PERMITTING
GUIDEBOOK

A Guide to the Permits Issued by the Town of Sturbridge
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Welcome to Sturbridge

We would like to welcome you to the Town of Sturbridge, a community with deep ties to its historic roots and modern amenities that will make every minute of your time here an enjoyable one. Our community supports and encourages all residents and businesses to make their parcel their own and to help with that we have developed this guidebook to facilitate that creativity.

As a historic community, our Town has developed bylaws that ensure the protection of that historic character. However we also have modernized our bylaws to keep up with the ever changing landscape of the Commonwealth. This guidebook will help you navigate some of our bylaws by using plain English and easy to follow diagrams. Each Department in Town has its own section within the guidebook. In those sections you will find contact information, descriptions of nearly every permit issued by the Town and instructions on completing each of them. Throughout the guide you will also find hyperlinks to Bylaws, documents, applications and much more. Almost everything that you will need to complete your permits can be found within this guide.

Please note that this guidebook does not supersede or replace the bylaws in any way, shape or form. The Bylaws of the Town of Sturbridge are the law. This guidebook only provides the general outline for the processes of the Bylaws.

To get the most out of this guidebook, we strongly encourage you to review it before beginning the application process. Contact the Department who would be processing your application for further guidance. As each project is different and unique, it is important to note that what is listed here in the guidebook may be different from what you experience in your application process. What is listed here is the most common ways in which the process is completed.

Once again we would like to welcome you to the Town of Sturbridge. If there is anything that the Town can do to help you along in this process we are happy to do so. Please feel free to contact any of our staff and we will make sure to give you the support you need.

Sincerely,

Town of Sturbridge Boards, Committees & Staff
Throughout this guidebook, you will see a number of abbreviations used. Between the Town, State and Federal governments there are thousands of abbreviations for different organizations and agencies. We have condensed that list to the main ones that you are likely to see in this guidebook and in Sturbridge.

⇒ ABCC—Alcoholic Beverages Control Commission
⇒ Admin—Administrative
⇒ As Builts—Plans that detail how a structure was actually built; includes all pertinent measurements and information
⇒ BoH—Board of Health
⇒ BoS—Board of Selectmen
⇒ Con Com—Conservation Commission
⇒ DEP—Department of Environmental Protection
⇒ Dept.—Department
⇒ DPH—Department of Public Health
⇒ DPW—Department of Public Works
⇒ DRC—Design Review Committee
⇒ EDTC—Economic Development / Tourism Coordinator
⇒ LLA—Local Licensing Authority
⇒ M.G.L.—Massachusetts General Law
⇒ NOI—Notice of Intent
⇒ Perc Test—Percolation Test
⇒ Rec.—Recreation
⇒ RDA—Request for Determination
⇒ SF—Square Feet
⇒ SFD—Sturbridge Fire Department
⇒ Specs—Specifications
⇒ SPGA—Special Permit Granting Authority
⇒ STA—Sturbridge Tourist Association
⇒ TA—Town Administrator
⇒ ZBA—Zoning Board of Appeals
## Web Links to Town Resources

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<tr>
<th>Organization</th>
<th>Web Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessor</td>
<td><a href="http://www.town.sturbridge.ma.us/assessor">http://www.town.sturbridge.ma.us/assessor</a></td>
</tr>
<tr>
<td>Board of Health</td>
<td><a href="http://www.town.sturbridge.ma.us/board-health">http://www.town.sturbridge.ma.us/board-health</a></td>
</tr>
<tr>
<td>Board of Selectmen</td>
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<tr>
<td>Building Department and Zoning Enforcement Office</td>
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<tr>
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<tr>
<td>Design Review Committee</td>
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<tr>
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For every permit listed in this Guidebook, you will find a page like this one. It provides you with a flow chart that details the general process for getting approval for the permit in question. This top section will provide you with a brief synopsis of what the permit does and some general information on the process.

Always start with this text box. It will detail the first steps for completing your permit.

Any square box like this shows a step that you have to complete in order for the process to move forward.

Any box like this shows a step that Town Staff have to complete for your process to move forward.

Be sure to follow the black arrows to ensure that you are completing the steps in the sequence they’re supposed to be completed in.

Any box like this shows a decision made by a Town entity.

Any box like this shows a step that a Town Board or Committee has to complete for the process to move forward.

Any box like this shows the permit that has been issued by a Town entity.

Follow the instruction in this box to ensure that you’re completing all necessary permits.

**In case you ever are unsure what a particular box details, please look at the key located at the bottom of every flow chart page. It shows the color, shape and purpose of each box.**
The goal of the Board of Health in Sturbridge is to protect the health and wellness of its residents and visitors. It does this through mitigation, preparedness and response efforts aimed at addressing the control of disease, the promotion of sanitary living conditions and the protection of the environment from damage and pollution. The BoH is an elected Board.

To accomplish this, the Board of Health performs several key functions:

- Inspection of local food establishments
- Inspection of wastewater, onsite sewage disposal system (septic system) and well water
- Inspection of hotels, motels and inn
- Investigations of communicable diseases
- Monitoring of solid waste management and recycling efforts in Town

These inspections are performed by the Health Agent acting on behalf of the Board of Health. The Health Agent works together with other Town offices as well as regional, State and Federal resources.

The Board of Health meets on the first (1st) and third (3rd) Monday’s of each month at 5:30 pm in the second floor meeting room of the Center Office Building.

### CONTACT INFORMATION

**Phone:**
508-347-2504

**Address:**
301 Main Street
Sturbridge, MA 01566

**Website:**
[www.town.sturbridge.ma.us/board-health](http://www.town.sturbridge.ma.us/board-health)

### LICENSES AND/OR PERMITS ISSUED

- Business Renewals
- Campground
- Food
- Hotel / Motel
- Mobile Home Park
- Semi-Public and Public Swimming Pools / Spa
- Septic Installer (new) / Hauler
- Septic Permit
- Tattoo Festival
- Tanning Establishment Permits
- Temporary Food Permit
- Tobacco Establishment Permits
- Trash Hauler
- Well Permit / Destruction
<table>
<thead>
<tr>
<th>Septic/Title 5</th>
<th>Fee</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>Perc Witness, New Construction</td>
<td>$200 for first 3 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$50 for each additional hour</td>
<td></td>
</tr>
<tr>
<td>Perc Witness, Repair</td>
<td>$150 for first 3 hours</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$50 for each additional hour</td>
<td></td>
</tr>
<tr>
<td>Plan Review w/ 1 revision</td>
<td>$220</td>
<td>New Construction &amp; Repair</td>
</tr>
<tr>
<td>Permit &amp; all required inspections</td>
<td>$275</td>
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</tr>
<tr>
<td>Component only (tank, d-box, sewer line, etc.)</td>
<td>$75</td>
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</tr>
<tr>
<td>Tight Tank</td>
<td>$450</td>
<td></td>
</tr>
<tr>
<td>I/A System</td>
<td>$450</td>
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</tr>
<tr>
<td>Title 5 Commercial 50-1,999 gallons</td>
<td>$450</td>
<td></td>
</tr>
<tr>
<td>Title 5 Commercial 2,000-9,999 gallons</td>
<td>$525</td>
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<tr>
<td>Nitrogen Sensitive Area Shared System</td>
<td>$1,650</td>
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<tr>
<td>Private Waste Water Treatment Plant</td>
<td>20% of consultation fee</td>
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<tr>
<td>Third Party Engineering Review</td>
<td>Market Price</td>
<td></td>
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<tr>
<td>Additional Plan Review</td>
<td>$65 per hour (min. 1 hour)</td>
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<tr>
<td>Septic Installer</td>
<td>$100</td>
<td></td>
</tr>
<tr>
<td>Septage Hauler/Pumper</td>
<td>$100+</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$10/truck</td>
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</table>
## Board of Health

### Fee Schedule

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<tr>
<th>Pools/Spa</th>
<th>Fee</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Pool/Spa Outdoor-Seasonal</td>
<td>$100</td>
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</tr>
<tr>
<td>Pool/Spa Indoor-Annual</td>
<td>$175</td>
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<table>
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<tr>
<th>Body Art</th>
<th>Fee</th>
<th>Notes</th>
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<tbody>
<tr>
<td>Body Art Establishment</td>
<td>$200</td>
<td></td>
</tr>
<tr>
<td>Body Art Practitioner</td>
<td>$100</td>
<td></td>
</tr>
<tr>
<td>Temp. Body Art Event</td>
<td>$200-event</td>
<td>$100-per practioner</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Bathing Beach</th>
<th>Fee</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>Bathing Beach Permit</td>
<td>$50</td>
<td></td>
</tr>
<tr>
<td>Weekly Bathing Beach Testing</td>
<td>$75/week</td>
<td></td>
</tr>
<tr>
<td>Bathing Beach Variance Request</td>
<td>$50</td>
<td></td>
</tr>
<tr>
<td>Bathing Beach Missed Testing Fine</td>
<td>$50- 1st offense</td>
<td>$100- 2nd offense Closure-3rd offense</td>
</tr>
</tbody>
</table>
### Board of Health Fee Schedule

<table>
<thead>
<tr>
<th>Miscellaneous</th>
<th>Fee</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trash Hauler</td>
<td>$300 +$50/truck</td>
<td></td>
</tr>
<tr>
<td>Recreational Camp for Children</td>
<td>$50</td>
<td></td>
</tr>
<tr>
<td>Beaver Removal</td>
<td>$50</td>
<td></td>
</tr>
<tr>
<td>Tanning Salon</td>
<td>$100 +$25/unit</td>
<td></td>
</tr>
<tr>
<td>Tobacco Sales Permit</td>
<td>$150</td>
<td></td>
</tr>
<tr>
<td>Well Permit</td>
<td>$100</td>
<td></td>
</tr>
<tr>
<td>Outdoor Wood Boiler</td>
<td>$100</td>
<td>Per 310 CMR 7.26(50) Outdoor Hydronic Heaters</td>
</tr>
<tr>
<td>Campground</td>
<td>$50</td>
<td>+ $200 0-200 sites</td>
</tr>
<tr>
<td></td>
<td></td>
<td>+$400 201-400 sites</td>
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<tr>
<td>Mobile Home Parks/Manufactured Housing</td>
<td>$50</td>
<td>+$200 0-50 units</td>
</tr>
<tr>
<td></td>
<td></td>
<td>+300 (51-200 units)</td>
</tr>
<tr>
<td>Permit Type</td>
<td>Fee</td>
<td>Notes</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>Food Establishment 0-50 Seats</td>
<td>$100</td>
<td></td>
</tr>
<tr>
<td>Food Establishment 51-100 Seats</td>
<td>$150</td>
<td></td>
</tr>
<tr>
<td>Food Establishment 101-200 Seats</td>
<td>$200</td>
<td></td>
</tr>
<tr>
<td>Food Establishment 201-300 Seats</td>
<td>$250</td>
<td></td>
</tr>
<tr>
<td>Food Establishment 301+ Seats</td>
<td>$350</td>
<td></td>
</tr>
<tr>
<td>Retail Food 0-1000 Sq. Ft.</td>
<td>$100</td>
<td></td>
</tr>
<tr>
<td>Retail Food 1001-5000 Sq. Ft.</td>
<td>$300</td>
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</tr>
<tr>
<td>Retail Food 5001+ Sq. Ft.</td>
<td>$600</td>
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</tr>
<tr>
<td>Food Establishment/Retail Food Plan Review</td>
<td>$100</td>
<td>One-time fee prior to opening</td>
</tr>
<tr>
<td>Caterer</td>
<td>$100</td>
<td></td>
</tr>
<tr>
<td>Temporary Food Event</td>
<td>$30</td>
<td></td>
</tr>
<tr>
<td>Mobile Food</td>
<td>$100</td>
<td></td>
</tr>
<tr>
<td>Residential Kitchen</td>
<td>$125</td>
<td></td>
</tr>
<tr>
<td>Frozen Dessert</td>
<td>$50</td>
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</tr>
</tbody>
</table>
All business permits issued by the Board of Health expire on December 31st of each year. It is the business owners' responsibility to ensure that their business is fully licensed in accordance with the Board of Health. Renewal paperwork is sent out during the last week in November of each year as a reminder to business owners.

