



## Planning & Economic Development Board Town of Medway, MA

### ***Adaptive Use Special Permit Application***

#### **INSTRUCTIONS TO APPLICANT/OWNER**

*This Application is made pursuant to the Medway Zoning Bylaw Section V. USE REGULATIONS, Sub-Section 5.6 Adaptive Use Overlay District (AUOD) and Massachusetts General Laws Section 40A, Section 9 – Special Permits.*

*The Town's Planning and Engineering Consultants will review the Application and associated submittals 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 meeting at which your Application will be considered to answer any questions and/or submit such additional information as the Board may request.*

*Your absence may result in a delay the Board's review of the special permit application.*

\_\_\_\_\_, 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*.)

#### **PROPERTY INFORMATION**

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

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

Size of Development Parcel(s): \_\_\_\_\_

The owner's title to the land that is the subject of this application is derived under a deed from:

to \_\_\_\_\_ dated \_\_\_\_\_

and recorded in the Norfolk County Registry of Deeds, Book \_\_\_\_\_, Page \_\_\_\_\_ or  
Land Court Certificate of Title # \_\_\_\_\_ registered in Norfolk County  
Land Registry District Volume \_\_\_\_\_, Page \_\_\_\_\_.

General Description of Property and Building(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Length of 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 located within a Wetland Resource Area?

\_\_\_\_ Yes \_\_\_\_ No

Groundwater Protection - Is any portion of the property located within a Groundwater Protection  
District? \_\_\_\_ Yes \_\_\_\_ No

Flood Plain - Is any portion of the property within a Designated Flood Plain?

\_\_\_\_ Yes \_\_\_\_ No

### **PROPOSED PROJECT INFORMATION**

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

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

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

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

Type of Project (check all that apply)

\_\_\_\_ Renovation of Existing Structure  
Building Dimensions: \_\_\_\_\_ Gross Square Footage: \_\_\_\_\_

\_\_\_\_ Construction of an Addition to Existing Structure  
Addition Dimensions: \_\_\_\_\_ Gross Square Footage: \_\_\_\_\_

\_\_\_\_ Construction of a New Building  
Dimensions: \_\_\_\_\_ Gross Square Footage: \_\_\_\_\_

Does this project involve any residential units? \_\_\_\_ How many? \_\_\_\_

What types of business uses are proposed? \_\_\_\_\_

Project Narrative – Prepare and attach a separate document. This shall be a detailed description of all aspects of the proposed AUOD project. See Medway Zoning Bylaw – SECTION 5. USE REGULATIONS, Sub-Section 5.6.2 Adaptive Use Overlay District. Describe how the proposed development projects meets the Use Regulations, Site Development Standards, and Special Permit Decision Criteria.

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

Property Owner's Name: \_\_\_\_\_

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

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

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

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

### **AGENT or OFFICIAL REPRESENTATIVE INFORMATION**

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

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

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

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

Relationship to Applicant: \_\_\_\_\_

### **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: \_\_\_\_\_

## **SIGNATURES**

The undersigned, being the Applicant, herewith submits this application for an Adaptive Use Special Permit to the Medway Planning and Economic Development Board for review and action.

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 under consideration.

(If applicable, I hereby authorize \_\_\_\_\_ to serve as my *Agent/Official Representative* to represent my interests before the 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 and other Town boards and committees to access the site during the special permit review process.

_____ Signature of Property Owner	_____ Date
_____ Signature of Applicant (if other than Property Owner)	_____ Date
_____ Signature of Agent/Official Representative	_____ Date

### **SPECIAL PERMIT APPLICATION/FILING FEES**

*Projects up to 2,499 sq. ft. of gross floor area = \$500 plus \$ .25/sq. ft. gross floor area plus a \$500 advance toward consultants' plan review fees*

*Projects of 2,500 to 4,999 sq. ft. of gross floor area = \$750 plus \$ .25/sq. ft. gross floor area plus a \$500 advance toward consultants' plan review fees*

*Projects of 5,000 to 9,999 sq. ft. of gross floor area = \$1,000 plus \$ .25/sq. ft. gross floor area plus a \$500 advance toward consultants' plan review fees*

*Projects of 10,000 sq. ft. of gross floor area and over = \$1,500 plus \$ .25/sq. ft. gross floor area plus a \$500 advance toward consultants' plan review fees*

### **ADAPTIVE USE SPECIAL PERMIT APPLICATION CHECKLIST**

- \_\_\_\_\_ Adaptive Use Special Permit Application (2 signed originals)
- \_\_\_\_\_ Three full size (24" x 36") copies of the Site Plan prepared in accordance with the Medway Site Plan Rules and Regulations
- \_\_\_\_\_ Project Narrative
- \_\_\_\_\_ Electronic version of the application, Site Plan and all associated documents. Provide a flash drive or email.
- \_\_\_\_\_ Certified Abutters List from the Medway Assessor's office for owners of property within 300 feet of the subject property.

*Updated 7-13-2020*