



**Planning & Economic Development Board  
Town of Medway, MA**

***MARIJUANA SPECIAL PERMIT APPLICATION***

**INSTRUCTIONS TO APPLICANT/OWNER**

This Application is made pursuant to Section 8.9 or 8.10 of the *Medway Zoning Bylaw*.  
The provisions of Section 3.5 Site Plan Review may also apply.

The Town's planning and engineering consultants will review the Application 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 public hearing.

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

Your absence at hearings may result in a delay in 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.*)

***PROJECT INFORMATION***

Development Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Plan Title: \_\_\_\_\_

Plan Date: \_\_\_\_\_

Plan prepared by:  
Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Type of Facility:

- \_\_\_\_\_ Retail Registered Medical Marijuana Facility (*allowed only in the Business Industrial Zoning District*)
- \_\_\_\_\_ Non-Retail Registered Medical Marijuana Facility (*allowed only in the East and West Industrial Zoning Districts*)
- \_\_\_\_\_ Recreational (Adult Use) Marijuana Establishment (*allowed only in the East and West Industrial Zoning Districts*)

Type of Project:

- \_\_\_\_\_ Construction of a New Building(s)  
How many buildings? \_\_\_\_\_  
Dimensions of New Building(s) \_\_\_\_\_  
Gross Square Footage of New Building(s) \_\_\_\_\_
- \_\_\_\_\_ Renovation of Existing Structure(s)  
How many buildings? \_\_\_\_\_  
Building Dimensions \_\_\_\_\_  
Gross Square Footage of Existing Structure(s) \_\_\_\_\_
- \_\_\_\_\_ Construction of an addition to an Existing Structure  
Addition Dimensions \_\_\_\_\_  
Gross Square Footage of Addition \_\_\_\_\_
- \_\_\_\_\_ Demolition of any structures on the site? If yes, please explain. \_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ Use of an existing building without renovation or site changes

How many parking spaces presently exist? \_\_\_\_\_

How many new parking spaces are proposed? \_\_\_\_\_

What is the existing amount of impervious surface (buildings and paved area) on the property?  
\_\_\_\_\_

How much additional impervious surface is planned? \_\_\_\_\_

*Please note that a Stormwater Management and Land Disturbance Permit pursuant to Medway General Bylaws Section 26 may also be needed depending on the scope of the proposed project and the amount of planned land disturbance.*

**PROPERTY INFORMATION**

The subject property is shown on the plan as Medway Assessor's Map #\_\_\_\_\_, Parcel #\_\_\_\_\_

Total Acreage of Land Area: \_\_\_\_\_

General Description of Property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Current Use of Property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Medway Zoning District Classification: \_\_\_\_\_

Length of Existing Frontage: \_\_\_\_\_ On what street? \_\_\_\_\_

Setbacks for Existing Structure (if applicable)

Front: \_\_\_\_\_

Side: \_\_\_\_\_

Back: \_\_\_\_\_

Side: \_\_\_\_\_

Is this property pre-existing, non-conforming to the *Medway Zoning Bylaw*? If yes, how? \_\_\_\_\_

Is the existing structure on this property pre-existing, non-conforming to the *Medway Zoning Bylaw*? If yes, how? \_\_\_\_\_

Has this property received any previous variances or special permits? \_\_\_\_ Yes \_\_\_\_ No  
If so, please provide a copy of each decision with this application.

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

Access to Town Water and Sewer

Is Town water and sewer available in the street on which the proposed project has its  
frontage? \_\_\_\_ Yes \_\_\_\_ No

***PROPERTY OWNER INFORMATION (if not applicant)***

Property Owner's 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 \_\_\_\_\_.

## CONSULTANT INFORMATION

### **ENGINEER:**

\_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Primary Contact: \_\_\_\_\_

Telephone:  
Office: \_\_\_\_\_ Cell: \_\_\_\_\_

Email address: \_\_\_\_\_

Registered P.E. License #: \_\_\_\_\_

### **SURVEYOR:**

\_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Primary Contact: \_\_\_\_\_

Telephone:  
Office: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Registered P.L.S. License #: \_\_\_\_\_

### **ARCHITECT:**

\_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Primary Contact: \_\_\_\_\_

