



TOWN OF MEDWAY

ZONING BOARD OF APPEALS

155 Village Street
Medway MA 02053

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[Zoning Board of Appeals | Town of Medway](#)

Application Checklist

*It is the responsibility of the applicant to furnish all supporting documentation with the application. Please include this checklist with your application. **Failure to provide three paper copies, one electronic copy, and all other required documents and information may be cause to deny an application.***

- ☐ **Application Filing Deadlines** – Be sure to review prior to beginning to fill out your application. Applications shall be **filed at least 17 business days prior to a regularly scheduled meeting** date. Due to state legal notice requirements, the ZBA cannot “rush” applications if a deadline is missed. Filing Deadlines may be found on the ZBA webpage, attached to the ZBA Rules & Regulations, or in the Community & Economic Development Department.
- ☐ **Providing All Documents** – Be to review which documents and forms are needed for your request. Application forms may be found on the ZBA webpage, attached to the ZBA Rules & Regulations, or in the Community & Economic Development Department. You can also review the ZBA Rules & Regulations or call the Community & Economic Development Department if you have any questions.
- ☐ **Certified List of Abutters** – Includes two sets of labels. Fill out the *Request for Abutters* form and **submit to Assessor’s Office in advance of submitting your application with the ZBA**. The Assessor’s Office will provide the list to the Community & Economic Development Department. You are not responsible for abutter mailings. (Note: It may take up to 10 days to receive this list, please request the abutters list as soon as possible)
- ☐ **Treasurer’s Certification** – Applicants may apply to the Board for Tax Delinquent properties at their own risk. Fill out the *Treasurer’s Certification* form and **submit to the Treasurer’s Office in advance of submitting your application with the ZBA**. The Treasurer’s Office will provide the form to the Community & Economic Development Department and the Applicant will then be made aware of any outstanding taxes.
- ☐ **Filing Fees** – All applications shall be accompanied by a filing fee made payable to the Town of Medway in the specified amount outlined in the ZBA fee schedule. Fee schedule may be found on the ZBA webpage, attached to the ZBA Rules & Regulations, or in the Community & Economic Development Department. Applicants are responsible for the Filing Fee, Legal Notice Payment, and Recording Payment for Decisions, along with any necessary Peer Review costs (See Section 2.3.5 – 2.5.8 of ZBA Rules & Regulations for more information.)
- ☐ **Review Application** – The Zoning Board suggests discussing your request with Community & Economic Development Staff prior to submitting an application. Staff may be able to assist you or provide guidance as to what information the Board may expect to have prepared for a hearing.

One copy of the following shall be submitted:

- **Electronic Submission** – All applications shall include one electronic copy of all information (except the Certified List of Abutters and fee) in a PDF form. All PDFs and electronic information should be labeled. Submissions may be accepted via email to zoning@medwayma.gov, thumb-drive or on CD.

Three Copies of the following shall be submitted:

- **Application** – Every application shall be submitted on an official application form, provided by the Community and Economic Development Office or Town Clerk. Please make sure to fill out the entire application completely.
- **Plot Plans** – Prepared by and under the seal of a registered engineer or registered land surveyor, the plan shall include existing conditions in black and **proposed changes in red or royal blue** to show clearly the nature of the specific request being made by the applicant. The plan should include all information specified in **Section 2.3.2 of the ZBA Rules & Regulations** and **must be drawn to scale**. Plans with proposed changes shall be no more than 5 years old. For Variance requests – show topography (and soil condition if pertinent) of the property.
- **Building Plans** - If necessary, include accurate scaled renderings of elevations, showing exterior facades indicating height, materials, architectural features; and floor plans. To the extent that an application request involves extension, alteration, modification, or any other applicable changes to the **exterior** of an existing building or structure, or the construction of a new building or structure, each application shall be accompanied by existing and proposed elevations/architectural plans.
- **Floor Plans** - If necessary, include accurate scaled renderings of interior floor plans, showing room locations, egress, etc...To the extent that an application request involves extension, alteration, modification, or any other applicable changes to the **interior** of an existing building or structure, or the construction of a new building or structure, each application shall be accompanied by existing and proposed floor plans. ***(Please note: if adequate plans are not provided this could result in continued meetings or a denied decision.)***
- **Other Supplemental Material** that will give the Board the necessary information about the project. Such items may include:
 - Existing conditions photos: Aerial Imagery/Orthoimagery/Satellite Imagery, Street-View Imagery (google maps), On-Site Photos, Locus Maps, Photos of Similar Uses
 - Existing and/or Proposed Lot Frontage, Shape/Size, Topography, Wetlands/Soil Conditions
 - Current Conditions of Surrounding District/Area
 - Approvals and/or Permits from other Town Boards/Departments
 - Sound Study
 - Environmental Impact Assessment
 - Traffic Impact Assessment/Trip Generation Estimates
 - Water and Sewer Consumption Estimates
 - Executive Summary
 - Management Plan
 - Existing and Proposed Area of Land to be Altered
 - Existing and Proposed Building Coverage
 - Existing and Proposed Impervious Surface
 - Height, Bulk, and/or Area of Proposed Use
 - Hours of Operation
 - Grading/Drainage Plan
 - Parking/Circulation Plan
 - Landscaping Plan
 - Lighting Plan
 - Letter of Support from Abutters

The size of any plot plan(s), building plan(s), and floor plan(s) shall be 11" x 17" or such other size as determined to be appropriate by the Board or its Staff. The Board may require additional plans or copies to be submitted if they determine that the provided plans are inadequate. The plans shall include all information pertinent to the petition or application as required by the Zoning Bylaw, other Bylaws or Rules, and the ZBA Rules and Regulations.