



Town of Sturbridge

Conservation Commission

Request For Determination of Applicability (RDA) Packet

Packet for filing of applications
under the Wetland Protection Act, MGL Ch. 131, sec 40,
and the Sturbridge Wetland Bylaw

Enclosed in this packet are the forms needed for submitting a Request for Determination of Applicability to the Town of Sturbridge Conservation Commission. It contains the following forms needing completion:

- **Request for Determination of Applicability Application Coversheet/Check List**
- **Mass DEP WPA Form 1: Request for Determination of Applicability Instructions(4pp) and Application Form(4pp)**
RDA's can be used for minor projects where the applicant requests that the Commission determine if the work is subject to the Wetland Protections Act and or the Sturbridge Wetland Bylaw. It can also be used to request a ruling for the Commission if a particular site contains resource areas or jurisdictional buffer zone to resource areas.
- **Sturbridge Conservation Commission Affidavit of Service:**
This document is your witness that abutters have been notified according to regulations.
- **Town of Sturbridge Notification to Abutters**
Use this blank document to provide necessary information to abutters
- **Town of Sturbridge Proof of Paid Tax**
This document must be signed by the Finance Department
- **Abutter List Request**
- **Sturbridge Bylaw Filing Fee Sheet**

Please contact our office with any questions in regards to filing this application or process.



**Town of Sturbridge
Conservation Commission
Request for Determination of Applicability Application
Coversheet/Checklist**

Date 06/22/2023

Fill all white cells completely

Parcel	330-04542-400	Applicant name	The Oscar W. Larson Company
Address	400 Haynes Street Sturbridge, MA 1566	Address	6235 Southern Blvd. Youngstown, OH 44512
Assessors		Email	kathleen.schiffhauer@owlservices.com
Map/Plat		Phone	(330)716-2705
Book & Page			
Owner name	Pilot Travel Centers LLC	Representative	N/A
Address	5508 Lonas Drive, Knoxville, TN 37909	Address	
Email	utility@pilottravelcenters.com	Email	
Phone	(865)209-6801	Phone	

Components of a Complete RDA

State Form: WPA Form 1	Included? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Plan	Included? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Property Owner Permission (if applicable)	Included? <input type="checkbox"/> Yes <input type="checkbox"/> No
Narrative	Included? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
TOPO Map identifying locus with scale	Included? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Natural Heritage Map with WH, PH, & VP data	Included? <input type="checkbox"/> Yes <input type="checkbox"/> No
Tax Form	Included? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Fees \$ <u>200</u>	Included? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Abutter Information	
★ Certified abutters list (within 200')	Included? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
★ Abutter notification form	Included? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
★ Affidavit & proof -- bring to hearing	<i>Present them at the hearing</i>
Other Attachments, e.g.	

