



**Planning & Economic Development Board - Town of Medway, MA**  
**SITE PLAN REVIEW**

***Application for Major Site Plan Approval***

**INSTRUCTIONS TO APPLICANT/OWNER**

This Application is made pursuant to the *Medway Zoning Bylaw* and the Board's *Rules and Regulations for the Submission and Review of Site Plans*

The Town's Planning and Engineering Consultants will review the Application and the proposed Site Plan and provide review letters to the Planning and Economic Development Board.

A copy of those review letters will be provided to you in advance of the meeting.

You and/or your duly authorized Agent/Official Representative are expected to attend the Board meetings at which your Application will be considered to answer any questions and/or submit such additional information as the Board may request.

Your absence at hearings may result in a delay in the Board's review of the site plan.

\_\_\_\_\_, 20\_\_\_\_

**APPLICANT INFORMATION**

Applicant's Name: \_\_\_\_\_

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

\_\_\_\_\_

Name of Primary Contact: \_\_\_\_\_

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

Office: \_\_\_\_\_ Cell: \_\_\_\_\_

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

☐ Please check here if the Applicant is the equitable owner (*purchaser on a purchase and sales agreement.*)

**MAJOR SITE PLAN INFORMATION**

Development Name: \_\_\_\_\_

Plan Title: \_\_\_\_\_

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

Prepared by: \_\_\_\_\_

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Phone #: \_\_\_\_\_

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

## PROPERTY INFORMATION

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

The land shown on the plan is shown on Medway Assessor's Map # \_\_\_\_\_ as Parcel # \_\_\_\_\_

Total Acreage of Land Area: \_\_\_\_\_

General Description of Property: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Medway Zoning District Classification: \_\_\_\_\_

Current Use of Property: \_\_\_\_\_

\_\_\_\_\_

Length of Existing Frontage: \_\_\_\_\_ On what street? \_\_\_\_\_

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

## PROPOSED DEVELOPMENT PROJECT INFORMATION

Development Name: \_\_\_\_\_

Major Site Plan Review applies to the following. Please check all that apply.

\_\_\_\_\_ a. New construction or any alteration, reconstruction, renovation, and/or change in use of any multi-family, commercial, industrial, institutional, or municipal building or use which involves one or more of the following:

- i. the addition of 2,500 square feet or more of gross floor area; or
- ii. the addition of twenty or more new parking spaces

\_\_\_\_\_ b. The redesign, alteration, expansion or modification of an existing parking area involving the addition of twenty or more new parking spaces

- \_\_\_\_ c. The redesign of the layout/configuration of an existing parking area of forty or more parking spaces
- \_\_\_\_ d. Construction of ground mounted solar photovoltaic installations of any size in any zoning district including solar canopy type systems in parking areas
- \_\_\_\_ e. Removal, disturbance, and/or alteration of 20,000 sq. ft. or more of existing impervious surface

SPECIAL PERMIT - Will this project also require a variance or special permit from the *Zoning Board of Appeals*?

\_\_\_\_ Yes      \_\_\_\_ No

Explanation: \_\_\_\_\_  
\_\_\_\_\_

SPECIAL PERMIT – Will this project also require a special permit from the *Planning and Economic Development Board*?

\_\_\_\_ Yes      \_\_\_\_ No

Explanation: \_\_\_\_\_  
\_\_\_\_\_

### **PROPERTY OWNER INFORMATION (if not applicant)**

Property Owner's 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 \_\_\_\_\_.

### **CONSULTANT INFORMATION**

ENGINEER: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_  
Office: \_\_\_\_\_ Cell: \_\_\_\_\_

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

Registered P.E. License #: \_\_\_\_\_

**SURVEYOR:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Office: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Registered P.L.S. License #: \_\_\_\_\_

**ARCHITECT:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Office: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Registered Architect License #: \_\_\_\_\_

**LANDSCAPE ARCHITECT/DESIGNER:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Office: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Registered Landscape Architect License #: \_\_\_\_\_

**ATTORNEY:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Office: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email address: \_\_\_\_\_

## OFFICIAL REPRESENTATIVE INFORMATION

Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_  
Office: \_\_\_\_\_ Cell: \_\_\_\_\_

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

## SIGNATURES

The undersigned, being the Applicant for approval of a Major Site Plan Project, herewith submits this application and Site Plan to the Medway Planning and Economic Development Board for review and approval. 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 under consideration.

