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March 26, 2021

Jean M. Bubon, AICP Town Planner  
Town of Sturbridge Planning Department  
Center Office Building  
301 Main Street  
Sturbridge, MA 01566

**Re: “Noble Energy Travel Center & EV Discovery Center” Project Narrative  
Site Plan Review, Waiver Request, & Sign Special Permit Application  
#195, 197, 201, & 201A Charlton Road (Route 20) Sturbridge, MA  
CMG ID 2020-127**

Dear Planning Board,

On behalf of Noble Energy Real Estate Holdings, LLC (Applicant), CMG is writing you this letter to describe the proposed work located at 195, 197, 201, & 201A Charlton Road (Route 20) in Sturbridge, MA (the “Site”). The existing Site consists of four (4) separate properties totaling approximately 7.3 +/- Acres located in a Commercial II Zoning District. There are no on-site or nearby jurisdictional wetlands. The Applicant obtained a “Negative Determination of Applicability” for the Site from the Sturbridge Conservation Commission on 12/03/20 (See Attachment #1).

The Site is currently occupied by a vacant former restaurant building and truck terminal business with associated office space and paved parking areas. There are also existing underground storage tanks (UST) associated with the truck terminal business located on-site and remnants of a former motel which has been demolished. Currently all Site stormwater runoff is discharged directly to the Rte 20 drainage system with no current on-site treatment. Site is serviced by Town water and sewer available within the adjacent Route 20 right of way.

Noble Energy (Applicant) is proposing to purchase the existing four (4) parcels totaling approximately 7.3 +/- Acres and create two (2) new commercial properties. Applicant is proposing the following:

**Lot 1 - Proposed Noble Energy Travel Center**

Lot 1 will include a proposed 8,437 +/- SF Noble Energy Filling Station / Convenience Store with Drive thru coffee / sandwich shop, and “Frisbie’s Ice Cream” take out and outdoor walk-up service window. The filling station will provide ten (10) motor vehicle fueling islands with overhead canopy, ten (10) electric vehicle charging spaces with overhead canopy, and four (4) high speed diesel fueling positions.

The proposed Noble Travel Plaza will provide 71 parking spaces in excess of the 53 required parking spaces based on the multiple uses within the 8,437 SF travel plaza building. CMG is including the 20 spaces under the fueling canopy and 10 spaces beneath the EV charging canopy towards total proposed Lot 1 parking requirement. This information is detailed with the Zoning Information Table Proposed for Lot #1 shown on Site Layout Plan Sheet C-2.0.

The proposed Drive thru window will service the Noble Travel Plaza for morning coffee and takeout food service. During afternoons and evenings, the drive thru will be utilized by the Nardellis's sandwich shop. The drive thru window is allowed under Zoning Section 11.01(l) Fast Food Establishment in the Commercial II zone. CMG's drive thru design is in compliance with Zoning Section 21.14. The drive-thru entrance is greater than 50 FT from the intersection with the public right of way and provides approximately 240 FT of unobstructed stacking distance between the order window and vehicle #12 shown on the Site Plan. An 18 FT by-pass lane is provided and the order window is located at the rear of the building greater than 100 FT from any property line.

### **Lot 2 - Proposed EV Discovery Center**

Lot 2 will include a proposed 16,640 +/- GSF, 2-Story Electric Vehicle (EV) Discovery Center to include a first floor not for profit electric vehicle display showroom and discovery learning center. Second floor will include an approximate 120 seat full service restaurant and bar, outdoor patio, and separate office space for Noble Energy and building tenants. The Applicant is also partnering with nearby Nichols College to provide a management training and hospitality program at this facility giving students both local employment and management experience.

The proposed EV Discovery Building parking area will provide 75 paved parking spaces and 59 seasonal overflow permeable grass paver parking spaces for a total maximum capacity of 134 parking spaces. This is in excess of the required parking requirement for the three (3) proposed uses within the EV Discovery Building which requires a total of 82 spaces. Given the shared parking situation and differing hours of operation for the EV Discovery Center, office space, and restaurant, the Applicant believes the 75 parking spaces to be adequate given the provision for seasonal expansion, if needed within the grass paver parking area.

