



# 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 DRAGONFLY IBIS STURBRIDGE LLC  
Address 20900 NE 30TH AVE STE 307  
City AVENTURA State FL Zip Code 33180  
Telephone No. 954-654-0632  
Email Address JOHN@TCIICAPITAL.COM
2. NAME OF APPLICANT/ AGENT DRAGONFLY IBIS STURBRIDGE LLC  
Address 20900 NE 30TH AVE STE 307  
City AVENTURA State FL Zip Code 33180  
Telephone No. 954-654-0632  
Email Address JOHN@TCIICAPITAL.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 01566

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

Assessment Lot Number(s): 415-03417-OU1

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: Retail/Commercial

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)	Municipal	Municipal
Type of sewage disposal (i.e. municipal sewage disposal or private septic system)	Municipal	Municipal
Type of storm drainage (i.e. sewers, ditches, swales or other means)	Municipal	Municipal

9. Project Details

	Total Gross Floor Area		Total Gross Leasable Area		Number of Units	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
Industrial						
Office						
Commercial	6,067	6,067	6,067	6,067	1	1
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.

Interior Fit-up of an existing tenant space for a Bar and Restaurant with interior and covered patio seating under existing canopy. Exterior work is limited to finish updates, storefront window alterations, and Patio fit-up.

window alterations, and Patio fit-up.

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

The use is on the "endcap" of the building in a former catalog pickup area and away from any residential. Restaurants are an attractive addition to service or soft goods oriented shopping centers like this plaza.

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

None.

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

None - waiver of site plan approved for parking analysis accepted 8/12/2022.

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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)	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Zoning Board of Appeals (Special Permit, Variance)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Board of Selectmen (Liquor License)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Other (please list below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Other:

Applicant to apply for grease trap with architectural submission as well as liquor license.

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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 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 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

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### 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 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

Applicant to apply for permit for grease trap with architectural submittals.

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## 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 checked="" type="checkbox"/>	<input 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

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## 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

Three horizontal lines for additional comments.

7. Calculations and Studies unless waived

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

Additional comments

Two horizontal lines for additional comments.


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

Board/Agency	Action or Conditions
Planning	Approval of tenant mix/parking study 8/12/2022.
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



**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.

  
\_\_\_\_\_  
Signature of Applicant

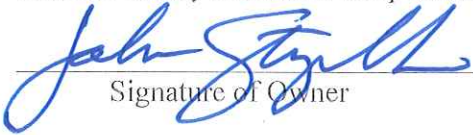
10/26/2022  
Date

**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.

  
\_\_\_\_\_  
Signature of Owner

10/26/2022  
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.