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.

The Town’s Planning Consultant will review the Application and Preliminary Subdivision Plan and provide a recommendation to the Planning and Economic Development Board.

A copy of that review letter will be provided to you in advance of the meeting.

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)
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 #:  ________________________________
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, Town staff, and members of the Open Space and Design Review Committees 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

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 (2) original Preliminary Subdivision Plan applications (Form B)

_____ Two (2) 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

Revised 6-19-2019