



TOWN OF STURBRIDGE

Planning Board

Permit Application

For Official Use:

Date of Receipt: 2.14.24.

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 Tcentris LLC
Address 220 Roy Rd
City Ashdale State ma Zip Code 01518
Telephone No. (508) 864-1100
Email Address Bonatroj1@aol.com

2. NAME OF APPLICANT/ AGENT Bona Tcentris-Roy
Address 220 Roy Rd
City Ashdale State ma Zip Code 01518
Telephone No. (508) 864-1100
Email Address Bonatroj1@aol.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: 5 snell st

Lot(s): _____ Plan: _____

Assessment Lot Number(s): 592-02435-005

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: Residential

8. Date of construction of all existing and proposed buildings and structures on the subject property: 1875

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

9. Project Details

	Total Gross Floor Area		Total Gross Leasable Area		Number of Units	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
Industrial	0	0			0	0
Office	0	0			0	0
Commercial	0	873			0	1
Institutional	0	0			0	0
Residential	1746	873			2	1
Total	1746	1746			2	2

Part C

Project Narrative *Must be completed by applicant or agent*

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

Property owner wishes to convert the First Floor to Accomodate their Pottery retail space. Construction will include removal of one bedroom on First Floor to provide retail space, adding two large windows on front left side First Floor, remove side panels of front entry way restoring back to original facade, and replacing front door and adding handicap ramp. Construction to be completed within 90 days of approved town permitting.

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

The lot is located within the commercial tourist district. This area contains mixed use properties on small lots. Both retail and residential uses are allowed in this district. Our plan is to retain residential use on the second floor with (1) apartment and operate a retail space on the first floor housing the property owners pottery business.

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

We have secured a shared parking agreement with the owner of 428 main st. This retail shop will provide another small business option in the immediate area we hope to work with our neighbors to promote each others business. These are all things encouraged in the commercial tourist District Plan on line.

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

Survey, existing site plan, proposed site plan,
handicap ramp plan, shared parking agreement
and floor plan.

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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Board of Selectmen (Liquor License)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Other <u>Sign Permit</u> (please list below)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 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

3. Grading

YES NO – must give reason below

For Planning Board use

- Buffer zones and distances
- Wetlands and vernal pools
- Riparian features
- Flood zones
- Ground water elevations
- Siltation fencing
- Significant species type and habitat
- Detention and Retention Basins
- Grading plan

Additional comments

4. Utilities

YES NO – must give reason below

For Planning Board use

- Water lines and connections
- Hydrants and sprinklers
- Sewer lines and connections
- Electric and wire lines
- Drainage structures
- Oil and propane tanks
- Snow storage area
- Public and private wells

Additional comments

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

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	_____
<input type="checkbox"/>	<input type="checkbox"/> Hydrants	_____
<input type="checkbox"/>	<input type="checkbox"/> Catch basins	_____
<input type="checkbox"/>	<input type="checkbox"/> Man holes	_____
<input type="checkbox"/>	<input type="checkbox"/> Traps	_____
<input type="checkbox"/>	<input type="checkbox"/> Trenching	_____
<input type="checkbox"/>	<input type="checkbox"/> Road profiles	_____
<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	_____
<input type="checkbox"/>	<input type="checkbox"/> Water lines	_____
<input type="checkbox"/>	<input type="checkbox"/> Fencing	_____
<input type="checkbox"/>	<input type="checkbox"/> Headwalls	_____
<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

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	<hr/>
<input type="checkbox"/>	<input type="checkbox"/>	Planting calculations and schedule	<hr/>
<input type="checkbox"/>	<input type="checkbox"/>	Traffic impacts	<hr/>
<input type="checkbox"/>	<input type="checkbox"/>	Drainage calculations	<hr/>
<input type="checkbox"/>	<input type="checkbox"/>	Water and sewer demands	<hr/>
<input type="checkbox"/>	<input type="checkbox"/>	Hydrant pressure tests	<hr/>
<input type="checkbox"/>	<input type="checkbox"/>	Water and aquifer studies	<hr/>
<input type="checkbox"/>		Other	<hr/>

Additional comments

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

Board/Agency	Action or Conditions
<u>ZBA</u>	<u>Hearing scheduled March 20th</u>
<u>DRC</u>	<u>Meeting scheduled March 4th</u>
<u>CONS.</u>	

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.

Rona T. Poy
Signature of Applicant

2/12/24
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.

Rona T. Poy
Signature of Owner

2/12/24
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.