



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

### **Application for an Open Space Residential Development (OSRD) Special Permit**

*This application for an Open Space Residential Development Special Permit is made pursuant to the Medway Zoning Bylaw, Section 8 SPECIAL REGULATIONS, Sub-Section 8.4 Open Space Residential Development (OSRD) and Massachusetts General Laws, Chapter 40A, Section 9 - Special Permits*

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

The undersigned, being the applicant and the owner of all land included within the proposed OSRD as shown on the accompanying OSRD Plan entitled \_\_\_\_\_, dated \_\_\_\_\_, and prepared by \_\_\_\_\_ of \_\_\_\_\_, herewith submits this application for an OSRD Special Permit to the Medway Planning and Economic Development Board.

### **PROPERTY INFORMATION**

1. Property Location Address: \_\_\_\_\_
2. Assessor's Information      Map: \_\_\_\_\_      Parcel: \_\_\_\_\_
3. Parcel Size:    Area: \_\_\_\_\_      Frontage: \_\_\_\_\_
4. Zoning District: \_\_\_\_\_
5. The owner's title to the land is derived under a deed from: \_\_\_\_\_, dated \_\_\_\_\_ and recorded in Norfolk County Registry of Deeds, Book \_\_\_\_\_, Page \_\_\_\_\_ or Land Court Certificate of Title # \_\_\_\_\_ registered in Norfolk County District Book \_\_\_\_\_, Page \_\_\_\_\_
6. Is any portion of the property located on a Medway Scenic Road?    ☐ Yes    ☐ No
7. Is any portion of the site within a flood plain area?    ☐ Yes    ☐ No  
If yes, is it clearly shown on the plan?    ☐ Yes    ☐ No
8. Is any portion of the site within a wetland resource area?    ☐ Yes    ☐ No  
If yes, is it clearly shown on the plan?    ☐ Yes    ☐ No
9. Is any portion of the site within a groundwater protection area?    ☐ Yes    ☐ No  
If yes, is it clearly shown on the plan?    ☐ Yes    ☐ No

## APPLICANT CONTACT INFORMATION

- 10a) Applicant (if other than property owner) \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email address: \_\_\_\_\_  
\_\_\_\_\_ Please check here if you are the equitable owner (purchaser on a purchase and sales agreement.)
- 10b) Property Owner: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_
- 10c) **NOTE** - If someone other than the property owner or the equitable owner is the Applicant or will be representing the Applicant, then the property owner or equitable owner must authorize a Designated Representative to act on their behalf.
- Designated Representative: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_
11. Engineer: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_
12. Surveyor: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_
13. Landscape Architect: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_
14. Attorney: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Primary Contact: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

