

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 Town of Sturbridge
Address 308 Main Street
City Sturbridge State MA Zip Code 01566
Telephone No. 508-347-2500
Email Address rchrabasz@sturbridge.gov

2. NAME OF APPLICANT/ AGENT Robyn Chrabasz, Facilities Coordinator
Address 308 Main Street
City Sturbridge State MA Zip Code 01566
Telephone No. 774-304-1408
Email Address rchrabasz@sturbridge.gov

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: 501 Main Street

Lot(s): 501 Plan: _____

Assessment Lot Number(s): Map 415 Block 2432

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: Vacant & razed, previously developed site.

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)	N/A	N/A
Type of sewage disposal (i.e. municipal sewage disposal or private septic system)	N/A	N/A
Type of storm drainage (i.e. sewers, ditches, swales or other means)	N/A	Rain Garden

9. Project Details

	Total Gross Floor Area		Total Gross Leasable Area		Number of Units	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
Industrial	0	0	0	0	0	0
Office	0	0	0	0	0	0
Commercial	0	0	0	0	0	0
Institutional	0	0	0	0	0	0
Residential	0	0	0	0	0	0
Total	0	0	0	0	0	0

Part C

Project Narrative *Must be completed by applicant or agent*

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

Project consists of the construction of a public parking lot on a previously developed 0.5 acre lot.

Stormwater will be treated with deep sump catch basins & a rain garden prior to discharge to the adjacent wetlands

Construction is anticipated fall 2021, pending funding

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

The proposed project will provide additional parking for existing Main Street businesses.

A proposed 6' high fence provides a buffer to the residential use to the east.

Stormwater is treated in accordance with the Massachusetts Stormwater Handbook

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

The site was previously developed. Existing buildings & parking areas were razed as part of the Town's purchase of the property.

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

Drainage Report

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CE 300-1084	Approved
DPW (Curb Cut Permit)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Pending Approval
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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Zoning Board of Appeals (Special Permit, Variance)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Board of Selectmen (Liquor License)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Other (please list below)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Other:

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

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 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 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

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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	Siltation fencing	_____
<input 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

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 checked="" 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

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 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 checked="" type="checkbox"/>	<input type="checkbox"/> Fencing permanent and temporary	_____

Additional comments

6. Detail Sheets

YES	NO – must give reason below	For Planning Board use
<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/> Catch basins	_____
<input type="checkbox"/>	<input type="checkbox"/> Man holes	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/> Traps	_____
<input type="checkbox"/>	<input type="checkbox"/> Trenching	_____
<input type="checkbox"/>	<input type="checkbox"/> Road profiles	_____
<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/> Fencing	_____
<input type="checkbox"/>	<input type="checkbox"/> Headwalls	_____
<input checked="" 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

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 checked="" 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

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

Board/Agency ConComm	Action or Conditions Approved
<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

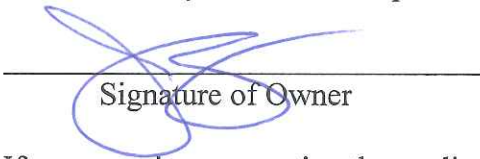
2/11/2021
Date

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

2/11/2021
Date

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

Name of Representative: CHA (Chuck Eaton & Pete Parent)

Address of Representative: 33 Wilbur Cross Way, Suite 105, Mansfield, CT 06268

Telephone No.: 860-885-1052 pparent@chacompanies.com

Relationship of representative to owner or applicant: Consultant

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.