

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.

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	APPLICANT INFORMATION	
A !! (A)		
Applicant Name:		_
Mailing Address:		
Name of Primary Contact:		_
Relationship to Applicant:		
Telephone: Office:	Cell:	_
Email address:		
	urchaser on a purchase and sales agreement	
You are a tena	ant of the subject property	

Please note, if you are not the owner, the owner must sign this application as well.

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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: ____ Back: _____ 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: Yes No Will this project require a variance or special permit? 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:		
Telephone: Office:	Cell:	
Email address:		
PROPERTY (OWNER INFORMATION (if not applicant)	
Property Owner Name:		
Mailing Address:		
Primary Contact:		
Telephone: Office:	Cell:	
Email address:		
	at is the subject matter of this application is derived under deed to	
dated	and recorded in Norfolk County Registry of Deeds,	
	or Land Court Certificate of Title Number,, registered in the Norfolk County Land Registry District	
Volume, Page		
DESIGNATE	ED REPRESENTATIVE INFORMATION	
Name:		
Address:		
Telephone: Office:	Cell:	
Email address:		

SIGNATURES

The undersigned, being the Applicant for Administrative and Owner of the property, herewith submits this application, documents to the Medway Community and Economic Developm under the pains and penalties of perjury, that the information contrue, complete and accurate representation of the facts regard development and site improvements.	Site Plan and other required ent office. I (we) hereby certify, ontained in this application is a
(If applicable, I hereby authorize Designated Representative to represent my interests with respec	to serve as my to this application.)
I (we) understand that the Administrative Site Plan Project application at a posted meeting during regular Town Hall hours. It may request additional information which I (we) am responsible reviewing the proposed development. In submitting this application access the site during the plan review process.	(we) understand that Town staff for providing to assist them in
Signature of Property Owner	Date
Signature of Property Owner	Date
Signature of Applicant (if other than Property Owner)	Date
Signature of Designated Representative	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 Cl	erk	
	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.	
Commu	nity and Economic Development office	
	One signed original Administrative Site Plan Application	
	One written Project Description	
	Three copies of the Site Plan, 11" x 17" or larger showing all planned building and site improvements.	
	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.	
	\$185 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.