



Town of Medway, MA
Community and Economic Development
Medway Town Hall – 155 Village Street – Medway, MA 02053
508-321-4915

Application for Administrative Site Plan Review

Administrative Site Plan Review is for small construction and site improvement projects as defined in Section 3.5.3.A.3 of the Zoning Bylaw.

Administrative Site Plan Review is handled by the Town's Administrative Site Plan Project Review Team.

INSTRUCTIONS TO APPLICANT and OWNER

This Application is made pursuant to Section 3.5 of the Medway Zoning Bylaw and the Planning and Economic Development Board's Rules and Regulations for the Submission and Review of Site Plans (Regulations).

You are advised to contact the Medway Community and Economic Development office at 508-321-4915 to schedule an appointment to discuss your project and submittal requirements before you prepare and submit this application.

_____, 20____

APPLICANT INFORMATION

Applicant Name: _____

Mailing Address: _____

Name of Primary Contact: _____

Relationship to Applicant: _____

Telephone: Office: _____ Cell: _____

Email address: _____

Check one of the following:

☐ You own the subject property

☐ You are the purchaser on a purchase and sales agreement

☐ You are a tenant of the subject property

Please note, if you are not the owner, the owner must sign this application as well.

PROPERTY INFORMATION

Property Address: _____

Medway Assessors' Map and Parcel #: _____

Total Acreage of Land Area: _____

General Description of Property: _____

Medway Zoning District Classification: _____

Current Use of Property: _____

Setbacks for Existing Structure (if applicable):

Front: _____ Side: _____

Back: _____ 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 PROJECT INFORMATION

Development Name: _____

Project Description: Provide a written description of the proposed development and/or site improvements including: current and proposed uses, proposed site improvements, construction, and demolition; existing and proposed means of vehicular and pedestrian access and egress; anticipated number of employees and occupants; methods and hours of operation; and timetable for project completion. The Project Description shall include but not be limited to building construction, renovation, paving, drainage, retaining walls, landscaping, refuse storage and disposal facilities, sidewalks, handicap access, site amenities, outdoor lighting, and proposed mitigation measures.

SITE PLAN INFORMATION

Plan Title: _____

Plan Date: _____

Prepared by:

Name: _____

Firm: _____

Telephone: Office: _____ Cell: _____

Email address: _____

PROPERTY OWNER INFORMATION (if not applicant)

Property Owner 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 _____.

DESIGNATED REPRESENTATIVE INFORMATION

Name: _____

Address: _____

Telephone: Office: _____ Cell: _____

Email address: _____

SIGNATURES

The undersigned, being the Applicant for Administrative Site Plan review and approval and Owner of the property, herewith submits this application, Site Plan and other required documents to the Medway Community and Economic Development office. I (we) 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 and site improvements.

(If applicable, I hereby authorize _____ to serve as my Designated Representative to represent my interests with respect to this application.)

I (we) understand that the Administrative Site Plan Project Review Team will review the application at a posted meeting during regular Town Hall hours. I (we) understand that Town staff may request additional information which I (we) am responsible for providing to assist them in reviewing the proposed development. In submitting this application, I (we) authorize Town staff to access the site during the plan review process.

Signature of Property Owner

Date

Signature of Property Owner

Date

Signature of Applicant (if other than Property Owner)

Date

Signature of Designated Representative

Date

**TOWN OF MEDWAY
ADMINISTRATIVE SITE PLAN REVIEW
APPLICATION SUBMITTAL REQUIREMENTS**

Complete the application, see Section 206-3 of the Site Plan Rules and Regulations, and submit with the following documents to:

Town Clerk

- _____ One signed original Administrative Site Plan Application
- _____ One copy of the Site Plan, 11" x 17" or larger, showing all planned improvements. See attached for list of items to be included on the Site Plan.

Community and Economic Development office

- _____ One signed original Administrative Site Plan Application
- _____ One written Project Description
- _____ Three copies of the Site Plan, 11" x 17" or larger showing all planned building and site improvements.
- _____ One copy of a Stormwater Drainage Evaluation report. This shall include a letter signed by a Professional Engineer licensed in the Commonwealth of Massachusetts. This report shall:
 - describe the existing stormwater drainage patterns and system on the site;
 - identify how the proposed site plan work will impact the existing stormwater drainage patterns and system; and
 - describe the location and design of proposed stormwater management measures to be used to dispose of added surface water resulting from the proposed site changes.
- _____ One copy of all relevant approvals received from other Town departments, boards, agencies and committees
- _____ List of Requested Waivers from the Site Plan Rules and Regulations.
- _____ Electronic version of all application materials.
- _____ \$185 Administrative Site Plan Filing Fee – Payable to Town of Medway

NOTE

Electronic submittals of all Application materials should also be emailed to:
CommDev@townofmedway.org.