



Planning & Economic Development Board - Town of Medway, MA

SITE PLAN REVIEW

Application for Site Plan Review for Exempt Uses pursuant to MGL, Chapter 40A, §3

INSTRUCTIONS TO APPLICANT/OWNER

This Application is made pursuant to the *Medway Zoning Bylaw* and the Board's *Rules and Regulations for the Submission, Review and Approval of Site Plans*.
Exempt uses are subject to Minor Site Plan Review.

The Town's Planning and Engineering Consultants will review the Application and the proposed Site Plan 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/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.

Your absence at hearings may result in a delay in the Board's review of the site plan.

_____, 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.*)

MINOR SITE 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: _____

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

PROPOSED DEVELOPMENT PROJECT INFORMATION

Development Name: _____

Minor Site Plan Review applies to the following. Please check all that apply.

____ a. New construction or any alteration, reconstruction, renovation, and/or change in use of any multi-family, commercial, industrial, institutional, or municipal building use which is not subject to Major Site Plan Review but which involves one or more of the following:

____ i. the addition of 1,000 to 2,4999 sq. ft. of gross floor area; or

____ ii. the addition of ten or more but less than twenty new parking spaces

- _____ b. The redesign, alteration, expansion or modification of an existing parking area involving the addition of ten or more but less than twenty new parking spaces
- _____ c. The redesign of the layout/configuration of an existing parking area of twenty to thirty-nine parking spaces
- _____ d. Any use or structure or expansion thereof exempt under Massachusetts G.L. c. 40A, § 3 only to the extent allowed by law.
- _____ e. Removal, disturbance, and/or alteration of 10,000 to 19,999 square feet of impervious surface.

The proposed project pertains to a:

- _____ Child Care Facility (as defined in Chapter 28A, §9, MGL)
- _____ Religious Facility
- _____ Educational Facility
- _____ Other Exempt Use please specify: _____

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

_____ Yes _____ No

Explanation: _____

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

_____ Yes _____ No

Explanation: _____

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

_____ Yes _____ No

Explanation: _____

LAND DISTURBANCE PERMIT – Will this project require a Land Disturbance Permit pursuant to Medway General Bylaws, Section 26?

_____ 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 _____.

DESIGNATED REPRESENTATIVE INFORMATION

Name: _____

Address: _____

Telephone: _____
Office: _____ Cell: _____

Email address: _____

Relationship to applicant: _____

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: _____

SIGNATURES

The undersigned, being the Applicant for approval of a Site Plan for an Exempt Use, and the property owner, herewith submits this application and Site 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/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 MGL 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/Designated Representative	_____ Date

<p align="center"><u>EXEMPT USE SITE PLAN FEES</u></p> <p align="center">Application/Filing Fee \$350 plus \$0.10/sq. ft. of impervious area</p> <p align="center">Advance on Plan Review Fee \$500 deposit.</p> <p align="center">Submit 2 separate checks each made payable to: Town of Medway</p>
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<p><u>EXEMPT USE SITE PLAN APPLICATION CHECKLIST</u></p>

- _____ Site Plan Applications for Exempt Uses (2 signed originals – one for Town Clerk and one for Planning and Economic Development Board)
- _____ Three full size (24" x 36") copies of the Site Plan prepared in accordance with Section 205-5 of the *Medway Site Plan Rules and Regulations* – one for the Town Clerk and two for the Planning and Economic Development Board.
- _____ One ledger size (11" x 17") copy of the Site Plan for the Planning and Economic Development Board
- _____ Electronic version of the Site Plan and ALL associated application documents. Provide a flash drive or email.
- _____ Certified Abutters List and three sets of mailing labels from the Medway Assessor's office – for 300 feet around the subject property
- _____ One copy of a *Project Narrative* as described in Section 205 - 3, C. of the *Medway Site Plan Rules and Regulations*.
- _____ Request for Waivers from the *Medway Site Plan Rules and Regulations*. Use Form Q.
- _____ Evidence of the applicant organization's exempt use status.
- _____ Two copies of a *Stormwater Drainage Evaluation report* as described in Section 205-3 D. of the *Medway Site Plan Rules and Regulations*
- _____ Two copies 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
- _____ Proof of present or pending ownership of all land within the proposed development site.
- _____ Minor Site Plan Application Filing Fee – Payable to Town of Medway
- _____ Advance of Plan Review Fee – Payable to Town of Medway



Updated 4-18-24