal Works Plan and issuance of Disposal System Construction Permit; Signature of Board of Health Administrator required; System must be completed and Certificate of Compliance issued within three years:

BOH Adm. Signature Date

Board of Health Approval of Water Supply, Signature of BOH Adm.
Required; Good for three years

BOH Adm. Signature

Date

Smoke/Carbon Monoxide Detector Approval: Signature of the Fire Chief;
Good for three years

Fire Chief Signature

Date

Driveway Drainage/ Curb Cut approval by the Highway Superintendent:
Good for three years

DPW Superintendent Signature

Date

BUILDING PERMIT MAY BE ISSUED AT THIS POINT

Board of Health Approval of the Septic Disposal System Installation:
Certificate of Completion issued by Board of Health Administrator

Signature BOH Adm.

Date

Building Card Completed and C.O. Issued; Building Inspector

Building Inspector Signature

Date

This sheet must be signed off on each line or the appropriate official must indicate that the stipulation is not applicable. All signatures must be originals. This sheet is to be attached to building Permit Application.

LIST OF APPROVED SIGNATURES

Planning Board: Richard Pierce, Chair (357-8585)
Meets first and third Mondays, 7:30pm, Town Hall

Conservation Commission: Leon Ripley, Chair **Meets third Thursdays, 7:30pm, Town Hall**

Fire Chief: James Meadows (357-8585 or 413-455-8527)
Meets each Monday, 7:30pm, Town Hall
Meets each Tuesday, 7pm, Center Fire House

Board of Health Administrator: Eric Forish (357-8585 or 568-8624) (Meets by Appointment)

DPW Superintendent: Doug Roberts 357-8585, 357-6007 or 413-455-4446

Building Inspector: Robert Sullivan 357-8810

Plumbing Inspector: Doug Dreyer 789-2260

Electric Inspector: Alan Daigneau 357-8826

Meets each Monday, 7:30pm, Town Hall

Percolation season: March 15th - May 15th & Sept. 15th - Nov.

15th. To schedule a test, call 357-8585; for Disposal Works

Permit, call 357-8585.

According to law, an Occupancy Permit must be granted for all dwellings. This is strictly enforced for your safety.

Percolation Tests

Effective April 1, 1989, the following regulations shall apply to percolation tests within the Town of Granville. This section was updated to reflect the changes since the State revamped Title V in 1995-1996. It should be noted that no building permit will be issued for the construction of a dwelling until Granville Board Health (BOH) Regulations for Percolation Tests are satisfied.

GENERAL REGULATIONS

1. Under the provisions of 310 CMR 15.00, the State Environmental Code Title V: Minimum Requirements for the Subsurface Disposal of Sanitary Sewage, the Granville BOH adopts the following regulations governing the disposition of sanitary sewage within the Town effective April 1, 1989. These regulations supersede any previous regulations issued by the Granville BOH.
2. Except as provided below, the provisions of 310 CMR 15.00, Title V, apply to the sanitary sewage in the Town of Granville.
3. These regulations shall apply to all new construction and to the extent possible to repairs of existing systems.

Percolation Test Dates

1. Percolation and soil evaluation tests for new system installations shall be conducted in free soils March 15th through May 15th and September 15th through November 15th of each year. These dates may be changed at the discretion of the Granville BOH should conditions so warrant.
2. Percolation and soil evaluation tests for repairs to existing septic systems may be conducted any time of the year with the permission of the BOH.

Percolation Rate

Soil with an average percolation rate in excess of twenty (20) minutes per inch for the final three (3) inches of measured drop, out of a total of not less than six inches of measured drop, shall be unsuitable for the subsurface disposal of septic waste. The BOH will consider a variance for rates between 20 and 30 minutes per inch. Consideration will be made based on the lot size, ground water elevation and proximity to watershed and wetlands. Applications for variance should be made through the BOH. Each lot must have two passing percolation tests for the design of a septic system.

Fees for Percolation Test

1. The minimum witness fee for a percolation test is \$160.00 per lot. This includes up to four (4) hours of witness time per lot. Additional time will be charged at \$40.00 per hour. The applicant is not limited on the number of unsuccessful holes.
2. If it takes less than four hours on a lot the applicant must still pay the minimum fee. If the test is not completed in the four hours allocated and time is available the applicant may continue with the Town witness. The Town will bill the applicant by the hour and parts thereof and the fee must be paid before a disposal works plan will be reviewed. If the witness is not available, (for example another test is scheduled) after the initial four hours are over, the applicant will need to schedule the additional time through the BOH.
3. If the applicant is having percolation tests performed on more than one lot on the same day, the applicant shall pay the \$160.00 fee per lot, but can transfer the time between lots. For example, one lot might require two (2) hours and the other six (6) hours. After the eight (8) hours were exhausted, then the hourly charge would be applicable.

