



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

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

**INSTRUCTIONS TO APPLICANT/OWNER**

*This Application is made pursuant to the Medway Subdivision Rules and Regulations. Please complete this entire Application. Submit three signed originals of the Application, three copies of the Definitive Plan, two copies of the Traffic Study (if applicable), two copies of the Development Impact Report, two copies of the stormwater report/drainage calculations, and the appropriate Definitive Subdivision Plan Filing Fee and the advance on the Plan Review to the Planning and Economic Development Board office.*

*The Town's Planning and Engineering Consultants will review the Application, plan and associated submittals. You or your duly authorized Agent/Official Representative is 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 meetings may result in a delay of the Board's review and action on the Definitive Subdivision Plan.*

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

**TO:** The Planning & Economic Development Board of the Town of Medway, MA

The undersigned, being the Applicant as defined under Chapter 41, Section 81- L for approval of a Definitive Subdivision Plan, herewith submits this Definitive Subdivision Plan of property located in the Town of Medway and makes application to the Medway Planning & Economic Development Board for approval of such Definitive Subdivision Plan.

**DEFINITIVE SUBDIVISION PLAN INFORMATION**

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

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

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

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

A Preliminary Subdivision Plan \_\_\_\_ was \_\_\_\_ was not filed prior to this Definitive Plan.

If filed, the date of filing of the Preliminary Subdivision Plan was: \_\_\_\_\_

Date when the Preliminary Subdivision Plan was reviewed by the Board: \_\_\_\_\_

The Preliminary Subdivision Plan was:

\_\_\_\_ reviewed and discussed

\_\_\_\_ approved as presented

\_\_\_\_ approved with the following modifications/conditions: \_\_\_\_\_

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

\_\_\_\_\_ disapproved for the following reasons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ no action taken

### PROPERTY INFORMATION

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

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

Total Acreage of Land to be Divided: \_\_\_\_\_

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

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

Frontage Requirement: \_\_\_\_\_ Area Requirement: \_\_\_\_\_

#### Scenic Road

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

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

#### Wetlands

Is any portion of the site within a Wetland Resource Area?

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

#### Groundwater Protection

Is any portion of the site within a Groundwater Protection Overlay District?

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

#### Flood Plain/Wetland Protection District

Is any portion of the site within the Flood Plain/Wetland Protection Overlay District?

\_\_\_\_\_ 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 \_\_\_\_\_.

### 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) \_\_\_\_\_

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

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

\_\_\_\_\_ Public \_\_\_\_\_ Permanent Private Way

Proposed Utilities:

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

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

### **APPLICANT INFORMATION**

Applicant's Name: \_\_\_\_\_

Applicant's 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 OWNER INFORMATION (if not applicant)**

Property Owner Name: \_\_\_\_\_

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

\_\_\_\_\_

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

Telephone:

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

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

### **CONSULTANT INFORMATION**

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

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

\_\_\_\_\_

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

Telephone:

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

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

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

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

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

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

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

**ATTORNEY:** \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

### **OFFICIAL REPRESENTATIVE INFORMATION**

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

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

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

### **SIGNATURES**

I hereby certify, under the pains and penalties of perjury, that the information contained in this application is true, accurate and complete to the best of my knowledge and belief. If applicable, I hereby authorize \_\_\_\_\_ to serve as my Agent/Official Representative to represent my interests before the Medway Planning & Economic Development Board with respect to this Definitive Subdivision Plan application.

I agree to abide by the Medway *Rules and Regulations for the Review and Approval of Land Subdivisions* and complete construction of the subdivision in accordance with the *Rules and Regulations* and the approved Definitive Subdivision Plan.

In submitting this application, I authorize members of the Planning & Economic Development Board, Town staff and agents, and members of the Design Review Committee and Open Space Committee to access the site during the plan review process.