Staff submit to business owners renewal forms for the following permits:
- Tanning, Tobacco
- Pools (semi-public and public)
- Septic Hauler
- Septic Installer
- Hotel / Motel
- Offal (Trash Hauler)
- Food Establishments (all types)
- Campground
- Mobile Home Park
- Funeral Home
- Tattoo Establishment / Practitioner

Applicant completes and files all pertinent paperwork that is stated in the renewal letter.

Applicant recertified for a year if approved. If denied, the applicant is not recertified for a year.
The Health Agent in Sturbridge must approve of all campgrounds that provide overnight facilities for visitors to Sturbridge. Campgrounds must adhere to a number of different Town policies and regulations (see Inspectional Services), this section details only the requirements for the BoH to approve for habitation.

1. Applicant speaks with Health Agent about scale and scope of project
2. Applicant submits completed application (which includes workers compensation information) to the BoH and pays appropriate fees. Must provide information regarding whether or not the campgrounds use septic or sewer, well or town water, the site layout and restroom facility access and availability
3. Health Agent reviews application and rules
4. Campground Permit is issued
5. Applicant is required to renew permit every year
To serve food at a permanent location to patrons in Sturbridge requires multiple reviews and inspections prior to a permit being issued, and then continuously after the permit has been issued. In order to expedite the process and to ensure that you will not be delayed, please consult the Health Code to ensure that you are following and enacting all appropriate measures for compliance.
The Health Agent in Sturbridge must approve of all Hotels and Motels that provide overnight facilities for visitors to Sturbridge. Hotels and Motels must adhere to a number of different Town policies and regulations (see Building Department, pg. 74, this section details only the requirements for the BoH to approve for habitation.

Applicant speaks with Health Agent about scale and scope of project

Applicant submits completed application (which includes workers compensation information) to the BoH and pays appropriate fees. Must provide information regarding whether or not the hotel/motel uses septic or sewer, well or town water, and whether or not they provide and prepare food onsite

Health Agent reviews application and rules

Approved

Denied

Hotel / Motel Permit is issued

Applicant is required to renew permit every year
The Health Agent in Sturbridge must approve of all mobile home parks in Sturbridge. Anyone seeking this permit must also ensure that their rules and regulations have been approved by the Attorney General’s Office for the Commonwealth prior to seeking Sturbridge approval.

Applicant speaks with Health Agent about scale and scope of project

Applicant seeks approval from Attorney General of Commonwealth on Rules of the Mobile Home Park

Applicant submits completed application (which includes workers compensation information) to the BoH and pays appropriate fees. Must provide information regarding whether or not the mobile home park uses septic or sewer, well or town water and provides copy of approved rules and regulations

Health Agent reviews application and rules

Mobile Home Park Permit is issued

Applicant is required to renew permit every year
Any pool that members of the public can use requires review and approval from the Board of Health. Please note that plans for these pools must be reviewed \textit{prior} to receiving a building permit.
To install septic systems in the Town of Sturbridge, a potential installer must seek provisional approval from the Board of Health to then be issue a full license. Please note that even after the issuing of the license, as-buils are needed upon the completion of each and every system that the installer builds.
To haul septic materials in Town, the BoH must approve of the applicant and the vehicles that they use to ensure public health and safety.

Applicant provides for the BoH an application, copy of workers compensation coverage, information about each vehicle used in transportation of septic material and pays the appropriate fee.

Health Agent reviews application for completeness and rules.

- Approved
- Denied

Applicant issued license.

Health Agent performs additional Inspections of each vehicle at three quarters (3/4) full capacity to ensure no leaks of the system.

Revise as per comments.
In either the case of new construction or a failed Title 5, an applicant must submit to the BoH a request for a septic permit. The installation of a septic permit must meet certain guidelines and adhere to the Town and States regulations and Bylaws.
If an applicant would like to open a tanning business in Sturbridge, they must adhere to all applicable Town Bylaws and Zoning Bylaws. This page details the Board of Health requirements only and presumes that the applicant has already obtained all of the other necessary permitting.

Applicant speaks with Health Agent about scale and scope of project

Revise as per comments

Applicant submits application, copy of workman’s compensation, pays fee and provides the following information:
- Floor Plan
- Tanning bed specs
- Location of sinks
- Drinking water source layout
- Disclosures on adult consent under eighteen years (18) years of age
- Length of time allowed in tanning beds

Health Agent reviews application and rules

Approved

Approved with Conditions

Denied

Permit to operate Tanning Establishment issued; needs renewal each year
If an applicant would like to provide tattoo services at a festival, the Health Agent must approve of all vendors participating.

1. **Applicant speaks with Health Agent about scale and scope of event**
2. **Applicant submits completed application to the BoH and pays appropriate fees. Must also provide blood borne pathogen certification, CPR and First Aid certifications.**
3. **Health Agent reviews application and rules**
   - **Approved**
   - **Denied**
4. **Tattoo Festival Permit is issued**
5. **Health Agent performs Inspection on the day of the event**
6. **Revise as per comments**
To haul refuse materials in Town, the BoH must approve of the applicant and the vehicles that they use to ensure public health and safety.

Applicant provides for the BoH an application, copy of workers compensation Coverage and pays the appropriate fee. Additionally the applicant must provide information on Stickers used, provide assurance of single price for trash and recycling, certificate of insurance, both public liability and property insurance, knowledge of how residential and community customers are informed about waste disposal.

Health Agent reviews application for completeness and rules

- Approved
- Denied

Revise as per comments

Applicant issued license
If an applicant would like to sell food in Town at an event or outside of a certified and approved kitchen space, they must obtain a temporary food permit.

Applicant speaks with Health Agent about scale and scope of event

Applicant submits completed application* to the BoH and pays appropriate fees. Must also provide Food Safety Managers Certification and Allergen Certification

Health Agent reviews application and rules

Approved

Temporary Food Permit is issued

Denied

Revise as per comments

Health Agent performs Inspection on the day of the event

*The specific application is dependent upon the temperature at which the food in questions will be stores, prepared, and given to patrons.
If an applicant would like to open a tobacco establishment in Sturbridge, they must adhere to all applicable Town Bylaws and Zoning Bylaws. This page details the Board of Health requirements only and presumes that the applicant has already obtained all of the other necessary permitting.
If a well is determined to no longer be needed, it can be destroyed with the approval of the BoH. For this to occur all applicable rules and regulations must be followed to the satisfaction of the BoH.

1. **Applicant** speaks with Health Agent about scale and scope of the project.
2. **Applicant** submits a completed application to the BoH.
3. **Health Agent** reviews and rules on application.
4. If **Approved**, Permit for Well Destruction issued. If **Denied**, Revise as per comments.
5. **Applicant** destroys well in accordance with all applicable rules and regulations.
6. Within thirty (30) days a signed well driller’s or digger’s log/report shall be submitted to the BoH, this report/log shall constitute a Certification of Compliance with the terms of the regulations.
The installation of a well requires the Health Agent and the BoH to ensure that the well can be safely used by those using the building. For that reason the construction of a well must follow stringent guidelines in order to ensure the health and safety of those using the building.
The Board of Selectmen is the chief executive authority in Sturbridge. It is made up of a five member board, elected by the citizenry at large to serve three (3) year terms.

The Board is supported by the Town Administrator who handles the daily operations of the Town of Sturbridge. Any and all applications that are to be approved by the BoS should be delivered to the Town Administrator’s office in advance of any meeting.

The Board of Selectmen meets on the 1st and 3rd Monday’s of each month at 6:00 pm in Veterans Hall of the Town Hall at 308 Main Street.

CONTACT INFORMATION

Phone: 508-347-2500

Address: 308 Main Street
Sturbridge, MA 01566

Website: www.town.sturbridge.ma.us/board-selectmen

LICENSES AND/OR PERMITS ISSUED

⇒ Common Victualler License
⇒ Earth Removal Permit
⇒ Hawker or Peddlar Permit
⇒ Liquor License
⇒ Local Transient Vendor Permit
⇒ Logging Permit
⇒ Tax Increment Financing Agreements
⇒ Taxicab or Livery Permit
⇒ Temporary Mooring, Floats, Rafts and Ramps Permit
# BOARD OF SELECTMEN

## Fee Schedule

<table>
<thead>
<tr>
<th>License Permit</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Common Victualler License</td>
<td>$40 / each</td>
</tr>
<tr>
<td>Earth Removal Permit</td>
<td>$500 / permit</td>
</tr>
<tr>
<td></td>
<td>$25 / renewal</td>
</tr>
<tr>
<td>Gravel Removal Permit</td>
<td>$500 / permit</td>
</tr>
<tr>
<td></td>
<td>$25 / renewal</td>
</tr>
<tr>
<td>Hawker / Peddlar License</td>
<td>$25 / day</td>
</tr>
<tr>
<td></td>
<td>$150 / year</td>
</tr>
<tr>
<td>Used Car Class I, 2 &amp; 3</td>
<td>$100.00 / each</td>
</tr>
<tr>
<td>Antique Dealer Permit</td>
<td>$75.00 / each</td>
</tr>
<tr>
<td>Auctioneer Permit</td>
<td>$30.00 / each</td>
</tr>
<tr>
<td>Automatic Amusement Device Permit</td>
<td>$50.00 / per device</td>
</tr>
<tr>
<td>Billiard / Pool Permit</td>
<td>$40.00 / per table</td>
</tr>
<tr>
<td>Innholder License</td>
<td>$75.00 / each</td>
</tr>
<tr>
<td>Sunday Entertainment Permit</td>
<td>$100.00 / each</td>
</tr>
<tr>
<td>Live Entertainment Permit</td>
<td>$40.00 / permit</td>
</tr>
<tr>
<td>Logging Permit</td>
<td>$10.00 / permit</td>
</tr>
<tr>
<td>Miniature Golf</td>
<td>$40.00 / permit</td>
</tr>
<tr>
<td>Taxi / Livery License</td>
<td>$25 / driver</td>
</tr>
<tr>
<td></td>
<td>$50 / vehicle</td>
</tr>
<tr>
<td>Transient Vendor</td>
<td>$10.00 / permit</td>
</tr>
<tr>
<td>Liquor Licenses</td>
<td>Fee</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>1 Day Alcohol License</td>
<td>$25.00 / per day</td>
</tr>
<tr>
<td>Club—All Alcohol</td>
<td>$450.00 / permit</td>
</tr>
<tr>
<td>Club—Wine and Malt</td>
<td>$350.00 / permit</td>
</tr>
<tr>
<td>Common Victualler—All Alcohol</td>
<td>$2,000.00 / permit</td>
</tr>
<tr>
<td>Common Victualler—Wine and Malt</td>
<td>$900.00 / permit</td>
</tr>
<tr>
<td>Druggist—All Alcohol</td>
<td>$1,200.00 / permit</td>
</tr>
<tr>
<td>Farmer / Brewer Pouring</td>
<td>$500.00 / permit</td>
</tr>
<tr>
<td>General On Premises—All Alcohol</td>
<td>$1,000.00 / permit</td>
</tr>
<tr>
<td>Innholder—All Alcohol</td>
<td>$1,200.00 / permit</td>
</tr>
<tr>
<td>Innholder—Wine and Malt</td>
<td>$500.00 / permit</td>
</tr>
<tr>
<td>Retail Package Goods Store—All Alcohol</td>
<td>$2,500.00 / permit</td>
</tr>
<tr>
<td>Retail Package Goods Store—Wine and Malt</td>
<td>$1,000.00 / permit</td>
</tr>
<tr>
<td>Tavern—All Alcohol</td>
<td>$2,000.00 / permit</td>
</tr>
<tr>
<td>Tavern—Wine and Malt</td>
<td>$900.00 / permit</td>
</tr>
</tbody>
</table>
A Common Victualler’s License allows a business to sell alcoholic beverages to patrons. It also applies to establishments where patrons bring their own alcohol for consumption. Someone with this license must adhere to all alcohol compliance checks in accordance with the Sturbridge Police Department. If the business is not a restaurant, the BoS may need to make a determination whether or not a Victualler’s license is applicable in that case.

