



RECEIVED TOWN OF MEDWAY
AUG 3 2017 4:17

**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.

August 3, 2017

APPLICANT INFORMATION

Applicant's Name: Daniel Lynn

Mailing Address: 21 Broad St

Name of Primary Contact: Daniel Lynn

Telephone: Office: [REDACTED]

Email address: [REDACTED]

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

PROPERTY INFORMATION

Location Address: 21 Broad St

The land shown on the plan is shown on Medway Assessor's Map # 60 as Parcel # 208

Size of Development Parcel(s): 0.24 Acres

Development Name: _____

General Description of Property: _____

Medway Zoning District Classification: VC

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 |
| ☒ | Construction Contracting Services |
| ☐ | 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: _____

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: Same as applicant

Mailing Address: _____

Primary Contact: _____

Telephone: _____

Office: _____ Cell: _____

Email address: _____

DESIGNATED REPRESENTATIVE INFORMATION

Name: _____

Address: _____

Telephone: _____

Office: _____ Cell: _____

Email address: _____

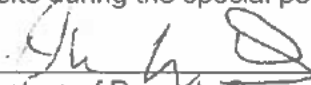
Relationship to Applicant: _____

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 _____ 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.


Signature of Property Owner _____ (printed name)Date 8/3/26

Signature of Property Owner _____ (printed name)

Date _____

Signature of Applicant (if other than Property Owner) _____ (printed name)

Date _____

Signature of Agent/Designated Representative _____ (printed name)

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.

GENERAL APPLICATION FORM

Applicable Section(s) of the Zoning Bylaw:	Requesting Waivers? Y N Does the proposed use conform to the current Zoning Bylaw? Y N
Present Use of Property: HVAC company. Truck parking and shop Proposed Use of Property: Same	Has the applicant applied for and/or been refused a building permit? Y N Is the property or are the buildings/ structures pre-existing nonconforming? Y N Is the proposal subject to approval by the BOH or BOS? Y N Is the proposal subject to approval by the Conservation Commission? Y N
Date Lot was created: Date Building was erected:	Is the property located in the Floodplain District? Y N Is the property located in the Groundwater Protection District? Y N
Does the property meet the intent of the Design Review Guidelines?	Is the property located in a designated Historic District or is it designated as a Historic Landmark? Y N
Describe Application Request: The application for special permit is to continue the day to day operations of Top Notch HVAC. The business has been utilizing this property since 2014, Trucks and van overnight parking and typical small business operations. The ultimate goal is to maintain business restrictions in the Village Commercial District.	

FILL IN THE APPLICABLE DATA BELOW

GENERAL APPLICATION FORM

Required Data	Bylaw Requirement	Existing	Proposed
A. Use			
B. Dwelling Units			
C. Lot Size			
D. Lot Frontage			
E. Front Setback			
F. Side Setback			
G. Side Setback			
H. Rear Setback			
I. Lot Coverage			
J. Height			
K. Parking Spaces			
L. Other			

FOR TOWN HALL USE ONLY

To be filled out by the Building Commissioner:

Date Reviewed

Medway Building Commissioner

Comments:

After completing this form, please submit an electronic copy to zoning@medwayma.gov and 4 paper copies to the Community & Economic Development Department.