The EV Discovery center will occupy the approximately 8,855 SF 1<sup>st</sup> Floor of the building and be utilized as a learning center and showroom for various electric vehicle offerings. Parking requirements for office space use (1/500 SF) is used for the Discovery Center 1<sup>st</sup> floor as CMG believes this would be the most similar based on the listed uses within the Sturbridge Zoning regulations. The Discovery center will be provided with 11 paved spaces, seven spaces less than the 18 required. The proposed Office and Restaurant uses fully comply with the parking regulations within the paved area. All three (3) uses will benefit from the 59 seasonal overflow spaces and shared parking. This information is detailed with the Zoning Information Table for Proposed Lot #2 shown on Site Layout Plan Sheet C-2.0.

The project will most likely require a new traffic signal on Route 20 and provide new Site parking, utilities, stormwater management infrastructure, landscaping, and lighting in accordance with Town of Sturbridge Regulations. The project's stormwater system is designed to meet Massachusetts Stormwater Management Redevelopment Standards for a Land Use with High Potential Pollutant Load (LUHPPL) in comparison with the existing Site which has no existing treatment.

We believe the proposed design and layout of this development is suitable without detriment to the neighborhood or environment. The project will provide new filling station UST and petroleum equipment consistent with local, state, and federal regulations. In addition, the project is taking a proactive approach to providing local electric vehicle (EV) charging options and EV education opportunities in anticipation of the future growth of this market.

Joseph Coan, JCLA prepared the landscape plan which consists of predominantly native large and medium size trees, shrubs, and perennial plants to provide various functions related to the existing site conditions and the proposed improvements. The plants chosen for this landscape are hardy species that will provide color, texture, and interest throughout the four seasons of New England.

### State & Local Land Use Permitting

Applicant is in the process of preparing both MEPA Expanded Environmental Notification Form (EENF) and MassDOT Highway Access Permits for each respective State Agency concurrently with the Site Plan review process. Vanasse and Associates, Inc. is providing a detailed "Traffic Study Report" with this submittal to address the proposed Site redevelopment. Vanasse and Associates, Inc. will continue to work with MassDOT during the permitting process to evaluate the project's impact and potential improvements to Route 20 in the vicinity of the project Site.

On behalf of the Applicant, CMG is requesting the following application reviews and approvals from the Sturbridge Planning Board:

- **Site Plan Review** - Noble Energy Travel Center & EV Discovery Center Site Redevelopment
- **Waiver Request** – Parking Lot Landscaping Buffer (Zoning Section 21.09.A) 25 FT frontyard landscaping buffer is required. Existing Site has a 0 FT landscape buffer between the property line and the Site along the Site frontage.

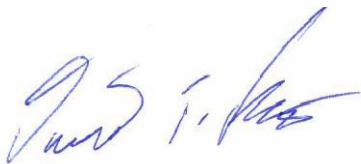
The proposed project will provide an increased landscape buffer along the Site frontage for #195 & 197 Charlton Road. The project will provide an additional 12 FT landscape area strip on the Site property to supplement the existing 16 FT ~ 26 FT strip within the MassDOT right of way between the property line and highway curbing. This provides approximately 28 FT to 38 FT of proposed grass, landscaping, and a 5 FT wide sidewalk between the Site and back of curbing along Rte. 20. The current landscaping plan provides salt tolerant plantings along the Site property line which will also require review and approval by MassDOT.

- **Signage Special Permit** (Zoning By-Law Section 22.05.5) to allow for more and larger signage given the scale of the proposed project. Please see enclosed "Site Signage Layout Plan"

CMG is enclosing for your review the "Noble Energy Travel Center & EV Discovery Center" Site Plan Set and Stormwater Report, date 3/26/21 and associated project submittals detailing the project. Please contact me at (508) 864-6802 with any questions or if you need more information.

Thank you.

Sincerely,  
CMG ENVIRONMENTAL, INC.