Applicant speaks with BoS Staff about scale and scope of project

Applicant submits completed application and pays all fees to the BoS

Staff review application and place on next available meeting

BoS review application and rules

Approved with Conditions

Approved

Denied

Common Victualler’s License Issued

Applicant is required to adhere to all compliance checks by the Sturbridge Police Dept. and is detailed in M.G.L. with no exceptions.
Board of Selectmen (acting as SPGA) Earth Removal Permit

The removal of more than fifty (50) cubic yards of sand, gravel or earth in a twelve (12) month period requires a permit from the Board of Selectmen acting as the Special Permit Granting Authority (SPGA). The SPGA can approve smaller amount of earth removal depending upon certain other factors; for more information please consult with the BoS Staff.

Applicant files four (4) copies of proposed excavation plans and land reuse plans to Town Clerk and pay fee

Town Clerk forwards application to BoS, who then forwards to DPW Director and Planning Board for review

Staff schedules public hearing

Applicant notifies abutters via certificate of mail and pays fees associated with public notices

SPGA rules on application

BoS (acting as SPGA) holds public hearing on application

Approved

Approved with Conditions

Denied

Mandatory twenty (20) day appeal period. NO WORK CAN OCCUR

If no appeal, BoS issued Earth Removal Permit

Applicant files Permit at Registry of Deeds and project can begin
If someone wishes to sell goods or wares by shouting or calling potential patrons to their stand, they must first receive approval from the BoS. A review is also required to be completed by the Chief of Police.

**Board / Committee**

**Hawker and Peddlar License**

Contact BoS Office and get an application

Applicant completes application and submits to Police Chief for review

Police Chief rules on application within ten (10) days

Approved

Denied

Staff schedule review of application for next available BoS meeting

Applicant submits application to BoS office and pays all fees

BoS review application and rules

Approved

License Issued by BoS

Denied

Applicant completes application and submits to Police Chief for review

Police Chief rules on application within ten (10) days

Approved

Denied
The BoS are according to M.G.L. is the Local Licensing Authority (LLA) for the Town of Sturbridge. This means that in order to receive a license the BoS, acting as the LLA, must approve of all applications. While the LLA may approve of an application, if the Massachusetts Alcoholic Beverages Control Commission denies said application then the LLA cannot give a license to the applicant. Therefore it is encouraged that all applicants provide complete applications to both the LLA and the ABCC to help with the process.

Applicant speaks with BoS Staff about scale and scope of project

Applicant submits completed application and pays all fees to the BoS

Staff review application and place on next available meeting

Applicant notifies all abutters to property and publishes public hearing notices

Applicant submits application to ABCC for review

ABCC reviews application and rules

Approved

Denied

BoS holds public hearing and rules

Approved

Denied

Approved with Conditions

LLA issues Liquor License

Applicant is required to adhere to all compliance checks by the Sturbridge Police Dept. and is detailed in M.G.L. with no exceptions.
Anyone who operates as a temporary or transient business selling goods, wares or merchandise in Sturbridge must get the approval of the BoS. Any organization engaging in temporary or transient business can get a multiple vendor license that includes all persons or vendors participating in an organized show or sale. The show organizer is required to obtain a State Transient Vendor License, or be operating under a Promoter’s License, from the State Division of Standards in the Executive Office of Consumer Affairs prior to applying for a local license.
The BoS issues permits for logging within the Town of Sturbridge. The BoS encourages any and all harvesters to follow the practices in the latest edition of the Massachusetts Best Management Practices of Timber harvesting Water Quality Handbook. Furthermore the Town must be notified for selective harvesting of forest products on more than four acres of land in any twelve month period and for clear cutting on more than two acres of land.
In accordance with M.G.L., a municipality in the Commonwealth is allowed to enter into agreements with new or existing businesses regarding Tax Increment Financing (TIF) or Special Tax Assessment (STA) Agreements. These agreements are designed to help a business begin or expand, ideally bringing economic development and jobs to the Town. M.G.L. is strict in how it must review and oversee these agreements. For more information please visit: www.mass.gov/hed/economic/eohed/bd/econ-development/eligibility/real-estate-incentives/.

Flow chart taken with minor modification from MOBD website:
http://www.mass.gov/hed/docs/bd/edip-site/local-incentive-only-process.pdf
To operate a taxicab or livery service within the Town of Sturbridge, approval of the Board of Selectmen is required. The license also comes with a requirement that the applicant receive approval from the Chief of Police.
In Sturbridge, the Board of Selectmen serve as the Harbor Master governing the five (5) lakes that can be found in Town. In order to place a temporary mooring, float, raft or ramp for a water craft, the Board of Selectmen must first issue a permit. The Harbor Master only issues permits for temporary structures; all permanent structures must seek approval from DEP, Con Com and/or the Army Corps of Engineers (if filling or dredging is requested).

<table>
<thead>
<tr>
<th>Process</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Board of Selectmen (Acting as Harbor Master)</strong></td>
</tr>
<tr>
<td><strong>Temporary Moorings, Floats, Rafts and Ramps</strong></td>
</tr>
</tbody>
</table>

**Is the proposed structure permanent?**
- **Yes**
  - Speak with Conservation Agent, page 43

- **No**
  - Applicant speaks with BoS office discussing scale and scope of project
  - Applicant submits application and pays fees to BoS Office

**Harbor Master reviews application and rules**
- **Approved**
  - Harbor Master issues permit
  - Applicant can construct structure in accordance with M.G.L.
- **Approved with Conditions**
- **Denied**
  - Staff review application and put on next available meeting
The Conservation Commission (Con Com) is the regulatory authority that reviews and rules on all projects that could affect the Town’s wetlands or waterways. These include banks, beaches, bordering and isolated wetlands, marshes, wet meadows, bogs/swamps, lakes, ponds, rivers and the land within two hundred (200’) feet of them, intermittent streams, seasonal wetlands, land under water, land subject to flooding and land within the two-hundred (200’) foot buffer zone of any of the above areas. In the Commonwealth land is determined to have wetlands through a combination of soil types and plants in the area. It is not always easy to determine whether or not the parcel in question is in fact part of a wetland. Thus we strongly encourage anyone that is considering a project within two hundred (200’) feet of a wetland contact the Conservation Agent. The Con Com will review any application for projects that fall within a wetland resource area, or the two-hundred foot buffer zone to ensure that the following items are protected: (1) public and private water supplies, (2) protect groundwater, (3) provide flood control, (4) storm damage prevention, (5) prevention of pollution, (6) protection of land containing shellfish, (7) protection of fisheries and (8) protection of wildlife habitat. In addition to these eight interests of the Wetlands Protection Act the Town of Sturbridge wetland regulations also protects rare species habitat, recreational values, water quality and erosion and sedimentation controls. The Town of Sturbridge takes this mandate, which comes from Massachusetts WPA, very seriously and works hard to ensure that the Town’s wetlands are preserved and protected.

The Commission meets on the first and third Thursday’s of each month in the second floor meeting room of the Center Office Building at 301 Main Street at 6:00 p.m.

**CONTACT INFORMATION**

Phone: 508-347-2500 ext. 1422

Address: 301 Main Street
Center Office Building

Website: [www.town.sturbridge.ma.us/conservation-commission](http://www.town.sturbridge.ma.us/conservation-commission)

**LICENSES AND/OR PERMITS ISSUED**

⇒ Letter Permit

⇒ Order of Conditions

⇒ Request for Determination of Applicability (RDA)

⇒ Tree Removal Permit

*In addition to these permits, the Conservation Commission also reviews permits for other Boards and Commissions when requested such as the Planning Board, ZBA and Board of Health.*
The Con Com follows a fee schedule for all of its permits as stated in the Wetlands Bylaw Regulations, section 4.17 “Fees.” The Con Com collects fees for local permits, and the Town’s share of any state fees. The State’s share of fees must be paid directly to the Commonwealth according to their procedures. For information related to how to file with the state please contact the Conservation Agent directly.

<table>
<thead>
<tr>
<th>Fee</th>
<th>Town Fee</th>
<th>State Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Determination</td>
<td>$25.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Resource Area Delineation</td>
<td>$0.10 per linear foot</td>
<td>$0.00</td>
</tr>
<tr>
<td>Notice of Intent</td>
<td>$50.00</td>
<td>See Wetland Protection Act for breakdown of fee (<a href="http://www.mass.gov/eea/docs/dep/service/">http://www.mass.gov/eea/docs/dep/service/</a>)</td>
</tr>
<tr>
<td>Replication &amp; Mitigation Monitoring</td>
<td>$200.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Site Visits</td>
<td>$0.00, normally</td>
<td>If the site is not prepared properly for a site visit, the Con Com may charge $25.00 per visit for subsequent inspections that the site is not prepared</td>
</tr>
</tbody>
</table>
Any minor project that will take place anywhere between zero (0’) to two hundred (200’) feet wetland buffer zone requires a Letter Permit approving the project. These projects must be entirely in the buffer zone have no impact on the wetlands. If you are unsure of the scope or scale of the project, talk with the Conservation Agent for direction.

*Provide completed application with a detailed description of the project, an appropriately scaled plan and appropriate payment for fees*
For any work in a wetland resource area, or for work that will impact a resource area, the Applicant must submit a Notice of Intent (NOI) to the Conservation Commission and DEP in order to receive an Order of Conditions to begin work on the project.
For any project located within the zero to two hundred foot wetland buffer zone, but those specifically within the zero to one hundred foot butter. It determines whether or not a project requires a NOI under the Massachusetts Wetlands Protection Act. For this reason the application is reviewed by Con Com and Dept. of Environmental Protection.

