

LAND SUBDIVISION – FORM C

**Application for Approval of a Definitive Subdivision Plan
Planning & Economic Development Board - Town of Medway, MA**

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, one copy of the Definitive Plan, one copy of the Traffic Study (if applicable) and one copy of the Development Impact Report to the Town Clerk who will date stamp all three original Applications. Submit two signed original Applications, one copy of the Definitive Plan and one set of Soil Survey, Percolation and High Groundwater Tests to the Board of Health, which will date stamp the two original Applications. Provide one original Application date stamped by the Town Clerk and Board of Health, eighteen copies of the Definitive Subdivision Plan, all other required documents and the appropriate Definitive Subdivision Plan Filing Fee and advance of the Plan Review Fee to the Medway Planning & Economic Development office.

*The Town's Planning and Engineering Consultants will review the Application and Definitive Subdivision Plan. You 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 meetings may result in a delay in reviewing and acting on the application.*

_____, 20____

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: _____

Of: _____

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:

- discussed
- approved as presented
- approved with the following modifications/conditions: _____

- disapproved for the following reasons: _____
- _____

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:

water well

sewer septic

APPLICANT INFORMATION

Applicant's Name: _____

Applicant's Address: _____

Name of Primary Contact: _____

Telephone: _____ FAX: _____

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: _____ FAX: _____

Email: _____

CONSULTANT INFORMATION

ENGINEER: _____

Address: _____

Primary Contact: _____

Telephone: _____ Fax: _____

Email: _____

SURVEYOR: _____

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

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 Plan Application – Form C
- _____ One (1) copy of Definitive Subdivision Plan
- _____ One (1) copy of the Stormwater Management Analysis
- _____ 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 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 Plan Application – Form C
(*Date Stamped by Town Clerk & Board of Health*)
- _____ Eight (8) full size Copies of Definitive Subdivision Plan prepared in accordance with Section 5.6 and 5.7 of the *Subdivision Rules and Regulations*
- _____ PDF version of Definitive Subdivision Plan (*please email or provide a disk*)
- _____ Designer's Certificate – Form D
- _____ Certified Abutters List – Form E
- _____ Development Impact Report - Form F
- _____ Request for Waivers of *Subdivision Rules and Regulations*. Use Form Q.
- _____ Two (2) copies of Stormwater Management Analysis 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
- _____ Proof of existing or pending ownership of all land within the proposed subdivision
- _____ 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