MULTIFAMILY HOUSING SPECIAL PERMIT APPLICATION

INSTRUCTIONS TO APPLICANT/OWNER
This Application is made pursuant to Section 5.6.4 of the Medway Zoning Bylaw. The provisions of Section 8.6 Affordable Housing may also apply.

The Town’s Planning and Engineering Consultants will review the Application and the proposed Plan and provide review letters to the Planning and Economic Development Board. 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 at hearings may result in a delay in the Board’s review of the special permit application.

__________________________, 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.)

PROJECT INFORMATION
Development Name: _______________________________________________________________
Project Address: _________________________________________________________________
Plan Title: _________________________________________________________________________
Plan Date: ______________________________
Plan prepared by:
Name: ___________________________________________________________________________
Firm: ______________________________________________________________________________
Type of Project:

_____ Renovation of Existing Structure(s)
   How many buildings? ____________
   Building Dimensions ______________
   Gross Square Footage of Existing Structure ____________
   How many residential units presently exist? ____________
   How many additional residential units are proposed? ____________
   How many affordable units? ____________

_____ Construction of an addition to an Existing Structure
   Addition Dimensions ______________
   Gross Square Footage of Addition ____________
   How many new residential units are proposed? ____________
   How many affordable units? ____________

_____ Construction of a New Building(s)
   How many buildings? ____________
   Dimensions of New Building(s) ______________
   Gross Square Footage of New Building(s) ____________
   How many new residential units are proposed? ____________
   How many affordable units? ____________

_____ Demolition of any structures on the site? If yes, please explain. ____________

How many parking spaces presently exist? __________

How many new parking spaces are proposed? __________

PROPERTY INFORMATION

The land shown on the plan is shown on Medway Assessor’s Map #_____ as Parcel #_______

Total Acreage of Land Area: ________________________________

General Description of Property: __________________________________________________
   ________________________________________________________________________
   ________________________________________________________________________

Current Use of Property: ______________________________________________________
   ________________________________________________________________________
   ________________________________________________________________________

Medway Zoning District Classification: ________________________________

Length of Existing Frontage: ________________ On what street? ______________________

Setbacks for Existing Structure (if applicable)
   Front: ____________ Side: ____________
   Back: ____________ Side: ____________

Is this property pre-existing, non-conforming to the Medway Zoning Bylaw? If yes, how? _______
   ________________________________________________________________________

Is the existing structure on this property pre-existing, non-conforming to the Medway Zoning
Bylaw? If yes, how? ________________________________________________________________________
Scenic Road
Does any portion of this property have frontage on a Medway Scenic Road?
_____ Yes _____ No If yes, please name street: ____________________________________________

Historic District
Is any portion of this property located within a Medway National Register Historic District?
_____ Yes - Rabbit Hill _____ Yes - Medway Village

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 Designated Flood Plain? _____ Yes _____ No

Access to Town Water and Sewer
Is Town water and sewer available in the street on which the proposed project has its
frontage? _____ Yes _____ No

PROPERTY OWNER INFORMATION (if not applicant)
Property Owner’s Name: ____________________________________________________________
Mailing Address: ________________________________________________________________
______________________________________________________________
Primary Contact: ________________________________________________________________
Telephone: Office: _________________________ Cell: __________________________
Email address: ________________________________________________________________

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 __________._

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 #: _____________________________________________

**ATTORNEY:**

Mailing Address: 

Primary Contact: 

Telephone: 
  
  Office: ___________________  Cell: ___________________

Email address: ____________________________________________________________________
OFFICIAL REPRESENTATIVE INFORMATION (if applicable)

Name:  
__________________________________________________________________________

Address:  
__________________________________________________________________________

Telephone:  

Office: ____________________________  Cell: ____________________________  

Email address:  _______________________________________________________________

SIGNATURES

The undersigned, being the Applicant for approval of a Multifamily Housing Special Permit herewith submits this application and 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 and proposed development 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.)

I have reviewed Section 5.6.4 Multifamily Housing and Section 8.6 Affordable Housing of the Medway Zoning Bylaw and understand and agree to the requirements and responsibilities specified therein.

In submitting this application, I authorize the Board, its consultants and agents, Town staff, and members of the Design Review Committee and Open Space Committee to access the site during the plan review process.

I understand that pursuant to MGL 53G, the Medway Planning and Economic Development Board may retain outside professional consultants to review this application and that I am responsible for the costs associated with such reviews.

I understand that the Planning and Economic Development Board, its agents, staff, consultants, and other Town staff and committees may request additional information which I am responsible for providing to assist them in reviewing the proposed development.

__________________________________________________________________________  Date  
Signature of Property Owner

__________________________________________________________________________  Date  
Signature of Applicant (if other than Property Owner)

__________________________________________________________________________  Date  
Signature of Agent/Official Representative
MULTIFAMILY HOUSING SPECIAL PERMIT FEES

Filing Fee - $500
Plus $25 per proposed dwelling unit up to a maximum of 40 units

Advance on Plan Review Fee
Up to 8 units = $500
9 – 40 units = $1,000

Please submit 2 separate checks each made payable to: Town of Medway

MULTIFAMILY HOUSING SPECIAL PERMIT APPLICATION CHECKLIST
To be Completed by Applicant

_____ Multifamily Housing Special Permit Application (2 signed originals) – one for Town Clerk and one for Planning and Economic Development Board

_____ Two (2) copies of a Project Description – one for Town Clerk and one for Planning and Economic Development Board. This description should provide a complete and thorough explanation of what is proposed and must address how the proposed project meets the requirements of Section 5.6.4 Multifamily Housing of the Medway Zoning Bylaw including the provision of affordable dwelling units, open space and parking.

_____ Ten (10) full size copies of a Site Plan prepared in accordance with Sections 204-4 and 204-5 of the Medway Site Plan Rules and Regulations – one for Town Clerk and nine for Planning and Economic Development Board

_____ One (1) ledger size (11” x 17”) copy of the Site Plan

_____ Electronic Version of the Site Plan and all associated application documents. Provide disk or flash drive or email the plan and documents to: planningboard@townofmedway.org.

_____ Certified Abutters List and mailing labels from the Medway Assessor's office for all property located within 300 feet of the subject property

_____ Request(s) for waivers from the Site Plan Rules and Regulations. Check with the Planning and Economic Development office for the proper form.

_____ Depending on the size and scope of the project, two (2) copies of a Stormwater Drainage Calculations/Report prepared in conformance with Section 204 – 3, 3) of the Site Plan Rules and Regulations or/ two (2) copies of a stormwater drainage analysis report. Check with Planning and Economic Development office.

_____ Depending on the size and scope of the project, two (2) copies of a traffic study or analysis. Check with Planning and Economic Development office.

_____ One (1) copy of all relevant approvals received to date from other Town boards/committees/departments

_____ Proof of present or pending ownership of all land within the development site.

_____ Multifamily Housing Special Permit Filing Fee – Payable to Town of Medway

_____ Advance of Plan Review Fee – Payable to Town of Medway

8-22-2016