Meet with Conservation Agent to discuss the scale/scope of project and what information is required

Complete application and submit to Con Com and DEP three (3) weeks prior to meeting*

Notify all abutters of Public Hearing with a certificate of mailing and publish meeting notice (at owners expense)

Staff posts application on agenda for next available meeting and schedules a site visit with applicant. Also submits to application to DEP

Submit a Notice of Intent (NOI) to Con Com to begin process for Order of Conditions

Con Com reviews application and rules during Public Hearing

Two (2) days prior to meeting Con Com performs site visit

Positive Determination

Negative Determination

Negative Determination with Conditions

MANDATORY ten day appeal period. NO WORK CAN OCCUR

If no appeal, work may proceed

*Provide completed application with a detailed description of project, and appropriately scaled plan and pay $25 fee.
For any tree removal project that takes place within the zero (0’) to two-hundred (200’) foot wetland buffer zone. While similar to a letter permit (page 45), this process may require you to consult a registered arborist. For guidance on the project please consult the Conservation Agent. The Con Com may require a written arborist report prepared by a certified arborist. Furthermore the Con Com may require replacement trees at a ratio of two new trees for each removed.

*Provide completed application with a detailed description of the project, an appropriately scaled plan and appropriate payment for fees. Additionally identify trees with Flags and provide an arborist report on the tree in question.
The Department of Public Works (DPW) is responsible for the maintenance and upkeep of Town properties, roadways, water and septic systems as well as numerous other duties. In addition to these responsibilities, the DPW Director also reviews permits and applications from other departments that may affect the Town’s various right of ways.

All work within a public way owned and maintained by the Town of Sturbridge, such as the installation of driveways, curb cuts, or connection to the municipal water or sewer requires a permit from the Sturbridge DPW. Furthermore many projects also require applicants to post a bond in advance of the project. Therefore it is critical that prior to submitting any paperwork, the applicant speaks with the DPW Director or their staff concerning the scale, scope and location of their project.

The DPW Director also works closely with the Tree Warden with regard to public shade trees. For more information please see the Tree Warden section on page 104.

If you have a concern about a public roadway, please contact the DPW and provide the Department with location and the concern.

**CONTACT INFORMATION**

Phone  
508-347-2515

Address:  
P.O. Box 182
Sturbridge, MA. 01556

Website:  
[www.town.sturbridge.ma.us/public-works](http://www.town.sturbridge.ma.us/public-works)

**LICENSES AND/OR PERMITS ISSUED**

⇒ Driveway Permit

⇒ Sewer Permit

⇒ Street Excavation Permit

⇒ Water System License and Drainlayer License
## Department of Public Works
### Fee Schedule

<table>
<thead>
<tr>
<th>Permit / Service</th>
<th>Diameter Requirements</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Driveway Permit</td>
<td></td>
<td>$50.00 / each</td>
</tr>
<tr>
<td>Sewer Connection (Please consult the Sewer Bylaw)</td>
<td></td>
<td>$1,200.00</td>
</tr>
<tr>
<td>Sewer Connection Privilege (Please consult the Sewer Bylaw)</td>
<td></td>
<td>$7,500.00</td>
</tr>
<tr>
<td>Administrative Costs and Minimum Water Charge</td>
<td></td>
<td>$51.80 / per quarter</td>
</tr>
<tr>
<td>Water Rate</td>
<td></td>
<td>$5.18 / per 100 c.f.</td>
</tr>
<tr>
<td>New Water Customer and Application Fee</td>
<td></td>
<td>$325.00</td>
</tr>
<tr>
<td>Water System Connection Fee (Town Roads Only)</td>
<td>3/4” Service</td>
<td>$450.00</td>
</tr>
<tr>
<td>Installed by Applicant</td>
<td>1” Service</td>
<td>$450.00</td>
</tr>
<tr>
<td></td>
<td>1 1/2” Service</td>
<td>$600.00</td>
</tr>
<tr>
<td></td>
<td>2” Service</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>Water System Connection Fee (Town Roads Only)</td>
<td>3/4” Service</td>
<td>$3,500.00</td>
</tr>
<tr>
<td>Installed by Town</td>
<td>1” Service</td>
<td>$4,000.00</td>
</tr>
<tr>
<td></td>
<td>1 1/2” Service</td>
<td>$5,000.00</td>
</tr>
<tr>
<td></td>
<td>2” Service</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>Tapping Fees (Installed by Applicants)</td>
<td>3/4” Service</td>
<td>$100.00</td>
</tr>
<tr>
<td></td>
<td>1” Service</td>
<td>$100.00</td>
</tr>
<tr>
<td></td>
<td>1 1/2” Service</td>
<td>$125.00</td>
</tr>
<tr>
<td></td>
<td>2” Service</td>
<td>$150.00</td>
</tr>
<tr>
<td>Tapping Fees (Installed by Town)</td>
<td>3/4” Service</td>
<td>$350.00</td>
</tr>
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<td></td>
<td>1” Service</td>
<td>$350.00</td>
</tr>
<tr>
<td></td>
<td>1 1/2” Service</td>
<td>$400.00</td>
</tr>
<tr>
<td></td>
<td>2” Service</td>
<td>$500.00</td>
</tr>
<tr>
<td>Temporary construction Service (Per month)</td>
<td></td>
<td>$50.00</td>
</tr>
<tr>
<td>Meter Inspection / Test</td>
<td></td>
<td>$75.00</td>
</tr>
<tr>
<td>Hydrant Flow Test (Flow Equipment Not Included)</td>
<td></td>
<td>$100.00</td>
</tr>
<tr>
<td>Permit / Service</td>
<td>Measurement</td>
<td>Fee</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>--------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Penalty for Burying Fire Hydrant with Snow</td>
<td>1st Offense</td>
<td>$100.00</td>
</tr>
<tr>
<td></td>
<td>2nd Offense and Thereafter</td>
<td>$250.00</td>
</tr>
<tr>
<td>Penalty for Cross Connection Violation (minimum per day)</td>
<td></td>
<td>$25.00</td>
</tr>
<tr>
<td>Final Meter Reading for property transfer</td>
<td>48 Hour Notice</td>
<td>$50.00</td>
</tr>
<tr>
<td></td>
<td>24 Hour Notice</td>
<td>$100.00</td>
</tr>
<tr>
<td>Unless Otherwise Specified, Penalties for Violations of Rules and Regulations (each offense)</td>
<td></td>
<td>$200.00</td>
</tr>
<tr>
<td>Water Service Activation / Deactivation</td>
<td>Activation</td>
<td>$50.00</td>
</tr>
<tr>
<td></td>
<td>Deactivation</td>
<td>$100.00</td>
</tr>
<tr>
<td>Summer Service Turn-On &amp; Install Meter / Turn Off &amp; Remove Meter</td>
<td></td>
<td>$75.00</td>
</tr>
<tr>
<td>Sprinkler Service Connection Fee (Town Roads Only)</td>
<td>6” Line or Less (meter fee not included)</td>
<td>$500.00</td>
</tr>
<tr>
<td>Installed by Applicants</td>
<td>6” Line or Over (meter fee not included)</td>
<td>$750.00</td>
</tr>
<tr>
<td>Sprinkler Service Connection Fee (Town Roads Only)</td>
<td>6” Line or Less (meter fee not included)</td>
<td>$9,000.00</td>
</tr>
<tr>
<td>Installed by Town</td>
<td>6” Line or Over (meter fee not included)</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>Penalty for Unauthorized Water Service Activation</td>
<td></td>
<td>$100.00</td>
</tr>
<tr>
<td>Penalty for Bypass or Meter Tampering</td>
<td></td>
<td>$500.00</td>
</tr>
<tr>
<td>Booster Pump Inspection (per inspection)</td>
<td></td>
<td>$50.00</td>
</tr>
<tr>
<td>Annual Water Installer’s License</td>
<td></td>
<td>$100.00</td>
</tr>
</tbody>
</table>
With the installation of a home or business, a driveway is a crucial component and a concern for the Town of Sturbridge. A Driveway permit shall be required for any regularly used access to a public roadway. As the driveway may interfere with existing traffic patterns or may require the cutting of a Town curb, the DPW Director needs to review the plans to ensure that they will not have an adverse effect on the Town’s roadways.

Applicant speaks with DPW Director concerning scope, scale and location of proposed driveway permit.

Applicant submits Driveway Permit to DPW Director along with:
- Sketch (or engineered plan) of driveway
- Details on drainage for new driveway
- Location of all public shade trees within ten (10) feet of proposed driveway
- Fee and Bond to be established by DPW Director

DPW reviews application and rules

- Approved
- Approved with Conditions
- Denied

Applicant constructs driveway in accordance with Town Bylaws and under supervision of DPW

DPW Director inspects completed driveway

- Approved
- Denied

Bond is returned to applicant

Revise as per comments
The Town of Sturbridge has a Comprehensive Waste Water Management Plan that details how the Town will use and develop its sewer system. At this time areas have been designated as areas of development based on the waste water plan. The plan is continuously being looked at and updated. For the most up to date information it is strongly encouraged the applicant contact the DPW. Please also consult the Sewer Bylaw before moving forward on any sewer project.

Contact DPW concerning proposed sewer connection

Is the property in one of the areas designated by the Comprehensive Waste Water Management Plan?

Yes

Is the property on the reserve connection list?

Yes

Approved

BoS reviews and rules

Denied

Applicant applies to BoS for approval

No

Applicant pays $1,200 connection fee to DPW

In certain low flow areas, the applicant may need a pump. If in an area with a betterment the Town covers costs, if not applicant covers costs via a privilege fee

Contractor (who must hold a current Drainlayer License from the DPW, see page 55) installs the connection
If a person or a company needs to access land that is underneath the existing roadways of the Town, accessing may require the removal of part of the Town’s roadway. If this is the case the DPW Director must review the project and ensure that project is required and that it will fix any damage that is incurred. Furthermore a bond may be issued for the project.

Applicant speaks with DPW Director concerning need, scope, scale and location of proposed road opening.

Applicant submits Road Opening Permit to DPW Director along with:
- Sketch (or engineered plan) of driveway
- Details on drainage for new driveway
- Location of all public shade trees within ten (10) feet of proposed driveway
- Fee and Bond to be established by DPW Director
- Proof of insurance

Note: the Bylaws accounts for emergency openings; in those cases applicant must retroactively submit application

Note: if laying water or sewer lines, the contractor must hold a current Water Systems License or Drainlayer License from the DPW. See page 55.

DPW reviews application and rules

Approved
Approved with Conditions
Denied

Revise as per comments

Applicant removes and replaces roadway in accordance with Town Bylaws and under supervision of DPW

DPW Director inspects roadway

Approved
Denied

Bond is returned to applicant

Revise as per Comments; bond retained until work is satisfactorily completed and may be used to offset Town costs

Note: if laying water or sewer lines, the contractor must hold a current Water Systems License or Drainlayer License from the DPW. See page 55.
**DEPARTMENT OF PUBLIC WORKS**

**WATER SYSTEM LICENSE AND DRAINLAYER LICENSE**

The DPW provides licenses for water and sewer installers known as Water System License and Drainlayer License respectively. Anyone performing work on Town water or sewer lines must hold these licenses. Licenses are issued throughout the year but end effective December 31 of that calendar year.