## PROJECT INFORMATION

15. # of Proposed Housing Units: \_\_\_\_\_
  - a. Single family detached houses on individual lots: \_\_\_\_\_
  - b. Two-family structures: \_\_\_\_\_ Number of structures: \_\_\_\_\_ # of units: \_\_\_\_\_
  - c. Multi-family residential structures: \_\_\_\_\_ Number of structures: \_\_\_\_\_ # of units: \_\_\_\_\_
16. Project Narrative - Attach a separate document. Include all of the following information:
  - a. a complete and detailed description of the OSRD project including existing and proposed uses of the site; proposed means of vehicular and pedestrian access/egress; impacts on abutting properties and the neighborhood in general in terms of traffic, landscaping, lighting, etc.
  - b. an explanation of the required Four-Step Design Process that was performed by a Registered Landscape Architect (RLA) and considered in developing the proposed layout of roadways, residential dwelling units, site amenities, open space, etc. (*See Medway Zoning Bylaw, SECTION 8 SPECIAL REGULATIONS, Sub-Section 8.4 for explanation of Four-Step Design Process.*)
  - c. a summary of the Yield Analysis (*formula for calculating maximum number of dwelling units*)
  - d. description of proposed open space, how it will be used, who will own and manage it, community benefit, etc.
  - e. preliminary ideas for stormwater management facilities.
  - f. an itemized description of how the proposed OSRD meets the general purposes, design standards and decision criteria of the OSRD section of the Zoning Bylaw. (*SECTION 8. SPECIAL REGULATIONS, Sub-Section 8.4, A, J. 3, and L*)
  - g. an explanation why it is in the best interests of the Town of Medway for the Planning and Economic Development Board to grant an OSRD Special Permit rather than approve a conventional subdivision plan.
17. The OSRD Plan shall include the following components as described in the OSRD section of the Zoning Bylaw, SECTION 8 SPECIAL REGULATIONS, Sub-Section 8.4
  - a. Site Context & Analysis Plan
  - b. OSRD Concept Plan
  - c. Neighborhood Density Analysis
  - d. Yield Analysis as described in the OSRD section of the Zoning By-Law (*SECTION V. USE REGULATIONS, Sub-Section T. - #7.*)
  - e. Elevation Drawings of the proposed building(s) facades from all four directions (*for projects involving multi-family residential structures*).
18. Description of easements, option to purchase, purchase and sale agreement, court decision, other legal restrictions, and status of petitions or decisions of other Town boards. (*Attach decisions if applicable.*)
19. Waivers – Please provide a list of desired/needed waivers from the *Subdivision Rules and Regulations* and an explanation/justification for each waiver.
20. Project Impacts & Proposed Mitigation
  - a. Please prepare and submit a Development Impact Report (See *Subdivision Rules and Regulations*, Appendix - FORM F.)
  - b. Please describe your proposed mitigation measures, including on and off-site improvements, to safeguard the environment and adjacent neighborhoods from the project's negative impacts.

## SIGNATURES

I hereby certify, under the pains and penalties of perjury, that the information contained in this application is true and complete to the best of my knowledge and belief. *[If applicable, I hereby authorize \_\_\_\_\_ to serve as my Designated Representative before the Medway Planning and Economic Development Board with respect to this OSRD Special Permit.]* In submitting this application, I also authorize the Planning and Economic Development Board, its agents, and other Town Officials to access and visit the site during the plan review process.

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

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Property Owner*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Designated Representative*

\_\_\_\_\_  
*Date*

## SUBMITTAL CHECKLIST

### **Town Clerk – One copy of each of the following:**

- \_\_\_\_\_ OSRD Special Permit Application
- \_\_\_\_\_ OSRD Plan
- \_\_\_\_\_ Project Narrative
- \_\_\_\_\_ Development Impact Report
- \_\_\_\_\_ Traffic Study *(for projects involving 20 or more dwelling units)*

### **Planning and Economic Development Board**

- \_\_\_\_\_ OSRD Special Permit Application with original signatures, date stamped by Town Clerk
- \_\_\_\_\_ 2 sets of the OSRD Plan
- \_\_\_\_\_ Project Narrative
- \_\_\_\_\_ Development Impact Report *(See Subdivision Rules and Regulations, Appendix - FORM F.)*
- \_\_\_\_\_ Proposed Mitigation Measures
- \_\_\_\_\_ Traffic Study for any proposed OSRD of twenty (20) or more residential dwelling units. *(See Subdivision Rules and Regulations, 5.5.12 for details.)*
- \_\_\_\_\_ List of desired/needed waivers from the *Subdivision Rules and Regulations* and an explanation/justification for each. Use Form Q.
- \_\_\_\_\_ One (1) copy of all relevant approvals received to date from other Town boards
- \_\_\_\_\_ A certified list of abutters within 300 feet of the site's property lines
- \_\_\_\_\_ OSRD Special Permit Filing Fee - \$1,500 plus \$25 per proposed dwelling unit payable to Town of Medway
- \_\_\_\_\_ Advance on OSRD Plan Review Fee - \$2,500 payable to Town of Medway