



Planning & Economic Development Board - Town of Medway, MA

Application for an Open Space Residential Development (OSRD) Special Permit

This application for an Open Space Residential Development Special Permit is made pursuant to the Medway Zoning Bylaw, Section 8 SPECIAL REGULATIONS, Sub-Section 8.4 Open Space Residential Development (OSRD) and Massachusetts General Laws, Chapter 40A, Section 9 - Special Permits

Date: _____

The undersigned, being the applicant and the owner of all land included within the proposed OSRD as shown on the accompanying OSRD Plan entitled _____, dated _____, and prepared by _____ of _____, herewith submits this application for an OSRD Special Permit to the Medway Planning and Economic Development Board.

PROPERTY INFORMATION

1. Property Location Address: _____
2. Assessor's Information Map: _____ Parcel: _____
3. Parcel Size: Area: _____ Frontage: _____
4. Zoning District: _____
5. The owner's title to the land is derived under a deed from: _____, dated _____ and recorded in Norfolk County Registry of Deeds, Book _____, Page _____ or Land Court Certificate of Title # _____ registered in Norfolk County District Book _____, Page _____
6. Is any portion of the property located on a Medway Scenic Road? ☐ Yes ☐ No
7. Is any portion of the site within a flood plain area? ☐ Yes ☐ No
If yes, is it clearly shown on the plan? ☐ Yes ☐ No
8. Is any portion of the site within a wetland resource area? ☐ Yes ☐ No
If yes, is it clearly shown on the plan? ☐ Yes ☐ No
9. Is any portion of the site within a groundwater protection area? ☐ Yes ☐ No
If yes, is it clearly shown on the plan? ☐ Yes ☐ No

APPLICANT CONTACT INFORMATION

- 10a) Applicant (if other than property owner) _____
Address: _____

Primary Contact: _____
Telephone: _____ Email address: _____
_____ Please check here if you are the equitable owner (purchaser on a purchase and sales agreement.)
- 10b) Property Owner: _____
Address: _____

Primary Contact: _____
Telephone: _____ Email: _____
- 10c) **NOTE** - If someone other than the property owner or the equitable owner is the Applicant or will be representing the Applicant, then the property owner or equitable owner must authorize a Designated Representative to act on their behalf.

Designated Representative: _____
Address: _____

Primary Contact: _____
Telephone: _____ Email: _____
11. Engineer: _____
Address: _____

Primary Contact: _____
Telephone: _____ Email: _____
12. Surveyor: _____
Address: _____

Primary Contact: _____
Telephone: _____ Email: _____
13. Landscape Architect: _____
Address: _____

Primary Contact: _____
Telephone: _____ Email: _____
14. Attorney: _____
Address: _____

Primary Contact: _____
Telephone: _____ Email: _____

PROJECT INFORMATION

15. # of Proposed Housing Units: _____
 - a. Single family detached houses on individual lots: _____
 - b. Two-family structures: _____ Number of structures: _____ # of units: _____
 - c. Multi-family residential structures: _____ Number of structures: _____ # of units: _____
16. Project Narrative - Attach a separate document. Include all of the following information:
 - a. a complete and detailed description of the OSRD project including existing and proposed uses of the site; proposed means of vehicular and pedestrian access/egress; impacts on abutting properties and the neighborhood in general in terms of traffic, landscaping, lighting, etc.
 - b. an explanation of the required Four-Step Design Process that was performed by a Registered Landscape Architect (RLA) and considered in developing the proposed layout of roadways, residential dwelling units, site amenities, open space, etc. (*See Medway Zoning Bylaw, SECTION 8 SPECIAL REGULATIONS, Sub-Section 8.4 for explanation of Four-Step Design Process.*)
 - c. a summary of the Yield Analysis (*formula for calculating maximum number of dwelling units*)
 - d. description of proposed open space, how it will be used, who will own and manage it, community benefit, etc.
 - e. preliminary ideas for stormwater management facilities.
 - f. an itemized description of how the proposed OSRD meets the general purposes, design standards and decision criteria of the OSRD section of the Zoning Bylaw. (*SECTION 8. SPECIAL REGULATIONS, Sub-Section 8.4, A, J. 3, and L*)
 - g. an explanation why it is in the best interests of the Town of Medway for the Planning and Economic Development Board to grant an OSRD Special Permit rather than approve a conventional subdivision plan.
17. The OSRD Plan shall include the following components as described in the OSRD section of the Zoning Bylaw, SECTION 8 SPECIAL REGULATIONS, Sub-Section 8.4
 - a. Site Context & Analysis Plan
 - b. OSRD Concept Plan
 - c. Neighborhood Density Analysis
 - d. Yield Analysis as described in the OSRD section of the Zoning By-Law (*SECTION V. USE REGULATIONS, Sub-Section T. - #7.*)
 - e. Elevation Drawings of the proposed building(s) facades from all four directions (*for projects involving multi-family residential structures*).
18. Description of easements, option to purchase, purchase and sale agreement, court decision, other legal restrictions, and status of petitions or decisions of other Town boards. (*Attach decisions if applicable.*)
19. Waivers – Please provide a list of desired/needed waivers from the *Subdivision Rules and Regulations* and an explanation/justification for each waiver.
20. Project Impacts & Proposed Mitigation
 - a. Please prepare and submit a Development Impact Report (See *Subdivision Rules and Regulations*, Appendix - FORM F.)
 - b. Please describe your proposed mitigation measures, including on and off-site improvements, to safeguard the environment and adjacent neighborhoods from the project's negative impacts.

SIGNATURES

I hereby certify, under the pains and penalties of perjury, that the information contained in this application is true and complete to the best of my knowledge and belief. *[If applicable, I hereby authorize _____ to serve as my Designated Representative before the Medway Planning and Economic Development Board with respect to this OSRD Special Permit.]* In submitting this application, I also authorize the Planning and Economic Development Board, its agents, and other Town Officials to access and visit the site during the plan review process.

Signature of Applicant (if other than Property Owner)

Date

Signature of Property Owner

Date

Signature of Designated Representative

Date

SUBMITTAL CHECKLIST

Town Clerk – One copy of each of the following:

- _____ OSRD Special Permit Application
- _____ OSRD Plan
- _____ Project Narrative
- _____ Development Impact Report
- _____ Traffic Study *(for projects involving 20 or more dwelling units)*

Planning and Economic Development Board

- _____ OSRD Special Permit Application with original signatures, date stamped by Town Clerk
- _____ 2 sets of the OSRD Plan
- _____ Project Narrative
- _____ Development Impact Report *(See Subdivision Rules and Regulations, Appendix - FORM F.)*
- _____ Proposed Mitigation Measures
- _____ Traffic Study for any proposed OSRD of twenty (20) or more residential dwelling units. *(See Subdivision Rules and Regulations, 5.5.12 for details.)*
- _____ List of desired/needed waivers from the *Subdivision Rules and Regulations* and an explanation/justification for each. Use Form Q.
- _____ One (1) copy of all relevant approvals received to date from other Town boards
- _____ A certified list of abutters within 300 feet of the site's property lines
- _____ OSRD Special Permit Filing Fee - \$1,500 plus \$25 per proposed dwelling unit payable to Town of Medway
- _____ Advance on OSRD Plan Review Fee - \$2,500 payable to Town of Medway