



# 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

- NAME OF REGISTERED OWNER Pilot Travel Centers LLC  
 Address 5508 Lonas Drive  
 City Knoxville State TN Zip Code 37909  
 Telephone No. (865)209-  
 Email Address utility@pilottravelcenters.com
- NAME OF APPLICANT/ AGENT Kathleen Schiffhauer  
 Address 6235 Southern Blvd  
 City Youngstown State OH Zip Code 44512  
 Telephone No. (330)716-2705  
 Email Address kathleen.schiffhauer@owlservices.com
- 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: 400 Haynes Street Sturbridge, MA 1566

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

Assessment Lot Number(s): 330-04542-400

## 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: Travel Center  
\_\_\_\_\_

## 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<br>(i.e. municipal water or private well)                     | N/A      | N/A      |
| Type of sewage disposal<br>(i.e. municipal sewage disposal or private septic system) | N/A      | N/A      |
| Type of storm drainage<br>(i.e. sewers, ditches, swales or other means)              | N/A      | N/A      |

## 9. Project Details

|               | Total Gross Floor Area |          | Total Gross Leasable Area |          | Number of Units |          |
|---------------|------------------------|----------|---------------------------|----------|-----------------|----------|
|               | Existing               | Proposed | Existing                  | Proposed | Existing        | Proposed |
| Industrial    |                        |          |                           |          |                 |          |
| Office        |                        |          |                           |          |                 |          |
| Commercial    |                        | 1100     |                           |          |                 |          |
| Institutional |                        |          |                           |          |                 |          |
| Residential   |                        |          |                           |          |                 |          |
|               |                        |          |                           |          |                 |          |
| Total         |                        | 1100     |                           |          |                 |          |

**Part C**

**Project Narrative** *Must be completed by applicant or agent*

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

The proposed project is the installation of (2) padmount 350KW EV charging stations, a new pad mounted transformer, switchgear, power cabinets and a mini power zone. Utility design provided by Utility company and construction timeframe is approx. 3-4 weeks.

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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.

The design and layout uses existing stalls keeping all green space intact. The addition of EV Charging would improve the neighborhood by adding one option to charge your vehicle at the travel center.

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

A net loss of 4 parking stops to install the EV charging stalls.

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

For permit drawings

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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<br>(Notice of Intent or Request for Determination) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |             |                       |
| DPW<br>(Curb Cut Permit)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |             |                       |
| DPW<br>(Street entrance, water or sewer tie in)                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |             |                       |
| Board of Health<br>(Septic, food, other)                                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |             |                       |
| Zoning Board of Appeals<br>(Special Permit, Variance)                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |             |                       |
| Board of Selectmen<br>(Liquor License)                                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |             |                       |
| Other<br>(please list below)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |             |                       |

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 checked="" type="checkbox"/> | <input type="checkbox"/> Locus                             | _____                  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> North arrow                       | _____                  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> Survey                            | _____                  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> Existing Structures               | _____                  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> Existing roads and curbs          | _____                  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> Contours and elevations           | _____                  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> Abutters within 300 feet          | _____                  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> Zone and dimensional requirements | _____                  |
| <input checked="" 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 checked="" type="checkbox"/> | <input type="checkbox"/> Lot dimensions                      | _____                         |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> Proposed buildings       | _____                         |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> Percent building & impervious areas | <u>No new actual building</u> |
| <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 type="checkbox"/>            | <input checked="" type="checkbox"/> Building mean height     | _____                         |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> Dumpsters & screening    | _____                         |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> Outdoor storage areas    | _____                         |

### Additional comments

No additional building being added

No dumpster or outdoor storage added

### 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

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### 4. Utilities

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

#### Additional comments

Only utilities will be using the electrical

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## 5. Landscaping, Lighting and Signs

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

### Additional comments

Nothing in this section will be added

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## 6. Detail Sheets

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

### Additional comments

Nothing in this scope of work that was checked no.

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### 7. Calculations and Studies unless waived

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

### Additional comments

Electrical work only

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

| Board/Agency | Action or Conditions |
|--------------|----------------------|
| <hr/>        | <hr/>                |
| <hr/>        | <hr/>                |
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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.