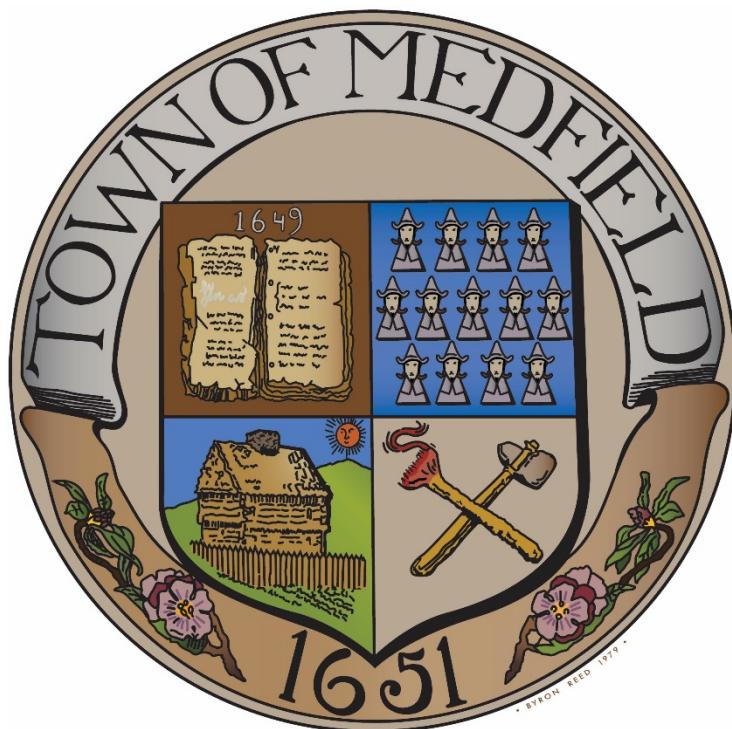


2022

TOWN OF MEDFIELD



Land Use Permitting Guidebook

The information contained in this guide, is not a substitute for the detailed information contained in the individual by-laws which should be consulted prior to the submission of any application for land development. In addition, this guide addresses local approvals and procedures only. Many land use developments also require state and federal permits. The appropriate agencies at these levels of government should also be consulted.

Purpose

In recognition of the need to protect the health, welfare, safety, environmental concerns, and aesthetics of our community, Medfield has adopted and implemented zoning bylaws, subdivision rules and regulations, site plan rules and regulations, public and environmental health rules and regulations, and various licensing regulations. The local rules and regulations are based on state laws that generally set parameters or minimums and then allow individual cities and towns the discretion to vary these to suit local conditions and objectives. One exception is the [Building Code](#), which is the same throughout the State, but local governments are required to administer and enforce it. Some of the boards, commissions and departments charged with adopting and/or enforcing these rules and regulations are the Planning Board, Conservation Commission, Board of Health, Building Department, Historical Commission, Historic District Commission, Department of Public Works, Board of Selectmen and Zoning Board of Appeals.

This handout is intended to generally identify the permits that the Town of Medfield uses to review and approve projects. It is an attempt to highlight the planning necessary, the permitting required and the options available to individuals and developers who wish to consider a project within the Town. Proper planning and coordination will increase the likelihood that your project and design will be accepted, and reduce the risk of having to make significant, expensive, and time-consuming changes. The goal and purpose of this handout is to familiarize you with the processes and permits required to build or develop property in the Medfield so that the timeline for project development can be understood and streamlined. It is not intended to replace the more specific rules and regulations that each board, commission or department is charged with promulgating and enforcing.



It is extremely important that you become familiar with the by-laws, rules and regulations, and methodologies pertinent to your building or development project at the outset. The best way to expedite project approval is to know the requirements and understand the process.

Introduction/Initial Contacts

In general, if your project involves a new building or addition on an existing lot, or a new or expanded commercial facility or a change of use, then the building department should be your first point of contact. If your project includes the subdivision of land, you should contact the Town Planner first. In most cases, one or more other boards, commissions or departments, including Board of Health, Conservation Commission, Board of Appeals, Historical Commission, and Board of Selectmen will also need to be involved. If you wish to research the rules and regulations on your own prior to beginning the permitting process, documents that you may find useful include the [Zoning Bylaws](#) and [Zoning Map](#), Planning Board [Subdivision Rules and Regulations](#), Board of Health [Regulations](#), the [Wetlands Protection Act](#) and [local regulations](#), and General [Town By-laws](#). Please note that various departments require stormwater review so please do not underestimate the importance of technical expertise.

Some of the factors you will need to consider include the existing zoning (which regulates the allowed uses,

locations of buildings and other matters); impacts on wetlands, aquifers, watersheds, floodplains or streams; water supply and waste disposal; parking and traffic impacts; stormwater drainage, signage, lighting and landscaping.

This handout offers a quick guide to the processes you need to follow and the boards, commissions or departments responsible for each. It is not meant to replace the official (and more detailed) documents.

If you are not sure if the work you are planning requires any kind of permit, it is better to check with the Building Commissioner first. The following list presents some, but not all, of the activities that require one or more permits or approvals from a town board, commission or department:

- *Additions/footprint changes*
- *Altering a business property*
- *Change of use*
- *Connections to Town water/sewer*
- *Decks*
- *Demolitions*
- *Garages/barns*
- *Impervious surface increases*
- *Livestock/animals*
- *New houses /new roofs*
- *New/replacement septic systems*
- *New/replacement signage*
- *New/replacement wells*
- *Porches*
- *Renovations (interior/exterior)*
- *Sheds and fences*
- *Structural changes*
- *Subdividing land*
- *Tennis courts/swimming pools*
- *Tents*
- *Wood stoves/fireplaces*

Pre-application discussions with town staff is strongly encouraged. Delays and costly design changes in your project can often be avoided by discussing it with the appropriate entities in advance of doing any work or applying for permits.

Gather Information

The Town of Medfield strongly encourages pre-application discussions for any and all projects. The amount of detail you need varies according to the nature of the project and the types of permits you need. You may consult with the appropriate boards, commissions or departments to determine the level of detail that is expected.

Statutorily, the Board of Appeals is not available for pre-application reviews but the Planning staff can assist you. At a minimum, your plans should show a rough layout and access to the lot as well as any likely wetlands, streams or flood plains that may be impacted. Obtaining and familiarizing yourself with the relevant rules and regulations from the pertinent boards, commissions or departments can significantly expedite the development process. At this point, it is not necessary to have a survey or engineered plans, but they will be required later in the process. You will receive guidance from staff on the type of information and the level of detail required for your project.

