

**APPLICATION TO MODIFY A
PREVIOUSLY APPROVED SITE PLAN**

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

This application to modify a previously approved Site Plan 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, being the applicant and the owner of all land included within the site shown on the previously approved site plan entitled _____ dated _____, prepared by _____ and _____, herewith submits this application to modify the approved site plan.

1a) **Property Location Address:** _____

1b) **Assessor's Map/Parcel ID:** _____

2a) **Property Owner:** _____

Address: _____

Primary Contact: _____

Telephone: _____ email: _____

2b) **Applicant (if other than property owner):** _____

Address: _____

Primary Contact: _____

Telephone: _____ email: _____

_____ Please check here if you are the equitable owner (purchaser on a purchase and sales agreement.)

- 2c) **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: _____ email: _____

3. **Engineer:** _____

Address: _____

Primary Contact: _____

Telephone: _____ email: _____

4. **Surveyor:** _____

Address: _____

Primary Contact: _____

Telephone: _____ email: _____

5. **Architect:** _____

Address: _____

Primary Contact: _____

Telephone: _____ email: _____

6. **Prior Site Plan**
a. Approval Date: _____

b. Was the prior site plan determined to be major or minor? _____

7. **Project Description** – Please attach an explanation of why the approved site plan needs to be modified and include a detailed description of the proposed changes.

8. **Building Commissioner's Determination - Scope of Proposed Modification**

- _____ 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 an approved site plan.)* In submitting this application, I also authorize the Planning and Economic Development Board, its agents, and other Town officials to access the site during the site plan modification review process.

_____ <i>Signature of Property Owner</i>	_____ <i>Date</i>
_____ <i>Signature of Applicant (if other than Property Owner)</i>	_____ <i>Date</i>
_____ <i>Signature of Official Representative</i>	_____ <i>Date</i>

SUBMITTAL INSTRUCTIONS – Required Submittals

Town Clerk

- _____ One (1) Site Plan Modification Application form with original signatures and all attachments including Project Description and Building Commissioner's determination
- _____ One (1) set of the proposed revised Site Plan prepared in conformance with the *Site Plan Rules and Regulations*
- _____ One (1) copy of revised storm drainage calculations *(if applicable)*

Planning and Economic Development Board

- _____ One (1) Site Plan Modification Application Form with original signatures and all attachments including Project Description and Building Commissioner's determination
- _____ Twelve (12) sets of the proposed revised Site Plan prepared in conformance with the *Site Plan Rules and Regulations*
- _____ Electronic version of the proposed revised Site Plan
- _____ Two (2) copies of revised storm drainage calculations *(if applicable)*
- _____ For a *Substantial* modification to a major site plan, 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 projects up to 4,999 sq. ft. /gross floor area \$ 500
 - For projects of 5,000 – 9,999 sq. ft. /gross floor area \$ 750
 - For projects of 10,000 -14,999 sq. ft. /gross floor area \$ 1,000
 - For projects of 15,000 sq. ft. /gross floor area and more \$ 1,500
- _____ Advance toward *Site Plan Review Expenses* – Made payable to Town of Medway - \$1,000

NOTE – These must be two separate checks.