

Application for Review and Approval of a
MAJOR SITE PLAN PROJECT

Planning & Economic Development Board – Town of Medway
155 Village Street - Medway, MA 02053
(508) 533-3291

This application for Site Plan Review and Approval is made pursuant to the Medway Zoning By-Law, Section V. USE REGULATIONS, Subsection C. SITE PLAN APPROVAL and the Board's Rules and Regulations for the Submission and Review of Site Plans (as approved December 3, 2002)

Date: _____

The undersigned, being the applicant and the owner of all land included within the proposed site shown on the accompanying plan(s) entitled _____

dated _____, prepared by _____

and _____, herewith submits

this application and plan to the Medway Planning & Economic Development Board for Review and Approval of a *Major Site Plan Project*.

PROPERTY/SITE INFORMATION

1. Property Location Address _____

2. Assessor's Information Map: _____ Parcel: _____

3. Zoning District: _____

4. The owner's title to the land is derived under a deed from: _____

_____ dated _____

and recorded in Norfolk County Registry of Deeds, Book _____, Page _____

or Land Court Certificate of Title # _____ registered in Norfolk County District

Book _____ Page _____.

5. Frontage: _____

Yard Depth: Front _____ Side _____ Side _____ Rear _____

6. Is any portion of the site within a flood plain area? _____ YES _____ NO
 If YES, is it clearly shown on the plan? _____ YES _____ NO
7. Is any portion of the site within a wetland resource area? _____ YES _____ NO
 If YES, is it clearly shown on the plan? _____ YES _____ NO
8. Is any portion of the site within a groundwater protection area: _____ YES _____ NO
 If YES, is it clearly shown on the plan? _____ YES _____ NO
9. Does any portion of the site have frontage on a Scenic Road? _____ YES _____ NO

CONTACT INFORMATION

10a) **Property Owner:** _____
 Address: _____

 Primary Contact: _____
 Telephone: _____ FAX: _____
 E-Mail address: _____

10b) **Applicant** (*if other than property owner*): _____
 Address: _____

 Primary Contact: _____
 Telephone: _____ FAX: _____
 E-Mail address: _____

_____ *Please check here if you are the equitable owner (purchaser on a purchase and sales agreement.)*

10c) **NOTE** – If someone other than the property owner or the equitable owner is the applicant or will be representing the applicant, then the property owner or equitable owner must designate an Official Representative below:

Official Representative: _____
 Address: _____

 Primary Contact: _____
 Telephone: _____ Fax: _____
 E-Mail address: _____

11. **Engineer:** _____
 Address: _____

 Primary Contact: _____
 Telephone: _____ FAX: _____
 E-Mail address: _____

12. **Surveyor:** _____
Address: _____

Primary Contact: _____
Telephone: _____ FAX: _____

13. **Architect:** _____
Address: _____

Primary Contact: _____
Telephone: _____ FAX: _____

14. **Contractor:** _____
Address: _____

Primary Contact: _____
Telephone: _____ FAX: _____

PROJECT INFORMATION – Type of Project

15. A major site plan project is defined as any multi-family, commercial, industrial, institutional, or municipal project, which involves:

PLEASE CHECK (X) ALL THAT APPLY

- _____ New construction; or
- _____ 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
- _____ A change in use of a building or buildings or premises;

and which includes one or more of the following:

PLEASE CHECK (X) ALL THAT APPLY

_____ *New Construction* – Construction of 2,500 or more sq. ft. of **gross floor area**
Building Dimensions: _____ Gross Square Footage _____

_____ *New Construction* – Construction of a new building or addition requiring fifteen (15) or more parking spaces
Building Dimensions: _____ Gross Square Footage _____

_____ *Change in Use* – A change in use of an existing building requiring fifteen (15) or more parking spaces
Building Dimensions: _____ Gross Square Footage _____

• **Gross floor area* includes the existing building and proposed addition if any, and/or proposed new building.*

_____ *Change in Parking Area* – Construction, expansion redesign or alteration of an existing parking area involving the addition of fifteen (15) or more new parking spaces.

Building Dimensions: _____ Gross Square Footage _____

_____ *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.

OTHER PROJECT INFORMATION

- 16. **Project Description** as specified in s. 204-3 of the *Site Plan Rules & Regulations*
Please attach a separate sheet fully describing the proposed work. Provide as much detail as possible.
- 17. **Development Impact Statement** as described in s. 204-3 of the *Site Plan Rules & Regulations*
- 18. Description of easements, option to purchase, purchase and sale agreement, court decision, or other legal restrictions (*Please attach separate sheets as needed.*)

SIGNATURES

I hereby certify, under the pains and penalties of perjury, that the information contained in this application is true and complete to the best of my knowledge and belief.

If Applicable, I hereby authorize _____ to serve as my **OFFICIAL REPRESENTATIVE** to represent my interests before the Town of Medway with respect to this application for site plan review and approval.

In submitting this application, I also authorize the Planning Board, its agents, and other Town officials 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 Official Representative

Date

SUBMITTAL INSTRUCTIONS – Required Submittals

Town Clerk

- _____ One (1) copy of the signed Major Site Plan Project Application form
- _____ One (1) copy of the Project Description as specified in s. 204-3 of the *Site Plan Rules & Regulations*
- _____ One (1) set of Site Plan Documents prepared in conformance with s. 204-4 and s. 204-5 the *Site Plan Rules and Regulations*
- _____ One (1) copy of stormwater/drainage calculations prepared in conformance with s. 204-3 3) of the *Site Plan Rules and Regulations*.

Planning & Economic Development Board

- _____ One (1) Major Site Plan Project Application form with original signatures
- _____ Sixteen (16) copies of the Project Description as specified in s. 204-3 of the *Site Plan Rules & Regulations*
- _____ Sixteen (16) copies of the *Development Impact Statement* as described in s. 204-3 of the *Site Plan Rules & Regulations*
- _____ Sixteen (16) sets of the Site Plan prepared in conformance with s. 204-4 and s. 204-5 of the *Site Plan Rules and Regulations*. Also, electronic version in pdf.
- _____ Three (3) copies of stormwater/drainage calculations prepared in conformance with s. 204-3 3) of the *Site Plan Rules and Regulations*.
- _____ List of all abutters and parties of interest as defined in s. 202-5 of the *Site Plan Rules & Regulations* (certified by Medway Board of Assessors)
- _____ One (1) copy of all relevant approvals received to date from other Town boards/ departments/commissions
- _____ List of requested waivers from the *Site Plan Rules & Regulations* with explanation and justification
- _____ Major Site Plan Project Filing Fee – Made payable to the Town of Medway
 - For projects up to 4,999 sq. ft. /gross floor area \$ 750 + \$.25/sq. ft.
 - For projects of 5,000 - 9,999 sq. ft./gross floor area \$1,000 + \$.25/sq. ft.
 - For projects of 10,000 -14,999 sq. ft./gross floor area \$1,500 + \$.25/sq. ft.
 - For projects of 15,000 and more sq. ft./gross floor area \$2,000 + \$.25/sq. ft.
- _____ Major Site Plan Project Plan Review Fee – Made Payable to the Town of Medway
 - 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 and more sq. ft./gross floor area \$ 2,500 deposit

NOTE – Gross Floor Area includes the existing building and proposed addition if any, and/or proposed new building.

NOTE – Two (2) separate checks are to be submitted.