When you know the location and size of your building or development project and the uses contemplated, you should initiate contact with the Building Commissioner, Health Agent, Conservation Agent and the Town Planner. Any of these will be able to direct you appropriately to the Board of Health, Conservation Commission, Planning Board, Board of Appeals, Historical Commission, Selectmen, Licensing, Public Works, Police Department, or Fire Department as necessary. These Town agencies can advise you if your project seems feasible or what changes you should consider. They will also tell you which permits you are likely to need, roughly how long it will take to get them and whether public hearings will be required.

List of Contacts and Development-Related Town Permits

The following is a compilation of contacts and description of the various types of permits and approvals that are issued by the Town and the types of projects that they apply to. The list is meant to be illustrative only. You

may need a ruling from the applicable board or commission to determine exactly which permits you need. The following contains specific bylaws, rules and regulations that apply to development projects in Medfield. Individual boards, commissions and departments may have additional materials that pertain to specific types of projects. We recommend calling before coming in to meet with the various departments as several are either staffed part-time or by one person.

To the extent feasible, you should try to determine which permits or process may be done concurrently and which must be done consecutively. For example, if you are planning an addition that requires a new septic system, you may need a wetlands &/or zoning determination for each.

Be sure to request that ALL ASPECTS of your project are included in any wetlands determination.

Changes in plans may require additional review.



Building Department, Town House, Ground Floor, (508) 906-3005

- Enforcement of the State building code is the responsibility of the local inspection department which consists of a Building Commissioner, and inspectors of wiring, plumbing, and gas. Permits are issued for all new construction and all renovation projects. Inspections are made throughout the construction renovation process.
- The Building Commissioner also enforces the zoning bylaws of the Town.

Gary Pelletier, CBO, Building Commissioner/Zoning Enforcement Officer

Don Colangelo, Alternate Building Commissioner, Local Inspector

Scott Allison, Building Department Administration

Jack Rose, Plumbing and Gas Inspector

Bob Piersiak Assistant Plumbing and Gas Inspector

William Cooke, Inspector of Wires

Mike Mancini, Assistant Inspector of Wires

Building Department	Building Permits	Any building or structure, additions, wood burning stoves, certain other facilities, demolition permits	Sheds may require permits. Fences under 6' do not require permits. Zoning setbacks and heights must be met.
	Plumbing, gas and electrical permits	Virtually all wiring, plumbing and gas jobs	Licensed electrician, plumber and gas fitter required for pulling permits.
	Enforcement of Zoning By-laws	General compliance with all aspects of the <u>Zoning By-laws</u>	Requires review prior to issuance of building permit. Pre-existing Non-Conformities/Grandfathering, Lighting, Signs, Parking, etc.

Board of Health, Town House Ground Floor, (508) 906-3006

- Board of Health (BoH) reviews plans concerning stormwater runoff, drainage and septic system design as it pertains to subdivisions, commercial properties and private homes. The Board also reviews upgrades and repairs of existing septic systems and installation of private wells. Issuance of Form A is for residents seeking Building Permits involving properties served by private septic systems. Permitting of Food Establishments, public pools, beaches, camps, keeping of animals; and beaver/muskrat trapping (emergency) permits.
- Office Hours: Monday through Friday 8:30am to 12:30 pm

[Nancy Bennotti](#), Administrative Assistant

Health Department/ Board of Health	Stormwater/Drainage Plan Review	Plan review application, and checklist submittal, with supporting documentation	Stormwater regulations available at BoH office. Review by consulting engineer and approval issued by Board of Health
	Septic Systems	New system installation; upgrade and/or repair to existing systems	Medfield Title 5 regulations are available on the Town website. Permit review and issue by Health Agent
	Soil/Percolation Test	Soil test application submittal with supporting documentation	Soil test application and excerpt of soil testing requirements available on town website . Permit review and issue by Health Agent
	Food Establishment & Temporary Food Permits	Operation of any food service or food retail business; including mobile food, and residential food kitchens; and temporary or seasonal events at which food will be served to the public. Plan/Spec review document and permit application submittal with supporting documentation.	Food Plan/Specification Review - document review by Health Agent. Depending on permit; issue by either Board of Health or Health Agent
	Wells	Private well permit application submittal with supporting documentation	Private well regulations and permit application Available on Town website . Permit application review and issue by Health Agent.
	Form A	BOH review of proposed addition/renovation to properties served by septic systems. Requirement of building permit application. Form A submittal with supporting documentation	Form A available at BOH office. Review and issue by Health Agent
	Other Permits	Tobacco and Nicotine Delivery Products; septic hauler, septic installer, and offal; semi-public and public pools; beach, camp, animals, beaver/muskrat trapping (emergency) permits, and MA Rental Voucher Program (MRVP) inspections	Permit applications available at BOH office. Review and issue by either Health Agent or Board of Health, depending on permit.

[Department of Public Works](#), (DPW) Town House Ground Floor, (508) 906-3003**[Water and Sewer Department](#), Town House Ground Floor, (508) 906-3004**

- Responsible for water and sewer connection permits and billing
- Transfer Station Permits
- Driveway / road opening permits
- Stormwater permits for land disturbances of one acre or more

[Megan Rogers](#), Office Manager
[Maurice Goulet](#), Director of Public Works
 Ed Hinkley, Tree Warden



DPW	Various Permit	Curb cuts/driveway openings, Town water connections, Town sewer connections, hydrants	
	Stormwater Management	Review soil erosion, sedimentation, and stormwater runoff	Town Code Section 235
	Public Shade Tree Law	Trees within the boundaries of a public right of way	MGL Chapter 87

Planning & Zoning, Town House Second Floor, (508) 906-3027

- [Zoning Board of Appeals](#)
- [Planning Board](#)
- [Zoning Map](#) / [Use Regulations](#) / [Area & Setback Regulations](#) / [Height & Bulk Regulations](#)

[Sarah Raposa, AICP](#), Town Planner

Board of Appeals	Findings	Extension, change or alteration of a preexisting non-conforming use or structure.	MGL Ch 40A §6 and Medfield Zoning Bylaw Article 9 Dimensional Requirements: Area / Height & Bulk
	Special Permits	Certain uses as identified in the Medfield zoning bylaw	Chapter 300a , Table of Use Regulations Article 7 , Open Space Residential Zoning Article 8.4 , Downtown Parking District Article 10 , Flood Plain District Article 11 , Watershed Protection District
	Variances	Relief from zoning relative to dimensional requirements	Need to demonstrate a hardship directly related to soil, shape or topographical conditions (MGL Ch 40A §10)

