Town of Medway, MA

Community and Economic Development

Medway Town Hall – 155 Village Street – Medway, MA 02053

508-321-4915

Application for Administrative Site Plan Review

Administrative Site Plan Review is for small construction and site improvement projects. Review is handled by the Town's Building, Planning, and Community and Economic Development staff.

INSTRUCTIONS TO APPLICANT/OWNER

This Application is made pursuant to Section 3.5 of the *Medway Zoning Bylaw* and the Planning and Economic Development Board's *Rules and Regulations for the Submission and Review of Site Plans*.

You are advised to contact the Medway Community and Economic Development office at 508-321-4915 to schedule an appointment to discuss your project and submittal requirements before you prepare and submit this application.

Building and site improvements should be designed to comply with the *Medway Design Review Guidelines.* *http://www.townofmedway.org/sites/medwayma/files/uploads/medway_final_design_review_guidelines_-_september_2015_1.pdf*

_____, 20____

APPLICANT INFORMATION

Applicant Name: _____

Mailing Address: _____

_____

Name of Primary Contact: _____

Relationship to Applicant: _____

Telephone: Office: _____ Cell: _____

Email address: _____

Check one of the following:

____ You own the subject property

____ You are the equitable owner (purchaser on a purchase and sales agreement)

____ You are a tenant of the subject property

PROPERTY INFORMATION

Location Address: _____

Medway Assessor's Map/Parcel #: _____

Total Acreage of Land Area: _____

General Description of Property: _____

_____

Medway Zoning District Classification: _____

Current Use of Property: _____

_____

Setbacks for Existing Structure (if applicable):

Front: _____ Side: _____

Back: _____ Side: _____

Scenic Road:

Does any portion of this property have frontage on a Medway Scenic Road?

____ Yes ____ No If yes, please name street: _____

Historic District:

Is any portion of this property located within a Medway National Register Historic District?

____ Yes - Rabbit Hill ____ Yes – Medway Village

Wetlands:

Is any portion of the property within a Wetland Resource Area? ____ Yes ____ No

Groundwater Protection:

Is any portion of the property within a Groundwater Protection District? ____Yes ____ No

Flood Plain:

Is any portion of the property within a Designated Flood Plain? ____ Yes ____ No

Zoning Board of Appeals:

Will this project require a variance or special permit? ____ Yes ____ No

Explanation: _____

_____

PROPOSED PROJECT INFORMATION

Development Name: _____

Project Description: Prepare and attach a detailed written Project Description to explain the work being proposed. Include information about any of the following planned improvements: construction of an addition, façade changes/replacement/reconstruction, installation or replacement of awnings, roofing, rearrangement or installation of windows and doors, curb cuts/change in vehicular access, sidewalks, redesign/alteration/modification of parking, paving, drainage, installation of fences/retaining walls, tree removal, landscaping, refuse storage and disposal facilities, handicap accessibility, site amenities, outdoor lighting, who the project is intended to serve, expected number of employees and/or occupants, hours of operation, and timetable for project completion.

SITE PLAN INFORMATION

Plan Title: _____

Plan Date: _____

Prepared by:

Name: _____

Firm: _____

Phone #: _____ Email: _____

PROPERTY OWNER INFORMATION (if not applicant)

Property Owner Name: _____

Mailing Address: _____

_____

Primary Contact: _____

Telephone:

Office: _____ Cell: _____

Email address: _____

The owner's title to the land that is the subject matter of this application is derived under deed from: _____ to _____ dated _____ and recorded in Norfolk County Registry of Deeds, Book _____ Page _____ or Land Court Certificate of Title Number_____, Land Court Case Number _____, registered in the Norfolk County Land Registry District Volume_____, Page _____.

SIGNATURES

The undersigned, being the Applicant for Administrative Site Plan review and approval, herewith submits this application, Site Plan and other required documents to the Medway Community and Economic Development office. I hereby certify, under the pains and penalties of perjury, that the information contained in this application is a true, complete and accurate representation of the facts regarding the property and proposed development/site improvements.

(If applicable, I hereby authorize _____ to serve as my Agent/Official Representative to represent my interests with respect to this application.)

I understand I may be asked to attend a daytime meeting with Town staff to review this application. I understand that Town staff may request additional information which I am responsible for providing to assist them in reviewing the proposed development. In submitting this application, I authorize Town staff to access the site during the plan review process.

