



## ***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, Review and Approval of Site Plans as amended October 8, 2019*.

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 and action on 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 any of 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
- \_\_\_ f. Tier 2 Battery Energy Storage Systems

VARIANCE/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: \_\_\_\_\_

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

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

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

LAND DISTURBANCE PERMIT – Will this project also require a Land Disturbance Permit?

\_\_\_ 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: \_\_\_\_\_

### ***DESIGNATED REPRESENTATIVE INFORMATION***

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

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

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

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

Relationship to applicant: \_\_\_\_\_

### ***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/Designated Representative to represent my interests before the Medway Planning & Economic Development Board with respect to this application.

In submitting this application, I authorize members of the Planning and Economic Development 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 agree to abide by the *Medway Site Plan Rules and Regulations* and complete construction of this development in accordance with *the Rules and Regulations*, the approved site plan and the site plan decision.

\_\_\_\_\_  
*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***

\$750 plus \$0.10/sq. ft. impervious area

***Advance on Plan Review Fee***

\$1,000 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 and 3 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 204 - 3, C. 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, D. of the *Medway Site Plan Rules and Regulations*
- \_\_\_\_\_ Request for Waivers from the *Medway Site Plan Rules and Regulations*. Use Form Q.
- \_\_\_\_\_ One (1) copy of the *Stormwater Drainage Report* prepared in conformance with the *Site Plan Rules and Regulations*
- \_\_\_\_\_ One (1) copy of a *Construction Management Plan* as described in Section 204-3 H. of the *Medway Site Plan Rules and Regulations*
- \_\_\_\_\_ One (1) copy of *Earth Removal Calculations*
- \_\_\_\_\_ One (1) copy of *Earth Fill Estimates*
- \_\_\_\_\_ One (1) copy of an *Order of Resource Area Delineation* or a *Determination of Applicability Finding* from the *Medway Conservation Commission*
- \_\_\_\_\_ 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