



Planning & Economic Development Board - Town of Medway, MA DEVELOPMENT PLAN REVIEW

Application for Development Plan Approval

INSTRUCTIONS TO APPLICANT/OWNER

This Application is made pursuant to Section 5.6.5 of the Medway Zoning Bylaw and the Board's Multi-Family Overlay Development Plan Rules and Regulations.

The Town's Engineering Consultants will review the Application and the proposed Development Plan and provide review letters to the Planning and Economic Development Board. A copy of those review letters will be provided to you.

You and/or your duly authorized Agent/Designated 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.

_____, 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.*)

DEVELOPMENT PLAN INFORMATION

Development Name: _____

Plan Title: _____

Plan Date: _____

Prepared by:
Name: _____

Firm: _____

Phone #: _____

Email: _____

PROPERTY INFORMATION

Location Address: _____

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

Total Acreage of Land Area: _____

General Description of Property: _____

Medway Zoning District Classification: _____

Current Use of Property: _____

Length of Existing Frontage: _____ On what street? _____

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: _____

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

PROPOSED DEVELOPMENT PROJECT INFORMATION

Development Name: _____

VARIANCE/SPECIAL PERMIT - Will this project also require a variance or special permit from the Zoning Board of Appeals?

_____ Yes _____ No

Explanation: _____

SPECIAL PERMIT – Will this project also require a special permit from the Planning and Economic Development Board?

_____ Yes _____ No

Explanation: _____

ORDER OF CONDITIONS – Will this project also require an Order of Conditions from the Conservation Commission?

_____ Yes _____ No

Explanation: _____

LAND DISTURBANCE PERMIT – Will this project also require a Land Disturbance Permit?

_____ Yes _____ No

Explanation: _____

PROPERTY OWNER INFORMATION

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: _____

DESIGNATED REPRESENTATIVE INFORMATION

Name: _____

Address: _____

Telephone: _____

Office: _____

Cell: _____

Email address: _____

SIGNATURES

The undersigned, being the Applicant for approval of a Development Plan Project, herewith submits this application and Development 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 Designated Representative to represent my interests before the Medway Planning & Economic Development Board with respect to this application.

In submitting this application, I authorize the Board, its consultants and agents, and Town staff to access the site during the plan review process.

I understand that pursuant to M.G.L. c. 44 §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 Property Owner

Date

Signature of Applicant (if other than Property Owner)

Date

Signature of Agent/Official Representative

Date

DEVELOPMENT PLAN FEES

Application/Filing Fee

\$350 plus \$ 0.10/sq. ft. of impervious area

Advance on Plan Review Fee

\$500 deposit.

Submit 2 separate checks each made payable to: Town of Medway

DEVELOPMENT PLAN **APPLICATION CHECKLIST**

- _____ Development Plan Application (2 signed originals – one for Town Clerk and one for Planning and Economic Development Board)
- _____ Two full size (24" x 36") copies of the Development Plan prepared in accordance with the Multi-family Overlay District Development Plan Rules and Regulations (the Rules and Regulations) for the Planning and Economic Development Board (PEDB).
- _____ Two ledger size (11" x 17") copies of the Development Plan, one for the PEDB and one for the Town Clerk.
- _____ Electronic version of the Development Plan and ALL associated application documents. Provide flash drive or email.
- _____ Certified Abutters List and labels from the Medway Assessor's office for 300 feet around the subject property
- _____ One copy of a Project Narrative as described in the Rules and Regulations.
- _____ Any requests for waivers from the Rules and Regulations. Use Form.
- _____ One copy of Stormwater Documentation as required by the Zoning Bylaw and Rules and Regulations.
- _____ One copy of a traffic study, depending on the size and scope of the proposed development project.
- _____ One copy of all relevant approvals received to date from other Town boards/committees/departments
- _____ Earth removal/earth fill estimates as required by the Rules and Regulations.
- _____ Proof of present or pending ownership of all land within the proposed development site.
- _____ Development Plan Filing Fee – Payable to Town of Medway
- _____ Advance of Plan Review Fee – Payable to Town of Medway