

**APPLICATION TO MODIFY A
PREVIOUSLY APPROVED SITE PLAN**

Medway Planning Board
155 Village Street - Medway, MA 02053
508 533-3291

This application to modify an approved Site Plan is made pursuant to the Medway Zoning By-Law, Section V. USE REGULATIONS, Subsection C. SITE PLAN APPROVAL and the Planning 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 site shown on the previously approved site plan entitled _____ dated _____, prepared by _____ and _____, herewith submits this application to modify the approved site plan.

1. **Property Location Address:** _____

2a) **Property Owner:** _____

Address: _____

Primary Contact: _____

Telephone: _____ FAX: _____

2b) **Applicant (if other than property owner):** _____

Address: _____

Primary Contact: _____

Telephone: _____ FAX: _____

Email address: _____

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

- 2c) *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: _____

Email address: _____

3. **Engineer:** _____

Address: _____

Primary Contact: _____

Telephone: _____ FAX: _____

Email address: _____

4. **Surveyor:** _____

Address: _____

Primary Contact: _____

Telephone: _____ FAX: _____

5. **Architect:** _____

Address: _____

Primary Contact: _____

Telephone: _____ FAX: _____

6. **Prior Site Plan**
a. Approval Date: _____

b. Was the prior site plan determined to be major or minor? _____

7. **Project Description** – Please attach an explanation of why the approved site plan needs to be modified and include a detailed description of the changes you propose.

8. **Building Inspector's Determination - Scope of Proposed Modification**

- On-Site Construction Change
- Minor Site Plan - Modification
- Major Site Plan – Substantial Modification
- Major Site Plan - Not Substantial

Please attach a copy of the Building Inspector's determination.

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 to modify an approved site plan.)* In submitting this application, I also authorize the Planning Board, its agents, and other Town officials to access the site during the site plan modification review process.

_____	_____
<i>Signature of Property Owner</i>	<i>Date</i>
_____	_____
<i>Signature of Applicant (if other than Property Owner)</i>	<i>Date</i>
_____	_____
<i>Signature of Official Representative</i>	<i>Date</i>

SUBMITTAL INSTRUCTIONS – Required Submittals

Town Clerk

- One (1) Site Plan Modification Application form with original signatures
- One (1) set of the proposed revised Site Plan prepared in conformance with the *Site Plan Rules and Regulations*
- One (1) copy of revised storm drainage calculations *(if applicable)*

Planning Board

- One (1) Site Plan Modification Application form with original signatures
- Twelve (12) sets of the proposed revised Site Plan prepared in conformance with the *Site Plan Rules and Regulations*
- Two (2) copies of revised storm drainage calculations *(if applicable)*
- For a *substantial* modification to a major site plan, an updated list of all abutters and parties of interest as defined in the *Site Plan Rules & Regulations*, certified by the Assessor
- Site Plan Modification Filing Fee** – Made payable to the Town of Medway
 - For projects up to 4,999 sq. ft./gross floor area \$ 500
 - For projects of 5,000 – 9,999 sq. ft./gross floor area \$ 750
 - For projects of 10,000 -14,999 sq. ft./gross floor area \$ 1,000
 - For projects of 15,000 sq. ft./gross floor area and more \$ 1,500
- Advance toward *Site Plan Review Expenses* – Made payable to Town of Medway - \$1,000

NOTE – These must be two separate checks.