



For Use by Permitting Coordinator:

Date Received: _____

Determination of Completeness: _____

Additional Information Received: _____

Application Withdrawn: _____

RECEIVED
MAY 25 2023

DESIGN REVIEW
COMMITTEE

**TOWN OF STURBRIDGE
APPLICATION FOR PERMANENT SIGN**

REVISED 5/16/22

Site Address: 1 River Rd Sturbridge

Section 1. Applicant/Owner/Agent Information:

A. Applicant:

Business Name: Chamber of Central MASS South

Applicant Name: Alix McNitt

Address: 46 Hall Rd Sturbridge

Phone: 508 347 2761 Fax: 508 347 5218

Email: alexandra_mcnitt@cmschamber.org

B. Property Owner:

Name: Hadley Zabinski

Address: 1 River Rd Sturbridge

Phone: 508 347 7777 Fax: _____

Email: hadley@pawplaza.com

C. Agent Information:

Agent Name: Hadley Zabinski

Business Name: Paw Plaza owner

Address: see above

Phone: _____ Fax: _____

Email: _____

Section 2. Basic Site and Project Information:

A. Assessor's Parcel Identification Numbers : 545-03432-001

B. Proposed Lighting Plan :

(As per §300-17.4 of the Zoning Bylaws all signs must be externally illuminated):

existing gooseneck light

C. Proposed Sign(s) Dimensions & Square Footage:

On the peak of the building a Chamber and Visitor Info sign that is 96" x 40" for a total of 28 sf. On the ladder sign add two strips for "Chamber of Central Mass South" and "Visitor Information" that are 6' long by 7.5" tall, same red and white colors as the rest of the sign. Total square footage an additional 7.5 sf

D. Proposed Sign Information:

Please provide a general description of the sign(s) and location of sign(s) (attach additional sheets if necessary):

We propose adding 2 signs to the parking lot ladder sign; one reading "Chamber of Central Mass South" and the other "Visitor Information". On the peak of the office building we propose an oval sign with our logo and a horizontal sign reading "Visitor Information" beneath our logo

E. Note any current zoning or general bylaw non-conformities associated with the property of the application:

N/A

F. Note any Special Permit or Variances granted, denied, or in progress at this time:

N/A

Section 3. Required Application Submittals:

1. One original set of the application and final drawings;
2. Six copies of the application and final drawings;
3. One set of material samples (at the time of submittal or at the time of the meeting);
4. The following information must be submitted with the application for a sign permit for new signs and changes to existing signs: (At its discretion, the DRC may substitute some requirements with a site visit.)

A Site Plan showing property lines, setback areas, access points, traffic flow and a scaled site plan showing property lines, appropriate front, side, and rear yard setbacks as identified in the Zoning Bylaw, pedestrian and vehicular access and existing buildings and significant site objects and features, and the existing and proposed sign locations shall also be shown.

A drawing of the proposed structure or sign, including color and type of surface materials, showing front elevations, rear elevations, and side elevations, where there are not adjoining buildings. The drawing should accurately convey the design of the sign including lettering styles, size, and composition. The location, front, and contrasting color of the street number shall be easily read by emergency personnel and patrons/visitors.

A description of the materials, colors, and lighting, (if the sign is to be lit), to be used in the modification of an existing sign or construction of a new sign. The presentation of photographs showing the existing signs to be modified would be helpful. Samples of the colors of the proposed sign and materials to be used for the construction of the signs and supports shall also be submitted.

Scale drawings of the proposed sign, (whether the modifications of an existing sign, or the provision of a new sign) shall be submitted, including a plan view and an architectural elevation of each side. One architectural elevation will suffice if all sides are identical. All drawings shall include dimensions indicating the length, width, and height of the proposed signage as appropriate to the information conveyed by plan or elevation. Applicants shall review the Town of Sturbridge Zoning Bylaw for detailed information on zoning limitations and requirements relative to their signage situation prior to designing any new proposed signs. The Bylaw may be accessed on line at the following link:
<https://ecode360.com/35316561>

- Planting plan, with descriptions of materials. Planting plan identifying the proposed plant material and quantity of each by location on plan; an overall plant list, which at a minimum identifies total quantities of each plant used; botanical and common name for each plant, and size of the plant material at time of installation. *There is an existing planter there at the porch which we'll clean up and plant with shade plants*
- Photographs of existing signage on the site and the building will aid the DRC in making its decision and are required as a submittal.

Section 4. Required Signatures:

A. Applicant:

Alexandra McHitt
Applicant or Authorized Signatory

5/25/23
Date

B. Property Owner: I hereby grant permission for the applicant to apply for and erect the signs as proposed on the above referenced property.

H Z
Owner or Authorized Signatory

5/25/2023
Date

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

Name of Representative: *Hadley Zabinski*

Address of Representative: *1 River Rd.*
Stratbridge

Phone: *508 414 7292* Fax: _____
Email: *Hadley @ Paw Plaza . com*

Relationship of representative to owner or applicant: *representative is the owner*