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

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

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

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

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

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

**DEFINITIVE SUBDIVISION PLAN FEES**

**Filing Fee** - \$2,500 plus \$2.50/linear foot of street centerline proposed

**Advance on Plan Review Fee** - \$2,500

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

Fee Schedule Approved - 11-9-08

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**FOR PED OFFICE USE ONLY:**

Date Form C and Definitive Subdivision Plan Recvd by Medway PED office: \_\_\_\_\_

Definitive Subdivision Plan Filing Fee Paid:                      Amount: \_\_\_\_\_      Check # \_\_\_\_\_

Advance on Plan Review Fee Paid:                                      Amount: \_\_\_\_\_      Check # \_\_\_\_\_

Date Form C & Definitive Subdivision Plan  
Received by Town Clerk

Date Form C & Definitive Subdivision Plan  
Received by Board of Health

## **DEFINITIVE SUBDIVISION PLAN SUBMITTAL DOCUMENTS CHECKLIST**

### **Town Clerk**

- \_\_\_\_\_ One (1) signed original Definitive Subdivision Plan Application – Form C
- \_\_\_\_\_ One (1) copy of Definitive Subdivision Plan
- \_\_\_\_\_ One (1) copy of the Stormwater Management Report/Calculations
- \_\_\_\_\_ One (1) copy of Traffic Study (*for subdivisions of 20 or more dwelling units*)
- \_\_\_\_\_ One (1) copy of Development Impact Report – Form F

### **Board of Health**

- \_\_\_\_\_ One (1) signed original Definitive Subdivision Plan Application – Form C
- \_\_\_\_\_ One (1) copy of Definitive Subdivision Plan
- \_\_\_\_\_ One (1) copy of Soil Survey, Percolation and High Groundwater Tests prepared in accordance with Section 5.5.10 of the *Subdivision Rules and Regulations*

### **Planning & Economic Development Board**

- \_\_\_\_\_ One (1) signed original Definitive Subdivision Plan Application – Form C  
(*Date Stamped by Town Clerk & Board of Health*)
- \_\_\_\_\_ Two (2) full size copies of Definitive Subdivision Plan prepared in accordance with Section 5.6 and 5.7 of the *Subdivision Rules and Regulations*
- \_\_\_\_\_ One (1) 11" x 17" size copy of the Definitive Subdivision Plan
- \_\_\_\_\_ Designer's Certificate – Form D
- \_\_\_\_\_ Certified Abutters List
- \_\_\_\_\_ Development Impact Report - Form F
- \_\_\_\_\_ Requests for Waivers of *Subdivision Rules and Regulations*. Use Form Q. One form per waiver request.
- \_\_\_\_\_ Two (2) copies of Stormwater Management Report/Calculations prepared in accordance with Section 5.5.9 of the *Subdivision Rules and Regulations*
- \_\_\_\_\_ Two (2) copies of the Long Term Operation and Maintenance Plan for drainage and stormwater management facilities.
- \_\_\_\_\_ Two (2) copies of Soil Survey, Percolation and High Groundwater Tests prepared in accordance with Section 5.5.10 of the *Subdivision Rules and Regulations*
- \_\_\_\_\_ Two (2) copies of a Traffic Study (*for subdivisions with 20 or more dwelling units*) prepared in accordance with Section 5.5.12 of the *Subdivision Rules and Regulations*
- \_\_\_\_\_ Sight Distance Computations for all proposed new intersections
- \_\_\_\_\_ ANRAD determination from Medway Conservation Commission (*if applicable*)
- \_\_\_\_\_ Proof of existing or pending ownership of all land within the proposed subdivision
- \_\_\_\_\_ PDF version of all application documents. (*Please email or provide a flash drive*)
- \_\_\_\_\_ Definitive Subdivision Plan Filing Fee (\$2,500 plus \$2.50/linear foot of street centerline proposed) – Payable to Town of Medway
- \_\_\_\_\_ Advance of Plan Review Fee (\$2,500) – Payable to Town of Medway