



# **TOWN OF STURBRIDGE**

## **PLANNING BOARD**

### **Application for Special Permit, Site Plan Review or Waiver**

#### ***A. Official Application Form***

Application for Special Permits shall be made on an official form, which shall be furnished by the Planning Department upon request. Forms may be found in Chapter 8 in the *Rules and Regulations of Town of Sturbridge the Planning Board*. Forms may also be obtained on the Town Website <https://www.town.sturbridge.ma.us/files>.

#### ***B. Contents of Application***

The completed application form, original plan and fifteen (15) copies shall be submitted to the Planning Department during regular business hours with an additional copy filed forthwith with the Town Clerk by the applicant. The effective date of the submittal shall be the date the plans are submitted to the Town Clerk. At least one copy of the plan shall be produced in size 11" X 17". Additionally, all application submittals shall be provided in digital form as a PDF via email or the online permitting system.

The following information shall be furnished by the applicant, or a request for waiver shall be provided in writing at the time of application. If an applicant requests a waiver for a specific item and that is not granted by the Board, the item must be submitted and the Public Hearing shall be continued to allow sufficient time for submittal and review of the item. Failure to submit a required item shall be cause for disapproval of an application. The following are the submittal requirements:

1. A site plan drawn at a scale of 1" = 40', unless another scale is previously requested by the applicant and found suitable by the Board. All plans shall be prepared, signed and sealed by a Massachusetts licensed engineer, architect or landscape architect, whichever is appropriate.
2. The plan shall be stamped by the registered land surveyor who performed the instrument boundary survey and who shall certify the accuracy of the locations of the building(s), setbacks, and all other required dimensions, elevations and measurements, and shall be signed under the penalties of perjury;

3. The scale, date, and north arrow shall be shown on the plan;
4. Lot numbers, dimensions of lot in feet, size of lot in square feet, and width of abutting streets and ways shall be shown on the plan;
5. The location of existing or proposed building(s) on the lot shall be shown with the total square footage and dimensions of all buildings and building elevations and floor plans, and perspective renderings;
6. The plan shall show the location of existing wetlands, water bodies, wells, one-hundred year floodplain elevation, and other natural features; streams, wetlands, vistas, slope areas, geological features, unique vegetation, historic features, and others that may be important to the site;
7. A landscape plan to include the total square feet of all landscape and recreation areas, and depiction of materials to be used, and the quantity, size, methods, and species of plantings must be provided;
8. All plans shall indicate the percent of building lot coverage and percentage of paved (impervious) area used for parking, loading, and access within the property;
9. The existing and proposed topographical lines at two-foot contour intervals on the tract and within 50' thereof are required;
10. The location and a description of proposed open space or recreation areas shall be provided;
11. Existing and proposed street network, parking areas and spaces, drainage, and utility systems shall be prepared by a professional engineer licensed in Massachusetts;
12. The applicant shall submit information regarding all measures proposed to prevent pollution of surface water or groundwater, soil erosion, increased runoff, and flooding;
13. When the property is located in a Water Supply Protection District, please provide projections of down gradient concentrations of nitrogen, phosphorus, and other relevant chemicals to be disposed of on-site, at property boundaries, and at other locations deemed pertinent by the Board. This information must be prepared by a Hydro-geologist or Registered Professional Engineer possessing experience and education in Water Supply Protection and Hydrology;
14. Any additional information which the Board may require. The Board may engage a Massachusetts Professional Engineer experienced in groundwater

evaluation, hydrogeology or hazardous and toxic materials to review the application for completeness and correctness and shall require the applicant to pay for the cost of the review ;

15. A locus plan at 1" = 100', 200' or 400' scale showing the location, names, and present widths of the Secondary Streets bounding, approaching or within reasonable proximity of the site, and including the tracts of land, ownership, and topography taken from assessor's plans or field survey if available, or properties there-in;
16. The application shall also furnish a narrative summary of the vital statistics of the project. Such statistics shall include total gross and net square footage, number of parking spaces, and estimated amounts of water consumption and sewer discharge.
17. The applicant shall furnish a current Certified Abutter's List from the Assessor's Office.

#### *C. Notice of the Public Hearing*

The Notice of the Public Hearing shall be prepared by the Planning Department provided to the applicant for publication and mailing. The Notice of the Public Hearing shall be:

- a. Published in a newspaper of general circulation in the town once in each of two successive weeks. The first publication shall not be less than fourteen (14) days before the day of the hearing. The date of the public hearing should not be counted in the 14 days.
- b. Posted in a conspicuous place in the Town Hall for a period of not less than fourteen (14) days before the day of the hearing.
- c. The notice shall be mailed postage pre-paid to the applicant, with Certificate of Mailing, to abutters within 300' of all property lines including abutters in another town and across a public or private street or way, and the Planning Board of all abutting towns. The notice shall also be mailed to other individuals, boards, or agencies for review if required by the zoning bylaw.