Scheduling Percolation Tests

In order to schedule a BOH witness, applications for percolation tests should be made at least seven (7) days in advance of the test date on forms provided by the BOH. Payment shall be made with the application. Checks shall be made payable to the Town of Granville. A separate application must be completed for each lot.

Canceling Percolation Tests

Refunds for cancellations shall not be granted unless 24 hours notice of cancellation is provided to the BOH or the BOH Administrator. With proper notice, the applicant's fee will be returned minus a \$40.00 processing fee. Reapplication shall be required, together with the minimum fee, in "no-show" or other situations resulting in forfeiture of the witnessing fee.

HOW TO PROCEED

1. Obtain the services of a qualified Massachusetts Registered Professional Engineer, Massachusetts Registered Sanitarian or Massachusetts Soil Evaluator.
2. Obtain the services of an excavation contractor.
3. Obtain a signed statement from the Granville Conservation Commission indicating whether a Wetlands Determination under Chapter 131 Section 40 of the Massachusetts General Laws is necessary for the site(s) being tested. The BOH Administrator has the authority to halt a scheduled test if wetland issues are apparent.
4. Contact the BOH for the necessary forms. Application for all percolation and soil evaluation tests (new installations and repairs) shall be made prior to the tests on forms provided by the BOH. The applicant shall complete the engineer/sanitarian and excavation section, provide an exact location and indicate a tentative date for the test. Each application shall be returned to the Town accompanied by a minimum witness fee of \$160.00 payable to the Town of Granville. This charge provides for up to four hours of witness time per lot. Additional time will be charged at \$40.00 per hour.
5. The BOH shall notify the applicant of a scheduled percolation and soil evaluation test. Applicants are reminded that they are responsible for obtaining the services of the engineer/registered sanitarian or certified soil evaluator approved by the Granville BOH and an excavation contractor.
6. Within sixty (60) days of the percolation test date, the percolation test and the soil evaluation test must be filed with the BOH by the applicant's soil evaluator.
7. To install a septic system, the percolation test results must be filed with an application for a Disposal System Construction Permit (DSCP), together with the engineered plan for the system and submitted to the BOH for approval. When the DSCP is issued, a copy must be presented to the Granville Building Inspector in order to obtain a building permit.

Procedures During Percolation Tests

1. All parties shall comply with all provisions of the State's Title V and the Granville BOH regulations during percolation tests. Failure to do so will result in the nullification of test results.
2. The Town reserves the right to have present a representative from the water department of any municipality in whose watershed land a percolation test is being performed.
3. At the time of the tests, the approved person performing the tests shall record all the necessary measurements to mark the exact percolation test site for future reference. For new installations, the approved person performing an acceptable test shall bury a four (4) inch PVC pipe four (4) feet below existing grade and extending at least one (1) foot above existing grade at the exact percolation test location. The PVC pipe must be labeled with the percolation test date, hole number, location, etc.
4. A subdivision plan petitioner or other subdivided properties shall have a land surveyor certify in writing that the percolation test have been field located and shall submit said plan to the BOH.

Results of Percolation Tests

1. In instances where a percolation test fails the percolation rate, retesting of the site will not be allowed until after one (1) year from the date of the test failure. Instances where a percolation test fails the percolation rate a second time, retesting of the site will not be allowed until after five (5) years from the date of the second test failure.
2. In instances in which an authorized, valid and adequately documented percolation test has been conducted but for which a DSCP has not been issued within two (2) years of said test, the BOH shall review such test results before a DSCP may be issued. The percolation test will not be valid after two years unless the BOH is petitioned for an extension. In no instances shall such percolation test results be deemed valid for a period in excess of five (5) years from the date of the percolation test.

Disposal System Construction Permits

1. Applications for DSCP shall not be accepted for any parcel where percolation test fee(s) remain unpaid.

2. Prior to the submittal of a DSCP application, the BOH shall require a signature on the form so provided from the Conservation Commission stating whether or not the lot upon which the system is to be installed is in compliance with the Wetlands Protection Act.

3. Each DSCP application for new systems or repairs to existing systems must be accompanied by the minimum permit fee of \$150.00 payable to the Town of Granville. This fee includes plan review and two (2) inspections. Additional inspections will be charged at the rate of \$40.00 each.

4. Every septic system shall be designed by a Massachusetts Registered Professional Engineer or a Massachusetts Registered Sanitarian provided that such Sanitarian shall not design a system designed to discharge more than 2000 gallons per day.

