

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 48 East Flagler Street PH 105
City Miami State FL Zip Code 33131
Telephone No. 954-654-0632
Email Address john@tcicapital.com
2. NAME OF APPLICANT/ AGENT Same as Owner
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: 178 Main Street

Lot(s): _____ Plan: _____

Assessment Lot Number(s): 415-03417

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: Commercial

8. Date of construction of all existing and proposed buildings and structures on the subject property: Existing Building 1972

Services available to the subject property:	Existing	Proposed
Type of water services (i.e. municipal water or private well)	Municipal	N/A
Type of sewage disposal (i.e. municipal sewage disposal or private septic system)	Municipal	N/A
Type of storm drainage (i.e. sewers, ditches, swales or other means)	Underground	N/A

9. Project Details

	Total Gross Floor Area		Total Gross Leasable Area		Number of Units	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
Industrial						
Office						
Commercial	105,977 sf	105,977 sf			7	9
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.

Proposed tenant fit-up for three (3) new tenant spaces (fitness center and two retail spaces) located within the existing JCPenney Box (52,500 sf) at Sturbridge Plaza. Applicant also seeks approval to replace the existing monument sign at the main entry.

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

The amount of off-street parking required will be sufficient to serve the existing and proposed uses for which it is intended. Additionally, the proposed sign will not be detrimental to public safety and welfare being that it will not be a nuisance or hazard to vehicles and/or pedestrians. The sign will not cause visual confusion, glare, or offensive lighting in the neighborhood and surrounding properties.

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

Shared parking analysis demonstrates that existing shopping center has adequate existing off-street parking to support the redevelopment.

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

Shared Parking Analysis
 Architectural Renderings
 Pylon Signage Plans

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 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 checked="" 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 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

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

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

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

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

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

7. Calculations and Studies unless waived

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


Additional comments

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

Board/Agency	Action or Conditions
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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



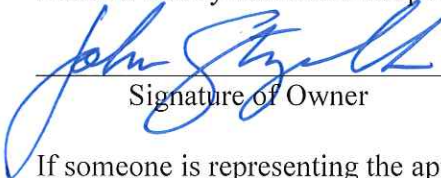
Date

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



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.