Planning Board	Approval Not Required (ANR) Plan	To create a new lot where there is sufficient frontage on an existing way	Exemptions to the Subdivision Control Law (MGL Ch 41 §81P)
	Subdivision Plans: Preliminary/Definitive	Creating new lots by constructing a new road	A preliminary plan is required for commercial property and it is recommended for residential subdivisions (MGL Ch 41 §81L)
	Site Plan Approval	New or expanded commercial/industrial uses Multi-Family in USSOD	This assures that parking, drainage, lighting, etc. are adequate. See Article 14.12 of the zoning by-law.
	Special Permit	Two-Family & Multi-Family Dwellings in the RU District	Article 14.15
	Special Permit	Large-scale, ground-mounted solar arrays	Article 19 , Photovoltaic Overlay District
	Scenic Roads	Protects significant features like trees and stone walls within the public road layout	Chapter 210, Scenic Roads : Causeway St, Foundry St, Hartford St, portion of North St, Orchard St, Philip St, portion of Pine St, School St, Wight St



Conservation Commission, Town House Second Floor, (508) 906-3028

- Enforces MA Wetlands Protection Act, [Chapter 131](#) and Medfield Wetlands Bylaw
- Office Hours: Generally Tuesday, Wednesday, Thursday afternoons Always phone ahead as the agent may be out doing field work

Conservation Agent: conservationcommission@medfield.net

Conservation Commission	Determination of Applicability	To determine whether any wetlands on your property will be impacted by your project.	Chapter 290, Wetlands
	Abbreviated Notice of Resource Area Delineation	This establishes the extent of wetlands or other protected resources on your property.	This process allows the resources to be identified prior to the design of the project so that the project can be designed to minimize its impact on the resources

	Notice of Intent	Any project that disturbs land within 100 feet of wetlands, or 200 feet of a stream/river	An Order of Conditions is the approval document issued that states mitigating actions that must be done to minimize the impacts of the project.
	Request for Certificate of Compliance	Documentation that Order of Conditions was complied with	This is issued following an inspection after the project is complete



RECOMMENDED LAND USE PERMITTING ORDER:

1. **Board of Health, DPW, and Conservation Commission for stormwater and wetlands impacts**
2. **Concurrent Submittal to Planning Board and Zoning Board of Appeals (process: open with Planning Board Hearing so feedback can be provided to ZBA; obtain ZBA Decision; obtain Planning Board Decision). The PB & ZBA rely on the BoH and ConCom especially for stormwater related impacts.**
3. **Building Dept, Fire Dept.**

Selectmen's Office and Town Administration Town House Second Floor, (508) 906-3012

- Town Licensing Authority
- Earth Removal Permits

Kristine Trierweiler, Town Administrator

Assistant Town Administrator

Brittney Franklin, Assistant to the Town Administrator

Selectmen	Various Licenses	Liquor licenses, common victualler licenses, entertainment licenses	Licenses are issued by the Board of Selectmen
	Permit	Earth removal	Medfield Zoning Bylaw Article 12

Historic Preservation: Historical Commission / Historic District Commission

- Contacts may be obtained through the [Building Department](#)

Historical Commission	Reviews applications for demolition of structures over 50 years old	For demolition of historically significant structures / buildings	Town Bylaw 16 , Demolition (Historic & Archeological)
Historic District Commission	Reviews applications for demolition of structures in local Historic Districts	John Metcalf, Hospital Farm, Clark-Kingsbury and Town Center	MGL Ch. 40C

Sign Advisory Board

- Contacts may be obtained through the [Building Department](#)

Sign Advisory Board	Reviews applications for signage	For permanent and temporary sign; sign limitations on size and location	Zoning Bylaw Article 13 (adhere to required setbacks)
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Assessors Department, Town House Second Floor, (508) 906-3015

[Yvonne Remillard](#), Principal Assessor

Kathy Mills, Administrative Assistant

Diane Clancy, Field Appraiser/Admin Assistant

Assessing	Various	Tax rate, property assessment, excise tax abatement	New lots are assessed when the plan is endorsed by the Planning Board, not when recorded at the Registry of Deeds
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Town Clerk, 459 Main Street, Medfield (508) 906-3024

- The Town Clerk is responsible for the maintenance of factual public records, the administration of fair and accurate elections, and the registration of Town voters.

[Marion Bonoldi](#), Town Clerk

[Tracey Klenk](#), Assistant Town Clerk

Town Clerk	Various	Business licenses, filing of planning and zoning applications and decisions	Medfield Town Charter and Town Code
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Police Department, 114 North Street, Medfield (508) 359-2315

- Reviews projects for various safety provisions and traffic impacts

[Michelle Guerette](#), Chief of Police

Fire Department, 114 North Street, Medfield (508) 359-2323

- Inspection & permitting of smoke/CO detectors, fuel storage, oil burners, open burning, hydrants
- 527 CMR Fire Prevention Regulations, MGL Chapter 148 Fire Prevention

[William Carrico](#), Fire Chief



What if I want to construct a new home, addition, or new business? New construction and additions sometimes require one or more permits, depending on the size, location, and proposed use of the structure. Your first step should be to consult the Building Commissioner. The Building Commissioner will discuss with you the property improvements you propose, and what the typical permit requirements are. The Building Commissioner will inform you of other regulations, like environmental regulations, wetlands, etc. that might apply to your site. He will also guide you to the Zoning Bylaw, which specifies minimum lot area, setbacks for front, rear, and side yards, lot coverages, and permitted uses in specific districts.

How do I know what laws apply to my project? Call the Building Commissioner or Town Planner for help in determining the various laws and regulations that govern your project and your site.

What is Zoning? All property in Medfield is classified into a zoning district. These districts are located on the official Zoning Map, which can be found in the Zoning Bylaw or on the free online interactive maps on the Town website. These districts define the uses that are allowed in that district by right or by special permit (see Attachment 1 of the Zoning Bylaw). Each district also has specific regulations for lot sizes and setbacks (see Attachment 2). Specific regulations for parking (see Section 8), various commercial uses allowable by special permit (see Section 14). There are also several “overlay” districts that stipulate additional development controls in some areas of the Town such as floodplains, watershed, and aquifer protection.

What is the difference between the Zoning Code and the Building Code? Zoning regulations are established by the Town and adopted at Town Meetings. Zoning determines the types of structures and uses that are allowed in each zoning district. No matter where your property is located in town, it is subject to some type of zoning. The Building Code is established by the Commonwealth of Massachusetts and applies to all structures and buildings, no matter the use or location. The Building Code sets the minimum safety standards to protect the health and safety of the building occupants and neighbors.