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**Diagram:**

1. **START**
2. **APPLICANT**
3. **Board / Committee**
4. **STAFF**
5. **PERMIT**
6. **RULING**

---

**Flowchart:**

- Applicant provides the DPW with a completed application, copy of workers compensation coverage, copy of liability insurance and post a $5,000.00 bond returned after one year.

- DPW director reviews application for completeness and rules.

- Revise as per comments.

- Approved

- Denied

- Applicant issued license

- Applicant is authorized for one (1) year then license must be renewed.
The Design Review Committee’s (DRC) role is to provide their recommendations on building projects in non-residential zones to the Planning Board and Building Officials. The DRC is specifically looking at the architecture of buildings and sign design. They are authorized under General Bylaw, Section 1.30 which states that their mission is, “To preserve for the citizens of Sturbridge, the natural and architectural qualities and historic assets that the Town has developed throughout the years.”

To that end, the Committee will review all sign and building projects that do not take place in a residential area. To have the best understanding of the project, the DRC will meet with the Applicant during an open meeting, review the designs and look at sample materials that will be used in the final design. The DRC may then make suggested alterations to have the design better reflect the area in which it is located. It will then pass along its recommendations to the appropriate Boards and Staff.

Ultimately the DRC goal to preserve the aesthetic character of Sturbridge.

The DRC meets as needed in the Center Office Building, second floor meeting room. Dates and times subject to change so please consult the Town Calendar.

**CONTACT INFORMATION**

Phone:
508-347-2508

Address:
301 Main Street
Center Office Building

Website:
[www.town.sturbridge.ma.us/design-review-committee](http://www.town.sturbridge.ma.us/design-review-committee)

**APPLICATIONS REVIEWED**

⇒ Architectural Design Review

⇒ Sign Review
The DRC reviews and provides *recommendations* on all architectural designs located within the Town’s commercial districts to ensure that the designs match or closely adhere to surrounding designs. These recommendations are provided to the Planning Board for consideration.

**Design Review Committee (DRC)**

**Architectural Design Review**

- Applicant talks with Town Planner
- Submit completed application with six (6) copies of sign design one (1) week before the meeting
- Planning Dept. schedules meeting with DRC and provides all materials
- Applicant presents proposal at DRC meeting and answers questions
- DRC provides recommendation
- Approved
  - DRC submits recommendations to the Planning Board
  - Planning Board can use recommendation during Site Plan Approval process and reserves the right to add additional recommendations or request modifications
- Approved with Conditions
- Denied
  - Revise as per comments and reapply
- Denied

START  APPLICANT  Board / Committee  STAFF  PERMIT  RULING
**Design Review Committee (DRC) Sign Review**

The Design Review Committee reviews and provides *recommendations* to the Building Inspector and/or Planning Board depending on the project. It reviews the designs to ensure that it fits with or enhances the area in which it is located. The Committee will provide recommendations to alter the design if they believe that it will detract or take away from the area it is located in.

*Plans should include specifications related to scale, design, color, plot plans and photos.*
The Sturbridge Fire Department is tasked with ensuring the safety, health and wellness of the residents of Sturbridge. They perform this mission by taking steps to prepare, respond, mitigate and recover from any and all hazards that could befall the Town. The Fire Department does this through fire prevention, fire suppression, emergency medical calls and education programs.

The Sturbridge Fire Department works in coordination with other Town Departments to monitor any structure that could be used for business or habitation. They enforce all Commonwealth Fire Codes and routinely perform inspection to ensure that all codes are being followed.

The Sturbridge Fire Chief and the Fire Inspector are authorized to make rulings on buildings based on the need to ensure and protect public health and safety. As such buildings that have been damaged due to fire or that are not adhering to the building code can be condemned in accordance with State Fire Code.

Contact Information

Phone:
508-347-2525 (NON-EMERGENCY)

Address:
Public Safety Complex
346 Main Street, Sturbridge

Website:
www.town.sturbridge.ma.us/fire-department

Licenses and/or Permits Issued

The Sturbridge Fire Inspector works closely with the Building Department, Planning Board, Con Com and the BoH in addition to a number of different Boards and Committees. As such the Fire Department reviews and provides input for many projects beyond what is listed below.

⇒ Blasting Permit
⇒ Burning, Campfire, Chimney and Outdoor Fireplace Permits
⇒ Fire Alarm Permit
⇒ Fireworks Permit
⇒ Gas Station Suppression System Permit
⇒ Kitchen Suppression System Permit
⇒ Oil Tank/Propane Tank Installation Permit
⇒ Smoke Detectors: Certificate of Compliance
⇒ Sprinkler Permit
⇒ Tank Removal Permit
⇒ Transportation Permit
# Fire Department Fee Schedule

<table>
<thead>
<tr>
<th>Permit / Service</th>
<th>Amount</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cannon and Mortar Firing Inspection</td>
<td></td>
<td>$25.00</td>
</tr>
<tr>
<td>Transportation of Combustible Liquids (2 year permit) 527 CMR 1.00</td>
<td></td>
<td>$50.00</td>
</tr>
<tr>
<td>Overnight Parking Tank Trucks (2 year permit) 527 CMR 1.00</td>
<td></td>
<td>$50.00</td>
</tr>
<tr>
<td>New Gas Station Plan Review and Final Inspection</td>
<td></td>
<td>$100.00</td>
</tr>
<tr>
<td>Propane storage permit and inspection—527 CMR 1.00 (per gallon capacity, inclusive of special events)</td>
<td>0—100 gallons</td>
<td>$25.00</td>
</tr>
<tr>
<td></td>
<td>101—1000 gallons</td>
<td>$50.00</td>
</tr>
<tr>
<td></td>
<td>1001—Plus Gallons</td>
<td>$100.00</td>
</tr>
<tr>
<td>Sprinkler System Modifications and Inspection</td>
<td></td>
<td>$50.00</td>
</tr>
<tr>
<td>Wet Chemical System and Plan Review</td>
<td></td>
<td>$50.00</td>
</tr>
<tr>
<td>Fire Suppression System in Restaurant</td>
<td></td>
<td>$50.00</td>
</tr>
<tr>
<td>Dumpster—6 Yard and Grater in the Aggregate—527 CMR 1.00</td>
<td></td>
<td>$50.00 / per dumpster, annual fee</td>
</tr>
<tr>
<td>Records Search, 21E Site Assessment</td>
<td></td>
<td>$25.00</td>
</tr>
<tr>
<td>Installation/Removal of Above Ground Storage Tanks (per gallon capacity, cost per tank) Permit and Inspections 525 CMR 1.00</td>
<td>0—1500 gallons</td>
<td>$50.00</td>
</tr>
<tr>
<td></td>
<td>1501—5000 Gallons</td>
<td>$100.00</td>
</tr>
<tr>
<td></td>
<td>5001—7500 Gallon</td>
<td>$150.00</td>
</tr>
<tr>
<td></td>
<td>7501—plus Gallons</td>
<td>$200.00</td>
</tr>
<tr>
<td>Smoke / Carbon Monoxide Detector Inspection MGL-148 Sec. 26F1/2</td>
<td>1 unit</td>
<td>$50.00</td>
</tr>
<tr>
<td></td>
<td>2 units</td>
<td>$100.00</td>
</tr>
<tr>
<td></td>
<td>3—6 units</td>
<td>$150.00</td>
</tr>
<tr>
<td></td>
<td>7 plus units</td>
<td>$500.00</td>
</tr>
<tr>
<td>New Fire Alarm System Install Permit and Plan Review—NRPA 72 780 CMR</td>
<td></td>
<td>$50.00</td>
</tr>
</tbody>
</table>
If a project in the Town of Sturbridge requires the use of explosive materials, in any capacity, the applicant must seek the approval of the SFD. Furthermore all ordinances, rules and regulations of the Town and of the Commonwealth with regard to the storage, handling, detonation and disposal of explosives must be followed.

Applicant must apply for the Blasting Permit at the Fire Station

Applicant must provide proof of liability insurance to the SFD

Fire Inspector reviews and rules on application

Approved

Approved with Conditions

Denied

Revise as per comments

Blasting Permit Issued

Applicant must notify SFD of planned blasting as SFD personnel must be onsite for blast
The SFD approves of all outdoor burning in Town to ensure that the fires that are started are done safely and within compliance with the Town’s bylaws. All of the above permits follow the same process and are good for one (1) years time.

If filing for an Open Burning permit, follow the link below and follow all instructions
<http://www.massfire.net/brush/sturbridge.php>
If you are not filing for Open Burning, skip to next step

Applicant applies for permit at the Fire Station

Fire Inspector reviews and rules on application

Approved
Approved with Conditions
Denied
Revise as per comments

Burning Permit Issued

Permit is good for one (1) year, must reapply the following year
The installation of a fire alarm system requires the SFD to review and monitor the installation of that system.

Applicant fills out application at Fire Station, must provide cut sheets and blueprints

- Revise as per comments
- Denied
- Approved with Conditions
- Approved

Fire Inspector reviews application and rules

- Fire Alarm Permit issued
- Applicant install system in accordance with all pertinent codes and bylaws

Applicant schedules site visit with Fire Inspector at least two (2) weeks in advance

- Revise as per comments
- Fire Inspector performs site visit and rules
- Denied
- Approved with Conditions
- Approved

Fire Inspector files permit with SFD
Fireworks Permit

If an event or person wishes to use fireworks in Sturbridge, the SFD must sign off on the application. Furthermore the SFD must perform inspections to ensure the proper storage and use of the fireworks.
All gas stations in the Town of Sturbridge must be outfitted with a fire suppression system. In addition to a local review by the Fire Inspector, these plans must also be sent to the State Fire Marshal’s office for further review and approval.

Applicant fills out application at Fire Station, must provide cut sheets and design plans

Fire Inspector reviews application and rules; a copy is also sent to State Fire Marshal’s office for review and ruling

- Denied
- Approved with Conditions
- Approved

Gas Station Suppression System Permit issued

- Applicant install system in accordance with all pertinent codes and bylaws
  - Revise as per comments

Applicant schedules site visit with Fire Inspector at least two (2) weeks in advance

Fire Inspector performs site visit, performs puff test and rules

- Denied
- Approved with Conditions
- Approved

Fire Inspector files permit at SFD, applicant provides all pertinent documentation to Fire Inspector

BOARD / COMMITTEE
All kitchens that serve the public in either a public or private capacity must have a fire suppression system installed.
If an applicant is installing an oil tank or a propane tank on a property, the SFD must be notified and review the installed product to ensure compliance with all appropriate codes and ordinances.

**applicant applies for oil tank / propane tank installation permit at the fire station**

**applicant uses a certified installer who installs the oil tank in accordance with all pertinent codes and ordinance**

**applicant contacts the SFD and schedules appointment to have fire inspector perform site visit; please call at least two (2) weeks in advance**

**revise as per comments**

**fire inspector performs site visit and rules**

**denied**

**approved**

**fire inspector signs off on permit, gives copy to applicant and files original with SFD**
If an applicant is selling a home or building a new home, the SFD must review the placement of the smoke detectors as well as the carbon monoxide detectors. The Department cannot install these detectors for you, however they can help determine the best location to have them installed.

