



Planning & Economic Development Board - Town of Medway, MA
LAND SUBDIVISION – FORM B

Application for Approval of a Preliminary Subdivision Plan

INSTRUCTIONS TO APPLICANT/OWNER

This Application is made pursuant to the Medway Subdivision Rules and Regulations.

**Applying for a Preliminary Subdivision Plan is optional for residential subdivisions.
It is required for non-residential subdivisions.**

You or your duly authorized Agent/Official Representative is 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 may result in a delay in the Board's review of the Preliminary Plan.

_____, 20____

PRELIMINARY SUBDIVISION PLAN INFORMATION

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 to be Divided: _____

General Description of Property: _____

Medway Zoning District Classification: _____

Scenic Road

Does any portion of this property have frontage on a Medway Scenic Road?

☐ Yes ☐ No If yes, please name street: _____

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 Flood Plain? ☐ Yes ☐ No

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 _____.

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.*)

PROPOSED SUBDIVISION INFORMATION

Subdivision Name: _____

This is a: _____ Residential Subdivision _____ Non-Residential Subdivision

The plan shows the division of land into _____ building lots numbered _____ and _____ parcels not intended for building thereon.

The plan shows the following **existing** ways that are being proposed as lot frontage:

_____ as frontage for lot(s) _____
_____ as frontage for lot(s) _____

The plan shows the following **proposed new** ways that are being proposed as lot frontage:

_____ as frontage for lot(s) _____
_____ as frontage for lot(s) _____
_____ as frontage for lot(s) _____

Total Length of Proposed New Roadway(s) _____

Are the new roads proposed to be public or private ways?

☐ Public ☐ Private

Proposed Utilities:

☐ Town Water ☐ Well
☐ Town Sewer ☐ Septic

PROPERTY OWNER INFORMATION (if not applicant)

Property Owner's Name: _____

Mailing Address: _____

Primary Contact: _____

Telephone:
Office: _____ Cell: _____

Email address: _____

CONSULTANT INFORMATION

ENGINEER: _____

Address: _____

Primary Contact: _____

Telephone:
Office: _____ Cell: _____

Email address: _____

Registered P.E. License #: _____

SURVEYOR: _____

Address: _____

Primary Contact: _____

Telephone:
Office: _____ Cell: _____

Email Address: _____

Registered P.L.S. License #: _____

DESIGNATED REPRESENTATIVE INFORMATION

Name: _____

Address: _____

Primary Contact: _____

Telephone: _____
Office: _____ Cell: _____

Email address: _____

SIGNATURES

The undersigned, being the Applicant as defined under Chapter 41, Section 81L for approval of a Preliminary Subdivision Plan, herewith submits this application and Preliminary Subdivision Plan to the Medway Planning and Economic Development Board for review.

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/Designated Representative to represent my interests before the Medway Planning & Economic Development Board with respect to this Preliminary Subdivision Plan 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.

_____ 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

PRELIMINARY SUBDIVISION PLAN FEES

Preliminary Subdivision Plan Filing Fee - \$750

Advance on Plan Review Fee - \$750

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

PRELIMINARY SUBDIVISION PLAN APPLICATION CHECKLIST

- ☐ Two original Preliminary Subdivision Plan applications (Form B) – One for PEDB, one for Town Clerk
- ☐ One copy of Form B for Board of Health
- ☐ Two full size copies of the Preliminary Subdivision Plan prepared in accordance with the *Medway Subdivision Rules and Regulations* – One for PEDB, one for Board of Health
- ☐ Two 11” by 17” copy of the Preliminary Subdivision plan – One for Board and one for Town Clerk
- ☐ Electronic Version of the Preliminary Subdivision Plan – Provide a flash drive or email plan to the PEDB office
- ☐ Certified Abutters List from the Medway Assessor’s office
- ☐ Two copies of Development Impact Report – Form F – One for Board and one for Town Clerk
- ☐ Preliminary list of expected Waiver Requests from the *Medway Subdivision Rules and Regulations*. Reference the specific sections.
- ☐ Preliminary Subdivision Plan Filing Fee (\$750) – Payable to Town of Medway
- ☐ Advance on Plan Review Fee (\$750) – Payable to Town of Medway

Revised 4/2/2026