



**Planning & Economic Development Board - Town of Medway, MA
SPECIAL PERMITS**

Application for Special Permit Approval

INSTRUCTIONS TO APPLICANT/OWNER

This Application is made pursuant to the Medway Zoning Bylaw. Certain special permits are issued by the Planning and Economic Development Board instead of the Zoning Board of Appeals.

The Town's Engineering Consultant may review the Application and associated submittals and provide review letters to the Planning and Economic Development Board.

A copy of those review letters will be provided to you in advance of the meeting.

You and/or your duly authorized Agent/Official Representative are expected to attend the Board meeting at which your application will be considered to answer any questions and/or submit such additional information as the Board may request.

Your absence may result in a delay the Board's review of the special permit application.

_____, 20____

APPLICANT INFORMATION

Applicant's Name: _____

Mailing Address: _____

Name of Primary Contact: _____

Telephone:

Office: _____ Cell: _____

Email address: _____

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

PROPERTY INFORMATION

Location Address: _____

The land shown on the plan is shown on Medway Assessor's Map # _____ as Parcel # _____

Size of Development Parcel(s): _____

Development Name: _____

General Description of Property: _____

Medway Zoning District Classification: _____

TYPE OF SPECIAL PERMIT

Check all that apply:

- Adult day care facility
 - Auto body shop
 - Assisted living residence facility
 - Brew pub
 - Car wash
 - Central Business District Development Standards (Section 10)
 - Construction equipment/machinery sales, leasing or rentals
 - Drive-thru facility
 - Electric vehicle charging station with digital advertising (Section 5.4.2)
 - Hotel
 - Mixed-Use Development or Mixed-Use Building in the Central Business District (Section 10.3)
 - Motel
 - Oak Grove District (Section 8.6)
 - Outdoor display
 - Shopping center or multi-tenant development
 - Reduced parking (Section 7.1.1.J.)
 - Restaurant with live entertainment
 - Retail store larger than 20,000 sq. ft.
 - Small scale ground-mounted solar installation (Section 8.11)
 - Solar parking canopies (Section 8.11)
 - Tier 2 battery energy storage system (Section 8.12)
 - Vehicle fuel station with repair services
 - Vehicle fuel station with car wash
 - Vehicle fuel station with convenience store
 - Vehicle repair
 - Veterinary Hospital
 - Other special permit uses, normally reviewed by the Zoning Board of Appeals, such as but not limited to a Groundwater Protection District Special Permit and a Flood Plain Special Permit, but which are reviewed instead by the Planning and Economic Development Board when the project also requires site plan review (Section 3.4 H)
- PLEASE SPECIFY: _____
- Other
PLEASE SPECIFY: _____

NOTE – There are separate application forms for the following special permits:

- Open Space Residential Development (OSRD) (Section 8.4)
- Adult Retirement Community Planned Unit Development (ARCPUD) (Section 8.5)
- Multi-Family Housing Overlay District (MHOD) (Section 5.6.4)
- Adaptive Use Overlay District (AUOD) (Section 5.6.2)
- Marijuana Facilities and Establishments (medical and adult recreational) (Sections 8.9 and 8.10)
- Affordable Housing (Section 8.6)

Do not use this application form for the above noted types of developments. Please contact the Planning and Economic Development Board office.

PROPERTY OWNER INFORMATION (if not applicant)

Property Owner's Name: _____

Mailing Address: _____

Primary Contact: _____

Telephone: _____

Office: _____ Cell: _____

Email address: _____

DESIGNATED REPRESENTATIVE INFORMATION

Name: _____

Address: _____

Telephone: _____

Office: _____ Cell: _____

Email address: _____

Relationship to Applicant: _____

SIGNATURES

The undersigned, being the Applicant, herewith submits this application for a special permit(s) to the Medway Planning and Economic Development Board for review and action. I 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 under consideration.

(If applicable, I hereby authorize _____ to serve as my Agent/Designated Representative to represent my interests before the Planning & Economic Development Board with respect to this application.)

In submitting this application, I authorize the Board, its consultants and agents, Town staff, and members of the Design Review Committee and other Town boards and committees to access the site during the special permit review process.

Signature of Property Owner (printed name) Date

Signature of Property Owner (printed name) Date

Signature of Applicant (if other than Property Owner) (printed name) Date

Signature of Agent/Designated Representative (printed name) Date

SPECIAL PERMIT APPLICATION/FILING FEES

There is no separate special permit application filing fee when a project also requires site plan review. If there is no requirement for site plan review, the special permit application filing fee is \$350.00.

Make check payable to: Town of Medway

*NOTE – The Board may require that the Town’s outside engineering consultant review the application. If so, a separate plan review fee will be charged. *

SPECIAL PERMIT APPLICATION CHECKLIST

The following items shall be submitted with the application.

In most cases, the applicant shall also simultaneously file a corresponding application for Site Plan Review and Approval with all associated required submittals.

- _____ Special Permit Application (2 signed originals) – one for the Town Clerk and one for the Planning and Economic Development Board
- _____ Detailed Project Description
- _____ Detailed narrative on how the proposed project meets the special permit criteria included in the Medway Zoning Bylaw, SECTION 3.4 Special Permit Criteria AND any specific approval criteria included in the particular section(s) of the Zoning Bylaw for which a special permit is sought.
- _____ Any additional information required by the specific section of the Zoning Bylaw for the requested type of special permit or as directed by Town staff.
- _____ List of abutters, and abutters to abutters within 300’ of the property as prepared by the Medway Board of Assessors.
- _____ Electronic version of all documents, either emailed or provided on a flash drive.
- _____ Other information the Applicant wishes to provide to the Board.