



# 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 Fiske Hill East Realty Trust  
Address 97 Arnold Road  
City Fiskdale State MA Zip Code 01518  
Telephone No. (508) 450-0713  
Email Address msosik@bankesb.com
  
2. NAME OF APPLICANT/ AGENT Justin Stelmok  
Address 557 Southwest Cutoff  
City Worcester State MA Zip Code 01607  
Telephone No. (508) 868-3996  
Email Address stelmok.j@gmail.com
  
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: Berry Farms Road

Lot(s): 3 Plan: Berry Farms Road Subdivision

Assessment Lot Number(s): 415-03914-030 & 280-03534-020

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: Undeveloped land

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)	None	Municipal
Type of sewage disposal (i.e. municipal sewage disposal or private septic system)	None	Municipal
Type of storm drainage (i.e. sewers, ditches, swales or other means)	None	Rain Gardens

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	71
Total	0	0	0	0	0	71

## Part C

### Project Narrative *Must be completed by applicant or agent*

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

The proposed project is a 55+ manufactured housing community. See attached narrative regarding phasing and construction timeframe.

---

---

---

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

The design and layout follows the natural topography of the site and utilizes a series of rain gardens to handle all of the storm water treatment. The development will be connected to town water & sewer. The development meets all set backs & requirements of the wetland protection act & Sturbridge wetland bylaws. A traffic study was done previously as part of the Berry Farms Road subdivision application and showed that there will be no adverse impact on traffic in the area. This development will bring much needed 55+ housing to Sturbridge & the surrounding area.

---

---

---

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

Not applicable

---

---

---

---

---

---

---

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

Storm water management report from McClure Engineering. A traffic study for the Berry Farms Road subdivision was previously submitted as part of that application. Developmental Impact Statement.

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"/>	TBD	In Process
DPW (Curb Cut Permit)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
DPW (Street entrance, water or sewer tie in)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TBD	Pending
Board of Health (Septic, food, other)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TBD	Pending
Zoning Board of Appeals (Special Permit, Variance)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Board of Selectmen (Liquor License)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Other (please list below)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	Loading areas	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Building mean height	_____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dumpsters & screening	_____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Outdoor storage areas	_____

### Additional comments

Anything checked "no" is not applicable

---



---

### 3. Grading

YES	NO – must give reason below		For Planning Board use
<input type="checkbox"/>	<input type="checkbox"/>	Buffer zones and distances	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wetlands and vernal pools	_____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Riparian features	_____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Flood zones	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ground water elevations	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Siltation fencing	_____
<input type="checkbox"/>	<input checked="" 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

Items checked "no" are not applicable because they do not exist on the site.

---



---

### 4. Utilities

YES	NO – must give reason below		For Planning Board use
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Water lines and connections	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hydrants and sprinklers	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sewer lines and connections	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Electric and wire lines	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Drainage structures	_____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Oil and propane tanks	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Snow storage area	_____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Public and private wells	_____

#### Additional comments

Snow storage shown for clubhouse, all other snow storage is proposed along roadway. No snow storage in or around the rain gardens to ensure proper functionality during the winter.

---



---

## 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 checked="" type="checkbox"/>	<input type="checkbox"/>	Open space as percent of lot	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sign location size and detail	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Geologic features	_____
<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	Shrub planting	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Light poles	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hydrants	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Catch basins	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Man holes	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Traps	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Trenching	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Road profiles	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Curbing and Burms	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Signs and support	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sewer fixtures	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Water lines	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fencing	_____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Headwalls	_____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Siltation fencing	_____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Facades	_____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	External materials & colors	_____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fenestration	_____

## Additional comments

---



---



---

## 7. Calculations and Studies unless waived

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

## Additional comments

Traffic study was previously submitted as part of Berry Farms Road subdivision plan.

---



---


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

Board/Agency	Action or Conditions
Conservation	Approved ANRAD
Conservation	Notice of Intent - In Progress
BoH	Manufactured Housing Community license - In Progress
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>



**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

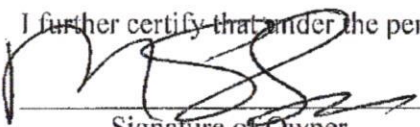
3/30/22  
\_\_\_\_\_  
Date

**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

3-30-22  
\_\_\_\_\_  
Date

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

Name of Representative: Justin Stelmok

Address of Representative: 557 Southwest Cutoff, Worcester MA 01607

Telephone No.: (508) 868-3996

Relationship of representative to owner or applicant: 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.