



**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 as defined in Section 3.5.3.A.3 of the Zoning Bylaw.**  
**Administrative Site Plan Review is handled by the Town's Administrative Site Plan Project Review Team.**

**INSTRUCTIONS TO APPLICANT and 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 (Regulations)*.

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.

\_\_\_\_\_, 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 purchaser on a purchase and sales agreement

☐ You are a tenant of the subject property

Please note, if you are not the owner, the owner must sign this application as well.

## PROPERTY INFORMATION

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

Medway Assessors' Map and 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:** Provide a written description of the proposed development and/or site improvements including: current and proposed uses, proposed site improvements, construction, and demolition; existing and proposed means of vehicular and pedestrian access and egress; anticipated number of employees and occupants; methods and hours of operation; and timetable for project completion. The Project Description shall include but not be limited to building construction, renovation, paving, drainage, retaining walls, landscaping, refuse storage and disposal facilities, sidewalks, handicap access, site amenities, outdoor lighting, and proposed mitigation measures.

## SITE PLAN INFORMATION

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

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

Prepared by:

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

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

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

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

## 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 \_\_\_\_\_.

## DESIGNATED REPRESENTATIVE INFORMATION

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

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

\_\_\_\_\_

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

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

## SIGNATURES

The undersigned, being the Applicant for Administrative Site Plan review and approval and Owner of the property, herewith submits this application, Site Plan and other required documents to the Medway Community and Economic Development office. I (we) 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 and site improvements.

(If applicable, I hereby authorize \_\_\_\_\_ to serve as my Designated Representative to represent my interests with respect to this application.)

I (we) understand that the Administrative Site Plan Project Review Team will review the application at a posted meeting during regular Town Hall hours. I (we) understand that Town staff may request additional information which I (we) am responsible for providing to assist them in reviewing the proposed development. In submitting this application, I (we) authorize Town staff to access the site during the plan review process.

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

\_\_\_\_\_  
*(Printed Name)*

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

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

\_\_\_\_\_  
*(Printed Name)*

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

\_\_\_\_\_  
*Signature of Designated Representative*

\_\_\_\_\_  
*(Printed Name)*

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

**TOWN OF MEDWAY  
ADMINISTRATIVE SITE PLAN REVIEW  
APPLICATION SUBMITTAL REQUIREMENTS**

**Complete the application, see Section 206-3 of the *Site Plan Rules and Regulations*, and submit with the following documents to:**

**Town Clerk**

- \_\_\_\_\_ One signed original *Administrative Site Plan Application*
- \_\_\_\_\_ One 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 signed original *Administrative Site Plan Application*
- \_\_\_\_\_ One written *Project Description*
- \_\_\_\_\_ One 24" x 36" site plan and three 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.
- \_\_\_\_\_ One copy of a *Stormwater Drainage Evaluation* report. This shall include a letter signed by a Professional Engineer licensed in the Commonwealth of Massachusetts. This report shall:
  - describe the existing stormwater drainage patterns and system on the site;
  - identify how the proposed site plan work will impact the existing stormwater drainage patterns and system; and
  - describe the location and design of proposed stormwater management measures to be used to dispose of added surface water resulting from the proposed site changes.
- \_\_\_\_\_ One copy of all relevant approvals received from other Town departments, boards, agencies and committees
- \_\_\_\_\_ List of Requested Waivers from the *Site Plan Rules and Regulations*
- \_\_\_\_\_ Electronic version of all application materials. Provide CD, flash drive or email.
- \_\_\_\_\_ \$350 Administrative Site Plan Filing Fee – Payable to Town of Medway

**NOTE**

Electronic submittals of all Application materials should also be emailed to:  
[CommDev@townofmedway.org](mailto:CommDev@townofmedway.org).

# Administrative Site Plan Review

## Contents of Site Plan

### See Sections 206-4 and 206-5 of Site Plan Rules Regulations

- 1) The site plan shall be prepared, stamped, signed and dated by a qualified professional including a Registered Professional Engineer, a Registered Land Surveyor, a Registered Architect, and/or a Registered Landscape Architect or other professional, registered in the Commonwealth of Massachusetts.
- 2) The site plan shall be drawn at a scale of one inch equals forty feet or one inch equals thirty feet or one inch equals twenty feet
- 3) All existing and proposed elevations shall refer to the North American Vertical Datum of 1988 (NAVD88)
- 4) All site plan sheets shall be bound together in a complete set including building elevation plans.
- 5) All site plan sheets shall contain a referenced north arrow, sheet number, plan dates and plan revision dates, name of project, name of plan, plan scale, legend, stamp of registered professional responsible for the content of said sheet, applicable notes, signature block, including *Decision* and plan endorsement dates, and the Town Clerk's no appeal certification
- 6) *Existing Conditions Sheet* – A plan showing name and address of owner, name and address of Applicant, name and address of engineer and other professional firms responsible for the plan, project street address, project Assessor's Map and Parcel number, zoning district classification, all bearings and distances of property lot lines and existing structures and buildings; topography; easements; existing uses of land; freestanding signs; driveways, parking spaces and walkways; utilities; fences and walls; scenic roads; trash disposal facilities; impervious surfaces; significant landscape and natural features, and wetlands and other natural resources under the jurisdiction of the Medway Conservation Commission.
- 7) *Site plan* showing the following:
  1. Property boundaries, dimensions of the site
  2. Dimensions of proposed building(s) or other structures including height, setbacks from front, side and rear lot lines, total square footage of building area;
  3. Site grading;
  4. Locations and dimensions of any proposed easements, public or private rights-of-way, or other encumbrances;
  5. All parking and loading areas, including surface parking lots, showing the number, location, and dimension of parking and loading spaces, driveways, travel aisles, sidewalks and the like;
  6. Proposed site improvements including, but not limited to walls, fences, signs, utilities, trash disposal facilities, landscaping, utilities, lighting, utility boxes, snow storage areas, etc.;
  7. Erosion and sediment control measures;
  8. Stormwater management facilities; and
  9. A table outlining the proposal's conformance with the zoning requirements including lot area, continuous frontage, lot depth, lot width, front, side and rear setbacks, building height, lot coverages, gross floor area, open space calculations, and the number of parking spaces.