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.

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**

Revised 7-9-2018