



**Planning & Economic Development Board - Town of Medway, MA**

**Application for Special Use Permit  
COMMERCIAL DISTRICT I**

**INSTRUCTIONS TO APPLICANT/OWNER**

This Application is made pursuant to the Commercial I District regulations of the Medway Zoning Bylaw. The Town's Planning and Engineering Consultants will review the Application and associated submittals 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 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.*)

**PROPERTY INFORMATION**

Location Address: \_\_\_\_\_

The land shown on the plan is shown on Medway Assessor's Map # \_\_\_\_\_ as Parcel # \_\_\_\_\_

Size of Development Parcel(s): \_\_\_\_\_

Development Name: \_\_\_\_\_

General Description of Property: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TYPE OF SPECIAL PERMIT** (Check one or the other or both if applicable.)

\_\_\_\_\_ Flexible Design for By-Right Uses (Specify) \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Special Permit Uses (Specify) \_\_\_\_\_  
\_\_\_\_\_

**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 \_\_\_\_\_.

**OFFICIAL REPRESENTATIVE INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: Office: \_\_\_\_\_ Cell: \_\_\_\_\_

Email address: \_\_\_\_\_

**SPECIAL PERMIT  
APPLICATION CHECKLIST**

*It is understood that the applicant may also be required to file a corresponding application for Site Plan Review and Approval*

\_\_\_\_\_ Special Permit Application (2 signed originals – one for Town Clerk and one for Planning and Economic Development Board)

\_\_\_\_\_ Detailed Project Description

\_\_\_\_\_ Narrative on how the proposed development project meets the special permit criteria included in the Medway Zoning Bylaw, SECTION V. Sub-Section G. Commercial District I, 5. Special Permit Criteria

\_\_\_\_\_ Special Permit Filing Fee (\$500) – Payable to Town of Medway

**SIGNATURES**

*The undersigned, being the Applicant, submits this application for a special permit to the Medway Planning and Economic Development Board for review and action. 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/Official Representative to represent my interests before the Medway Planning & Economic Development Board with respect to this application.)*

*In submitting this application, I authorize the Board, its consultants and agents, Town staff, and members of the Design Review Committee to access the site during the 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 and the Board in reviewing the proposed development.*

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant (if other than Property Owner)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Agent/Official Representative

\_\_\_\_\_  
Date