Conservation Commission Wetland Permit Process

NOI	Process
1	Obtain a Certified list of all abutters within 200' of property lines from the Assessor's Office. <i>(may take 10 business days)</i>
2	Obtain a Tax Form Sign-Off by the Finance Department
3	<p>Submit applications (see bullets below) by noon of the Tuesday deadline (16 days before the desired hearing):</p> <p>a. <u>To Sturbridge Conservation Commission</u>: 301 Main St., Sturbridge, MA 01566</p> <ul style="list-style-type: none"> • This coversheet (1 paper copy) • Complete application -- see the checklist on the other side of this page (2 paper copies and 1pdf) <ul style="list-style-type: none"> • <i>Plans must be stamped by an engineer if any component of the project requires engineering.</i> • Check <p>b. <u>To Mass DEP Central Regional Office</u>: 8 New Bond Street, Worcester, MA 01606</p> <ul style="list-style-type: none"> • Complete application -- see the checklist on the other side of this page (1 paper copy) • Email a complete application to CERO_NOI@mass.gov <p>c. <u>To Property Owner</u>: (if different from Applicant) 8 New Bond Street, Worcester, MA 01606</p> <ul style="list-style-type: none"> • Complete application -- see the checklist on the other side of this page (1 paper copy)
4	<i>Upon receipt of a complete application, the Conservation Agent will schedule a Public hearing/meeting.</i>
5	Once you are provided the date and time of the hearing, notify all abutters within 200' of the property line using the Town's "Notification to Abutters Form" by certified mail, certificate of mailing, or hand delivery with signatures 7 business days prior to the Hearing. (Present proof of notification prior to the beginning of the public hearing.)
6	<i>The Conservation Agent will place a legal ad in a local newspaper and the Applicant will be billed for the ad.</i>
7	Stake the project. 2 weeks in advance of the public hearing, stake all proposed structures, erosion control barriers, stormwater systems, etc. within Con Com jurisdiction. <i>(Agent will confirm requirements)</i>
8	<i>The Conservation Commission and/or Agent will perform a site visit before the public hearing to confirm existing conditions and proposed work. If you wish to be informed of the time of the visit, please contact the Con Com office.</i>
9	<p>Attend the public hearing/meeting. The applicant or representative is required to provide proof of abutter notification (including Affidavit of Service), proof of legal advertisement, briefly present the project, and answer any questions about possible impacts on wetlands. At the end of the hearing, the Con Com will either:</p> <ul style="list-style-type: none"> • Issue a Determination (DET) or • Approve a continuation of the public hearing to allow time for additional information to be provided.
10	Receive and read the decision. Some Determinations may include conditions. Contact the Con Com if you have any questions.
11*	Wait-out the 10-Day appeal period. A decision of the Con Com can be appealed by MassDEP or by any abutter, applicant, or 10-citizen group within 10 business days of the decision.
12*	Install SCC file number sign and erosion controls.
13*	Schedule and attend a pre-construction site visit. Contact the Conservation office to schedule the site visit.
14*	Execute the project. The project must be completed within 3 years, unless an extension of the permit is issued; extensions must be requested at least 30 days prior to the expiration of the permit.

*may be applicable for some Determinations with conditions

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.



Sturbridge
City/Town

WPA Form 1 - Request for Determination of Applicability

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

A. General Information

Important:
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



1. Applicant:

Name Kathleen Schiffhauer E-Mail Address kathleen.schiffhauer@owlservices.co
Type text here

Mailing Address 6235 Southern Blvd.

City/Town Youngstown State OH Zip Code 44512

Phone Number (330)716-2705 Fax Number (if applicable) _____

2. Representative (if any):

Firm _____

Contact Name _____ E-Mail Address _____

Mailing Address _____

City/Town _____ State _____ Zip Code _____

Phone Number _____ Fax Number (if applicable) _____

B. Determinations

1. I request the _____ make the following determination(s). Check any that apply:
Conservation Commission

- a. whether the **area** depicted on plan(s) and/or map(s) referenced below is an area subject to jurisdiction of the Wetlands Protection Act.
- b. whether the **boundaries** of resource area(s) depicted on plan(s) and/or map(s) referenced below are accurately delineated.
- c. whether the **work** depicted on plan(s) referenced below is subject to the Wetlands Protection Act.
- d. whether the area and/or work depicted on plan(s) referenced below is subject to the jurisdiction of any **municipal wetlands ordinance or bylaw** of:

Name of Municipality

- e. whether the following **scope of alternatives** is adequate for work in the Riverfront Area as depicted on referenced plan(s).



WPA Form 1 - Request for Determination of Applicability

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

C. Project Description

1. a. Project Location (use maps and plans to identify the location of the area subject to this request):

400 Haynes Street Sturbridge

Street Address

Sturbridge MA 1566

City/Town

330-04542-400

Assessors Map/Plat Number

330-04542-400

Parcel/Lot Number

b. Area Description (use additional paper, if necessary):

Pilot Travel Center

c. Plan and/or Map Reference(s):

Title

Date

Title

Date

Title

Date

2. a. Work Description (use additional paper and/or provide plan(s) of work, if necessary):

See attached letter



WPA Form 1- Request for Determination of Applicability

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

C. Project Description (cont.)

b. Identify provisions of the Wetlands Protection Act or regulations which may exempt the applicant from having to file a Notice of Intent for all or part of the described work (use additional paper, if necessary).

