



Planning & Economic Development Board - Town of Medway, MA
SITE PLAN REVIEW

Application for Major Site Plan Approval

INSTRUCTIONS TO APPLICANT/OWNER

This Application is made pursuant to the *Medway Zoning Bylaw* and
The Board's *Rules and Regulations for the Submission and Review of Site Plans*

The Town's Planning and Engineering Consultants will review the Application and the proposed
Site 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 site plan.

_____, 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.*)

MAJOR SITE PLAN INFORMATION

Development Name: _____

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 Area: _____

General Description of Property: _____

Medway Zoning District Classification: _____

Current Use of Property: _____

Length of Existing Frontage: _____ On what street? _____

Setbacks for Existing Structure (if applicable)

Front: _____

Back: _____

Side: _____

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 DEVELOPMENT PROJECT INFORMATION

Development Name: _____

A Major Site Plan is any commercial, industrial, institutional, multi-family, or municipal project which involves:

- a. New construction; or
- b. Alteration, reconstruction, or renovation work that will result in a change in the outside appearance of an existing building or premises, visible from a public or private street or way; or
- c. A change of use of a building or buildings or premises:

AND which includes one or more the following: (Please check all that apply.)

- _____ New Construction - 2,500 or more sq. ft. of "gross floor area"
- _____ New Construction - Construction of a new building or addition requiring 15 or more parking spaces
- _____ Change in Use requiring the construction of 15 or more parking spaces
- _____ Change in Parking Area - The construction, expansion, redesign or alteration of an existing parking area involving the addition of 15 or more new parking spaces
- _____ Other – Any use or structure, or expansion thereof, exempt under MGL, c. 40A, s.3, but only if one or more of the above criteria is met.

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

Name: _____

Address: _____

Telephone: Office: _____ Cell: _____

Email address: _____

SIGNATURES

The undersigned, being the Applicant for approval of a Major Site Plan Project, herewith submits this application and Site 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.)

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 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.

Signature of Property Owner _____
Date

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

Signature of Agent/Official Representative _____
Date

MAJOR SITE PLAN FEES

Filing Fee

- For projects up to 4,999 sq. ft./gross floor area = \$ 750 plus \$.25/sq. ft.*
- For projects of 5,000 – 9,999 sq. ft./gross floor area = \$1,000 plus \$.25/sq. ft.*
- For projects of 10,000 – 14,999 sq. ft./gross floor area = \$1,500 plus \$.25/sq. ft.*
- For projects of 15,000 sq. ft. or more/gross floor area = \$1,500 plus \$.25/sq. ft.*

Advance on Plan Review Fee

- For projects up to 4,999 sq. ft./gross floor area = \$1,000 deposit*
- For projects of 5,000 – 9,999 sq. ft./gross floor area = \$1,500 deposit*
- For projects of 10,000 – 14,999 sq. ft./gross floor area = \$2,000 deposit*
- For projects of 15,000 sq. ft. or more/gross floor area = \$2,500 deposit*

Submit 2 separate checks each made payable to: Town of Medway

MAJOR SITE PLAN
APPLICATION CHECKLIST

- _____ Major Site Plan Application (2 signed originals – one for Town Clerk and one for Planning and Economic Development Board)
- _____ Ten (10) full size copies of the Site Plan prepared in accordance with Sections 204-4 and 204-5 of the *Medway Site Plan Rules and Regulations*
- _____ 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.
- _____ Certified Abutters List from the Medway Assessor's office – for 300 feet around the subject property – Form E
- _____ One (1) copy of a *Project Description* as described in Section 204 - 3, 6) of the *Medway Site Plan Rules and Regulations*. This description should also include narrative on how the proposed project meets the requirements of the Medway Zoning Bylaw for parking (V. H) and exterior lighting (V. B. 6)
- _____ One (1) copy of a *Development Impact Statement* as described in Section 204 - 3, 7) of the *Medway Site Plan Rules and Regulations*
- _____ Request for Waivers from the *Medway Site Plan Rules and Regulations* - Form Q.
- _____ Two (2) copies of the *Stormwater Drainage Calculations/Report* prepared in conformance with Section 204 – 3, 3) of the *Site Plan Rules and Regulations*
- _____ Two (2) copies of a traffic study, depending on the size and scope of the proposed development project.
- _____ 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 proposed development.
- _____ Major Site Plan Filing Fee – Payable to Town of Medway
- _____ Advance of Plan Review Fee – Payable to Town of Medway