What if my proposed structure or use is not allowed by the Zoning Bylaws? Some uses are not allowed, and others are allowed only with a Special Permit. A Special Permit means that the use is not normally permitted, but the Town will consider allowing it if it meets certain criteria and is judged to be an overall benefit to the Town. Section 14 of the Zoning Bylaw outlines the process and the uses subject to Special Permits. In other cases, when a proposed structure cannot fit properly on a lot, a Variance pursuant to MGL Chapter 40A Section 10 may be required. Use variances are not allowable in Medfield. Please contact the Building Commissioner or Town Planner for more information.

What are zoning nonconformities? Zoning nonconformities are defined as parcels, land uses, buildings, structures, or situations that do not conform with current zoning regulations. Examples include: older lots or subdivisions with lots that met the size requirement at the time (an increase in lot size or a reduction in density

is called “down-zoning”), a building built to lesser setbacks than are currently required, a two-family or multi-family dwelling in a single-family zoning district, or a residential dwelling in a business zone.

Can zoning nonconformities legally continue to exist? Yes. The zoning bylaw allows nonconformities to continue. If certain nonconformities are abandoned, damaged, or destroyed, the regulations restrict their replacement. For further information talk to the Building Commissioner or Town Planner.

Can zoning nonconformities be enlarged? Generally, no. However, a nonconforming parcel (substandard lot) and nonconforming residential use (lot size, perfect square, setbacks, etc.) may be enlarged under certain circumstances and with some restrictions. The Building Commissioner is authorized to make certain Section 6 findings during the building permit review process. If the project proposes to make existing nonconformities worse or create new nonconformities, please speak with the Town Planner for an application to the ZBA. All teardowns on nonconforming lots require a special permit from the ZBA.

When can zoning nonconformities be replaced as they currently exist? Zoning nonconformities can be replaced as they currently exist when they require maintenance, become damaged, or in the case of most residential uses, are destroyed by an act of nature or other unintentional event.

When must zoning nonconformities be replaced to conform with current zoning requirements? When zoning nonconformities are intentionally destroyed, demolished or removed from the site, they may only be replaced in conformance with the current zoning requirements. Also, when nonresidential nonconformities are abandoned or demolished (intentionally or unintentionally), they may only be replaced in conformance with the current zoning requirements.

Other Resources:

Medfield [Town Charter](#) and [Town Code](#) – Source for town government structure and laws

Medfield Assessor’s [Property Assessments](#) – Review an abbreviated property record card

Massachusetts General Laws ([MGL](#)) – Source for state laws

Massachusetts [State Building Code](#) - 780 CMR

[Norfolk County Registry of Deeds](#) – Research your deed, easements, and original subdivision plans

[MassGIS Oliver](#) – Statewide Geographic Information System (GIS Mapping)

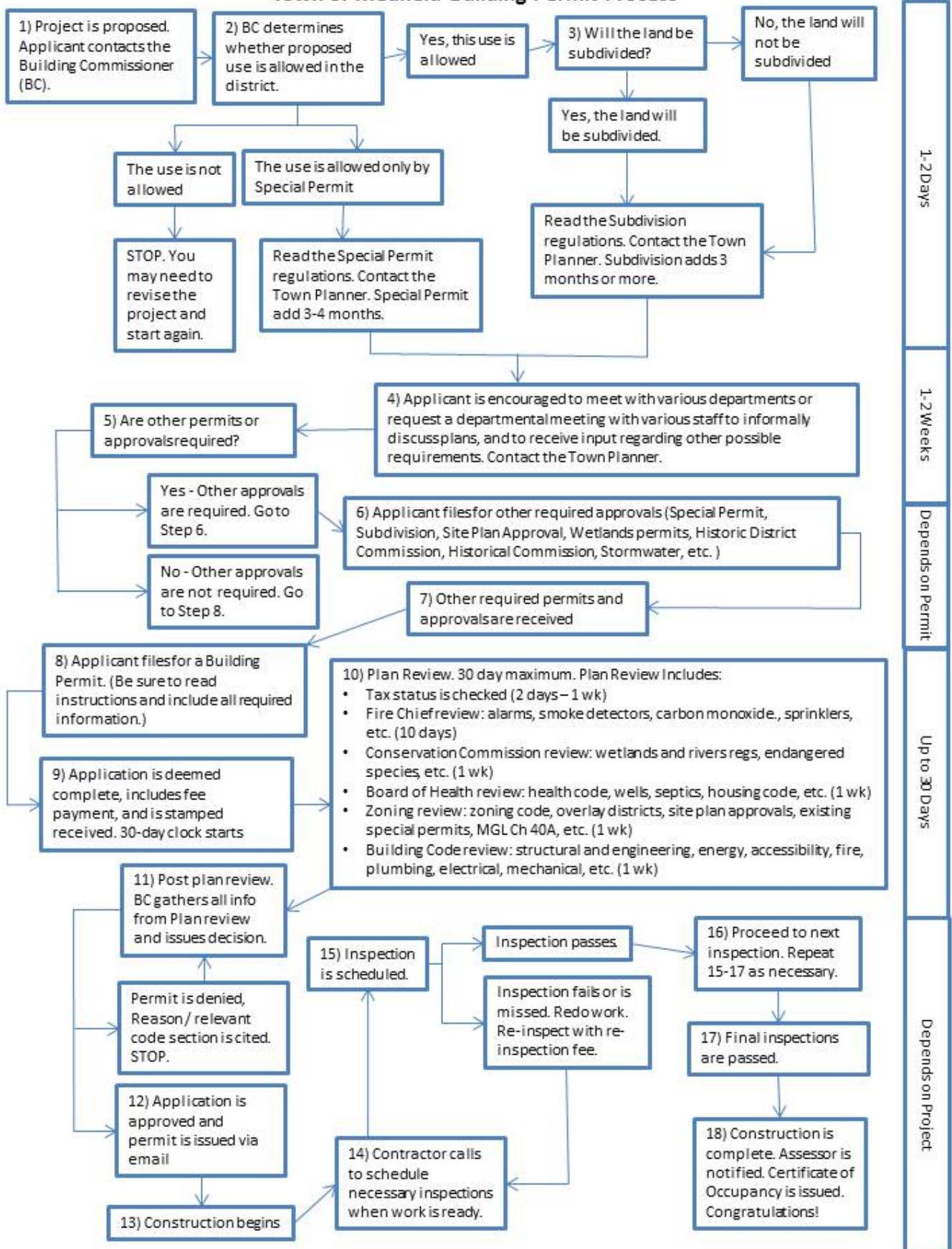
[FEMA FIRM-ette](#) – Create and print your own Flood Insurance Rate Maps (FIRMs)



The Process

The flowcharts and diagrams that follow illustrate the application and review process for typical permits. These reviews and timelines are governed by local and State laws. Applicants are reminded that several permits may be required for a project. All applicants are encouraged to speak with Town staff before applying for permits. We can help you understand the required forms, the process, and the review criteria.

