



# 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 \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone No. \_\_\_\_\_

Email Address \_\_\_\_\_

2. NAME OF APPLICANT/ AGENT \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone No. \_\_\_\_\_

Email Address \_\_\_\_\_

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: \_\_\_\_\_

Lot(s): \_\_\_\_\_ Plan: \_\_\_\_\_

Assessment Lot Number(s): \_\_\_\_\_

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.

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

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

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

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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)						
DPW (Curb Cut Permit)						
DPW (Street entrance, water or sewer tie in)						
Board of Health (Septic, food, other)						
Zoning Board of Appeals (Special Permit, Variance)						
Board of Selectmen (Liquor License)						
Other (please list below)						

Other:

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# 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

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## 2. Proposed – meets zoning unless noted

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

### Additional comments

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### 3. Grading

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

#### Additional comments

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### 4. Utilities

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

#### Additional comments

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## 5. Landscaping, Lighting and Signs

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

### Additional comments

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## 6. Detail Sheets

YES	NO – must give reason below	For Planning Board use
<input type="checkbox"/>	<input type="checkbox"/> Tree planting	_____
<input type="checkbox"/>	<input type="checkbox"/> Shrub planting	_____
<input type="checkbox"/>	<input type="checkbox"/> Light poles	Not applicable
<input type="checkbox"/>	<input type="checkbox"/> Hydrants	Not applicable
<input type="checkbox"/>	<input type="checkbox"/> Catch basins	Not applicable
<input type="checkbox"/>	<input type="checkbox"/> Man holes	Not applicable
<input type="checkbox"/>	<input type="checkbox"/> Traps	Not applicable
<input type="checkbox"/>	<input type="checkbox"/> Trenching	Not applicable
<input type="checkbox"/>	<input type="checkbox"/> Road profiles	Not applicable
<input type="checkbox"/>	<input type="checkbox"/> Curbing and Burms	_____
<input type="checkbox"/>	<input type="checkbox"/> Signs and support	_____
<input type="checkbox"/>	<input type="checkbox"/> Sewer fixtures	Not applicable
<input type="checkbox"/>	<input type="checkbox"/> Water lines	Not applicable
<input type="checkbox"/>	<input type="checkbox"/> Fencing	Not applicable
<input type="checkbox"/>	<input type="checkbox"/> Headwalls	Not applicable
<input type="checkbox"/>	<input type="checkbox"/> Siltation fencing	_____
<input type="checkbox"/>	<input type="checkbox"/> Facades	_____
<input type="checkbox"/>	<input type="checkbox"/> External materials & colors	_____
<input type="checkbox"/>	<input type="checkbox"/> Fenestration	_____

## Additional comments

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## 7. Calculations and Studies unless waived

YES	NO – must give reason below	For Planning Board use
<input type="checkbox"/>	<input type="checkbox"/> Lot coverage	<hr/>
<input type="checkbox"/>	<input type="checkbox"/> ITE trip generation calculations	Not applicable <hr/>
<input type="checkbox"/>	<input type="checkbox"/> Planting calculations and schedule	<hr/>
<input type="checkbox"/>	<input type="checkbox"/> Traffic impacts	Not applicable <hr/>
<input type="checkbox"/>	<input type="checkbox"/> Drainage calculations	<hr/>
<input type="checkbox"/>	<input type="checkbox"/> Water and sewer demands	Not applicable <hr/>
<input type="checkbox"/>	<input type="checkbox"/> Hydrant pressure tests	Not applicable <hr/>
<input type="checkbox"/>	<input type="checkbox"/> Water and aquifer studies	Not applicable <hr/>
<input type="checkbox"/>	<input type="checkbox"/> Other	<hr/>

## Additional comments

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

Board/Agency	Action or Conditions
<hr/>	<hr/>
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**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.

DocuSigned by:  
Kevin R. Pierre  
98B42CF17927471  
Signature of Applicant

9/5/2023  
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.

DocuSigned by:  
Kevin R. Pierre  
98B42CF17927471  
Signature of Owner

9/5/2023  
Date

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

Name of Representative: James Bernardino, P.E. (CMG)

Address of Representative: 67 Hall Road, Sturbridge, MA

Telephone No.: (774) 241-0901

Relationship of representative to owner or applicant: Engineer

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.**



**Site Plan Approval Checklist**  
**Planning Board**  
**Required Information for Site Plan Approval**  
**and Properties Subject to Landscaping, Screening, and Buffers**

Applicant: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

**Submittals**

(1) Planning Board submittals. Any person who desires Site Plan Approval shall submit an original and fifteen (15) copies of the following to the Planning Board, including the Application, Certificate of Taxes Paid, Certified List of Abutters, Fee, and Plans.

