



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

***Application to Modify a Previously Approved Site Plan and/or  
Site Plan Decision***

**INSTRUCTIONS TO APPLICANT/OWNER**

*This Application is made pursuant to the Medway Zoning Bylaw and the Rules and Regulations for the Submission and Review of Site Plans*

*The Board may ask the Town's Planning and Engineering Consultants to review the Application and the proposed Site Plan Modification and provide review letters. 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 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 may result in a delay in the Board's review of the proposed modification.*

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

**PREVIOUS SITE PLAN INFORMATION**

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

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

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

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

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

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

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Site Plan Decision: \_\_\_\_\_

Date Site Plan was endorsed: \_\_\_\_\_

Date of Constructive Approval by Town Clerk (*usually not applicable*): \_\_\_\_\_

Was the previously approved site plan a Major or Minor Site Plan? \_\_\_\_\_

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

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 \_\_\_\_\_.

### **SCOPE OF PROPOSED MODIFICATION**

This is a petition to: (Check all that apply)

1. \_\_\_\_\_ ***Amend/Modify/Revise a previously approved Site Plan***

What modifications are proposed? Why does the Plan need to be modified?

***Attach a complete description of the proposed modified scope of work.***

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

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

Prepared by:

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

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

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

2. \_\_\_\_\_ ***Amend/Modify/Revise a previously approved Site Plan Decision***

How and why does the Decision need to be modified?

***Attach a thorough description/explanation.***

3. \_\_\_\_\_ ***Request Additional Waivers from the Site Plan Rules and Regulations***

***Provide a completed Waiver Request form for each additional waiver request you seek.***

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

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

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

\_\_\_\_\_

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

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

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

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

### **OFFICIAL REPRESENTATIVE INFORMATION**

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

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

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

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

### **SIGNATURES**

*The undersigned, being the Applicant for approval of Site Plan Modification, herewith submits this application and proposed Modified 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 under consideration.*

*(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 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.*

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

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

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

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

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

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

### **SITE PLAN MODIFICATION FEES**

***Filing Fee – Minor Site Plan Modifications***  
\$250

***Filing Fee - Major Site Plan Modifications***  
\$1,000

***Advance on Plan Review Fee***  
*For minor site plan projects = \$500*  
*For major site plan projects = \$1,000*

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

***Please call the Planning and Economic Development Office with any fee questions. 508-533-3291.***

### ***SITE PLAN MODIFICATION APPLICATION CHECKLIST***

- \_\_\_\_\_ Two (2) original site plan modification applications with signatures.
- \_\_\_\_\_ IF APPLICABLE, three (3) full size copies and one (1) 11" x 17" version of the proposed Site Plan Modification prepared in accordance with Sections 204-4 and 204-5 of the *Medway Site Plan Rules and Regulations* plus an electronic version.
- \_\_\_\_\_ IF APPLICABLE, Certified Abutters List from the Medway Assessor's office – for 300 feet around the subject property. Needed for major modifications.
- \_\_\_\_\_ Explanation as to how and why the plan and/or decision need to be modified.
- \_\_\_\_\_ A written determination from the Building Commissioner/ Zoning Enforcement Officer as to whether the scope of planned changes constitutes a major or minor modification.
- \_\_\_\_\_ IF APPLICABLE, Request(s) for Waivers from the *Medway Site Plan Rules and Regulations* - Form Q.
- \_\_\_\_\_ IF APPLICABLE, two (2) copies of revised Stormwater Drainage Calculations prepared in conformance with Section 204 – 3, G of the *Site Plan Rules and Regulations*
- \_\_\_\_\_ Site Plan Modification Filing Fee – Payable to Town of Medway
- \_\_\_\_\_ Advance of Plan Review Fee – Payable to Town of Medway