David T. Faist, P.E.  
Principal Civil Engineer

Attachment

cc. Michael Frisbie, Noble Energy

ATTACHMENT #1

Sturbridge Conservation Commission  
12/3/20 Negative Determination of Applicability



# Town of Sturbridge

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## Conservation Commission

December 3, 2020

Noble Energy Real Estate Holdings  
131 Buckingham Street, Suite 301  
Hartford, CT 06106

Re: 195, 197, 201, 201A Charlton Road, Sturbridge, MA 01566  
Request for Determination of Applicability

To Whom It May Concern,

The Sturbridge Conservation Commission (SCC) has received your Request for Determination of Applicability for the above referenced property. At the December 1, 2020 Sturbridge Conservation Commission meeting, the SCC discussed the application and site and determined that the areas described in the request are not areas subject to the MA Wetland Protection Act (WPA) or within the Buffer Zone. They also determined that the areas described in the request do not appear to be subject to the Sturbridge Wetland Bylaw (SWB). Please see the attached Determination of Applicability.

As discussed, stormwater currently exits this site and has been found to be connected to the MA DOT stormwater system associated with Charlton Rd. (Rt. 20). At this time, it is uncertain if this system discharges to a wetland resource area which may be subject to protection under the WPA or the SWB. Changes/increases of stormwater flow, which discharges into a wetland resource area, would appear to be a regulated activity pursuant to the WPA and the SWB. It is our understanding that the project team will provide additional information on this as they work to develop plans for the site re-development. Please provide such information to the SCC when it is available.

Thank you and please feel free to contact the Conservation Commission with any additional question or comments.

Sincerely,

Rebecca Gendreau  
Conservation Agent

CC: Scott Connor, Representative for the Estate of Philip Connor, Property Owner  
Scott Morrison, EcoTec, Inc.  
DEP Central Region, Wetland Section

Attachment: Determination of Applicability

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March 23, 2021

Jean M. Bubon, AICP Town Planner  
Town of Sturbridge Planning Department  
Center Office Building  
301 Main Street  
Sturbridge, MA 01566

**RE: "Noble Energy Travel & EV Discovery Center"  
Sewerage Flow Estimate Calculation  
#195, 197, 201, & 201A Charlton Road (Route 20)  
Sturbridge, MA 01566  
CMG 2020-127**

Dear Members of the Board,

On behalf of Noble Energy Real Estate Holdings, LLC (Applicant), CMG is writing you to describe the proposed sewerage flows associated with the re-development of the parcel of land located at 195, 197, 201, & 201A Charlton Road (Route 20) in Sturbridge, MA (the "Site").

The Site will be developed into two separate lots. Lot 1, which will include a proposed 8,437 +/- SF Noble Energy Filling Station / Convenience Store with Drive thru coffee / sandwich shop, and "Frisbie's Ice Cream" take out and outdoor walk-up service window. The filling station will provide ten (10) motor vehicle fueling islands with overhead canopy, ten (10) electric vehicle charging spaces with overhead canopy, and four (4) high speed diesel fueling positions.

LOT 1 Sewerage Flow Estimate: = 3,020 GPD

Lot 2 will include a proposed 16,640 +/- GSF, 2-Story Electric Vehicle (EV) Discovery Center to include a first-floor electric vehicle display showroom and conference / learning center. Second floor will include an approximate 120 seat full-service restaurant and bar, outdoor patio, and separate office space for Noble Energy and building tenants.

LOT 2 Sewerage Flow Estimate=5,201 GPD

**Total Development Sewerage Flow Estimate = 8,221 GPD**

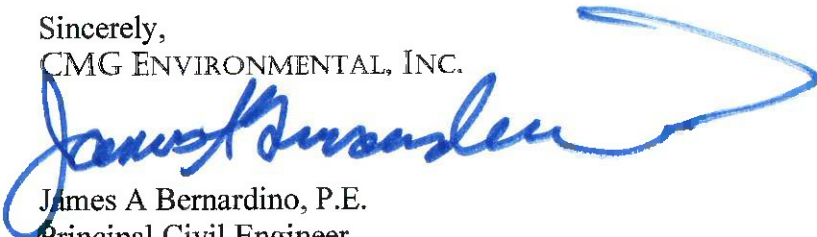
**\*Total Development Water Flow Estimate = 9,044 GPD**

\* It is assumed that the daily Water Demand will be 110% of Sewerage Flow Estimate.

Attached you will find supporting documents of how the above sewage flows were calculated. Flow generations were derived by utilizing 310 CMR 15 (Title 5). Excerpts from Title 5 are attached highlighting the proposed uses and unit sewage flows associated with each. A supporting spread sheet is also attached applying the unit sewage flows to the intensity of the proposed development program and subsequently summing the anticipated flows to be generated from the development (also noted above).

