



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.

July 20_____, 20²⁶_____

APPLICANT INFORMATION

Applicant's Name: Town of Medway

Mailing Address: 155 Village Street

Medway, MA 02053

Name of Primary Contact: Michael Boynton

Telephone: Office: [REDACTED] Cell: _____

Email address: [REDACTED]

☐ Please check here if the Applicant is the equitable owner (*purchaser on a purchase and sales agreement*.)

MAJOR SITE PLAN INFORMATION

Development Name: Medway Municipal Complex

Plan Title: Site Plan Review & Land Disturbance Permit Drawings

Plan Date: 07/20/2026

Prepared by: Name: John Perry

Firm: Langan Engineering & Environmental Services, LLC

Phone #: [REDACTED]

Email: [REDACTED]

PROPERTY INFORMATION

Location Address: 120 Main Street, Medway, MA 02053

The land shown on the plan is shown on Medway Assessor's Map # 39 as Parcel # 69

Total Acreage of Land Area: 8.3 acres

General Description of Property: The property is a previously developed parcel that has been cleared of its former buildings. Existing conditions include pavement, concrete pads, fencing, utility infrastructure, and other remnants of prior site development.

Medway Zoning District Classification: Central Business (CB)

Current Use of Property: Vacant property with remaining site features associated with a previously demolished concrete block manufacturing facility.

Length of Existing Frontage: 353± ft On what street? Main Street

Setbacks for Existing Structure (if applicable)

Front: N/A Side: N/A
Back: N/A Side: N/A

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: Medway Municipal Complex

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: Section 7.1.1.K.4 - Frontage Parking between building and Main Street

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: Langan Engineering
Mailing Address: 100 Cambridge Street, Suite 1310
Boston, MA 02114
Primary Contact: John Perry
Telephone: [REDACTED]
Office: [REDACTED] Cell: [REDACTED]
Email address: [REDACTED]
Registered P.E. License #: 47862

SURVEYOR: Langan Engineering
Mailing Address: 100 Cambridge Street, Suite 1310
Boston, MA 02114
Primary Contact: Ian Wisuri
Telephone: [REDACTED]
Office: [REDACTED] Cell: [REDACTED]
Email Address: [REDACTED]
Registered P.L.S. License #: 47403

ARCHITECT: Dore + Whittier
Mailing Address: 260 Merrimac Street, Building 7 2nd Floor
Newburyport, MA 01950
Primary Contact: Chip Heitkamp
Telephone: [REDACTED]
Office: [REDACTED] Cell: [REDACTED]
Email address: [REDACTED]
Registered Architect License #: [REDACTED]

LANDSCAPE ARCHITECT/DESIGNER: Langan Engineering
Mailing Address: 100 Cambridge Street, Suite 1310
Boston, MA 02114
Primary Contact: Mike Nowicki
Telephone: [REDACTED]
Office: [REDACTED] Cell: [REDACTED]
Email address: [REDACTED]
Registered Landscape Architect License #: [REDACTED]

ATTORNEY: [REDACTED]

Mailing Address: _____

Primary Contact: _____
Telephone: _____
Office: _____ Cell: _____
Email address: _____

DESIGNATED REPRESENTATIVE INFORMATION

Name: Langan Engineering
Address: 100 Cambridge Street, Suite 1310
Boston, MA 02114
Telephone: _____
Office: _____ Cell: _____
Email address: _____
Relationship to applicant: Civil Engineer

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 Langan Engineering 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.

Richard E. Spahr Town Manager
Signature of Property Owner

July 16, 2026
Date

Signature of Applicant (if other than Property Owner)
Thomas E. Schur
Signature of Agent/Official Representative

Date
7/20/2026
Date

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

Updated 9-2-2025