3. a. If this application is a Request for Determination of Scope of Alternatives for work in the Riverfront Area, indicate the one classification below that best describes the project.

- Single family house on a lot recorded on or before 8/1/96
- Single family house on a lot recorded after 8/1/96
- Expansion of an existing structure on a lot recorded after 8/1/96
- Project, other than a single-family house or public project, where the applicant owned the lot before 8/7/96
- New agriculture or aquaculture project
- Public project where funds were appropriated prior to 8/7/96
- Project on a lot shown on an approved, definitive subdivision plan where there is a recorded deed restriction limiting total alteration of the Riverfront Area for the entire subdivision
- Residential subdivision; institutional, industrial, or commercial project
- Municipal project
- District, county, state, or federal government project
- Project required to evaluate off-site alternatives in more than one municipality in an Environmental Impact Report under MEPA or in an alternatives analysis pursuant to an application for a 404 permit from the U.S. Army Corps of Engineers or 401 Water Quality Certification from the Department of Environmental Protection.

b. Provide evidence (e.g., record of date subdivision lot was recorded) supporting the classification above (use additional paper and/or attach appropriate documents, if necessary.)



WPA Form 1- Request for Determination of Applicability

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

D. Signatures and Submittal Requirements

I hereby certify under the penalties of perjury that the foregoing Request for Determination of Applicability and accompanying plans, documents, and supporting data are true and complete to the best of my knowledge.

I further certify that the property owner, if different from the applicant, and the appropriate DEP Regional Office were sent a complete copy of this Request (including all appropriate documentation) simultaneously with the submittal of this Request to the Conservation Commission.

Failure by the applicant to send copies in a timely manner may result in dismissal of the Request for Determination of Applicability.

Name and address of the property owner:

Pilot Travel Centers LLC

Name

5508 Lonas Drive

Mailing Address

Knoxville

City/Town

TN

State

37909

Zip Code

Signatures:

I also understand that notification of this Request will be placed in a local newspaper at my expense in accordance with Section 10.05(3)(b)(1) of the Wetlands Protection Act regulations.

Kathleen Schiffhauer

Signature of Applicant

07/31/2023

Date

Signature of Representative (if any)

Date

Jenee Lacy
Planning Department
301 Main street
Sturbridge, MA 01566
RE: Pilot 222 EV Charging Stations Scope of Work

Ms. Lacy

The proposed work at this site will consist of the installation of 2 EV charging dispensers that will service 4 stalls (including one ADA accessible stall). A new padmount transformer and electrical gear will be installed adjacent to the stalls to provide power to the dispensers.

Some minor excavation will be required in order to install the concrete pads at the dispenser location and the transformer/electric gear location.

Trenching will be required to install the secondary wires and conduit from the switchgear to the dispensers.

The utility company will install a new utility drop pole along Route 15 and OWL will bore underground from the new pole to the padmount transformer. Conduit will be installed in the bore. A new primary service will then be installed connecting the drop pole to the transformer by the utility company.

Once the conduits, wires, and concrete pads have been installed the site will be seal coated and restriped.

We hope these responses assist with your approval of this project.



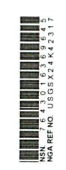
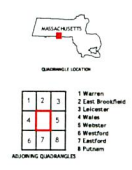
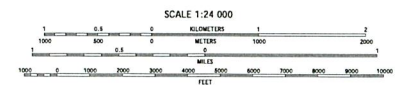
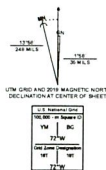
Phillip J Jaminet
Director of Engineering



Produced by the United States Geological Survey
 from a map of 1988 (50000)

World Geodetic System of 1984 (WGS84) Projection and
 1:100,000 scale (National Geographic Standard, June 1987)
 This map is not a legal document. Boundaries may be
 generalized for this map series. Please consult with government
 agencies for legal boundaries. Ocean permission forms
 apply to private uses.