CMG respectively request your review of above noted as well as the attached supporting information. Should you have any questions or comments, please do not hesitate to contact me at (774)-241-0901 with any questions or if you need more information. Thank you.

Sincerely,  
CMG ENVIRONMENTAL, INC.



James A Bernardino, P.E.  
Principal Civil Engineer

cc. Michael Frisbie, Noble Energy

**Noble Energy Travel EV Discovery Center  
Sturbridge, MA  
Sewage Flow Estimate Calculations**

Date 3/9/2021 Revised: 3/23/2021

Lot #1 Convenience Store							
Uses	Rate	unit	#units		Total		Notes:
Gasoline Station	75	gpd/island	19	island	1425		Assume: 10 Islands (gas) 4 islands (Diesel) 5-EV Charging Islands
Restaurant Fast Food inside	20	gpd/seat	46	seats	920		
Restaurant Fast Food outside	20	gpd/seat	26	seats	520		6 seats at counter 20 seats on patio
Retail C-Store	50	gpd/1000sf	3.1	1000 sf	155		3,100 sf GFA of C-store
				<b>Total</b>	<b>3020</b>	<b>gpd</b>	

LOT #2 EV Education Center							
Restaurant	35	gpd/seat	120	seats	4200		
Office	75	gpd/1000sf	4.482	1000 sf	336.15		4,482 2nd floor office
Show Room/Office	75	gpd/1000sf	8.855	1000 sf	664.125		gross floor area of first floor 8,855 sf
				<b>Total</b>	<b>5201</b>	<b>gpd</b>	

<b>Total Daily Sewage Flow Estimate Overall Development</b>	<b>8221</b>	<b>gpd</b>
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<b>Total Daily Water Flow Demand Estimate</b>	<b>9044</b>	<b>gpd</b>	Assumed to be 110% of Sewage Flow
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15.202: continued

- (4) Recirculating sand filters or equivalent alternative technology shall meet the following requirements:
- (a) effluent discharge concentrations shall meet or exceed secondary treatment standards of 30 mg/L BOD<sub>5</sub> and 30 mg/L TSS. The effluent pH range shall be 6.0 to 9.0.
  - (b) total nitrogen concentration in the effluent shall not exceed 25 mg/L.
  - (c) system owners shall have effluent quality monitored quarterly for systems serving a facility with a design flow of less than 2,000 gallons per day, and both influent and effluent quality monitored quarterly for systems serving a facility with a design flow of 2,000 gallons per day or greater, for BOD<sub>5</sub>, TSS, pH and total nitrogen, unless otherwise required or approved by the Department. Unless otherwise required by the Department, the system owner shall submit all monitoring results to the local Approving Authority and the Department by January 31<sup>st</sup> of each year for monitoring conducted during the previous calendar year.
  - (d) recirculating sand filter systems shall contain all components of a standard on-site system and be capable of functioning as a conventional system. Any departures from this provision require written approval from the Department.
  - (e) the system owner shall notify the local Approving Authority of any system failure within 24 hours of detection of such failure.
  - (f) pressure distribution, in accordance with 310 CMR 15.254, is required for all systems serving a facility with a design flow of 2,000 gallons per day or greater. Pressure distribution systems shall be designed in accordance with Department guidance.
  - (g) for systems serving a facility with a design flow of 2,000 gpd or greater, the separation from high groundwater as required under 310 CMR 15.212 shall be calculated after adding the effect of groundwater mounding to the high groundwater elevation as determined pursuant to 310 CMR 15.103(3).
  - (h) by January 31<sup>st</sup> of each year, unless otherwise determined by the Department, the system must be inspected at least annually by a Massachusetts certified operator of an appropriate grade to operate the system, unless the Department has approved in writing a reduction in frequency of inspection or the facility is subject to a Department approved comprehensive local plan of on-site system inspection, the system owner shall submit a certification by the system operator to the local Approving Authority and the Department for the previous calendar year stating that the system and its components are functioning as designed and were inspected in accordance with the Department's approval.
  - (i) an operation and maintenance manual shall be prepared by the system designer or a Massachusetts Registered Professional Engineer and submitted as part of the application.