(a) The site plan, as specified in the Sturbridge Zoning Bylaws Chapter 25.03 (b) Content of Final Site Plan and other Submittals shall show:

- Existing and Proposed Buildings
- Existing and Proposed Contour Elevations
- Structures
- Parking Spaces
- Driveway Openings
- Driveway Service Areas
- Facilities for Sewage
- Facilities for Refuse and Other Waste Disposal
- Drainage Structures
- Wetlands
- Surface Water
- Areas Subject to the One Hundred (100) Year Flood
- Maximum Ground Water Elevation
- Location of Aquifers
- Private or Public Wells and Drinking Water Supplies in relation to the Site
- Landscaping Features
- Signs

(b) Site plan shall show the relation of the above features to adjacent ways and properties and all contiguous land owned by the applicant or by the owner(s) of property.



**Site Plan Approval Checklist**  
**Planning Board**  
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**and Properties Subject to Landscaping, Screening, and Buffers**

- (c) Supporting materials shall be submitted that address Environmental Impacts:
  - Pollution of Surface or Ground Water
  - Soil Erosion
  - Increased run-off
  - Changes in Ground Water Level
  - Flooding
  - Other submittals that indicate the measures proposed to deal with and mitigate environmental impacts.
  
- (d) Design Features including landscaping, screening
  
- (e) The applicant shall submit in writing a traffic study that shall project traffic flow patterns into and upon the site for both vehicles and pedestrians, and an estimate of the projected number of motor vehicle trips to and from the site for an average day and for peak hours, and for peak seasons, as well as existing patterns and existing ways for passage of traffic and pedestrians. The Planning Board reserves the right to request additional traffic information that it deems necessary when making development decisions.
  
- (f) Except for building permits, any other permits or approvals required from Town Agencies are to be included as part of this submittal or an explanation of their absence satisfactory to the Planning Board shall be submitted. Failure to provide such permits or approvals shall not be due to failure by the applicant to apply to the appropriate agency for such permits and approvals.
  - Conservation Commission
  - Design Review Committee
  - DPW
  - Water Connection
  - Sewer Extension
  - Board of Health
  - Mass Highway
  - Special Permits (ZBA, Planning, BOS)
  - Other

Notes:



## Site Plan Approval Checklist

### Planning Board

### Required Information for Site Plan Approval and Properties Subject to Landscaping, Screening, and Buffers

- (2) Landscaping Plans shall be submitted – these requirements apply to all projects that require Site Plan Approval. The following submittals are required at the time of application:
- Each application shall contain a brief narrative describing the project and the proposed landscaping, screening, and buffers and other design elements.
  - Plans for projects with over 1,000 square feet of landscaping area shall be prepared by a certified landscape architect, horticulturist, or arborist and shall be submitted with each site plan application, unless an exception is granted by the Planning Board. Plans for smaller projects may be prepared by a person familiar with the proposed species of plants, their planting requirements and maintenance requirements. Such plans shall create a total pattern for the site, integrating the various elements of each site's design and creating a pleasant site character. The landscaping plan shall be designed to achieve architectural and environmental enhancement in the following areas:
    - Buffering of parking, screening of storage areas, and unsightly objects such as public utilities and substations. See Section 25.07 Landscaping, Screening and Buffers for amount of buffering and screening required. See Section 25.07 (p) for Parking Lot Landscaping Requirements.
    - Creating buffer zones between residential, commercial, and industrial areas.
    - Erosion control and storm water management.
    - Noise barriers.
    - Streetscape enhancement, blending or improving existing and abutting landscape.
    - Improving the relationship of site to structure through the use of shade, screening, accent, and foundation plantings.
    - Landscaping plans shall include botanical and common names of plant materials, symbols, size, quantity, and spacing of materials.
    - The name, address, phone number and certification of the person or firm who prepared the plan.
  - The plans shall include the planting details for the installation of trees and shrubs. Planting details shall comply with Landscaping Details found in Appendix 3 of the *Rules and Regulations Governing the Subdivision of Land* adopted June 18, 2002 as may be amended from time to time.
  - The plans shall include the details for the erosion control measures to be utilized during construction.
  - The plans shall include the plant protection detail on the site plan as well as the location, type and caliper of any existing mature trees and plantings to remain, to be relocated or to be removed. If mature trees are removed due to grading or other reasons, replacement specimen size trees may be required.