



## 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