**15.203: System Sewage Flow Design Criteria**

- (1) Each component of an on-site subsurface sewage disposal system shall be designed to treat sanitary sewage discharged from all buildings to be served by the system using the System Sewage Flow Design flows set forth at 310 CMR 15.203(2) through (5), except as provided in 310 CMR 15.203(6). Actual water meter data shall not be substituted for the design flow criteria for the activities listed in 310 CMR 15.203(2) through (5) unless pursuant to 310 CMR 15.416. Design flow is equivalent to estimated generated flow for the proposed use plus a factor representing flow variations.

310 CMR: DEPARTMENT OF ENVIRONMENTAL PROTECTION

15.203: continued

TYPE OF ESTABLISHMENT	UNIT	GALLONS PER DAY	MINIMUM ALLOWABLE GPD FOR SYSTEM DESIGN
<b>(2) RESIDENTIAL</b>			
Bed & Breakfast	per bedroom	110	440
Bed & Breakfast	per bedroom	110	
with restaurant open to public add	per seat	35	1000
Camp, resident, mess hall, washroom and toilets	per person*	35	
Camp, day, washroom and toilets	per person	10	
Camp, day, mess hall, washroom and toilets	per person	13	
Campground, showers and toilets	per site	90	
Family Dwelling, Single including, but not limited to, single family condominiums & cooperatives	per bedroom	110	330**
Family Dwelling, Multiple	per bedroom	110	***
Family Mobile Home Park	per mobile home	300	
Motel, Hotel, Boarding House	per bedroom	110	
Retirement Mobile Home Park	per site	150	
Housing for the Elderly	per two bedroom unit	150****	
Work or Construction Camp	per person	50	
* Person in the context of 310 CMR 15.203 means an individual.			
** A system may be designed for flows of not less than 220 gpd, if a deed restriction essentially identical to the model Grant of Title 5 Bedroom Count Deed Restriction developed by the Department, is provided that limits the dwelling to two bed rooms as the term "bedroom" is defined in 310 CMR 15.002. A home office or home retail business whose only employees reside in the home, where no additional wastewater is generated other than toilet and hand washing waste, is not considered a change in the type of establishment and does not require the addition of flow for the purpose of designing the system.			
*** The number of bedrooms in a condominium shall be as specified in the Master Deed. Establishment of bedrooms in excess of the specified number shall be considered an increase in design flow. A home office or home retail business whose only employees reside in the home, where no additional wastewater is generated other than toilet and hand washing waste, is not considered a change in the type of establishment and does not require the addition of flow for the purpose of designing the system.			
**** One bedroom unit Housing for the Elderly, and units with more than two bedrooms shall be designed based on 110 gallons per day per bedroom.			
<b>(3) COMMERCIAL</b>			
Airport	per passenger	5	150
Barber Shop/Beauty Salon	per chair	100	
Bowling Alley	per alley	100	
Country Club, dining room	per seat	10	
Country Club, snack bar or lunch room	per seat	10	
Country Club, lockers and showers	per locker	20	
Doctor Office	per doctor	250	
Dentist Office	per dentist	200	

310 CMR: DEPARTMENT OF ENVIRONMENTAL PROTECTION

15.203: continued

TYPE OF ESTABLISHMENT	UNIT	GALLONS PER DAY	MINIMUM ALLOWABLE GPD FOR SYSTEM DESIGN
(3) COMMERCIAL (continued)			
Factory, Industrial Plant, Warehouse or Dry Storage Space without cafeteria	per person	15	
Factory, Industrial Plant, Warehouse or Dry Storage Space with cafeteria	per person	20	
<b>Gasoline Station</b>	<b>per island*****</b>	<b>75</b>	300
with service bays	per bay	125	
***** Plus flows for bays, if any			
Kennel/Veterinary Office	per kennel	50	
Lounge, Tavern	per seat	20	
Marina	per slip	10	500
Movie Theater	per seat	5	
Non-single family/automatic clothes washer	per washing machine	400	
<b>Office building</b>	<b>per 1000 sq.ft.</b>	<b>75</b>	200
<b>Retail Store (except supermarkets)</b>	<b>per 1000 sq.ft.</b>	<b>50</b>	200
<b>Restaurant</b>	<b>per seat</b>	<b>35</b>	1000
Restaurant, thruway service area	per seat	150	1000
<b>Restaurant, Fast Food</b>	<b>per seat</b>	<b>20</b>	1000
Restaurant, kitchen flow [for sizing of grease trap only]	per seat	15	
Service Station [no gas]	per bay	150	450
Skating Rink	per seat	5	3000
Supermarkets	per 1000 sq.ft.	97	
Swimming Pool	per person	10	
Tennis Club	per court	250	
Theater, Auditorium	per seat	3	
Trailer, dump station	per trailer	75	
(4) INSTITUTIONAL			
Place of worship without kitchen	per seat	3	
with kitchen	per seat	6	
Correctional Facility	per bed	200	
Function Hall	per seat	15	
Gymnasium	per participant	25	
Gymnasium	per spectator	3	
Hospital	per bed	200	
Nursing Home/Rest Home	per bed	150	
Assisted Living Facilities	per bed	150	
Public Park, toilet waste only	per person	5	