Town of Medfield Building Permit Process



Residential Lot Coverage - Residential lot coverage is an important zoning tool to aid in controlling the size and bulk of new dwellings, expansions, and teardowns and to manage the amount of stormwater runoff from properties that may affect adjacent properties and the Town of Medfield's stormwater system. Any increase of impervious surface may be affected, even if it is a simple patio or pool project. (Refer to Zoning Bylaw Section 300-[6.3.D](#) and [Attachment 3](#).)

	RU	RS	RT	RE
Maximum Lot Coverage by Zoning District	35%	20%	15%	10%
Secondary Aquifer Protection Overlay (if applicable *see reverse)	15%	15%	15%	15%

**Aquifer Protection District (Zoning Bylaw Section 300-[16](#)): Many lots are also located in a zoning overlay district adopted to preserve and maintain the quality and quantity of the existing potential groundwater supply within the known aquifers of the Town by protecting the groundwater and groundwater recharge areas from adverse land use practices. Lots located in the Secondary Aquifer Protection Overlay shall have no more than 15% or 2,500 square feet of the lot (whichever is greater) be rendered impervious unless a system for artificial recharge of precipitation is approved. Artificial recharge systems may not permit a lot coverage that exceeds that of the underlying zoning district.*

LOT, PERCENTAGE MAXIMUM COVERAGE - The percentage of any lot that can be covered by man-made impervious surfaces such as buildings, structures, accessory buildings and structures, nonporous paving, or any surface with a percolation rate slower than 120 minutes per inch. ([Zoning Bylaw 300-2.1](#))

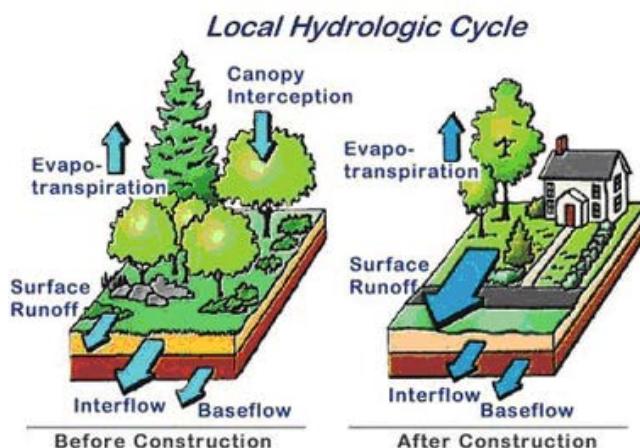
Calculate the total area of impervious surface on the Property – Each residential lot has a Maximum Lot Coverage, expressed as a percentage, which represents the maximum amount of impervious surface allowed on a particular lot. Maximum Lot Coverage is computed as the total amount of impervious surface on the lot divided by the total lot area. Impervious surfaces on a lot include, but are not limited to:

Pervious

- Lawn, Sod
- Decks with at least 3/16" space between slats
- Garden, mulched areas
- Undisturbed woods, forest, meadow, pasture, farmland, wetlands, streams, brooks
- Loose, crushed, or non-compacted gravel
- Stormwater basins
- Engineered and maintained porous pavement and surfaces (Designed and construction certified by Professional Engineer. Maintained in accordance with Town approved Operations and Maintenance (O&M) plan. Submit reports to Building Department for record.)

Impervious

- Buildings (house, garage, sheds, barns, and other accessory structures)
- Paved Surfaces, Walkways and Driveways, Parking areas
- Decks without at least 3/16" space between slats
- Recreational structures such as sports courts, swimming pools, and spas
- Compacted soil and graveled areas
- Unmaintained permeable pavers/pavement
- Materials such as bluestone, cobblestone, Belgian block, brick, pavers, stone, tile, stone dust, and similar hardscaped surfaces



Description of impervious surfaces	Length*	Width*	Area*
#1			
#2			
#3			
#4			
#5			
#6			
(a) Total area of all impervious surfaces (sf) =			(a)

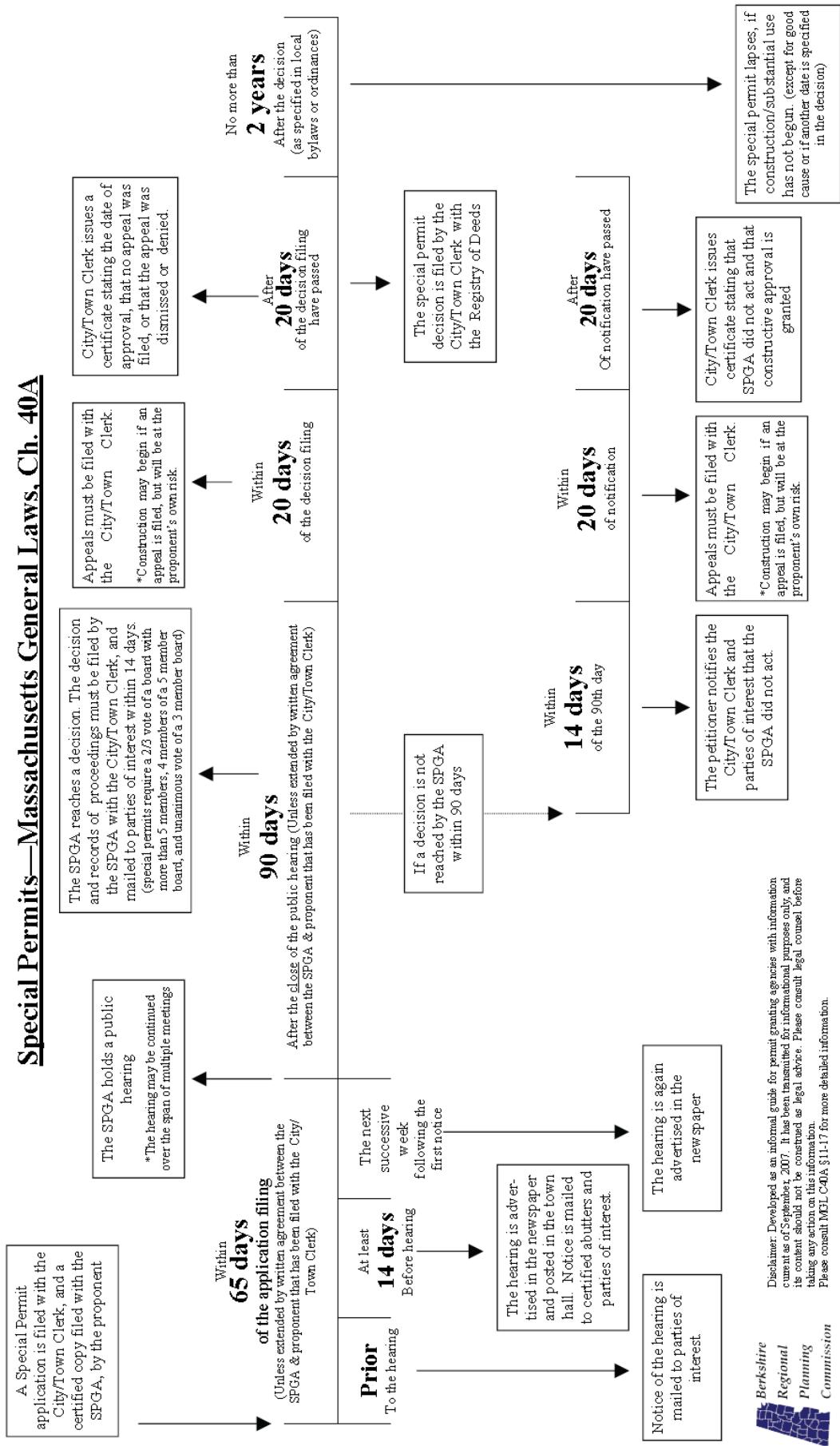
*calculate the area of irregular impervious surfaces as needed