Applicant contacts the SFD and schedules appointment to have Fire Inspector perform site visit; please call at least two (2) weeks in advance.

Fire Inspector performs site visit, makes recommendations and inspect for compliance.

- Denied
- Approved

If approved, Fire Inspector issues Certificate of Compliance, valid for sixty (60) days.
If there is an existing sprinkler system in a structure, the SFD performs all inspections to ensure they are in compliance with all pertinent fire codes. If the sprinkler is being installed in a new building, the applicant must go to the Building Inspector and follow the process for new constructions.

1. Applicant contacts the SFD and schedules appointment to have Fire Inspector perform site visit; please call at least two (2) weeks in advance.
2. Fire Inspector performs site and inspect for compliance.
3. If approved, Fire Inspector files approval with Fire Dept., applicant given copy. In compliance until next scheduled inspection.
4. If denied, Revise as per comments.

START | APPLICANT | Board / Committee | STAFF | PERMIT | RULING
The removal of any kind of storage tank be it above ground or underground must be done with the approval of the Fire Department. In the case of underground storage tanks, those must have Fire Officials onsite during the removal to ensure that there is no spillage or contamination of the soils.
To transport hazardous materials in Sturbridge requires the Fire Inspector approves of the vehicles used every two years. The Fire inspector will go to inspect large vehicles. Those vehicles that are smaller must go to the Fire Station for inspection. Staff will make that determination.
The Sturbridge Historical Commission is charged by statute as the local authority that determines the historical significance of local assets. Its goal is to assist in the preservation of those assets, including but not limited to the individual buildings, historic sites, open areas, artifacts, documents and other real and personal property.

The Historical Commission is authorized (starting at section 2.30 of the General Bylaws) to issue a delay for the demolition of a structure that may, “[…] constitute or reflect distinctive features of the architectural, historical or cultural history of the Town and to limit the detrimental effect of demolition on the character of the Town.” The Demolition Delay provides the Commission with the opportunity to work with the owners to, “[…] seek out alternative options that will preserve, rehabilitate or restore such buildings and residents of the Town are alerted to impending demolitions of significant buildings.”

In addition to issuing the Demolition Delay, the Historical Commission also reviews permits for other Committees or Commissions upon request.

The Committee meets as needed in the Town Hall. Please see the Town website for specific meeting times and announcements.

**CONTACT INFORMATION**

Address
308 Main Street
Sturbridge, MA 01566

Website:
[www.town.sturbridge.ma.us/historical-commission](http://www.town.sturbridge.ma.us/historical-commission)

**APPLICATIONS REVIEWED**

*Please note that while the Historic Commission does not issue permits, it does review permits at the request of other Committees or Commissions. Furthermore it does have the authority, as stated in the General Bylaws, to place a Demolition Delay on a project that requires a building be taken down if the building is deemed to be historically significant.*

⇒ Demolition Delay
The Historical Commission has the authority under the Town’s Bylaws to delay a proposed demolition for up to one (1) year if the structure in question is deemed to be historically significant, and after a public hearing then determined to be preferably preserved. In general if a building is one hundred (100) years old or older, or if the age is not known, then it is subject to review by the Historical Commission.
The Department of Inspections (a.k.a. the Building Department) has a wide ranging mandate which covers everything from building review to zoning enforcement. The primary mission of the department is to ensure that any building or structure that persons occupy for any length of time is safe to be in and meets all local and state building codes.

The Building Commissioner in partnership with the Fire Department, Plumbing, Gas and Electrical Inspector performs routine inspections of properties from their conception to their demolition. The Building Commissioner is the lead inspector and also serves as the Zoning Official and ADA Coordinator for the Town. To that end the Commissioner is responsible for the enforcement of the Town’s Zoning Bylaws as written by the Planning Board.

Please note that while the Building Commissioner is able to meet with you concerning your project, they can in no way design or build your project for you. They can only tell you if you are in compliance with local and state codes. If your project requires Inspectional review, please contact the Department twenty-four (24) to forty-eight hours (48) in advance.

The Department of Building Department is open every day of the week. The Building Commissioner is available for meetings, however those need to be scheduled in advance. The Inspector does not work Friday’s therefore no inspections can be conducted on Fridays.

**CONTACT INFORMATION**

Phone: 508-347-2505

Address: 301 Main Street
Sturbridge, MA 01566

Website: [www.town.sturbridge.ma.us/building-department](http://www.town.sturbridge.ma.us/building-department)

**LICENSES AND/OR PERMITS ISSUED**

The Department of Building Department reviews any and all permits related to the construction and maintenance of structures in Sturbridge as well as the life safety of those who inhabit those structures. For the sake of simplicity, we have condensed those permits into the following three categories. For this reason we strongly encourage you to consult with the Department prior to starting a project.

- **No Structural Changes**
- **Residential Projects**
  - Homeowners Project Lead
  - Contractors Project Lead
- **Commercial Projects**
  - New Structure
  - Existing Commercial Structure—Chapter 34 Review
<table>
<thead>
<tr>
<th>Plumbing</th>
<th>Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>Single Family—two (2) inspections required, rough and final</td>
<td>$100.00 / per permit</td>
</tr>
<tr>
<td></td>
<td>Additional Inspection</td>
<td>$50.00 / per permit</td>
</tr>
<tr>
<td></td>
<td>Multi Family—two (2) inspections required, rough and final</td>
<td>$100.00 / per permit</td>
</tr>
<tr>
<td></td>
<td>Hotel / Motel</td>
<td>$100.00 / per living unit</td>
</tr>
<tr>
<td></td>
<td>Modular—two (2) inspections required, rough and final</td>
<td>$100.00 / per living unit</td>
</tr>
<tr>
<td></td>
<td>Replacement of Fixtures</td>
<td>$50.00 / per permit (water heater, 1 time)</td>
</tr>
<tr>
<td>Industrial, Commercial and Office Space</td>
<td></td>
<td>$150.00 / per permit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$10.00 / Plus per fixture</td>
</tr>
<tr>
<td></td>
<td>Plan Review</td>
<td>$125.00 / per plan</td>
</tr>
<tr>
<td></td>
<td>Additional Bathrooms</td>
<td>$150.00 / per pair of bathrooms</td>
</tr>
<tr>
<td></td>
<td>Fixture Replacements</td>
<td>$45.00 / per permit</td>
</tr>
<tr>
<td></td>
<td>Additional Inspection (two (2) or more)</td>
<td>$50.00 / per inspection</td>
</tr>
<tr>
<td></td>
<td>Backflow Preventors</td>
<td>$50.00 / each</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gas</th>
<th>Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>Connection: 1-3 appliances</td>
<td>$90.00 / per permit</td>
</tr>
<tr>
<td></td>
<td>Connection: Town Sewer</td>
<td>$100.00 / per permit</td>
</tr>
<tr>
<td></td>
<td>Connection: T (additional appliances)</td>
<td>$10.00 / per permit</td>
</tr>
<tr>
<td></td>
<td>Plan Review</td>
<td>$125.00 / per plan</td>
</tr>
<tr>
<td>Commercial</td>
<td>Connection: 1-3 appliances</td>
<td>$150.00 / per permit</td>
</tr>
<tr>
<td></td>
<td>Connection: Town Sewer</td>
<td>$50.00 / per permit</td>
</tr>
<tr>
<td></td>
<td>Connection: T (additional appliances)</td>
<td>$10.00 / per permit</td>
</tr>
<tr>
<td>Type</td>
<td>Fee</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------------------------------</td>
<td>--------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Residential</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single Family—New Construction with overhead service (4 inspections required)</td>
<td>$200.00 / each inspection</td>
<td></td>
</tr>
<tr>
<td>Single Family—New Construction with underground service (5 inspections required)</td>
<td>$250.00 / each inspection</td>
<td></td>
</tr>
<tr>
<td>Manufactured (modular) with overhead service (3 inspections required)</td>
<td>$175.00 / each inspection</td>
<td></td>
</tr>
<tr>
<td>Manufactured (modular) with underground service (4 inspections required)</td>
<td>$200.00 / each inspection</td>
<td></td>
</tr>
<tr>
<td>New Single Family: overhead</td>
<td>$200.00 / per unit</td>
<td></td>
</tr>
<tr>
<td>New Single Family: underground</td>
<td>$250.00 / per unit</td>
<td></td>
</tr>
<tr>
<td>Manufactured: overhead</td>
<td>$175.00 / per unit</td>
<td></td>
</tr>
<tr>
<td>Manufactured: underground</td>
<td>$200.00 / per unit</td>
<td></td>
</tr>
<tr>
<td>Multi-family</td>
<td>$100.00 / per unit</td>
<td></td>
</tr>
<tr>
<td>Condominiums, Motels and Hotels</td>
<td>$100.00 / per unit or room</td>
<td></td>
</tr>
<tr>
<td>Renovations (kitchen, bath or basement)</td>
<td>$100.00 / each</td>
<td></td>
</tr>
<tr>
<td>Accessory Structures: garage, barn, etc.</td>
<td>$100.00 / each</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Change: overhead</td>
<td>$100.00 / each</td>
<td></td>
</tr>
<tr>
<td>Service Change: underground</td>
<td>$150.00 / each</td>
<td></td>
</tr>
<tr>
<td>Underground and Trench</td>
<td>$150.00 / each</td>
<td></td>
</tr>
<tr>
<td>Additional Meter</td>
<td>$50.00 / each</td>
<td></td>
</tr>
<tr>
<td>Sub Panels</td>
<td>$50.00 / each</td>
<td></td>
</tr>
<tr>
<td>Pool: above ground</td>
<td>$75.00 / each</td>
<td></td>
</tr>
<tr>
<td>Pool: in-ground</td>
<td>$100.00 / each</td>
<td></td>
</tr>
<tr>
<td>Alarm Systems</td>
<td>$50.00 / each</td>
<td></td>
</tr>
<tr>
<td>Generators</td>
<td>$50.00 / each</td>
<td></td>
</tr>
<tr>
<td>Oil Burners</td>
<td>$50.00 / each</td>
<td></td>
</tr>
<tr>
<td>Electrical</td>
<td>Type</td>
<td>Fee</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>----------------------------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Miscellaneous continued...</td>
<td>Temporary Service</td>
<td>$50.00 / each</td>
</tr>
<tr>
<td></td>
<td>Trenches including</td>
<td>$50.00 / each</td>
</tr>
<tr>
<td>Connected Equipment</td>
<td>Transformers, A/C Units and Refrigeration Units</td>
<td>$50.00 / each unit</td>
</tr>
<tr>
<td></td>
<td>Re-Inspection Fee</td>
<td>$50.00 / minimum</td>
</tr>
<tr>
<td>Commercial and Industrial</td>
<td>New Construction</td>
<td>$50.00 / per 1,000 square feet</td>
</tr>
<tr>
<td></td>
<td>Connected Equipment</td>
<td>$35.00 / each</td>
</tr>
<tr>
<td></td>
<td>Renovation</td>
<td>$35.00 / each</td>
</tr>
<tr>
<td></td>
<td>Service Base Fee: 60—200 amp</td>
<td>$200.00</td>
</tr>
<tr>
<td></td>
<td>Service Base Fee: 201—400 amp</td>
<td>$225.00</td>
</tr>
<tr>
<td></td>
<td>Service Base Fee: 401—600 amp</td>
<td>$250.00</td>
</tr>
<tr>
<td></td>
<td>Service Base Fee: 601—800 amp</td>
<td>$275.00</td>
</tr>
<tr>
<td></td>
<td>Service Base Fee: 801—1,000 amp</td>
<td>$300.00</td>
</tr>
<tr>
<td></td>
<td>Service Base Fee: 1001—1200 amp</td>
<td>$350.00</td>
</tr>
<tr>
<td></td>
<td>Service Base Fee: 1201—1600 amp</td>
<td>$400.00</td>
</tr>
<tr>
<td></td>
<td>Service Base Fee: 1601—2000 amp</td>
<td>$450.00</td>
</tr>
<tr>
<td>Connected Equipment</td>
<td>Transformers, A/C Units, Refrigerator</td>
<td>$50.00 / each unit</td>
</tr>
<tr>
<td></td>
<td>Renovation</td>
<td>$35.00 / each</td>
</tr>
</tbody>
</table>
### Building Department & Zoning Enforcement Office—Fee Schedule—Building (Residential)

