



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

**Application to Modify a Previously Approved Site Plan and/or
Site Plan Decision**

INSTRUCTIONS TO APPLICANT/OWNER

This Application is made pursuant to the Medway Zoning Bylaw and the Rules and Regulations for the Submission and Review of Site Plans

The Board may ask the Town's Engineering Consultant to review the Application and the proposed Site Plan Modification and provide review letters. A copy of those review letters will be provided to you in advance of the meeting.

You and/or your duly authorized Agent/Official 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 may result in a delay in the Board's review of the proposed modification.

_____, 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.*)

APPROVED SITE PLAN INFORMATION

Development Name: _____

Plan Title: _____

Plan Date: _____

Prepared by:

Name: _____

Firm: _____

Phone #: _____ Email: _____

Date of Site Plan Decision: _____

Date Site Plan was endorsed: _____

Date of Constructive Approval by Town Clerk (*usually not applicable*): _____

Was the previously approved site plan a Major or Minor Site Plan? _____

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: _____

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 _____.

SCOPE OF PROPOSED MODIFICATION

This is a petition to: (Check all that apply)

1. _____ **Modify a previously approved Site Plan**

What modifications are proposed? Why does the Plan need to be modified?

Attach a complete description of the proposed modified scope of work.

Plan Modification Title: _____

Plan Date: _____

Prepared by:

Name: _____

Firm: _____

Phone #: _____ Email: _____

2. _____ **Modify a previously approved Site Plan Decision**

How and why does the Decision need to be modified?

Attach a thorough description and explanation.

3. _____ **Request Additional Waivers from the Site Plan Rules and Regulations**

Provide a completed Waiver Request form for each additional waiver request you seek.

PROPERTY OWNER INFORMATION (if not applicant)

Property Owner's Name: _____

Mailing Address: _____

Primary Contact: _____

Telephone:
Office: _____ Cell: _____

Email address: _____

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 #: _____

OFFICIAL REPRESENTATIVE INFORMATION

Name: _____

Address: _____

Telephone:
Office: _____ Cell: _____

Email address: _____

SIGNATURES

The undersigned, being the Applicant for approval of Site Plan Modification, herewith submits this application and proposed Modified 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 under consideration.

(If applicable, I hereby authorize _____ to serve as my Agent/ Official 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 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. In submitting this application, I authorize the Board, its consultants and agents and Town staff to access the site during the plan review process.

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

SITE PLAN MODIFICATION FEES

Filing Fee – Minor Site Plan Modifications

\$250

Filing Fee - Major Site Plan Modifications

\$1,000

Advance on Plan Review Fee

For minor site plan projects = \$500

For major site plan projects = \$1,000

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

Filing Fee – Site Plan Decision Modifications

\$150

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

SITE PLAN MODIFICATION APPLICATION CHECKLIST

- _____ Two original site plan modification applications with signatures.
- _____ IF APPLICABLE, three full size copies and one 11" x 17" version of the proposed Site Plan Modification prepared in accordance 204-5 of the *Medway Site Plan Rules and Regulations* plus an electronic version.
- _____ IF APPLICABLE, Certified Abutters List from the Medway Assessor's office – for 300 feet around the subject property. Needed for major site plan modifications.
- _____ Explanation as to how and why the plan and/or decision need to be modified.
- _____ A written determination from the Building Commissioner/ Zoning Enforcement Officer that the scope of planned changes exceeds a field change and constitutes a modification.
- _____ IF APPLICABLE, Request(s) for Waivers from the *Medway Site Plan Rules and Regulations* - Form Q.
- _____ IF APPLICABLE, two copies of revised Stormwater Drainage Calculations prepared in conformance with Section 204 – 3, G of the *Site Plan Rules and Regulations*
- _____ Site Plan Modification Filing Fee – Payable to Town of Medway
- _____ Advance of Plan Review Fee – Payable to Town of Medway

Rev.12.17.2024