_____ _____

Signature of Property Owner *Date*

_____ _____

Signature of Applicant (if other than Property Owner) *Date*

_____ _____

Signature of Agent/Official Representative *Date*

TOWN OF MEDWAY
ADMINISTATIVE SITE PLAN REVIEW
APPLICATION SUBMITTAL REQUIREMENTS

Complete the application and submit with the following documents to:

Town Clerk

_____ One (1) signed original *Administrative Site Plan Application*

_____ One (1) written *Project Description*

_____ One (1) copy of the *Site Plan*, 11" x 17" or larger showing all planned improvements. See attached for list of items to be included on the Site Plan.

Community and Economic Development office

_____ One (1) signed original *Administrative Site Plan Application*

_____ One (1) written *Project Description*

_____ Three (3) copies of the *Site Plan*, 11" x 17" or larger showing all planned building and site improvements. See attached for list of items to be included on the Site Plan.

_____ Two (2) copies of a *Stormwater Drainage Evaluation* report. This shall include of a letter signed by a Professional Engineer licensed in the Commonwealth of Massachusetts. This report shall:

- describe the existing stormwater drainage patterns/system on the site;
- identify how the proposed site plan work will impact the existing stormwater drainage patterns/system; and
- describe the location and design of proposed stormwater management techniques/methods to be used to dispose of added surface water resulting from the proposed site changes.

_____ Proof of present or pending ownership of all land included in proposed project site.

_____ Electronic version of the *Application*, *Site Plan, Project Description* and all associated application documents. Provide CD or flash drive or email.

_____ $350 Administrative Site Plan Filing Fee – Payable to Town of Medway

NOTE

Electronic submittals of the *Application*, *Site Plan* and associated application documents may be emailed to: CommDev@townfomedway.org.

Town of Medway – Administrative Site Plan Review
Contents of Site Plan

1) Location and dimensions of proposed buildings and structures including building setbacks from front, side and rear lot lines

2) Location and dimensions of proposed site improvements such as travel ways, roads, driveways, maneuvering spaces and aisles, parking areas, loading and unloading areas, curbs, curb cuts, bumpers, decorative and retaining walls, fences, outdoor lighting, open space areas, recreational areas, pedestrian areas, service entries, snow storage areas, facilities for waste disposal and storage, sidewalks, pedestrian and bike pathways with cross sections, design and materials details and dimensions, and easements

3) *Site Grading* - Topography showing proposed grading contours at two (2) foot intervals, limit of work and limit of clearing

4) *Drainage* – The following items shall be shown: Location and design of proposed stormwater drainage systems, leaching galleys, swales, and methods to dispose of surface water on site including slopes, materials and surfaces.

5) *Erosion Control Measures* shall be specified including sedimentation barriers and stabilizing materials.

6) *Site Utilities* – All proposed utilities, mechanisms, materials and layouts for refuse/trash disposal systems, water, electricity, gas, cable, fire alarm, and telephone service, sewage disposal and methods of solid waste storage and disposal

7) *Landscaping* – A Landscape Plan shall indicate the areas slated for excavation and trees of 4" caliper or larger to be removed; any woodlands, trees or other existing site features or structures to be retained; all new plantings by common and Latin name including their proposed locations and sizes at the time of installation.

8) *Architecture/Building Elevations* with dimensions and details of façade designs including specifications on style, materials, and colors for all elevations to be altered, improved or added. A color rendering shall be provided.

9) *Entry/Exit to Structures*. All means of entry and exit (*main, service, emergency and mechanical)* from the building including steps and ramps, designation of the primary entrance (*front entrance*) and loading docks and other access ways shall be shown.

10) *Signage Plan* which includes the design, location, materials, dimensions and lighting for
    - the proposed development and all building identification signage, both freestanding and attached; and
    - standards for tenant signs.

11) *Lighting Plan* indicating type, height and location of all proposed lighting fixtures and devices and the radius of light patterns, brightness and intensity of proposed lighting. The manufacturer's data and specifications for the proposed lighting fixtures shall be submitted. The *Lighting Plan* shall indicate proposed lighting around all structures, driveways, driveway entrances, walkways, entrances, pathways and parking areas. The *Lighting Plan* shall include a night lighting plan which specifies the times of illumination and the location of fixtures which shall be illuminated.

12) Horizontal sight distances on the public way(s) at all site entrances.

13) A table outlining the proposal's conformance with zoning requirements including lot area, continuous frontage, lot depth, lot width, front, side, and rear setbacks, buildings heights, lot coverages, gross floor area, maximum seating capacity, number of employees, and number of parking spaces including handicapped and employee spaces, and other items as appropriate for the zone and proposed uses.

14) Locations of proposed fire hydrants, fire alarm boxes, fire lanes and access for equipment shall be provided to the satisfaction of the Fire Department.

15) Information quantifying on-site generation of noise and odors, if applicable.

16) Any proposed roadway and traffic management improvements.

July 20, 2016