



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

(Printed Name)

Date

*Signature of Applicant
(if other than Property Owner)*

(Printed Name)

Date

Signature of Designated Representative

(Printed Name)

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*
- _____ One 24" x 36" site plan and three copies of the *Site Plan*, 11" x 17" or larger showing all planned building and site improvements. See attached for list of items to be included on the Site Plan.
- _____ 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. Provide CD, flash drive or email.
- _____ \$350 Administrative Site Plan Filing Fee – Payable to Town of Medway

NOTE

Electronic submittals of all Application materials should also be emailed to: CommDev@medwayma.gov.

Administrative Site Plan Review

Contents of Site Plan

See Sections 206-4 and 206-5 of Site Plan Rules Regulations

- 1) The site plan shall be prepared, stamped, signed and dated by a qualified professional including a Registered Professional Engineer, a Registered Land Surveyor, a Registered Architect, and/or a Registered Landscape Architect or other professional, registered in the Commonwealth of Massachusetts.
- 2) The site plan shall be drawn at a scale of one inch equals forty feet or one inch equals thirty feet or one inch equals twenty feet
- 3) All existing and proposed elevations shall refer to the North American Vertical Datum of 1988 (NAVD88)
- 4) All site plan sheets shall be bound together in a complete set including building elevation plans.
- 5) All site plan sheets shall contain a referenced north arrow, sheet number, plan dates and plan revision dates, name of project, name of plan, plan scale, legend, stamp of registered professional responsible for the content of said sheet, applicable notes, signature block, including *Decision* and plan endorsement dates, and the Town Clerk's no appeal certification
- 6) *Existing Conditions Sheet* – A plan showing name and address of owner, name and address of Applicant, name and address of engineer and other professional firms responsible for the plan, project street address, project Assessor's Map and Parcel number, zoning district classification, all bearings and distances of property lot lines and existing structures and buildings; topography; easements; existing uses of land; freestanding signs; driveways, parking spaces and walkways; utilities; fences and walls; scenic roads; trash disposal facilities; impervious surfaces; significant landscape and natural features, and wetlands and other natural resources under the jurisdiction of the Medway Conservation Commission.
- 7) *Site plan* showing the following:
 1. Property boundaries, dimensions of the site
 2. Dimensions of proposed building(s) or other structures including height, setbacks from front, side and rear lot lines, total square footage of building area;
 3. Site grading;
 4. Locations and dimensions of any proposed easements, public or private rights-of-way, or other encumbrances;
 5. All parking and loading areas, including surface parking lots, showing the number, location, and dimension of parking and loading spaces, driveways, travel aisles, sidewalks and the like;
 6. Proposed site improvements including, but not limited to walls, fences, signs, utilities, trash disposal facilities, landscaping, utilities, lighting, utility boxes, snow storage areas, etc.;
 7. Erosion and sediment control measures;
 8. Stormwater management facilities; and
 9. A table outlining the proposal's conformance with the zoning requirements including lot area, continuous frontage, lot depth, lot width, front, side and rear setbacks, building height, lot coverages, gross floor area, open space calculations, and the number of parking spaces.