



TOWN OF STURBRIDGE

Planning Board Permit Application

For Official Use:

Date of Receipt: _____

Received By: _____

File Number: _____

Date of Approval: _____

Completed: _____

Not Completed: _____

Application Type

Special Permit

Site Plan Review

Waiver

Part A General Information

1. NAME OF REGISTERED OWNER OSJ Of Sturbridge MA LLC
Address 375 Commerce Park Rd
City North Kingstown State RI Zip Code 02852
Telephone No. 401-466-4000
Email Address glenn@osjl.com

2. NAME OF APPLICANT/ AGENT Tony Lafo/ American Sign
Address 614 Ferry Street
City New Haven State CT Zip Code 06513
Telephone No. 203-624-2991
Email Address tony@americansigninc.com

3. MATTERS RELATED TO THE APPLICATION SHOULD BE ADDRES TO
(check one or more):

Owner

Applicant/Agent

4. PROOF OF OWNERSHIP ACCOMPANYING APPLICATION: (check one):
- Copy of front page of deed Parcel Registry

Part B Details of Application

5. Location of Subject Property
- Municipal Address: 178 Main Street, Sturbridge MA
- Lot(s): _____ Plan: _____
- Assessment Lot Number(s): 415-03417-U2
6. Is the subject property subject to any easements, rights-of-way, or other rights over adjacent properties (i.e. mutual driveway)?
- Yes No

7. Existing use of Property: _____

8. Date of construction of all existing and proposed buildings and structures on the subject property:

Services available to the subject property:	Existing	Proposed
Type of water services (i.e. municipal water or private well)		
Type of sewage disposal (i.e. municipal sewage disposal or private septic system)		
Type of storm drainage (i.e. sewers, ditches, swales or other means)		

9. Project Details

	Total Gross Floor Area		Total Gross Leasable Area		Number of Units	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
Industrial						
Office						
Commercial						
Institutional						
Residential						
Total						

Part C

Project Narrative *Must be completed by applicant or agent*

Describe the proposed project in terms of use, design elements and construction timeframe.

Install a replacement Storefront sign at 87.5 SF where 32 SF is allowed.

The sign will remain externally illuminated by Gooseneck lighting as required.

Explain how the design and layout of the development or use constitutes suitable development without detriment to the neighborhood or to the environment.

The sign design in general fits within the regulations and was approved recently by the design review committee at 30 SF. Due to the setback of the building the sign is barely visible from the Road at only 30 SF

Describe any special processes, mitigation measures or unique circumstances which may have a bearing on project approval

The unique circumstance in this case is the setback distance from the road, rendering the allowed square footage not being adequately visible from the road

10. Please list any technical studies or background material being submitted to support the application.

Sign Drawings showing the proposed sign versus the allowed sign.

11. Please indicate (√) if the applicant or owner has submitted any of the following applications for all or part of the subject property and complete the following chart:

Other Applications	Required		Submitted		File Number	Status of Application
	Yes	No	Yes	No		
Conservation Commission (Notice of Intent or Request for Determination)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
DPW (Curb Cut Permit)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
DPW (Street entrance, water or sewer tie in)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Board of Health (Septic, food, other)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Zoning Board of Appeals (Special Permit, Variance)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Board of Selectmen (Liquor License)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Other (please list below)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Other:

SITE PLAN CHECK LIST

1. Existing Site Plan – note any non-conformance

YES	NO – must give reason below	For Planning Board use
<input type="checkbox"/>	<input type="checkbox"/> Locus	_____
<input type="checkbox"/>	<input type="checkbox"/> North arrow	_____
<input type="checkbox"/>	<input type="checkbox"/> Survey	_____
<input type="checkbox"/>	<input type="checkbox"/> Existing Structures	_____
<input type="checkbox"/>	<input type="checkbox"/> Existing roads and curbs	_____
<input type="checkbox"/>	<input type="checkbox"/> Contours and elevations	_____
<input type="checkbox"/>	<input type="checkbox"/> Abutters within 300 feet	_____
<input type="checkbox"/>	<input type="checkbox"/> Zone and dimensional requirements	_____
<input type="checkbox"/>	<input type="checkbox"/> Setbacks	_____

Additional comments

2. Proposed – meets zoning unless noted

YES	NO – must give reason below	For Planning Board use
<input checked="" type="checkbox"/>	<input type="checkbox"/> Lot dimensions	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/> Proposed buildings	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/> Percent building & impervious areas	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/> Sidewalks and buffer areas	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/> Streets, driveways and access	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/> Circulation patterns	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/> Parking spaces and calculations	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/> Allowed use reference	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/> Loading areas	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/> Building mean height	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/> Dumpsters & screening	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/> Outdoor storage areas	_____