(If applicable, I hereby authorize \_\_\_\_\_ to serve as my Agent/Official Representative to represent my interests before the Medway Planning & Economic Development Board with respect to this application.)

In submitting this application, I authorize the Board, its consultants and agents, Town staff, and members of the Design Review Committee to access the site during the plan review process.

I understand that pursuant to MGL 53G, the Medway Planning and Economic Development Board may retain outside professional consultants to review this application and that I am responsible for the costs associated with such reviews.

I understand that the Planning and Economic Development Board, its agents, staff, consultants, and other Town staff and committees may request additional information which I am responsible for providing to assist them in reviewing the proposed development.

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

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

\_\_\_\_\_  
*Signature of Agent/Official Representative* \_\_\_\_\_  
*Date*

## **MAJOR SITE PLAN FEES**

### ***Filing Fee***

For projects up to 4,999 sq. ft. /gross floor area = \$750 plus \$ .25/sq. ft.  
For projects of 5,000 – 9,999 sq. ft. /gross floor area = \$1,000 plus \$ .25/sq. ft.  
For projects of 10,000 – 14,999 sq. ft. /gross floor area = \$1,500 plus \$ .25/sq. ft.  
For projects of 15,000 sq. ft. or more/gross floor area = \$1,500 plus \$ .25/sq. ft.

### ***Advance on Plan Review Fee***

For projects up to 4,999 sq. ft. /gross floor area = \$1,000 deposit  
For projects of 5,000 – 9,999 sq. ft. /gross floor area = \$1,500 deposit  
For projects of 10,000 – 14,999 sq. ft. /gross floor area = \$2,000 deposit  
For projects of 15,000 sq. ft. or more/gross floor area = \$2,500 deposit

***Submit 2 separate checks each made payable to: Town of Medway***

## **MAJOR SITE PLAN** **APPLICATION CHECKLIST**

- \_\_\_\_\_ Major Site Plan Application (2 signed originals – one for Town Clerk and one for Planning and Economic Development Board)
- \_\_\_\_\_ Three (3) full size (24" x 36") copies of the Site Plan prepared in accordance with Sections 204-4 and 204-5 of the *Medway Site Plan Rules and Regulations* – one for the Town Clerk and two for the Planning and Economic Development Board.
- \_\_\_\_\_ One (1) ledger size (11" x 17") copy of the Site Plan
- \_\_\_\_\_ Electronic version of the Site Plan and ALL associated application documents. Provide disk or flash drive or email.
- \_\_\_\_\_ Certified Abutters List from the Medway Assessor's office – for 300 feet around the subject property – Form E
- \_\_\_\_\_ One (1) copy of a *Project Description* as described in Section 204 - 3, 6) of the *Medway Site Plan Rules and Regulations*. This description should also include a narrative on how the proposed project meets the requirements of the *Medway Zoning Bylaw* for parking (Section 7.1.1) and outdoor lighting (Section 7.1.2)
- \_\_\_\_\_ One (1) copy of a *Development Impact Statement* as described in Section 204 - 3, 7) of the *Medway Site Plan Rules and Regulations*
- \_\_\_\_\_ Request for Waivers from the *Medway Site Plan Rules and Regulations*. Use Form Q.
- \_\_\_\_\_ Two (2) copies of the *Stormwater Drainage Report* prepared in conformance with the *Site Plan Rules and Regulations*
- \_\_\_\_\_ Two (2) copies of a traffic study, depending on the size and scope of the proposed development project.
- \_\_\_\_\_ One (1) copy of all relevant approvals received to date from other Town boards/committees/departments
- \_\_\_\_\_ Proof of present or pending ownership of all land within the proposed development.
- \_\_\_\_\_ Major Site Plan Filing Fee – Payable to Town of Medway
- \_\_\_\_\_ Advance of Plan Review Fee – Payable to Town of Medway