$$\frac{\text{Total Lot Size (sf)}}{\text{(a) Total area of all impervious surfaces (sf)}} \times \text{X} = \frac{\text{Max %}}{\text{Must be less than}} < \text{X} = \frac{\text{(b)}}{\text{(b) Max lot coverage (sf)}}$$

Requirements for use of systems for the artificial recharge of precipitation (*if applicable*) – The following shall be submitted to the Building Commissioner and the Zoning Board of Appeals, if applicable:

- A) The current certified plot plan shall show all structures, impervious surfaces, recreational facilities and hardscapes, both proposed and existing.
- B) Calculations showing the existing lot coverage, the proposed lot coverage, and the lot coverage above the maximum lot coverage. These calculations should be presented in square feet and as a percentage.
- C) The Applicant shall provide provisions to infiltrate the first 2-inches of rainfall for the entire area above the maximum lot coverage (both proposed and existing). These provisions shall be designed by a Professional Engineer registered in the Commonwealth of Massachusetts. The volume to be infiltrated shall be calculated as the entire area above the maximum lot coverage multiplied 2-inches. The Engineer shall provide a minimum of separation between the estimated seasonal high groundwater table and the bottom of the infiltration best management practice of 1-foot.
- D) The infiltration best management practice shall infiltrate all groundwater with 48-hours of the storm event.
- E) The areas to be infiltrated shall not include driveways and parking areas, without pretreatment. The plan shall show the location construction details of the infiltration best management practice. Some infiltrating techniques are considered Class V Injection Wells, as defined by 310 CMR 27.03, and are prohibited in the Primary Aquifer Zone, except by Special Permit, and are prohibited in the Zone I. The Applicant shall provide provisions to protect groundwater if these techniques are proposed in the Primary Aquifer Zone. (See Section 16 Aquifer Protection District, Medfield Zoning By-Law)
- F) Upon completion of the project, the Professional Engineer shall provide the following certification: "The Stormwater infiltration best management practice, approved by Medfield Building Permit No. _____ (and Special Permit No. _____, if applicable) has been installed in accordance with the approved plans." This certification shall be provided with an as-built drawing delivered to the Building Commissioner with a copy to the ZBA, if applicable.

Special Permits—Massachusetts General Laws, Ch. 40A



Residential Subdivision—Massachusetts General Laws, Ch. 41

Preliminary Plan Submitted before a Definitive Plan

A preliminary plan is submitted to the planning board and board of health, and a notice of plan submittal to the City/Town Clerk, either by delivery in person or by certified mail.

A definitive plan is submitted to the Planning Board, and a written notice of plan submittal to the City/Town Clerk, either by delivery in person or by certified mail. A copy of the plan must also be filed with the Board of Health.

Within **45 days** of the plan submittal (Unless extended by written agreement between the planning board and the applicant that has been filed with the City/Town Clerk)

At least **14 days** Before hearing

The hearing is advertised in the newspaper and posted in the town hall. Notice is mailed to the applicant and abutting landowners.*

Each Board notifies the applicant and the City/Town Clerk by certified mail whether the Planning Board approves, approves with modifications, or disapproves the plan.



Disclaimer: Developed as an informal guide for permit granting agencies with information current as of September, 2007. It has been resuscitated for informational purposes only, and its content should not be construed as legal advice. Please consult legal counsel before taking any action on this information. Please consult MSL-C for more detailed information.

Preliminary Plan Submitted before a Definitive Plan

Within 45 days of the plan submittal

The Board of Health reports their approval or disapproval of the plan. Failure to report shall be deemed approval.

Within **90 days** of the plan submittal (Unless extended by written agreement between the planning board and the applicant that has been filed with the City/Town Clerk)

Within **20 days** of the certificate filing

Within **20 days** of the certificate filing

The planning board holds a public hearing
*The hearing may be continued over the span of multiple meetings

If a decision certificate (or a written agreement to extend the decision period) is not filed by the planning board with the City/Town Clerk within 90 days

