

Application for Review and Approval
MINOR SITE PLAN PROJECT

Planning 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, Sub-Section C. SITE PLAN REVIEW & APPROVAL.

Date: _____

The undersigned, being the applicant and the owner of all land included within the proposed site shown on the accompanying Site Plan entitled _____ dated _____ prepared by _____, of _____ herewith submits this application to the Medway Planning Board for Review and Approval of a *Minor 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. Does any portion of the site have frontage on a Scenic Road? ___ Yes ___ No

CONTACT INFORMATION

9a) Property Owner: _____
Address: _____

Primary Contact: _____
Telephone: _____ FAX: _____
E-mail: _____

9b) Applicant (*if other than property owner*): _____
Address: _____

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

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

9c) **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: _____

10. Engineer: _____
Address: _____

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

11. Surveyor: _____
Address: _____

Primary Contact: _____
Telephone: _____ FAX: _____

12. Architect: _____
Address: _____

Primary Contact: _____
Telephone: _____ FAX: _____

PROJECT INFORMATION - Type of Project

13. A Minor Site Plan Project is defined as any construction, alteration, reconstruction or renovation project or change of use (*not included within the definition of a Major Site Plan Project*) which requires a building permit and which involves one or more of the following:

PLEASE CHECK (X) ALL THAT APPLY

Exterior Alteration – A change in the outside appearance of an existing building or premises, visible from a public or private street or way.

Building Dimensions: _____ Gross Floor Area _____

Change in Use – A change in use of an existing building requiring five (5) or more but less than fifteen (15) parking spaces

Building Dimensions: _____ Gross Floor Area _____

New Construction – Construction of a new building or an addition to an existing structure requiring five (5) or more but less than fifteen (15) parking spaces

Building Dimensions: _____ Gross Floor Area _____

Change in Parking Area – Construction, expansion, redesign or alteration of a parking area involving the addition of five (5) or more but less than fifteen (15) new parking spaces

Other – A site, which through continuous or proposed use, may be detrimental to municipal infrastructure or public safety

Building Dimensions: _____ Gross Floor Area _____

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

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

14. *Project Description* as specified in the Application Guidelines.
15. *Development Impact Report* as specified in the Application Guidelines.

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 site plan review process.

Signature of Property Owner

Date

Signature of Applicant (if other than Property Owner)

Date

Signature of Official Representative

Date

APPLICATION SUBMITTALS - Required

Town Clerk

- _____ One (1) Minor Site Plan Project Application form with original signatures
- _____ One (1) copy of the Project Description
- _____ One (1) full size set of the Site Plan
- _____ One (1) copy of the Development Impact Report
- _____ One (1) copy of the Stormwater Drainage Evaluation

Planning Board

- _____ One (1) Minor Site Plan Project Application form with original signatures plus sixteen (16) copies
- _____ One (1) copy of the Inspector of Building's written determination that the proposed scope of work constitutes a Minor Site Plan.
- _____ Sixteen (16) copies of the written Project Description as specified in the Application Guidelines.
- _____ Sixteen (16) copies of a written Development Impact Report.
- _____ Sixteen (16) sets of the Site Plan – 3 full size (24" x 36") and 13 reduced size (11" x 17").
- _____ One (1) list of requested waivers from the DEVELOPMENT STANDARDS of the Site Plan Rules and Regulations.
- _____ Three (3) copies of the Stormwater Drainage Evaluation
- _____ One (1) certified list of all abutters and parties of interest within 300 feet
- _____ One (1) copy of all relevant approvals received to date from other town boards and commissions
- _____ Minor Site Plan Project Filing Fee – Made payable to the Town of Medway
\$250 + \$.10/sq. ft. of gross floor area
NOTE – Gross Floor Area includes the existing building and proposed addition if any, and/or the proposed new building
- _____ Minor Site Plan Project Review Fee - Made payable to the Town of Medway
\$500 deposit

NOTE - 2 separate checks are to be submitted.