5. Every plan submitted for approval must be dated and bear the stamp and signature of the designer.

6. Every plan for a new system or plan for the upgrade or expansion of an existing system which requires a variance to a property line setback distance, must also reference a plan which bears the stamp and signature of a Massachusetts Licensed Land Surveyor in accordance with Massachusetts General Laws Chapter 112, Section 81D.

7. The BOH requires three (3) copies of the DSCP application and the disposal system design.

8. Every plan must be prepared in accordance with the requirements of CMR 15.220 Section 4 in regard to bodies of water, locus plans, etc.

9. The BOH may, at its option, require the proposed plans for the disposal of sewage to be reviewed by an independent engineer of its choosing, with the fee incurred for such engineering services to be borne by the applicant for the DSCP. The fees are payable to the Town of Granville and shall be consistent with those prevailing for such services at the time.

Installation/Inspection of Septic Systems

1. No installation or repair of a leach field shall be covered or backfilled prior to inspection of the installation by the designer and the BOH or its Administrator. The installing contractor shall have the engineering drawings on hand at all times so the BOH can review the system at any time during the construction process.
2. No changes shall be made to the system design without a written request and approval prior to the changes being made in the field during construction.
3. Following construction and prior to the issuance of a Certificate of Compliance, the system designer shall provide the BOH with the as-built measurements to the septic tank and leaching chamber, access manholes, pump chamber, distribution box and other pertinent structural components of the disposal system.
4. For lots without access to the small private water system in town, the building permit process can not continue until a "Water Supply Certificate" for a private well and a DSCP have been issued by the BOH.
5. The Granville BOH regulations and Title V requirements must be complied with fully before the BOH will issue a Certificate of Compliance.
6. Any other plumbing fixtures, e.g. garbage grinders, whirlpools, hot tubs, etc. installed after the issuance of the Certificate of Compliance, which may increase the total design flow, and which were not specifically addressed in the approved septic system plans, shall render the Certificate of Compliance null and void.

Disposal System Maintenance

Disposal system pumpers shall submit System Pumping Records for septic tanks and cesspools pumped in the Town of Granville on a monthly basis to the BOH.

Variances

A written variance to these regulations may be granted by a majority of members of the Granville BOH. Request for same shall be made in writing by the applicant to the BOH.

Drinking Water Supplies

Effective April 1, 1988 the following regulations shall apply to drinking water supplies installed in Granville. No building permit will be issued for the construction of a dwelling until "Granville Board of Health Regulations for Drinking Water Supply" are satisfied.

HOW TO PROCEED

1. After the "Granville Board of Health Regulations for Percolation tests", effective April 1, 1988 have been satisfied completely, obtain the services of a well drilling company or water supply installer for the purposes of installing deep water well.
2. Have the well drilling company or water supply company install a deep, water well and have the Certification of Water Availability Form completed. Submit the form to the Granville Board of Health for sign off then to the Granville Building Inspector, for his records.

GRANVILLE BOARD OF HEALTH REGULATIONS FOR DRINKING WATER SUPPLY

General Regulations

1. Under the provisions of 310 CMR 22.00 Drinking Water of the Commonwealth of Massachusetts General Law, the Board of Health of Granville, Massachusetts, adopts the following regulations concerning drinking water supplies within the Town of Granville, effective April 1, 1988. These regulations supersede any previous regulations issued pertinent to drinking water.
2. As provided for in Massachusetts General Laws, "No Building Permit shall be issued for the construction of a building which would necessitate the use of water therein unless a supply of water is available therefore either from a water system operated by a city, town or district, or from a well located on the land where the building is to be constructed, or from a water corporation or company,..."

3. A "Certificate of Water Availability" shall be required by the Town of Granville Board of Health prior to issuance of a Building Permit for any new dwelling, after April 1, 1988.

Drinking Water Supply Establishment and Certification

1. A deep, water well with a minimum depth of 30 feet shall be established on each building lot in a location which complies with the Granville Board of Health Regulations. Upon establishment of said, deep, water well, the "Certificate of Water Availability" form shall be completed by the deep, water well installer. The completed form shall be submitted to the Granville Board of Health for sign off. It is suggested that the property owner obtain analysis of the water to determine its' quality.

2. After completion of the "Certificate of Water Availability" it shall be submitted to the Town of Granville Building Inspector for his records.

3. A written variance to these Regulations may be granted by a majority of members of the Granville Board of Health. Request for Such variance shall be made by the applicant in writing to the Granville Board of Health.

Granville Board of Health

Certificate of Water Availability

Applicant Name and Address: _____

Phone: _____

Location of Property and the well: _____

Attach locus map showing lot, intersecting highways, property boundaries and the well.