The plan and its certificates are filed at the Registry of Deeds

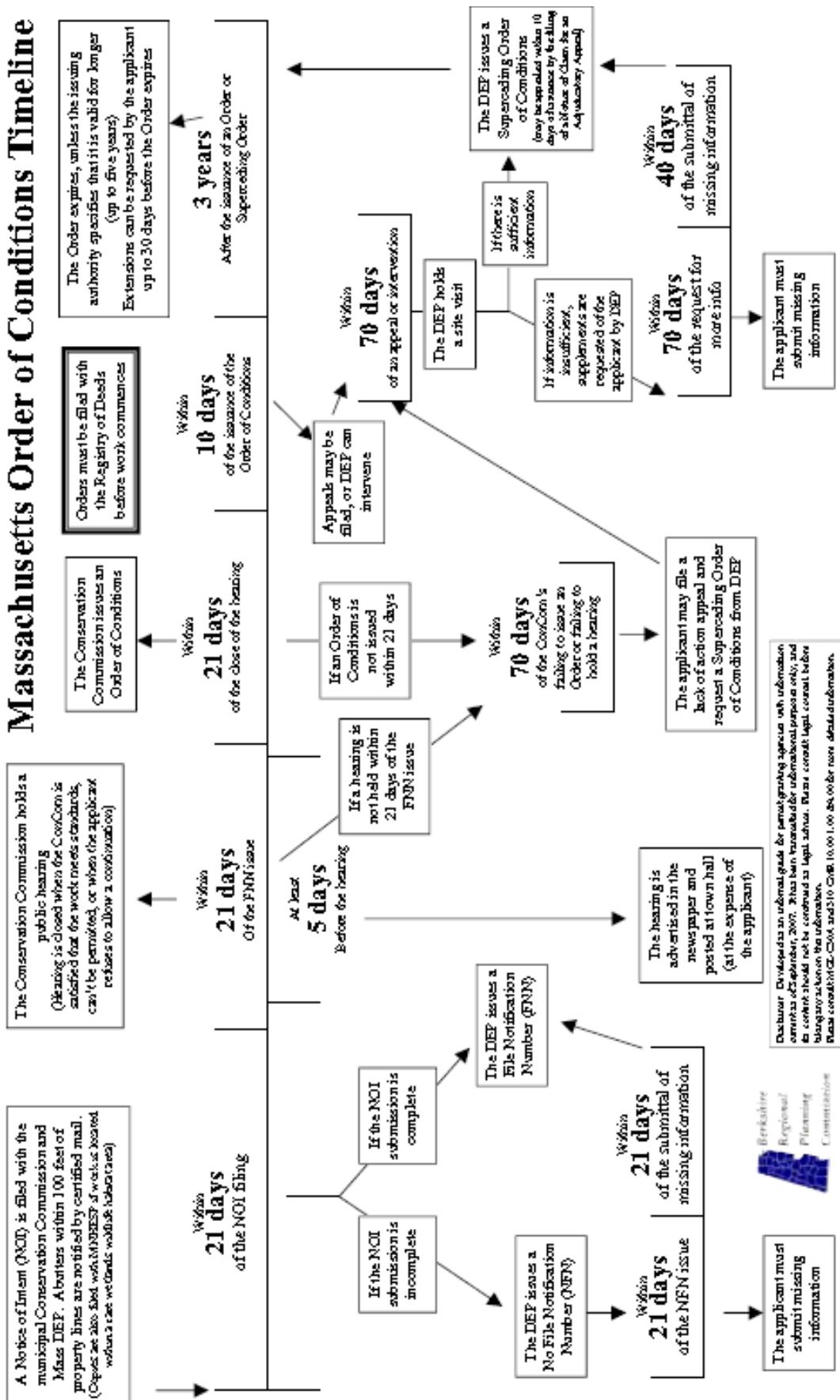
A certificate of the board's action is filed with the City/Town Clerk and mailed to the applicant.

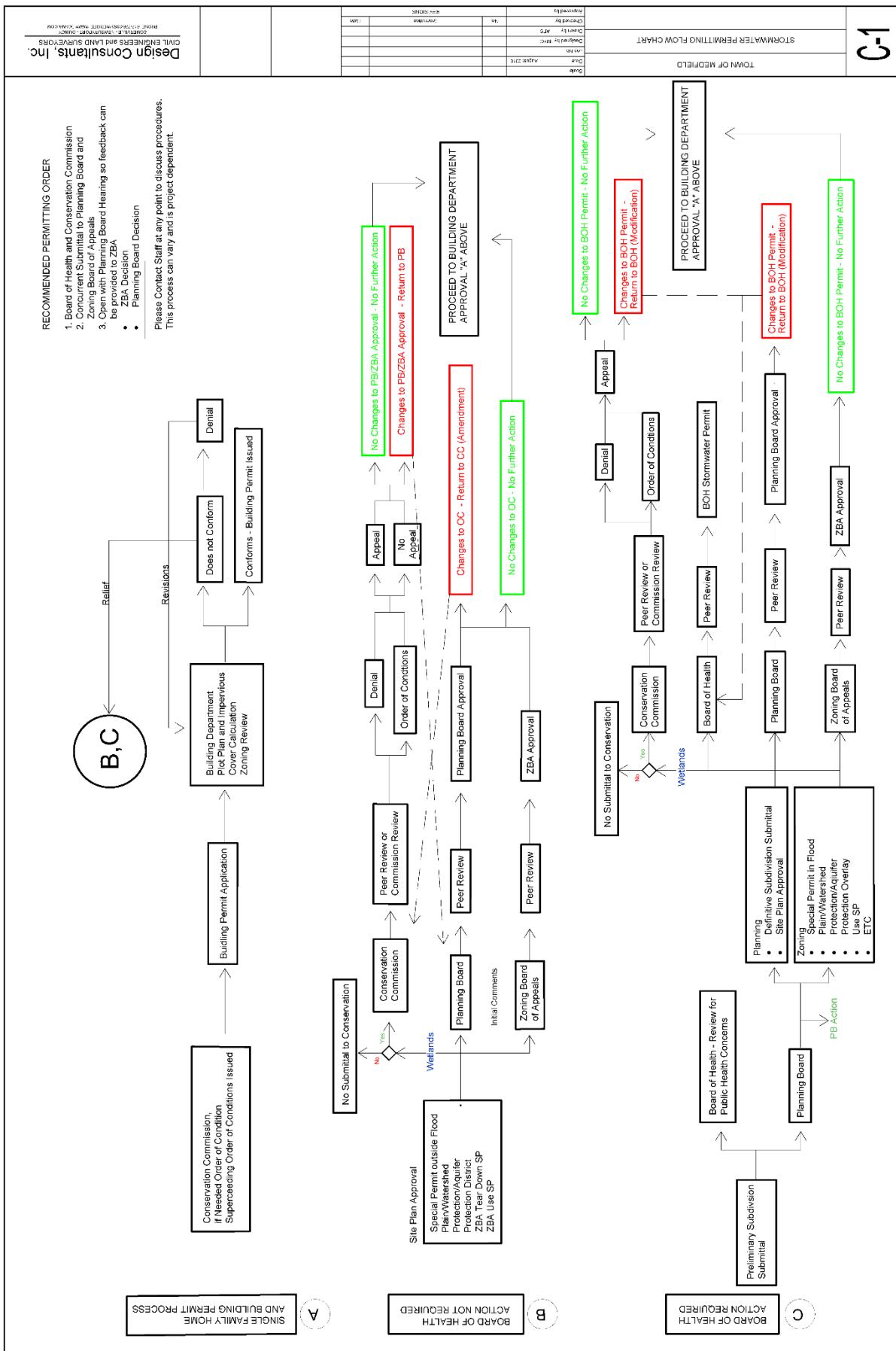
The hearing is again advertised in the newspaper.*

City/Town Clerk issues Certificate stating that the Planning Board did not act and that constructive approval is granted. The plan and certificate of constructive approval are delivered to the applicant by the City/Town Clerk.