Imagery: MAP, September 2018 - October 2018
 Base: U.S. Census, 2018 - 2018
 Name: National Hydrography Dataset, 2002 - 2021
 Contour: National Elevation Dataset, 2020
 Boundaries: US Hydrography, 2018 - 2018
 Wetlands: FWS National Wetlands Inventory 2008 - 2010





Town of Sturbridge

Conservation Commission

STURBRIDGE CONSERVATION COMMISSION AFFIDAVIT OF SERVICE

Under the Massachusetts Wetlands Protection Act and the Town of Sturbridge Wetland Bylaws I, Kathleen Schiffhauer, hereby certify under the pains and penalties of perjury that on (date) 07/31/2023, I gave notification to abutters in compliance with the second paragraph of the Massachusetts General Laws Chapter 131, § 40, and the DEP Guide to Abutter Notification as well as the Town of Sturbridge Wetland Bylaws, in connection with the following matter:

- A Notice of Intent OR
 A Request for Determination OR
 An Abbreviated Notice of Resource Area Delineation

was filed under the Massachusetts Wetlands Protection Act and the Town of Sturbridge Bylaws, by Kathleen Schiffhauer with the Sturbridge Conservation Commission on (date) 07/31/2023 for the property located at

400 Haynes St., Sturbridge, MA 01566

The form of the Notification and a list of abutters to whom it was given and their addresses are included in the application file.

Kathleen Schiffhauer 07/31/2023
(signature of applicant) (date)

Kathleen Schiffhauer
(name of applicant) printed



Town of Sturbridge

Conservation Commission

Notification to Abutters

under the MA Wetlands Protection Act and the Town of Sturbridge Wetland Bylaw Regulations

In accordance with the second paragraph of Massachusetts General Laws, Chapter 131, § 40, as well as the Town of Sturbridge Wetland Bylaw, you are hereby notified of the following permit application for work within a wetland resource area and/or within the 200-foot buffer zone to a resource area:

- A. The name of the applicant is: Kathleen Schiffhauer
- B. The address of the lot(s) where the activity is proposed is: 400 Haynes Street Sturbridge, MA 1566
- C. The nature of the activity proposed includes: EV Chargers
- D. The applicant has filed the following in accordance with the Wetlands Protection Act (MGL c. 131, § 40), and/or the Town of Sturbridge Wetland Bylaws.
- Notice of Intent seeking permission to conduct work within a wetland, water body or resource area
 - Request for Determination seeking permission to conduct work within a buffer zone to a wetland, waterbody or resource area
 - Abbreviated Notice of Resource Area Delineation seeking to confirm the wetland resource area boundaries.
 - Request to amend an existing Order of Conditions for DEP File #300-_____

**The Public Hearing for this application will be held in person and remotely via GoTo Meeting
at the Center Office Building, 301 Main Street, 2nd Floor**

Date and Time of Hearing: _____

Public Hearing can be accessed remotely:

- From your computer using: _____ or
- From your phone: +1 872 240 3212, followed by the access code _____

Please note that while an option for remote attendance and/or participation is being provided to the public, the meeting/hearing will not be suspended or terminated if technological problems interrupt the virtual broadcast, unless otherwise required by law. Members of the public with particular interest in any specific item on this agenda should make plans for in-person vs. virtual attendance accordingly. Please note that meetings can also be watched either online via the Town's on demand video broadcast or on cable television on channel 191, however, there is no public participation through these options.

