

GENERAL APPLICATION FORM



TOWN OF MEDWAY

ZONING BOARD OF APPEALS

155 Village Street
Medway MA 02053

Phone: 508-321-4915 | zoning@medwayma.gov
[Zoning Board of Appeals](#) | [Town of Medway](#)

NOTE: THE APPLICATION WILL NOT BE CONSIDERED "COMPLETE" UNLESS ALL NECESSARY DOCUMENTS, FEES, & WAIVER REQUESTS ARE SUBMITTED. A GENERAL APPLICATION FORM MUST BE COMPLETED FOR ALL APPLICATIONS.

TO BE COMPLETED BY THE APPLICANT

Applicant/Petitioner(s): Kirsty Moma Jeff Moma	Application Request(s):
Property Owner(s): Kirsty Moma Jeff Moma	Appeal ☐ Special Permit ☐ Variance ☒ Determination/Finding ☐ Extension ☐ Modification ☐ Comprehensive Permit ☐
Site Address(es): 13 Populatic St. Medway MA 02053	
Parcel ID(s): 61-052	
Zoning District(s): AR-2	
Registry of Deeds Book & Page No. and Date or Land Court Certificate No. and Date of Current Title:	

TOWN CLERK STAMP

RECEIVED

SEP 11 2026

MEDWAY TOWN CLERK

TO BE COMPLETED BY STAFF:

Check No.: [REDACTED]
 Date of Complete Submittal: 9/11/26
 Comments:

APPLICANT/PETITIONER INFORMATION

The owner(s) of the land must be included as an applicant, even if not the proponent. Persons or entities other than the owner may also serve as co-applicants in addition to the owner(s), however, in each instance, such person shall provide sufficient written evidence of authority to act on behalf of the

GENERAL APPLICATION FORM

owner(s). For legal entities such as corporations, LLCs, etc., list the type and legal status of ownership, the name of the trustees/officer members, their affiliation, and contact information. Please provide attachment for information if necessary.

Applicant/Petitioner(s): Kirsty Brownell Motta Jeff Motta		Phone:
Address: 13 Populatic St.		Email:
Attorney/Engineer/Representative(s):		Phone:
Address:		Email:
Owner(s): Kirsty Brownell Motta Jeff Motta		Phone:
Mailing Address:		Email:

Please list name and address of other parties with financial interest in this property (use attachment if necessary):

Please disclose any relationship, past or present, interested parties may have with members of the ZBA:

I hereby certify that the information on this application and plans submitted herewith are correct, and that the application complies with all applicable provisions of Statutes, Regulations, and Bylaws to the best of my knowledge, and that all testimony to be given by me during the Zoning Board of Appeals public hearing associated with this application are true to the best of my knowledge and belief.

 Signature of Applicant/Petitioner or Representative Signature Property Owner (if different than Applicant/Petitioner)	8/24/20 Date 9/11/20 Date
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APPLICATION INFORMATION

YES NO

GENERAL APPLICATION FORM

Applicable Section(s) of the Zoning Bylaw:	Requesting Waivers?	Y	(N)
Present Use of Property:	Does the proposed use conform to the current Zoning Bylaw?	(Y)	N
	Has the applicant applied for and/or been refused a building permit?	Y	(N)
Proposed Use of Property:	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:	Is the property located in the Floodplain District?	(Y)	N
Date Building was erected:	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: This property was a 2 family owned by the town that was used as an office when building the water treatment facility. It now needs to be zoned back to a 2 family.			

FILL IN THE APPLICABLE DATA BELOW

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Required Data	Bylaw Requirement	Existing	Proposed
A. Use			
B. Dwelling Units		2	2
C. Lot Size		.518 acres	.518 acres
D. Lot Frontage		151 ft.	151 ft.
E. Front Setback		10.62 ft.	10.62 ft.
F. Side Setback		55 ft.	55 ft.
G. Side Setback		55 ft.	55 ft.
H. Rear Setback		100 ft.	100 ft.
I. Lot Coverage		1100 sq ft.	1100 sq ft.
J. Height		25 ft.	25 ft.
K. Parking Spaces		4	4
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.

VARIANCE FORM



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TO BE COMPLETED BY THE APPLICANT

Please provide evidence regarding how the Variance Criteria, outlined below, is met. Provide attachments if necessary.

Explain how a strict enforcement of the by-law would result in a practical difficulty for the applicant, and whether the practical difficulty relates to the shape, topography, or soil conditions of the subject property;

This was a 2 family and is still a 2 family and just needs to be rezoned as a 2 family.

Explain whether the strict enforcement of the by-law would impose a financial hardship on the applicant;

I purchased this home from the town as a 2 family and having it zoned as an office would likely not be able to rent the property to pay the mortgage

Explain whether the benefit sought by the applicant can be achieved by some other method feasible for the applicant to achieve;

No, it needs to be rezoned as a 2 family

Please state if the grant of the variance would advance the interest in supporting the production of housing;

Yes, we would be providing 2 rental units

Please state how the grant of this variance would not cause detriment to the public health, safety, or welfare of the neighborhood.

It was previously a 2 family so there will be no change

Sign Here

Signature of Applicant/Petitioner or Representative

9/9/26

Date



TOWN OF MEDWAY
COMMONWEALTH OF MASSACHUSETTS
ZONING BOARD OF APPEALS

Medway Town Hall
155 Village Street
Medway, MA 02053
Phone (508) 321-4890
Email: zoning@medwayma.gov
*Zoning Board of Appeals | Town of
Medway*

Legal Notice Billing Agreement Form

Board Members

Brian White, Chair
Gibb Phenegar, Vice Chair
Christina Oster, Clerk
Joe Barresi, Member
Tom Emero, Member
Adam Kaufman,
Associate Member

The Zoning Board of Appeals will prepare and submit a legal notice to be published in the *Milford Daily News*. This legal notice will appear in two consecutive issues of the newspaper, at least 14 days prior to the date of your hearing. The cost varies based upon the applicant request and information required for the notice. The Zoning Board of Appeals will forward the ad proof with the total to be paid by the applicant.

Kirsty Motha

Applicant Name



Telephone Number



Email Address

13 Populatic St. Medway MA 02053

Property Address

61-052

Parcel ID

PR-11

Zoning District

I hereby agree to provide a check in the sum of the ad proof total provided by the Zoning Board of Appeals for the required legal notice for a public hearing before the Zoning Board of Appeals.

Applicant Signature

9/8/2026

Date

Please Note: This form must be returned to the Zoning Board of Appeals when submitting your application