310 CMR: DEPARTMENT OF ENVIRONMENTAL PROTECTION

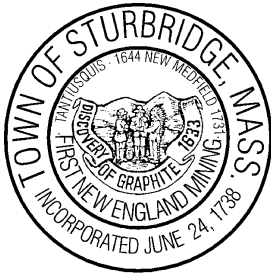
15.203: continued

TYPE OF ESTABLISHMENT	GALLONS UNIT	MINIMUM ALLOWABLE GPD FOR SYSTEM PER DAY	DESIGN
(4) INSTITUTIONAL (continued)			
Public Park, bathhouse, showers and flush toilets	per person	10	
Day Care Facility	per person	10	
(5) SCHOOLS*****			
Elementary School, without cafeteria, gymnasium or showers	per person	5	
Elementary School, with cafeteria but no gymnasium with showers	per person	8	
Elementary School, with cafeteria, gymnasium and showers	per person	10	
Secondary/Middle School, without cafeteria, gymnasium or showers	per person	10	
Secondary/Middle School, with cafeteria but no gymnasium or showers	per person	15	
Secondary/Middle School, with cafeteria, gymnasium and showers	per person	20	
Boarding Schools, Colleges	per person	65	

\*\*\*\*\* All schools to be served by an alternative technology approved pursuant to 310 CMR 15.280 through 15.288 shall have an equalization basin as part of the system design and have it installed prior to the treatment device.

(6) Facilities other than those listed in 310 CMR 15.203(2) through (5), and nonresidential facilities with unique design features that result in significantly different design flows than those listed above may apply to the Department for a determination of design flow using actual meter readings of established flows from existing or similar installations without the need for a variance pursuant to 310 CMR 15.410 or 15.416. Prior to making a determination the Department will consult with the local Approving Authority. For state and federal facilities, the Department may also establish system design flows other than those listed above using actual meter readings of established flows from existing or similar installations. Any design flow established by the Department pursuant to 310 CMR 15.203(6), shall be based on 200% of average water meter readings in order to assimilate maximum daily flows or on other methods determined to be appropriate by the Department.

(7) In schools, flows generated from sinks or other drains receiving wastes from science laboratories, graphics arts classrooms, or vocational school activities, including, but not limited to, automotive repair painting, or metal fabrication are classified industrial wastes and shall be directed pursuant to an appropriate permit, to a sewer, if a sewer connection is feasible and, if not, then to an industrial waste holding tank in accordance with 314 CMR 18.000: *Industrial Wastewater Holding Tank and Container Construction, Operation, and Record Keeping Requirements* or an approved hazardous waste collection receptacle.



# 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	_____
<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

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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	<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"/>	<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/>
<hr/>	<hr/>
<hr/>	<hr/>
<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.

  
Signature of Applicant

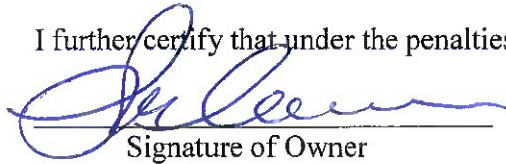
3-24-2021  
Date

**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.

  
Signature of Owner

3/19/2021  
Date

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

Name of Representative: David T. Faist, PE CMG Engineering Services

Address of Representative: 67 Hall Road Sturbridge, MA 01566

Telephone No.: 774-241-0901

Relationship of representative to owner or applicant: Project Civil 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.**

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.



**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**  
**Required Information for Site Plan Approval**  
**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.