Telephone:  
Office: \_\_\_\_\_ Cell: \_\_\_\_\_

Email address: \_\_\_\_\_

Registered Architect License #: \_\_\_\_\_

### **LANDSCAPE ARCHITECT/DESIGNER:**

\_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Primary Contact: \_\_\_\_\_

Telephone:  
Office: \_\_\_\_\_ Cell: \_\_\_\_\_

Email address: \_\_\_\_\_

Registered Landscape Architect License #: \_\_\_\_\_

**ATTORNEY:**

Mailing Address:

Primary Contact:

Telephone:

Office:

Cell:

Email address:

**OFFICIAL REPRESENTATIVE INFORMATION** (if applicable)

Name:

Address:

Telephone:

Office:

Cell:

Email address:

**SIGNATURES**

The undersigned, being the Applicant for approval of a Marijuana Special Permit submits this application and Plan to the Medway Planning and Economic Development Board for review and approval. 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 and proposed development under consideration.

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

I have reviewed Section 8.9 or 8.10 of the *Medway Zoning Bylaw* and understand and agree to the requirements and responsibilities specified therein.

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

I understand that pursuant to M.G.L. 53G, the Medway Planning and Economic Development Board may retain outside professional consultants to review this application and that I am responsible for the costs associated with such reviews.

I understand that the Planning and Economic Development Board, its agents, staff, consultants, and other Town staff and committees may request additional information which I am responsible for providing to assist them in reviewing the proposed development.

\_\_\_\_\_  
Signature of Property Owner\_\_\_\_\_  
Date\_\_\_\_\_  
Signature of Applicant (if other than Property Owner)\_\_\_\_\_  
Date\_\_\_\_\_  
Signature of Agent/Official Representative\_\_\_\_\_  
Date

## **MARIJUANA SPECIAL PERMIT FEES**

### ***Application/Filing Fee - \$500***

*(Not required if also applying for site plan review)*

### ***Advance on Review Fee - \$500***

***Please submit 2 separate checks each made payable to: Town of Medway***

## **MARIJUANA SPECIAL PERMIT APPLICATION CHECKLIST**

*To be Completed by Applicant*

- \_\_\_\_\_ Special Permit Application (2 signed originals) – one for Town Clerk and one for Planning and Economic Development Board
- \_\_\_\_\_ Two (2) copies of a *Project Description* – one for the Town Clerk and one for the Planning and Economic Development Board. This description should provide a complete and thorough explanation of what is proposed and must address how the proposed project meets the requirements of Section 8.9 or 8.10 of the *Medway Zoning Bylaw*.
- \_\_\_\_\_ Three (2) full size copies of a Site Plan prepared in accordance with Sections 204-4 and 204-5 of the *Medway Site Plan Rules and Regulations* – one for Town Clerk and one for Planning and Economic Development Board
- \_\_\_\_\_ One (1) ledger size (11" x 17") copy of the Site Plan
- \_\_\_\_\_ Electronic Version of the Site Plan and all associated application documents. Provide disk or flash drive or email the plan and documents to:  
[planningboard@townofmedway.org](mailto:planningboard@townofmedway.org).
- \_\_\_\_\_ Certified Abutters List and mailing labels from the Medway Assessor's office for all property located within 300 feet of the subject property
- \_\_\_\_\_ Request(s) for waivers from the *Site Plan Rules and Regulations*. *Check with the Planning and Economic Development office for the proper form.*
- \_\_\_\_\_ One (1) copy of previous variance or special permit decisions for the subject property.
- \_\_\_\_\_ Depending on the size and scope of the project, two (2) copies of a *Stormwater Drainage Calculations/Report* prepared in conformance with Section 204 – 3, 3) of the *Site Plan Rules and Regulations* or two (2) copies of a stormwater drainage analysis report. *Check with Planning and Economic Development office.*
- \_\_\_\_\_ Depending on the size and scope of the project, two (2) copies of a traffic study or analysis. *Check with Planning and Economic Development office.*
- \_\_\_\_\_ One (1) copy of all relevant approvals received to date from other Town boards/committees/departments
- \_\_\_\_\_ Proof of present or pending ownership of all land within the development site.
- \_\_\_\_\_ *Marijuana Special Permit Filing Fee* – Payable to Town of Medway. Not required if also applying for site plan review.
- \_\_\_\_\_ *Advance of Special Permit Review Fee* – Payable to Town of Medway, Not required if also applying for site plan review.