Application for Administrative Site Plan Review

Administrative Site Plan Review is for small construction and site improvement projects. Review is handled by the Town’s Building, Planning, and Community and Economic Development staff.

INSTRUCTIONS TO APPLICANT/OWNER

This Application is made pursuant to Section 3.5 of the Medway Zoning Bylaw and the Planning and Economic Development Board’s Rules and Regulations for the Submission and Review of Site Plans. You are advised to contact the Medway Community and Economic Development office at 508-321-4915 to schedule an appointment to discuss your project and submittal requirements before you prepare and submit this application.


APPLICANT INFORMATION

Applicant Name: ____________________________________________________________
Mailing Address: ____________________________________________________________
________________________________________________________

Name of Primary Contact: ___________________________________________________
Relationship to Applicant: ___________________________________________________
Telephone: Office: ___________________ Cell: ____________________________
Email address: ____________________________________________________________

Check one of the following:
   _____ You own the subject property
   _____ You are the equitable owner (purchaser on a purchase and sales agreement)
   _____ You are a tenant of the subject property
PROPERTY INFORMATION

Location Address: ________________________________________________________________

Medway Assessor’s Map/Parcel #: __________________________________________________

Total Acreage of Land Area: ______________________________________________________

General Description of Property: __________________________________________________

                                                                                                                                              
Medway Zoning District Classification: ______________________________________________

Current Use of Property: __________________________________________________________

Setbacks for Existing Structure (if applicable):

Front: ___________  Side: ___________
Back: ___________  Side: ___________

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

Zoning Board of Appeals:

Will this project require a variance or special permit?  _____ Yes  _____ No

Explanation: ____________________________________________________________

PROPOSED PROJECT INFORMATION

Development Name: ______________________________________________________________

Project Description: Prepare and attach a detailed written Project Description to explain the work being proposed. Include information about any of the following planned improvements: construction of an addition, façade changes/replacement/reconstruction, installation or replacement of awnings, roofing, rearrangement or installation of windows and doors, curb cuts/change in vehicular access, sidewalks, redesign/alteration/modification of parking, paving, drainage, installation of fences/retaining walls, tree removal, landscaping, refuse storage and disposal facilities, handicap accessibility, site amenities, outdoor lighting, who the project is intended to serve, expected number of employees and/or occupants, hours of operation, and timetable for project completion.
SITE PLAN INFORMATION

Plan Title: ________________________________________________________________
Plan Date: ______________________________
Prepared by:
Name: ________________________________________________________________
Firm: _________________________________________________________________
Phone #: __________________________ Email: ______________________________

PROPERTY OWNER INFORMATION (if not applicant)

Property Owner 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 ___________

SIGNATURES

The undersigned, being the Applicant for Administrative Site Plan review and approval,
herewith submits this application, Site Plan and other required documents to the Medway
Community and Economic Development office. 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/site improvements.

(If applicable, I hereby authorize ______________________________ to serve as my
Agent/Official Representative to represent my interests with respect to this application.)

I understand I may be asked to attend a daytime meeting with Town staff to review this
application. I understand that Town staff may request additional information which I am responsible
for providing to assist them in reviewing the proposed development. In submitting this application, I
authorize Town staff 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
Complete the application and submit with the following documents to:

Town Clerk

- One (1) signed original Administrative Site Plan Application
- One (1) written Project Description
- One (1) copy of the Site Plan, 11" x 17" or larger showing all planned improvements. See attached for list of items to be included on the Site Plan.

Community and Economic Development office

- One (1) signed original Administrative Site Plan Application
- One (1) written Project Description
- Three (3) copies of the Site Plan, 11" x 17" or larger showing all planned building and site improvements. See attached for list of items to be included on the Site Plan.
- Two (2) copies of a Stormwater Drainage Evaluation report. This shall include a letter signed by a Professional Engineer licensed in the Commonwealth of Massachusetts. This report shall:
  - describe the existing stormwater drainage patterns/system on the site;
  - identify how the proposed site plan work will impact the existing stormwater drainage patterns/system; and
  - describe the location and design of proposed stormwater management techniques/methods to be used to dispose of added surface water resulting from the proposed site changes.
- Proof of present or pending ownership of all land included in proposed project site.
- Electronic version of the Application, Site Plan, Project Description and all associated application documents. Provide CD or flash drive or email.
- $350 Administrative Site Plan Filing Fee – Payable to Town of Medway

NOTE
Electronic submittals of the Application, Site Plan and associated application documents may be emailed to: CommDev@townfomedway.org.
**Town of Medway – Administrative Site Plan Review**

**Contents of Site Plan**

1) Location and dimensions of proposed buildings and structures including building setbacks from front, side and rear lot lines

2) Location and dimensions of proposed site improvements such as travel ways, roads, driveways, maneuvering spaces and aisles, parking areas, loading and unloading areas, curbs, curb cuts, bumpers, decorative and retaining walls, fences, outdoor lighting, open space areas, recreational areas, pedestrian areas, service entries, snow storage areas, facilities for waste disposal and storage, sidewalks, pedestrian and bike pathways with cross sections, design and materials details and dimensions, and easements

3) *Site Grading* - Topography showing proposed grading contours at two (2) foot intervals, limit of work and limit of clearing

4) *Drainage* – The following items shall be shown: Location and design of proposed stormwater drainage systems, leaching galleys, swales, and methods to dispose of surface water on site including slopes, materials and surfaces.

5) *Erosion Control Measures* shall be specified including sedimentation barriers and stabilizing materials.

6) *Site Utilities* – All proposed utilities, mechanisms, materials and layouts for refuse/trash disposal systems, water, electricity, gas, cable, fire alarm, and telephone service, sewage disposal and methods of solid waste storage and disposal

7) *Landscaping* – A Landscape Plan shall indicate the areas slated for excavation and trees of 4” caliper or larger to be removed; any woodlands, trees or other existing site features or structures to be retained; all new plantings by common and Latin name including their proposed locations and sizes at the time of installation.

8) *Architecture/Building Elevations* with dimensions and details of façade designs including specifications on style, materials, and colors for all elevations to be altered, improved or added. A color rendering shall be provided.

9) *Entry/Exit to Structures*. All means of entry and exit (*main, service, emergency and mechanical*) from the building including steps and ramps, designation of the primary entrance (*front entrance*) and loading docks and other access ways shall be shown.

10) *Signage Plan* which includes the design, location, materials, dimensions and lighting for
   - the proposed development and all building identification signage, both freestanding and attached; and
   - standards for tenant signs.

11) *Lighting Plan* indicating type, height and location of all proposed lighting fixtures and devices and the radius of light patterns, brightness and intensity of proposed lighting. The manufacturer’s data and specifications for the proposed lighting fixtures shall be submitted. The *Lighting Plan* shall indicate proposed lighting around all structures, driveways, driveway entrances, walkways, entrances, pathways and parking areas. The *Lighting Plan* shall include a night lighting plan which specifies the times of illumination and the location of fixtures which shall be illuminated.
12) Horizontal sight distances on the public way(s) at all site entrances.

13) A table outlining the proposal's conformance with zoning requirements including lot area, continuous frontage, lot depth, lot width, front, side, and rear setbacks, buildings heights, lot coverages, gross floor area, maximum seating capacity, number of employees, and number of parking spaces including handicapped and employee spaces, and other items as appropriate for the zone and proposed uses.

14) Locations of proposed fire hydrants, fire alarm boxes, fire lanes and access for equipment shall be provided to the satisfaction of the Fire Department.

15) Information quantifying on-site generation of noise and odors, if applicable.

16) Any proposed roadway and traffic management improvements.

July 20, 2016