Additional comments

3. Grading

YES	NO – must give reason below	For Planning Board use	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Buffer zones and distances	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wetlands and vernal pools	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Riparian features	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Flood zones	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ground water elevations	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Siltation fencing	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Significant species type and habitat	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Detention and Retention Basins	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Grading plan	_____

Additional comments

4. Utilities

YES	NO – must give reason below	For Planning Board use	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Water lines and connections	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hydrants and sprinklers	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sewer lines and connections	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Electric and wire lines	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Drainage structures	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Oil and propane tanks	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Snow storage area	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Public and private wells	_____

Additional comments

5. Landscaping, Lighting and Signs

YES	NO – must give reason below	For Planning Board use
<input checked="" type="checkbox"/>	<input type="checkbox"/> Landscaping and calculations	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/> Lighting location, size, type, direction	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/> Open space as percent of lot	_____
<input type="checkbox"/>	<input checked="" type="checkbox"/> Sign location size and detail	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/> Geologic features	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/> Dust and noise control measures	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/> Fencing permanent and temporary	_____

Additional comments

Proposed sign size is larger than allowed by code

6. Detail Sheets

YES	NO – must give reason below	For Planning Board use
<input checked="" type="checkbox"/>	<input type="checkbox"/> Tree planting	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/> Shrub planting	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/> Light poles	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/> Hydrants	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/> Catch basins	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/> Man holes	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/> Traps	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/> Trenching	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/> Road profiles	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/> Curbing and Burms	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/> Signs and support	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/> Sewer fixtures	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/> Water lines	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/> Fencing	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/> Headwalls	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/> Siltation fencing	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/> Facades	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/> External materials & colors	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/> Fenestration	_____

Additional comments

7. Calculations and Studies unless waived

YES	NO – must give reason below	For Planning Board use
<input type="checkbox"/>	<input type="checkbox"/> Lot coverage	_____
<input type="checkbox"/>	<input type="checkbox"/> ITE trip generation calculations	_____
<input type="checkbox"/>	<input type="checkbox"/> Planting calculations and schedule	_____
<input type="checkbox"/>	<input type="checkbox"/> Traffic impacts	_____
<input type="checkbox"/>	<input type="checkbox"/> Drainage calculations	_____
<input type="checkbox"/>	<input type="checkbox"/> Water and sewer demands	_____
<input type="checkbox"/>	<input type="checkbox"/> Hydrant pressure tests	_____
<input type="checkbox"/>	<input type="checkbox"/> Water and aquifer studies	_____
<input type="checkbox"/>	<input type="checkbox"/> Other	_____

Additional comments

8. Permits applied for / received from other boards, agencies or commissions

Board/Agency	Action or Conditions
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

AUTHORIZATION (Must be signed by applicant)

I hereby request that the Town of Sturbridge Planning Board review this application for Site Plan approval, including all plans, documents and information herewith. I represent to the best of my knowledge and belief, this application is being submitted in accordance with the Site Plan Review Regulations of the Planning Board of the Town of Sturbridge.

Tony Lafo
Signature of Applicant

8/25/2021
Date

AUTHORIZATION (Must be signed by owner)

I am the record owner of the property for which this application is being filed and as such, I am familiar with the work proposed to be carried out on my property.

I hereby give permission for this application to be filed with the full understanding that certain restrictions may be placed on the property relative to the approval of the proposed work.

I further certify that under the penalties of perjury, I am authorized to sign this application.

Glenn Anderson
Signature of Owner

8/25/2021
Date

If someone is representing the applicant or the owner, the applicant must designate such representative below:

Name of Representative: _____

Address of Representative: _____

Telephone No.: _____

Relationship of representative to owner or applicant: _____

If representing a group, corporation or other organization please attach a copy of the vote authorizing you to act on behalf of such organization for the purposes of this application.

An application will not be considered complete and will not be submitted to the Planning Board for its action until all required documentation/information has been submitted to the Town Planner and filed with the Town Clerk.

Incomplete applications will be automatically rejected and returned to the applicant.

Applications should be submitted to:

Town of Sturbridge Planning Department
Center Office Building
301 Main Street
Sturbridge, MA, 01566
508-347-2508

Applicants are *strongly* encouraged to schedule a submittal meeting with the Town Planner.