



# ***Town of Sturbridge***

## ***Department of Inspectional Services***

### ***Building Code Enforcement***

***Nelson B. Burlingame - Building Commissioner***

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#### **Town of Sturbridge: Checklist to help determine a Possible Buildable Lot**

This document is intended to summarize components that may help determine a lot is "buildable" per the Town of Sturbridge. This is not meant to be comprehensive, only a guide. It is in your best interest to check with these departments, as no one department can determine the "buildability" based on the complexity of circumstances.

<b>Department</b>	<b>Responsibility</b>	<b>Parcel Zoning</b>	<b>Public Meeting Required</b>	<b>Legal Notice Required</b>
<b>Assessor</b> 508.347.2503	Property Record Card Plot Plan – or find our our website via GIS	X		
<b>Board of Health</b> 508.347.2504	Septic Requirements Well Requirements		X – possible X – possible	X – possible X – possible
<b>Building Dept</b> 508.347.2505	Building Permit Applications Maintain Set Back Requirements Schedule Inspections: Electrical, Plumbing & Building	X		
<b>Conservation Dept</b> 508.347.2506	Wetlands Protection (Within 200' of a waterbody) Tree Removal Request (Private Property)		X – possible X – possible	X – possible X – possible
<b>Dept of Public Works</b> 508.347.2515	Sewer &/or Water Tie-In Schedule Curb Cut Approval Driveway Permit Applications			
<b>Finance Dept</b> 508.347.2509	Status of Taxes (paid or owed) Determine if parcel has Town Water/Town Sewer Betterment Fee (public utilities: current or proposed)			
<b>Fire Dept</b> 508.347.2525	Smoke & Carbon Monoxide Inspections/Certificates Underground Storage Tanks (Fuel)			
<b>Planning/Zoning Dept</b> 508.347.2508	Parcel: Lot Use Parcel: Meets Zoning Requirements		X – possible	X – possible
<b>Tree Warden</b> 774.200.3947	Tree Removal Request (Town Property)			

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***"Public Safety ~ A Joint Responsibility"***