



**Planning & Economic Development Board - Town of Medway, MA**  
**LAND SUBDIVISION – FORM B**

**Application for Approval of a Preliminary Subdivision Plan**

**INSTRUCTIONS TO APPLICANT/OWNER**

This Application is made pursuant to the Medway Subdivision Rules and Regulations.

**Applying for a Preliminary Subdivision Plan is optional for residential subdivisions.  
It is required for non-residential subdivisions.**

You or your duly authorized Agent/Official Representative is 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 in the Board's review of the Preliminary Plan.

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

**PRELIMINARY SUBDIVISION PLAN INFORMATION**

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 to be Divided: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Scenic Road

Does any portion of this property have frontage on a Medway Scenic Road?

\_\_\_\_ Yes \_\_\_\_ No If yes, please name street: \_\_\_\_\_

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 Flood Plain? \_\_\_\_ Yes \_\_\_\_ No

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 \_\_\_\_\_.

**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.*)

**PROPOSED SUBDIVISION INFORMATION**

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

This is a: \_\_\_\_ Residential Subdivision \_\_\_\_ Non-Residential Subdivision

The plan shows the division of land into \_\_\_\_ building lots numbered \_\_\_\_\_ and \_\_\_\_ parcels not intended for building thereon.

The plan shows the following **existing** ways that are being proposed as lot frontage:

\_\_\_\_\_ as frontage for lot(s) \_\_\_\_\_  
\_\_\_\_\_ as frontage for lot(s) \_\_\_\_\_

The plan shows the following **proposed new** ways that are being proposed as lot frontage:

\_\_\_\_\_ as frontage for lot(s) \_\_\_\_\_  
\_\_\_\_\_ as frontage for lot(s) \_\_\_\_\_  
\_\_\_\_\_ as frontage for lot(s) \_\_\_\_\_

Total Length of Proposed New Roadway(s) \_\_\_\_\_

Are the new roads proposed to be public or private ways?

\_\_\_\_\_ Public \_\_\_\_\_ Private

Proposed Utilities:

\_\_\_\_\_ Town Water \_\_\_\_\_ Well

\_\_\_\_\_ Town Sewer \_\_\_\_\_ Septic

### PROPERTY OWNER INFORMATION (if not applicant)

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

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

\_\_\_\_\_

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

Telephone:

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

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

### CONSULTANT INFORMATION

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

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

\_\_\_\_\_

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

Telephone:

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

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

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

**SURVEYOR:** \_\_\_\_\_

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

\_\_\_\_\_

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

Telephone:

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

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

Registered P.L.S. License #: \_\_\_\_\_

## DESIGNATED REPRESENTATIVE INFORMATION

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

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

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

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

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

## SIGNATURES

The undersigned, being the Applicant as defined under Chapter 41, Section 81L for approval of a Preliminary Subdivision Plan, herewith submits this application and Preliminary Subdivision Plan to the Medway Planning and Economic Development Board for review.

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/Designated Representative to represent my interests before the Medway Planning & Economic Development Board with respect to this Preliminary Subdivision Plan application.)

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

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

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

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

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

## PRELIMINARY SUBDIVISION PLAN FEES

Preliminary Subdivision Plan Filing Fee - \$750

Advance on Plan Review Fee - \$750

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

## PRELIMINARY SUBDIVISION PLAN APPLICATION CHECKLIST

- \_\_\_\_\_ Two original Preliminary Subdivision Plan applications (Form B)
- \_\_\_\_\_ Two full size copies of the Preliminary Subdivision Plan prepared in accordance with Section 5.6 and 5.7 of the *Medway Subdivision Rules and Regulations*
- \_\_\_\_\_ Electronic Version of the Preliminary Subdivision Plan – Provide a flash drive or email plan to the PEDB office
- \_\_\_\_\_ Certified Abutters List from the Medway Assessor's office – for 300 feet around the subject property
- \_\_\_\_\_ Development Impact Report – Form F
- \_\_\_\_\_ Preliminary list of expected Waiver Requests from the *Medway Subdivision Rules and Regulations*. Reference the specific sections.
- \_\_\_\_\_ Preliminary Subdivision Plan Filing Fee (\$750) – Payable to Town of Medway
- \_\_\_\_\_ Advance on Plan Review Fee (\$750) – Payable to Town of Medway