

# **APPLICATION TO MODIFY/REVISE a SITE PLAN DECISION**

Town of Medway  
Planning & Economic Development Board  
155 Village Street - Medway, MA 02053  
508 533-3291

*This application to modify/revise a Site Plan decision is made pursuant to the Medway Zoning By-Law, Section V. USE REGULATIONS, Subsection C. SITE PLAN APPROVAL and the Planning Board's Rules and Regulations for the Submission and Review of Site Plans (as approved December 3, 2002)*

Date: \_\_\_\_\_

The undersigned herewith submits this application to the Medway Planning and Economic Development Board to modify/revise a previously issued site plan decision.

**Site Plan Title:** \_\_\_\_\_

**Property Location Address:** \_\_\_\_\_

**Approval Decision Date:** \_\_\_\_\_

**Plan Endorsement Date:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

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

Primary Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Email address: \_\_\_\_\_

**Applicant (if other than property owner):** \_\_\_\_\_

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

Primary Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Email address: \_\_\_\_\_

*NOTE* – If someone other than the property owner or the equitable owner is the applicant or will be representing the applicant, then the property owner or equitable owner must designate an Official Representative below:

**Official Representative:** \_\_\_\_\_

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

\_\_\_\_\_

Primary Contact: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email address: \_\_\_\_\_

**Explanation** – Please attach an explanation of what changes you propose to the site plan decision. Include a detailed description of the changes and an explanation as to why the changes are needed. Provide any suitable documentation to justify the change. Provide any other explanatory material you wish for the Board to consider in reviewing your request.

**Building Inspector’s Determination - Scope of Proposed Modification/Revision**

- \_\_\_\_ On-Site Construction Change
- \_\_\_\_ Minor Site Plan - Modification
- \_\_\_\_ Major Site Plan - Substantial Modification
- \_\_\_\_ Major Site Plan - Not Substantial

Please attach a copy of the Building Inspector’s determination.

**SIGNATURES** – I hereby certify, under the pains and penalties of perjury, that the information contained in this application is true and complete to the best of my knowledge and belief. *(If Applicable, I hereby authorize \_\_\_\_\_ to serve as my Official Representative to represent my interests before the Town of Medway with respect to this application to modify a previously issued site plan decision.)* In submitting this application, I also authorize the Planning & Economic Development Board, its agents, and other Town officials to access the site during the site plan decision modification review process.

\_\_\_\_\_  
*Signature of Property Owner*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Applicant (if other than Property Owner)*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Official Representative*

\_\_\_\_\_  
*Date*

**SUBMITTAL INSTRUCTIONS – Required Submittals**

**Town Clerk**

\_\_\_\_\_ One (1) Application form with original signatures

**Planning & Economic Development Board**

\_\_\_\_\_ One (1) Application form with original signatures

\_\_\_\_\_ An updated list of all abutters and parties of interest as defined in the *Site Plan Rules & Regulations*, certified by the Assessor

\_\_\_\_\_ *Site Plan Modification Filing Fee* – Made payable to the Town of Medway

For Minor Site Plan Projects	\$ 250
For Major Site Plan projects up to 4,999 sq. ft./gross floor area	\$ 500
For Major Site Plan projects of 5,000 - 9,999 sq. ft./gross floor area	\$ 750
For Major Site Plan projects of 10,000 -14,999 sq. ft./gross floor area	\$ 1,000
For Major Site Plan projects of 15,000 sq. ft./gross floor area and more	\$ 1,500

\_\_\_\_\_ Advance toward *Review Expenses* – Made payable to Town of Medway - \$500 for Minor Site Plan Projects/\$1,000 for Major Site Plan Projects

**NOTE – Please submit two separate checks.**