PLEASE NOTE: Copies of the application and related materials including agendas and staff notes can be found here:

- <https://www.sturbridge.gov/conservation-commission/pages/meeting-calendar-and-documents>

You may contact the Sturbridge Conservation Commission Office (508) 347-2506 or the Department of Environmental Protection Central Regional Office at 508-792-7650 with questions in regards to the application process or the Wetlands Protection Act.



Town of Sturbridge

Ann P. Murphy, MAA. - Principal Assessor

ABUTTER LIST REQUEST
(Please allow 10 days for final list)

PARCEL ADDRESS REQUESTED 330-04542-400

OWNER OF RECORD Pilot Travel Centers LLC

CONTACT PERSON Kathleen Schiffhauer

SIGNATURE *Kathleen Schiffhauer*

DATE 08/01/2023 TELEPHONE # (330)716-2705

COST: \$5.00 FOR EACH PARCEL REQUESTED
\$3.00 PER SHEET OF MAILING LABELS

Direct Abutter

Conservation (200')

Planning / Zoning Board of Appeals (300')

Board of Selectmen Forest Cutting (200')

Liquor License (Contact assessors office for requirements)

Miscellaneous (Contact assessors office for instructions)

*Town Hall, 308 Main Street
Sturbridge, MA 01566*

*Telephone (508) 347-2503
Fax (508) 347-2521
Email: lpeters@sturbridge.gov*



Town of Sturbridge

Barbara A. Barry, Finance Director

Department/Board/Committee: Finance

Please verify outstanding tax/fee status for the following property owner:

Property Owner: Pilot Travel Centers LLC

Property Location: 400 Haynes Street Sturbridge, MA 1566

- The license/permit may be released.
 The license/permit may not be released.

for Meghan Decker
Finance Director

8/7/23
Date

STURBRIDGE WETLANDS PROTECTION BY-LAW AND REGULATIONS

WETLANDS FILING FEE CALCULATION WORKSHEET

Application Type	Qty	Town Filing Fee	TOTAL
Notice of Intent (NOI):			
Residential – Single Family:			
Accessory (Deck, Shed, Pool Septic)	_____	\$150	_____
Shoreline Work	_____	\$150	_____
New Construction	_____	\$300	_____
Residential – Other:			
Subdivision/Multi-Unit	_____	\$750	_____
Commercial/Industrial:			
New	_____	\$1500	_____
Redevelopment	_____	\$1000	_____
Limited Project (as defined in SWB & WPA)	_____	Equal to full WPA fee	_____
Alterations – located within Riverfront Area	_____	Additional 50% of Fee	_____
Application filed after Enforcement Order		Double the Municipal fee	_____
Request for Amended Order of Conditions	_____	50% of initial fee	_____
Request for Determination of Applicability (RDA):			
No Wetland Boundary Confirmation Residential:	_____	\$100	_____
No Wetland Boundary Confirmation All Other:	1	\$200	8200
For Wetland Boundary Confirmation File ANRAD or NOI			
Abbreviated Notice of Resource Area De lineation (ANRAD):			
Residential – Single Family:	_____	\$100	_____
All Other:			
Base Review	_____	\$300	_____
Resource Area Boundary			

Certificate of Compliance (COC):

Residential:

Single Family _____ \$50 _____

Subdivision or Multi-Unit _____ \$150 _____

Commercial or Industrial: _____ \$150 _____

If Order of Conditions has Expired _____ Add an additional \$150 _____

OOE Extension Request _____ \$50 _____

Emergency Certification _____ \$50 _____
(NOI may be required to be filed following issuance of Emergency Cert)

Local Bylaw Fee (includes Town Filing Fee) \$ _____

State Filing Fee (from DEP Wetland Transmittal Form) \$ _____

Total Payable to "Town of STURBRIDGE" \$ 200.00

*Additional Consultant Fee may be required for reasons which may include:

- Significant amount of wetland impact;
- Extensive resource areas on a site;
- Lack of information supplied;
- Incomplete plans, reports, forms submitted;
- Supplemental information submitted.