



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

**Application for Site Plan Review for Exempt Uses
pursuant to MGL, Chapter 40A, §3.**

INSTRUCTIONS TO APPLICANT/OWNER

This Application is made pursuant to the *Medway Zoning Bylaw* and the Board's *Rules and Regulations for the Submission, Review and Approval of Site Plans*.
Exempt uses are subject to Minor Site Plan Review.

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/Designated 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.*)

MINOR 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: _____

The proposed project pertains to a:

____ Child Care Facility (as defined in Chapter 28A, §9, MGL)

____ Religious Facility

____ Educational Facility

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;

Impervious Area _____

_____ A change in use of an existing building or buildings or premises;

Impervious Area _____

VARIANCE/SPECIAL PERMIT – Will this project require a special permit from the *Zoning Board of Appeals*?

_____ Yes _____ No

Explanation: _____

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

_____ Yes _____ No

Explanation: _____

ORDER OF CONDITIONS – Will this project require an Order of Conditions from the *Conservation Commission*?

_____ Yes _____ No

Explanation: _____

LAND DISTURBANCE PERMIT – Will this project require a Land Disturbance Permit pursuant to Medway General Bylaws, Section 26?

_____ Yes _____ No

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 _____.

DESIGNATED 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 for approval of a Site Plan for an Exempt Use, and the property owner, 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/Designated 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.

_____ <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 Agent/Designated Representative</i>	_____ <i>Date</i>

EXEMPT USE SITE PLAN FEES

Application/Filing Fee

\$350 plus \$0.10/sq. ft. of impervious area

Advance on Plan Review Fee

\$500 deposit.

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

EXEMPT USE SITE PLAN APPLICATION CHECKLIST

- _____ Site Plan Applications for Exempt Uses (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 Section 204-4 and 205-5 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 for the Planning and Economic Development Board
- _____ Electronic version of the Site Plan and ALL associated application documents. Provide a disk or flash drive or email.
- _____ Certified Abutters List and three sets of mailing labels from the Medway Assessor's office – for 300 feet around the subject property
- _____ One (1) copy of a *Project Narrative* as described in Section 205 - 3, C. of the *Medway Site Plan Rules and Regulations*.
- _____ Request for Waivers from the *Medway Site Plan Rules and Regulations*. Use Form Q.
- _____ Written determination from the Building Commissioner verifying the exempt use status of the applicant organization.
- _____ Two (2) copies of a *Stormwater Drainage Evaluation report as described in Section 205-3 D. of the Medway 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 site.
- _____ Minor Site Plan Application Filing Fee – Payable to Town of Medway
- _____ Advance of Plan Review Fee – Payable to Town of Medway

Updated 4-18-24