

Application for Site Plan Review for
Chapter 40A, Section 3. Exempt Uses
Planning and Economic Development Board – Town of Medway
155 Village Street - Medway, MA 02053
(508) 533-3291

This application for Site Plan Review is made pursuant to the Medway Zoning By-Law, Section V. USE REGULATIONS, Subsection P. EXEMPT USES and Subsection C. SITE PLAN REVIEW and 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 proposed site shown on the accompanying plan(s) entitled _____ dated _____, prepared by _____ and _____, herewith submits this application and plan to the Medway Planning and Economic Development Board for Review and Approval.

PROPERTY/SITE INFORMATION

1. Property Location Address _____
2. Assessor's Information Map: _____ Parcel(s): _____
3. Zoning District: _____
4. The owner's title to the land is derived under a deed from: _____
_____ dated _____
and recorded in Norfolk County Registry of Deeds, Book _____, Page _____
or Land Court Certificate of Title # _____ registered in Norfolk County District
Book _____ Page _____.
5. Frontage: _____
Yard Depth: Front _____ Side _____ Side _____ Rear _____
6. Is any portion of the site within a flood plain area? _____ Yes _____ No
If Yes, is it clearly shown on the plan? _____ Yes _____ No
7. Is any portion of the site within a wetland resource area? _____ Yes _____ No
If Yes, is it clearly shown on the plan? _____ Yes _____ No
8. Does any portion of the site have frontage on a Scenic Road? _____ Yes _____ No

CONTACT INFORMATION

9a) Property Owner: _____
Address: _____

Primary Contact: _____
Telephone: _____ FAX: _____
E-Mail address: _____

9b) Applicant (*if other than property owner*): _____
Address: _____

Primary Contact: _____
Telephone: _____ FAX: _____
E-Mail address: _____

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

9c) **NOTE** – If someone other than the property owner or the equitable owner is the applicant or will be representing the applicant for purposes of securing site plan approval, the property owner or equitable owner must designate an Official Representative below:

Official Representative: _____
Address: _____

Primary Contact: _____
Telephone: _____ Fax: _____
E-Mail address: _____

10. Engineer: _____
Address: _____

Primary Contact: _____
Telephone: _____ FAX: _____
E-Mail address: _____

11. Surveyor: _____
Address: _____

Primary Contact: _____
Telephone: _____ FAX: _____

12. Architect: _____
Address: _____

Primary Contact: _____
Telephone: _____ FAX: _____

13. Builder/Contractor: _____
Address: _____

Primary Contact: _____
Telephone: _____ FAX: _____

PROJECT INFORMATION

14. The proposed development pertains to a:
____ Child Care Facility (as defined in Section 9 of Chapter 28A, MGL)
____ Religious Facility
____ Educational Facility
15. Please check (X) ALL THAT APPLY to the proposed development:
____ Construction of a new building or an addition:
 Building Dimensions: _____ Gross Floor Area _____
 Addition Dimensions: _____ Gross Floor Area _____
____ Alteration, reconstruction or renovation work that will result in a change in the outside appearance of an existing building or premises, visible from a public or private street or way;
 Building Dimensions: _____ Gross Floor Area _____
____ A change in use of an existing building or buildings or premises;
16. *Project Description* as specified in s. 204-3 of the *Site Plan Rules & Regulations*
Please attach a separate sheet fully describing the proposed project including building information, site improvements, parking, uses, etc. Provide as much detail as possible about the activity level expected on this site.
17. Written Determination from Inspector of Buildings whether:
 • The proposed use is exempt under 40A, Section 3; and
 • The scope of the proposed project constitutes a major or minor site plan

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 for site plan review and approval.

In submitting this application, I also authorize the Planning Board, its agents, and other Town officials 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 Official Representative

Date

SUBMITTAL INSTRUCTIONS – Required Documents

Town Clerk

- _____ One (1) copy of the signed *Application for Site Plan Review for Chapter 40A, Section 3. Exempt Uses*
- _____ One (1) copy of the *Project Description* as specified in s. 204-3 of the *Site Plan Rules & Regulations*
- _____ One (1) set of the *Site Plan* prepared in conformance with s. 204-4 and s. 204-5 the *Site Plan Rules and Regulations*. Full size – 24” x 36”.
- _____ One (1) copy of stormwater/drainage calculations prepared in conformance with s. 204-3 3) of the *Site Plan Rules and Regulations*.

Planning and Economic Development Board

- _____ One (1) signed *Application for Site Plan Review for Chapter 40A, Section 3 Exempt Uses* with original signatures plus ten (10) copies
- _____ Ten (10) copies of the *Project Description* as specified in s. 204-3 of the *Site Plan Rules & Regulations*
- _____ Eleven (10) sets of the *Site Plan* prepared in conformance with s. 204-4 and s. 204-5 of the *Site Plan Rules and Regulations*. 10 full size sets (24” x 36”) 1 reduced size set (11” x 17”)
- _____ Written Determination from Inspector of Buildings verifying the exempt use and providing a determination if the project constitutes a major or a minor site plan.
- _____ Three (3) copies of stormwater/drainage calculations prepared in conformance with s. 204-3 3) of the *Site Plan Rules and Regulations* or a stormwater drainage evaluation prepared by a licensed civil engineer.
- _____ One (1) certified list of all abutters and parties of interest as defined in s. 202-5 of the *Site Plan Rules & Regulations*.
- _____ One (1) copy of all relevant approvals received to date from other town boards/ departments/commissions such as Conservation Commission, Board of Health and ZBA.
- _____ List of requested waivers from the Development Standards of *Site Plan Rules & Regulations*. Specify the section #. Provide detailed explanation and justification.
- _____ Site Plan Filing/Application Fee – Made payable to the Town of Medway
- _____ Advance on Site Plan Review Fee – Made Payable to the Town of Medway

NOTE – Fees vary depending on the size of the proposed development. See *Planning Board Fees and Bond Schedule*. Two (2) separate checks are to be submitted.