<table>
<thead>
<tr>
<th>Building Type</th>
<th>Fee Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Family</td>
<td>$200.00 base fee + $6.00 / per $1,000.00 of valuation</td>
</tr>
<tr>
<td>Additions / Alterations</td>
<td>$100.00 base fee + $6.00 / per $1,000.00 of valuation</td>
</tr>
<tr>
<td>Foundation</td>
<td>$100.00 / per permit</td>
</tr>
<tr>
<td>Roofing, Siding, Windows, Insulating and Solar</td>
<td>$50.00 / per permit</td>
</tr>
<tr>
<td>Garage or Accessory Building</td>
<td>$50.00 base fee + $6.00 / per $1,000.00 of valuation</td>
</tr>
<tr>
<td>Fence Permit: 100’ or less</td>
<td>$40.00 / per permit</td>
</tr>
<tr>
<td>Fence Permit: 100’ or more</td>
<td>$50.00 / per permit</td>
</tr>
<tr>
<td>Sign Permit: 30 square feet or more</td>
<td>$50.00 / per permit</td>
</tr>
<tr>
<td>Sign Permit: 45 square feet or more</td>
<td>$75.00 / per permit</td>
</tr>
<tr>
<td>Sign Permit: Temporary</td>
<td>$15.00 / per permit</td>
</tr>
<tr>
<td>Sign Permit: Yard Sale</td>
<td>$2.00 / per permit</td>
</tr>
<tr>
<td>Pools: Above Ground</td>
<td>$50.00 / per permit</td>
</tr>
<tr>
<td>Pools: In Ground</td>
<td>$100.00 / per permit</td>
</tr>
<tr>
<td>Demolition of Structures: Residential</td>
<td>$50.00 / per unit</td>
</tr>
<tr>
<td>Demolition of Structures: Sheds</td>
<td>$25.00 / per unit</td>
</tr>
<tr>
<td>Demolition of Structures: Moving Buildings</td>
<td>$100.00 / per unit</td>
</tr>
<tr>
<td>Re-inspection for Correction of Violations</td>
<td>$50.00 / per re-inspection</td>
</tr>
</tbody>
</table>
## Building Department & Zoning Enforcement Office—Fee Schedule—Commercial and Miscellaneous

<table>
<thead>
<tr>
<th>Building</th>
<th>Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial / Industrial</td>
<td>Business</td>
<td>$200.00 base + $6.00 / per $1,000.00 of valuation</td>
</tr>
<tr>
<td></td>
<td>Additions / Alterations</td>
<td>$100.00 base + $6.00 / per $1,000.00 of valuation</td>
</tr>
<tr>
<td></td>
<td>Foundation</td>
<td>$150.00 / per permit</td>
</tr>
<tr>
<td></td>
<td>Roofing, Siding, Windows, Insulation and Solar</td>
<td>$75.00 / per permit</td>
</tr>
<tr>
<td></td>
<td>Demolition of Structures</td>
<td>$75.00 / per unit</td>
</tr>
<tr>
<td></td>
<td>Tent</td>
<td>$30.00 / per unit</td>
</tr>
<tr>
<td></td>
<td>Re-inspection for Correction of Violation</td>
<td>$50.00 / per re-inspection</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>Solid Fuel: Wood / Coal Stove</td>
<td>$40.00 / per unit</td>
</tr>
<tr>
<td></td>
<td>Chimney / Fireplace</td>
<td>$50.00 / per unit</td>
</tr>
<tr>
<td></td>
<td>Newspaper Dispensing Devices</td>
<td>$10.00 / per unit</td>
</tr>
<tr>
<td></td>
<td>Elevator Installation</td>
<td>$20.00 / per unit</td>
</tr>
<tr>
<td></td>
<td>Cell Towers</td>
<td>$500.00 / per permit</td>
</tr>
</tbody>
</table>
A Chapter 34 Review occurs when the structure of an existing building is altered in a new way. The Chapter 34 review is mandated in accordance with Massachusetts Building Code. To review any Chapter 34 project, the Building Commissioner must have a completed application. It is strongly recommended that any Chapter 34 project have a licensed Registered Design Professional complete the Chapter 34 review process for the applicant.
These are for any project other than one (1) and two (2) family dwellings. While the process is similar to a residential permit, there are increased requirements that the developer must adhere too. Any larger project such as this should consult with the Town Planner, the Economic Development Coordinator and the Building Commissioner in advance of submitting their application. Please note that this process is for new building; existing structures see next page.
If your proposed project will not affect the structure of a building, such as roofing, siding, doors, windows, etc. then the Building Commission can certify your project outright. The applicant needs only to complete a brief form detailing their work. The only exception being that if the required work is a demolition, the applicant must provide an asbestos survey with their application.
This permit is for any homeowner who decides to hire a contractor to do the construction on their property for their one (1) or two (2) family home. Any interior work can in most cases be decided by the Building Department alone. Any exterior work will require additional review from the appropriate Town Departments. Timeline decided by Contractor’s pace of construction and the size of the project.
This permit is for any homeowner who decides to run or perform the construction for their one (1) and/or two (2) family home themselves. Any interior work can (usually) be decided by the Building Department alone. Any exterior work will require additional review from the appropriate Town Departments prior to releasing a permit. The overall timeline of the project depends on the pace of the Owner’s construction efforts and the size of the projects.

Owner has received all the relevant approvals from BoH, Con Com, Planning, etc.

Speak with Bldg. Dept. to ensure compliance with all zoning laws and to see what permits may be required.

Submit to Bldg. Office:
- Signed application
- Homeowner Exemption Form
- Detailed plot plan
- Tax Sign Off sheet
- Pay fees

Bldg. Dept. opens project file and shares with appropriate departments for review and approval.

All exterior work requires sign off and possibly additional permits from other Town Dept.'s (if interior work ignore this step).

Bldg. Commissioner rules on proposed project.

Owner picks up Orange Building Card and visibly posts card on property (card must remain onsite for remainder of project).

Approved, Bldg. Permit

Owner schedules any/all inspections with Bldg. Dept. (the number of inspections are determined by the scale/scope/type of project).

Staff respond to any/all requests for inspections within forty-eight (48) hours.

Approved, Occupancy Permit

Owner schedules final inspection with Bldg. Dept., all other inspections have been signed off by relevant inspectors.

Staff file building card and close project file.

Orange building card removed from property, white carbon copy remains on property.

Approved, Occupancy Permit

Revise as per comments.

Denied

Approved, Bldg. Permit

Denied

Approved, Occupancy Permit
The Planning Board for the Town of Sturbridge a seven (7) member appointed Board, which is supported by the Planning Department and the Building Commissioner who acts as the Zoning Enforcement Officer for the Town.

The responsibilities of the Planning Board are varied and are governed by M.G.L. These responsibilities include acting as the Special Permit Granting Authority, reviewing and approving Subdivision Plans, and reviewing Subdivision Approval Not Required Plans. In addition, this Board has the responsibility of developing various long-term planning tools for the community such as the Zoning Bylaw, Rules and Regulations, Subdivision Regulations, Master Plans, Community Plans and other similar documents that are used by the town to help guide and manage growth.

The Planning Board’s mandate is large. For that reason, all applicants are strongly encouraged to speak with the Town Planner to determine which Bylaws might affect their project and what is the best course of action to address any concerns.

The Planning Board meets on the second and forth Tuesday of every month at 6:30 pm in the second floor of the Center Office Building. These meetings are televised as well. The dates and times of the meetings can be subject to change so please consult the Town Calendar.

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**CONTACT INFORMATION**

Phone: 508-347-2508

Address: 301 Main Street
Center Office Building

Website: [www.town.sturbridge.ma.us/planning-board](http://www.town.sturbridge.ma.us/planning-board)

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**LICENSES AND/OR PERMITS ISSUED**

In addition to the permits referenced below, the Planning Board also will review various other Department, Board and Committee applications as is stated in the Town’s Bylaws and other governing documents.

- Application Not Required (ANR)
- Definitive Subdivision Application
- Preliminary Subdivision Application
- Scenic Road—Stone Wall removal
- Site Plan Approval
- Special Permit
- Waiver of Site Plan
## Permit Fees

<table>
<thead>
<tr>
<th>Permit</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Not Required (ANR) Plans</td>
<td>$100.00 / filing fee</td>
</tr>
<tr>
<td></td>
<td>$50.00 / per lot</td>
</tr>
<tr>
<td>Definitive Subdivision Plans</td>
<td>$500.00 / filing fee</td>
</tr>
<tr>
<td></td>
<td>$150.00 / per lot</td>
</tr>
<tr>
<td>Modification to a Subdivision</td>
<td>$150.00</td>
</tr>
<tr>
<td>Preliminary Subdivision Plans</td>
<td>$200.00 / filing fee</td>
</tr>
<tr>
<td></td>
<td>$25.00 / per lot</td>
</tr>
<tr>
<td>Roadway Inspection Fee</td>
<td>$2.00 / per linear foot</td>
</tr>
<tr>
<td>Site Plan Review</td>
<td>$1.50 / per $1,000.00 of valuation</td>
</tr>
<tr>
<td></td>
<td>$100.00 minimum</td>
</tr>
<tr>
<td>Special Use Permits</td>
<td>$275.00 / per permit</td>
</tr>
<tr>
<td></td>
<td>Advertising fees not included</td>
</tr>
</tbody>
</table>

Advertising fees not included
If there is a parcel of land on an existing way, and the owner would like to divide it into smaller parcels, the owner can complete an approval not required or ANR process to subdivide their land. This application is only for the division of land, if the owner is planning to create a subdivision, please see the Subdivision Application process on the previous pages.

Applicant consults with Town Planner

Applicant submits an ANR plan to the Planning Department and the Town Clerk

The Planning Board has twenty-one (21) days to act on the application

Denied

Approved

Applicant can file plan with the Registry of Deeds
The process for creating a subdivision requires numerous meetings and detailed planning. To help facilitate this process, the Town has a preliminary plan review (found on page 89) which decreases the permitting process timeline. While not required it is strongly encouraged.

