



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 _____

Address _____

City _____ State _____ Zip Code _____

Telephone No. _____

Email Address _____

2. NAME OF APPLICANT/ AGENT _____

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: _____

Lot(s): _____ Plan: _____

Assessment Lot Number(s): _____

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: _____
- _____

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)	Private well	Private well
Type of sewage disposal (i.e. municipal sewage disposal or private septic system)	private system	private system
Type of storm drainage (i.e. sewers, ditches, swales or other means)	sewers, ditches, swales, pond	sewers, ditches, swales, pond

9. Project Details

	Total Gross Floor Area		Total Gross Leasable Area		Number of Units	
	Existing	Proposed	Existing	Proposed	Existing	Proposed
Industrial						
Office						
Commercial						
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.

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

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

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

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)						
DPW (Curb Cut Permit)						
DPW (Street entrance, water or sewer tie in)						
Board of Health (Septic, food, other)						
Zoning Board of Appeals (Special Permit, Variance)						
Board of Selectmen (Liquor License)						
Other (please list below)						

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	<u>Included in previously submitted documents</u>
<input type="checkbox"/>	<input type="checkbox"/> Wetlands and vernal pools	<u>Included in previously submitted documents</u>
<input type="checkbox"/>	<input type="checkbox"/> Riparian features	<u>Included in previously submitted documents</u>
<input type="checkbox"/>	<input type="checkbox"/> Flood zones	<u>Included in previously submitted documents</u>
<input type="checkbox"/>	<input type="checkbox"/> Ground water elevations	<u>Included in previously submitted documents</u>
<input type="checkbox"/>	<input type="checkbox"/> Siltation fencing	<u>Included in previously submitted documents</u>
<input type="checkbox"/>	<input type="checkbox"/> Significant species type and habitat	<u>Included in previously submitted documents</u>
<input type="checkbox"/>	<input type="checkbox"/> Detention and Retention Basins	<u>Included in previously submitted documents</u>
<input type="checkbox"/>	<input type="checkbox"/> Grading plan	<u>Included in previously submitted documents</u>

Additional comments

4. Utilities

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

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	<u>Included in previously submitted documents</u>
<input type="checkbox"/>	<input type="checkbox"/> Lighting location, size, type, direction	<u>Included in previously submitted documents</u>
<input type="checkbox"/>	<input type="checkbox"/> Open space as percent of lot	<u>Included in previously submitted documents</u>
<input type="checkbox"/>	<input type="checkbox"/> Sign location size and detail	<u>Included in previously submitted documents</u>
<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	<u>Included in previously submitted documents</u>

Additional comments

6. Detail Sheets

YES	NO – must give reason below	For Planning Board use
<input type="checkbox"/>	<input type="checkbox"/> Tree planting	<u>Included in previously submitted documents</u>
<input type="checkbox"/>	<input type="checkbox"/> Shrub planting	<u>Included in previously submitted documents</u>
<input type="checkbox"/>	<input type="checkbox"/> Light poles	<u>Included in previously submitted documents</u>
<input type="checkbox"/>	<input type="checkbox"/> Hydrants	<u>Included in previously submitted documents</u>
<input type="checkbox"/>	<input type="checkbox"/> Catch basins	<u>Included in previously submitted documents</u>
<input type="checkbox"/>	<input type="checkbox"/> Man holes	<u>Included in previously submitted documents</u>
<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	<u>Included in previously submitted documents</u>
<input type="checkbox"/>	<input type="checkbox"/> Signs and support	<u>Included in previously submitted documents</u>
<input type="checkbox"/>	<input type="checkbox"/> Sewer fixtures	<u>Included in previously submitted documents</u>
<input type="checkbox"/>	<input type="checkbox"/> Water lines	<u>Included in previously submitted documents</u>
<input type="checkbox"/>	<input type="checkbox"/> Fencing	<u>Included in previously submitted documents</u>
<input type="checkbox"/>	<input type="checkbox"/> Headwalls	_____
<input type="checkbox"/>	<input type="checkbox"/> Siltation fencing	<u>Included in previously submitted documents</u>
<input type="checkbox"/>	<input type="checkbox"/> Facades	<u>Included in previously submitted documents</u>
<input type="checkbox"/>	<input type="checkbox"/> External materials & colors	<u>Included in previously submitted documents</u>
<input type="checkbox"/>	<input type="checkbox"/> Fenestration	<u>Included in previously submitted documents</u>

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	<u>Included in previously submitted documents</u>
<input type="checkbox"/>	<input type="checkbox"/> ITE trip generation calculations	<u>Included in previously submitted documents</u>
<input type="checkbox"/>	<input type="checkbox"/> Planting calculations and schedule	<u>Included in previously submitted documents</u>
<input type="checkbox"/>	<input type="checkbox"/> Traffic impacts	<u>Included in previously submitted documents</u>
<input type="checkbox"/>	<input type="checkbox"/> Drainage calculations	<u>Included in previously submitted documents</u>
<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.