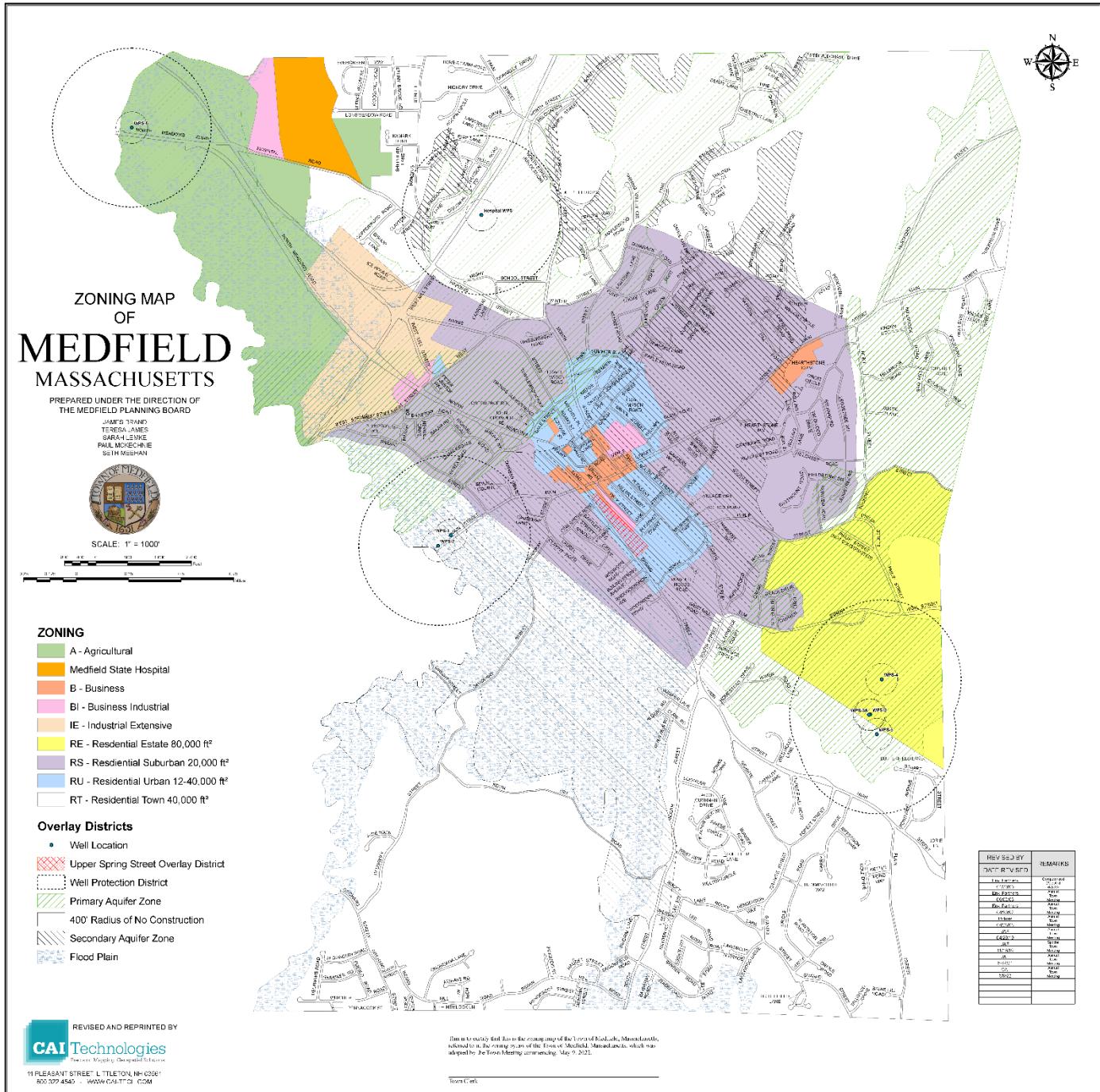
* = at the expense of the applicant.

Massachusetts Order of Conditions Timeline





MEDFIELD ZONING MAP



LIST OF LOCAL LAND USE PROFESSIONALS - This list is provided for informational purposes only. No one listed is recommended in any way. Prospective clients are expected to hire their consultants based on their own selection process.

WETLANDS SCIENTISTS

David Burke	Wetlands Resource Specialist, Sudbury	978-443-1693
Joyce Hastings	GLM Engineering Consultants, Holliston	508-429-1100
Paul McMannus	EcoTec Inc., Worcester	508-752-9666
Russ Waldron	Applied Ecological Sciences, Norfolk	508-740-0438 (c)

ENGINEERS / LAND SURVEYORS

Wayne Carlson	Carlson Surveying Co., Millis	508-376-2310
Dana Clow	Advance Concepts Engineering, Plainville	508-699-6507
Paul Cutler	Landmark Engineering, Norfolk	508-384-3064
Paul DeSimone	Colonial Engineering, Inc., Medway	508-533-1644
Rob Gemma	MetroWest Engineering, Framingham	508-626-0063
Joyce Hastings/Rob Truax	GLM Engineering Consultants, Holliston	508-429-1100
Dan Merrikin	Merrikin Engineering, Inc., Millis	508-376-8883
Daniel O'Driscoll	O'Driscoll Land Surveying Co., Medway	508-533-3314
Ardi Rrapi	Cheney Engineering Co., Dover	508-785-2100

LAND USE / ZONING ATTORNEYS

Attorney Edward (Ted) V. Cannon	Doherty, Dugan, Cannon, Raymond and Weil, P.C., Franklin	(508) 541-3000
Attorney James W. Murphy	Law Offices of James W. Murphy, Sherborn	(508) 653-7162
Attorney Vincent J. O'Brien	Fryer & O'Brien LLC, Dover	(508) 785-1505



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