



Planning & Economic Development Board - Town of Medway, MA SITE PLAN REVIEW

Application for Major Site Plan Approval

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 as amended May 9, 2023*.

The Town's Engineering Consultant may 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.

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 and action on 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.*)

MAJOR 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: _____

Major Site Plan Review applies to any of 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 or use which involves one or more of the following:
 - i. the addition of 2,500 square feet or more of gross floor area; or
 - ii. the addition of twenty or more new parking spaces
- ____ b. The redesign, alteration, expansion or modification of an existing parking area involving the addition of twenty or more new parking spaces
- ____ c. The redesign of the layout/configuration of an existing parking area of forty or more parking spaces
- ____ d. Construction of ground mounted solar photovoltaic installations of any size in any zoning

district including solar canopy type systems in parking areas

____ e. Removal, disturbance, and/or alteration of 20,000 sq. ft. or more of existing impervious surface

____ f. Tier 2 Battery Energy Storage Systems

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 (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 _____.

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: _____
Relationship to applicant: _____

SIGNATURES

The undersigned, being the Applicant for approval of a Major Site Plan Project, 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 members of the Planning and Economic Development Board, its consultants and agents, and Town staff to access the site during the plan review process.

I understand that pursuant to MGL 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.

I agree to abide by the *Medway Site Plan Rules and Regulations* and complete construction of this development in accordance with *the Rules and Regulations*, the approved site plan and the site plan decision.

_____ <i>Signature of Property Owner</i>	_____ <i>Date</i>
_____ <i>Signature of Applicant (if other than Property Owner)</i>	_____ <i>Date</i>
_____ <i>Signature of Agent/Official Representative</i>	_____ <i>Date</i>

MAJOR SITE PLAN FEES

Filing Fee

\$750 plus \$0.10/sq. ft. impervious area

Advance on Plan Review Fee

\$1,000 deposit

Submit 2 separate checks each made payable to: Town of Medway

Please call the Community and Economic Development Department with any fee related questions. 508-321-4980.

MAJOR SITE PLAN **APPLICATION CHECKLIST**

- _____ Major Site Plan Application (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 204-5 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 Planning and Economic Development Board.
- _____ Electronic version of the Site Plan and ALL associated application documents. Provide flash drive or email.
- _____ Certified Abutters List and 3 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 204 - 3, C. of the *Medway Site Plan Rules and Regulations*. This description should also include a narrative on how the proposed project meets the requirements of the *Medway Zoning Bylaw* for parking (Section 7.1.1) and outdoor lighting (Section 7.1.2)
- _____ One copy of a *Development Impact Statement* as described in Section 204 - 3, D. of the *Medway Site Plan Rules and Regulations*
- _____ Request for Waivers from the *Medway Site Plan Rules and Regulations*. Use Form Q.
- _____ One copy of the *Stormwater Drainage Report* prepared in conformance with the *Site Plan Rules and Regulations*
- _____ One copy of a *Construction Management Plan* as described in Section 204-3, H. of the *Medway Site Plan Rules and Regulations*
- _____ One copy of *Earth Removal Calculations*
- _____ One copy of *Earth Fill Estimates*
- _____ One copy of an *Order of Resource Area Delineation or a Determination of Applicability Finding from the Medway Conservation Commission*
- _____ 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.
- _____ Proof of present or pending ownership of all land within the proposed development.
- _____ Major Site Plan Filing Fee – Payable to Town of Medway
- _____ Advance of Plan Review Fee – Payable to Town of Medway