APPLICATION TO MODIFY A PREVIOUSLY APPROVED SITE PLAN

Medway Planning & Economic Development Board
155 Village Street - Medway, MA 02053
(508) 533-3291

This application to modify a previously approved Site Plan is made pursuant to the Medway Zoning By-Law, Section V. USE REGULATIONS, Subsection C. SITE PLAN APPROVAL and the Planning Board’s Rules and Regulations for the Submission and Review of Site Plans (as approved December 3, 2002)

Date: ___________________

The undersigned, being the applicant and the owner of all land included within the site shown on the previously approved site plan entitled ____________________________
dated ________________, prepared by ________________________________
and ____________________________, herewith submits this application to modify the approved site plan.

1a) Property Location Address: _______________________________________

1b) Assessor’s Map/Parcel ID: _______________________________________

2a) Property Owner: ________________________________________________

Address: _________________________________________________________

_____________________________________________________

Primary Contact: _________________________________________________

Telephone: ____________ email: ________________________________

2b) Applicant (if other than property owner): __________________________

Address: _________________________________________________________

_____________________________________________________

Primary Contact: _________________________________________________

Telephone: ____________ email: ________________________________

_____ Please check here if you are the equitable owner (purchaser on a purchase and sales agreement.)
2c) 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 designate an Official Representative below:

**Official Representative:** _____________________________

Address: ____________________________________________

_____________________________________________________

Primary Contact: _______________________________________

Telephone: _______________ email: ________________________

3. **Engineer:** _____________________________

Address: ____________________________________________

_____________________________________________________

Primary Contact: _______________________________________

Telephone: _______________ email: ________________________

4. **Surveyor:** _____________________________

Address: ____________________________________________

_____________________________________________________

Primary Contact: _______________________________________

Telephone: _______________ email: ________________________

5. **Architect:** _____________________________

Address: ____________________________________________

_____________________________________________________

Primary Contact: _______________________________________

Telephone: _______________ email: ________________________

6. **Prior Site Plan**
   a. Approval Date: _____________________________
   
   b. Was the prior site plan determined to be major or minor? ____________

7. **Project Description** – Please attach an explanation of why the approved site plan needs to be modified and include a detailed description of the proposed changes.
8. **Building Commissioner’s Determination - Scope of Proposed Modification**

- [ ] On-Site Construction Change
- [ ] Minor Site Plan - Modification
- [ ] Major Site Plan - Substantial Modification
- [ ] Major Site Plan - Not Substantial

Please attach a copy of the Building Inspector’s determination.

**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 Official Representative to represent my interests before the Town of Medway with respect to this application to modify an approved site plan.) In submitting this application, I also authorize the Planning and Economic Development Board, its agents, and other Town officials to access the site during the site plan modification review process.

________________________________________________  ________________
Signature of Property Owner      Date

________________________________________________  ________________
Signature of Applicant (if other than Property Owner)   Date

_______________________________________________  ________________
Signature of Official Representative     Date
SUBMITTAL INSTRUCTIONS – Required Submittals

Town Clerk

_____ One (1) Site Plan Modification Application form with original signatures and all attachments including Project Description and Building Commissioner’s determination

_____ One (1) set of the proposed revised Site Plan prepared in conformance with the Site Plan Rules and Regulations

_____ One (1) copy of revised storm drainage calculations (if applicable)

Planning and Economic Development Board

_____ One (1) Site Plan Modification Application Form with original signatures and all attachments including Project Description and Building Commissioner’s determination

_____ Twelve (12) sets of the proposed revised Site Plan prepared in conformance with the Site Plan Rules and Regulations

_____ Electronic version of the proposed revised Site Plan

_____ Two (2) copies of revised storm drainage calculations (if applicable)

_____ For a Substantial modification to a major site plan, an updated list of all abutters and parties of interest as defined in the Site Plan Rules & Regulations, certified by the Assessor

_____ Site Plan Modification Filing Fee – Made payable to the Town of Medway
   For projects up to 4,999 sq. ft./gross floor area $ 500
   For projects of 5,000 – 9,999 sq. ft./gross floor area $ 750
   For projects of 10,000 -14,999 sq. ft./gross floor area $ 1,000
   For projects of 15,000 sq. ft./gross floor area and more $ 1,500

_____ Advance toward Site Plan Review Expenses – Made payable to Town of Medway - $1,000

NOTE – These must be two separate checks.