



Planning & Economic Development Board - Town of Medway, MA SPECIAL PERMITS

Application for Special Permit Approval

INSTRUCTIONS TO APPLICANT/OWNER

This Application is made pursuant to the *Medway Zoning Bylaw*. Certain special permits are issued by the *Planning and Economic Development Board* instead of the *Zoning Board of Appeals*.

The Town's Engineering Consultant may review the Application and associated submittals and provide review letters to the Planning and Economic Development Board.

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 meeting 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 the Board's review of the special permit application.

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: Cell:

Email address:

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

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

Size of Development Parcel(s): 8.3 acres

Development Name: Medway Municipal Complex

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)

TYPE OF SPECIAL PERMIT

Check all that apply:

- ☐ Adult day care facility
- ☐ Auto body shop
- ☐ Assisted living residence facility
- ☐ Car wash
- ☒ Central Business District Development Standards (Section 10)
- ☐ Construction equipment/machinery sales, leasing or rentals
- ☐ Drive-thru facility
- ☐ Electric vehicle charging station with digital advertising (Section 5.4.2)
- ☐ Hotel
- ☐ Mixed-Use Development or Mixed-Use Building in the Central Business District (Section 10.3)
- ☐ Motel
- ☐ Oak Grove District (Section 8.6)
- ☐ Outdoor display
- ☐ Shopping center or multi-tenant development
- ☐ Reduced parking (Section 7.1.1.J.)
- ☐ Restaurant with live entertainment
- ☐ Retail store larger than 20,000 sq. ft.
- ☐ Small scale ground-mounted solar installation (Section 8.11)
- ☐ Solar parking canopies (Section 8.11)
- ☐ Tier 2 battery energy storage system (Section 8.12)
- ☐ Vehicle fuel station with repair services
- ☐ Vehicle fuel station with car wash
- ☐ Vehicle fuel station with convenience store
- ☐ Vehicle repair
- ☐ Veterinary Hospital
- ☐ Other special permit uses, normally reviewed by the Zoning Board of Appeals, such as but not limited to a Groundwater Protection District Special Permit and a Flood Plain Special Permit, but which are reviewed instead by the Planning and Economic Development Board when the project also requires site plan review (Section 3.4 H)

PLEASE SPECIFY: _____



Other

PLEASE SPECIFY: Section 7.1.1.K.4 - Frontage Parking between building and Main Street
Section 6.2.H - Dimensional Requirements for municipal uses

NOTE – There are separate application forms for the following special permits:

- Open Space Residential Development (OSRD) (Section 8.4)
- Adult Retirement Community Planned Unit Development (ARCPUD) (Section 8.5)
- Multi-Family Housing Overlay District (MHOD) (Section 5.6.4)
- Adaptive Use Overlay District (AUOD) (Section 5.6.2)
- Marijuana Facilities and Establishments (medical and adult recreational) (Sections 8.9 and 8.10)
- Affordable Housing (Section 8.6)

Do not use this application form for the above noted types of developments. Please contact the Planning and Economic Development Board office.

PROPERTY OWNER INFORMATION (if not applicant)

Property Owner's Name: _____

Mailing Address: _____

Primary Contact: _____

Telephone: _____

Office: _____ Cell: _____

Email address: _____

DESIGNATED REPRESENTATIVE INFORMATIONName: Langan EngineeringAddress: 100 Cambridge Street, Suite 1310Boston, MA 02114

Telephone: _____

Office: _____ Cell: _____

Email address: _____

Relationship to Applicant: Civil Engineer**SIGNATURES**

The undersigned, being the Applicant, herewith submits this application for a special permit(s) to the Medway Planning and Economic Development Board for review and action. 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 Langan Engineering to serve as my Agent/Designated Representative to represent my interests before the Planning & Economic Development Board with respect to this application.)

In submitting this application, I authorize the Board, its consultants and agents, Town staff, and members of the Design Review Committee and other Town boards and committees to access the site during the special permit review process.

Michael E. Borton Town Manager Michael Borton
Signature of Property Owner (printed name)

7/14/2026
Date

Signature of Property Owner (printed name)

Date

Hannah E. Schur _____
Signature of Applicant (if other than Property Owner) (printed name)

Date

Hannah E. Schur _____
Signature of Agent/Designated Representative (printed name)

7/20/2026
Date

SPECIAL PERMIT APPLICATION/FILING FEES

There is no separate special permit application filing fee when a project also requires site plan review. If there is no requirement for site plan review, the special permit application filing fee is \$350.00.

Make check payable to: Town of Medway

*NOTE – The Board may require that the Town's outside engineering consultant review the application. If so, a separate plan review fee will be charged. *

SPECIAL PERMIT APPLICATION CHECKLIST

The following items shall be submitted with the application.

In most cases, the applicant shall also simultaneously file a corresponding application for Site Plan Review and Approval with all associated required submittals.

- ☒ Special Permit Application (2 signed originals) – one for the Town Clerk and one for the Planning and Economic Development Board
- ☒ Detailed Project Description
- ☒ Detailed narrative on how the proposed project meets the special permit criteria included in the Medway Zoning Bylaw, SECTION 3.4 Special Permit Criteria AND any specific approval criteria included in the particular section(s) of the Zoning Bylaw for which a special permit is sought.
- ☒ Any additional information required by the specific section of the Zoning Bylaw for the requested type of special permit or as directed by Town staff.
- ☒ Certified Abutters List and set of mailing labels from the Medway Assessor's office – for 300 feet around the subject property.
- ☒ Electronic version of all documents.
- ☒ Other information the Applicant wishes to provide to the Board.