Attach state well drilling form, which must include the following information:

Depth of well _____

Length of casing from above ground to bedrock _____

Measured rate of flow: _____ Date measured: _____

General water quality: _____

Installer's Name and Address: _____

Signature: _____

Registration Number: _____

Board of Health _____ Date _____

If hooking into Granville Center Water System, attach authorization from Water Company so indicating.

Town of Granville Construction Permit Fees

New Construction (House).....\$.40 sq. ft. (Includes 4 inspections;
\$40.00 for each re-inspection)

Other Construction

Barn, large shed.....	\$100.00
Garage, 1 car, detached	\$50.00
Garage, 2 car, detached.....	\$75.00
Garage, 3 car, detached.....	\$100.00
Attached garage.....	\$.40 sq. ft.
Decks	\$.40 sq. ft.
Alteration and additions	\$.40 sq. ft.
(includes 2 inspections, \$40.00 for each re-inspection, \$80.00 minimum)	

Miscellaneous

Above ground swimming pool.....	\$40.00
In-ground swimming pool	\$80.00
Tool shed.....	\$40.00
Demolition.....	\$40.00
Chimneys, fireplaces	\$40.00
Woodstove Installation	\$40.00
Wood, coal, gas furnaces.....	\$40.00
Solar Energy Systems.....	\$40.00
Gazebos.....	\$40.00
Re-roofing.....	\$40.00
Re-siding	\$40.00
Cell Tower.....	\$250.00

For new construction:

Gas, Plumbing, Electrical Permit Fee.....\$80.00 each

Each time the Inspector must revisit the installation, you will be billed \$40.00. The inspector will not sign off on the building card until all charges are paid.

For renovations, alternations, and additions the Inspector will determine how many visits are necessary and charge accordingly. The charges will be based on the scope, complexity and size of the job. In most instances, the job will require only one inspection. Each time the Inspector must revisit the installation, you will be billed \$40.00.

In general, other than new construction:

Gas, Electrical and Plumbing Permit Fees.....	\$40.00 each
Electrical Service Turn-on.....	\$40.00 each
Hot Water Tank Installation.....	\$40.00 each
Septic System Hookup Plumbing Fee.....	\$40.00 each
Miscellaneous Inspections.....	\$40.00 each

Fire Department Fees

Smoke Detector

One and two family.....	\$50.00	Three or four family....	\$75.00
Oil Burner Installation (oil/hot water).....	\$40.00		
Liquid Propane Installation/ Storage.....	\$40.00		
Oil Burner/Tank Inspection.....	\$40.00		
Underground Oil Tank Removal.....	\$100.00		
(up to 4 hours; each additional hour \$40.00)			
Explosives/Blasting.....	\$40.00		
Fireworks.....	\$40.00		
(includes ammunition and model rockets)			
Miscellaneous Inspections.....	\$40.00		
(including tank truck inspections)			

Each time the Inspector must re-inspect you will be charged an additional \$40.00 per inspection. These charges must be paid before the Inspector will sign off on the building card.

Board of Health Building Related Fees

Percolation Test (Application and Witness).....	\$160.00 per test
(covers first four hours; each hour thereafter, \$40.00 per hour)	
Disposal Works Construction Permits.....	\$150.00
(new or repair; includes plan review and two inspections)	
Installers Permit.....	\$15.00
(all installers must be licensed in Granville)	
Conservation Commission Review.....	\$80.00
Driveway Permit.....	\$40.00

Permits for work should be secured before work is begun. Failure to acquire the necessary permit before work is started will result in an added charge to the permit of \$100.00. Except for building permits which must be secured directly from the Building Inspector, those applying for a permit should complete the standard permit application forms and forward the form with payment to the Town of Granville, Town Hall, PO Box 247, Granville, MA 01034-0247. Along with the form and payments, you must complete Worker's Compensation Insurance Affidavit and its attachments and provide a copy of your professional license and liability insurance coverage.

TOWN OF GRANVILLE
DRAINAGE REPORT

PLEASE BE SURE THAT THE LOT IS MARKED SO IT MAY BE
LOCATED EASILY

Name and Address of Applicant: _____

Street Address of Lot: _____

The applicant must stake out the driveway from where it cuts into the road
up to the dwelling. The stakes should be placed close enough so that the
length, width, direction and curve of the proposed driveway is apparent.

Surface treatment proposed: Asphalt? _____ Stone? _____
Other? _____ (specify)

*****Applicant not to complete space below this line*****

Drainage of lot	good	fair	poor
Highway Drainage	good	fair	poor

Pipes? _____ Culverts? _____

Comments from Highway Superintendent: _____

Permit granted as staked? Yes No

Permit granted with modifications? Yes No

Explain _____

Permit denied? Yes No

Please explain _____

DPW Superintendent Signature

Date