Applicant consults with Town Planner

Complete and submit Definitive Plan application, supporting documentation and pay appropriate fees to the Town Clerk and Planning Department

Staff reviews application and sends copy of application to BoH for initial review

BoH has forty-five (45) days to issue recommendations

Applicant submits to abutters notice of meeting no less than fourteen (14) days prior to the hearing

Planning Board holds public hearing and reviews application

Planning Board must issue ruling within one-hundred and thirty five (135) days or ninety (90) days if preliminary plans submitted unless there is a written extension filed with the Town Clerk

Approved

Approved with Conditions

Denied

Staff files decision with Town Clerk, twenty (20) day appeal period begins

Applicant files with Registry of Deeds within six-months of endorsement

If no appeal, plans are endorsed by Planning Board
For subdivision projects, developers may submit a preliminary plan for review in an effort to help speed the development process along once a definitive plan is submitted. The preliminary nature of the plan allows the Planning Board, other municipal boards, departments and abutters to provide feedback on the project and note any areas of concern. The preliminary plans are then used as a base from which the definitive plans can move forward. While not required, the Town recommends developers submit a preliminary plan.
To protect the scenic quality and character of certain roads in Sturbridge, the Town has the ability to designate certain roads to be considered “scenic roadways” through a Town Meeting approval. This means that they have additional protections to ensure that their scenic nature is preserved. To that end if a resident would like to remove an existing stone wall or tree (see pg. 105), they must go through a review and approval process.

Applicant speaks with Town Planner concerning proposed scenic roadway

Applicant submits application to Planning Dept. and provides narrative stating reasons for application

Staff review application and schedules for next available meeting

Applicant notifies all abutters to property and publishes meeting notices

Planning Board hold meeting on stone wall removal

Denied

Approved

Applicant may remove stone wall in accordance with Planning Board approval
There are certain instances where the Planning Board can waive the normal procedures for Site Plan approval and expedite the process if it meets certain criteria. For this process, if there is a chance in use or occupancy, but there is no substantial changes due to construction or alteration, then the Planning Board can approve the change without having to complete a full site plan approval.

Applicant speaks with the Town Planner to discuss scale and scope of project

- No
  - Is there a change in use or occupancy?
    - Yes
      - Is there a significant change due to construction or alteration?
        - Yes
          - Go to page 91
        - No
      - No

- Yes
  - Planning Board reviews application and rules
    - Denied
    - Approved with Conditions
    - Approved

  - Staff review application and schedule on next available Planning Board meeting

  - Applicant submits application for waiver of site plan with a narrative describing prior use, the proposed use and its impact to the Planning Department

  - Planning Board will send written notice of decision to applicant

  - Applicant can begin work
The Town of Sturbridge requires that a site plan application be used if a proposed project is to have a significant impact on the character of the Town vis-à-vis traffic, utilities, property values and sanitations. This process takes a comprehensive look at the application and uses input from other Town Departments to ensure that the project will not detract from the neighborhood in which it is located or the Town on the whole.
Usually, but not always, a special permit is issued by the ZBA (see page 114). However in certain cases the Planning Board can issue a special permit. A special permit is allowed under the Zoning Bylaws in certain areas of Sturbridge. In these cases a certain use may be allowed if it does not negatively affect the area in which it is to be located. NOTE: While similar, this is not a variance as there is not a hardship.

Applicant speaks with the Town Planner to see what Bylaws affect the parcel

Submit to the Town Clerk and the Planning Dept. a Special Permit application, supporting documents and pay all fees

Staff will review application and schedule on next available SPGA meeting

SPGA holds public hearing within sixty-five (65) days of filing application

Applicant notifies all abutters about public hearing via certificate of mail and publishes legal notice of meeting

SPGA rules within ninety (90) days of close of public hearing and has fourteen (14) days to file the decisions with the Town Clerk

Denied

Approved

Approved with Conditions

Applicant has one year to complete act or special permit expires

If no appeal, Applicant files the decision at Registry of Deeds

Mandatory twenty (20) day appeal period. No work can occur
The Sturbridge Police Department is tasked with ensuring the safety, health and wellness of the residents of Sturbridge. They are the sworn law-enforcement officers for the Town. The Sturbridge Police Department is made up of 20 sworn police officers comprised of one (1) Chief of Police, one (1) Operations Lieutenant, one (1) Administrative Lieutenant, three (3) Sergeants, thirteen (13) full-time Police Officers, one (1) part-time Police Officer, one (1) Administrative Assistant and one (1) Animal Control Officer. The Sturbridge Police Department is also responsible for the day to day operations of the dispatch center which is staffed with five (5) full-time and (4) part-time dispatchers. The Sturbridge Police Department is broken into two divisions, Operations and Administrative Services. Each division handles the various programs and operations of the Department

The Sturbridge Police Department issues only one permit for the Town of Sturbridge: firearms permit. The process to obtain a firearms permit is regulated by the Massachusetts Firearms Records Bureau and is regulated under M.G.L. For more information on the permit, questions related to this permit and / or Massachusetts laws related to firearms can be found on the Bureau’s website: www.mass.gov/eopss/firearms-reg-and-laws/frb.

The Police Department is staffed twenty-four (24) hours a day year round. For non-emergency calls please use the number listed below, all emergency calls should be directed to the 911 operator.

**CONTACT INFORMATION**

Phone : 508-347-2525(NON EMERGENCY)

Address:
346 Main Street,
Sturbridge, MA 01566

Website: www.town.sturbridge.ma.us/police

**LICENSES AND/OR PERMITS ISSUED**

While the Sturbridge Police Department only issues one permit, it is frequently consulted on any number of other Town issued permits. Frequently when issues of public safety, security or traffic flow are a consideration, the Police Department will review an application and provide feedback to the Board or Commission handling said application.

⇒ Firearms Permit
To obtain a firearms permit in the Commonwealth of Massachusetts, a person must follow the procedures determined by the Firearms Records Bureau in accordance with Mass General Law. In Sturbridge, those requirements are enforced by the Sturbridge Police Department. For information on the Commonwealth's gun laws and other requirements and regulations for gun ownership, please consult the Firearms Records Bureau page at [www.mass.gov/eopss/firearms-reg-and-laws/frb](http://www.mass.gov/eopss/firearms-reg-and-laws/frb).

---

**START**

**APPLICANT**

**Board / Committee**

**STAFF**

**PERMIT**

**RULING**
RECREATION DEPARTMENT

The Recreation Department is charged with maintaining the Town Commons and maintaining any and all property used for recreational purposes. Additionally the Rec. Dept. works to promote an active life style for residents of all ages by promoting of recreational town athletic leagues year round.

The Recreation Department holds a monthly meetings on the fourth Tuesday of each month at 4:00 pm in the Center Office Building on the second floor.

CONTACT INFORMATION

Phone: 508-347-2041

Address: Center Office Building, 2nd Floor
301 Main Street, Sturbridge

Website: www.town.sturbridge.ma.us/recreation

LICENSES AND/OR PERMITS ISSUED

⇒ Use of Town Commons or Town Property
The Town Commons and athletic fields are public land and is available for anyone to use. The Town encourages its residents and visitors to use its various public spaces for outdoor recreation. If you have an organized events that you would like to host on one of the Town properties, please be sure to start the process early. At least sixty (60) days before an event and no more than a year prior.

Contact the Recreation Dept. to ensure the date is available

Does your event serve food?

No

Does your event have any structures like tents, portable toilets, signs, etc.?

Yes

Complete Building Department requirements, pg. 74

No

Do you expect over one hundred (100) people to be in attendance?

Yes

Submit application with proof of insurance and completed indemnity form

No

Staff schedule applicant for next available Rec. Committee meeting

Do you expect to have any open flames, pyrotechnics, etc.?

Yes

Contact Sturbridge Police Dept., pg. 94

No

Applicant attends meeting answers boards questions

Contact Sturbridge Fire Dept., pg. 59

Applicant can host event, updating Rec. Dept. as event nears

Rec. Committee rules

Approved

Approved with Conditions

Denied
The Sturbridge Tourist Association or STA is responsible for the support of business and the promotion of Tourism in Sturbridge. It performs this mission in a number of different ways including funding and sponsoring events, promoting businesses through publications and social media, funding the Economic Development and Tourism Coordinator position and developing policies that can support and encourage the growth of business and tourism in Town.

The STA serves as the fiduciary for a portion of the funds received from the Town’s tax on hotel and rooms. Two-thirds of all revenues from that tax goes to the Town’s General Fund. The remaining third is split in half: one half going to betterment and the other going to the STA.

The STA will provide funding for either singular events or for non-events.

- **Event Funding**—For event funding requests the STA will help to pay for the event in question. The STA asks that in return the STA is recognized as a sponsor.
- **Non-Event Funding**—These requests commonly are to help assist with marketing or advertising cost, sometimes (but not always) associated with an event. The STA asks that in return the STA is recognized as a sponsor.

The STA’s job is multi-faceted and if there are requests or questions related to what can or cannot be sponsored for funding, please contact Town Staff for more information.

**CONTACT INFORMATION**

Phone: 508-347-2500 ext. 1411

Address: 301 Main Street
Sturbridge, MA 01566

Website: [www.town.sturbridge.ma.us/sturbridge-tourist-association](http://www.town.sturbridge.ma.us/sturbridge-tourist-association)

**APPLICATIONS REVIEWED**

While the STA funds a variety of events and non-events, the process for their review is identical as is their application.

- Funding Request
The STA supports local initiatives that will either foster business for the Town or will support tourism in Town. It does this by supporting marketing and outreach efforts as well as sponsoring events. A condition of this sponsorship is that the STA is recognized as a sponsor.
The Town Clerk in Sturbridge performs a number of important roles in the community. Often considered the core of local government, the Town Clerk’s Office serves as the central information point for local residents and citizens at large. The Town Clerk is the keeper of town records, the chief election official, a member of the Board of Registrars, official keeper of the Town Seal, registers all vital events occurring within the community and those events occurring elsewhere to local residents. The Town Clerk records and preserves birth, marriage and death records and provides certified copies of these records upon request.

The Town Clerk operates during normal business hours.

**CONTACT INFORMATION**

Phone: 508-347-2510

Address: 308 Main St.
Sturbridge, MA 01566

Website: www.town.sturbridge.ma.us/town-clerk

**LICENSES AND/OR PERMITS ISSUED**

⇒ Dog License
⇒ Business Certification
⇒ Business Discontinuance
⇒ Marriage Certificates
The Town of Sturbridge encourages businesses to open and operate in our community. After completing all of the necessary permitting forms, the Town will then certify your business as being in compliance with our bylaws and able to operate. To operate a business in Town this form must be completed. Questions for this form can be directed to the Town Clerk or to the Economic Development and Tourism Coordinator.

Applicant has completed all necessary permitting so that the business can operate within Town Bylaws.

Applicant completes their section of the “Application for New Business Certificate” and brings to Town staff for signatures.

Finance Director signs verifying all taxes have been paid.

Applicant files with Town Clerk and pays fees.

BoH Director certifies business in compliance with Health Bylaws.

ZEO certifies business is in compliance with zoning bylaws.

Town Clerk adds business to list of certified businesses.

Business operations can begin.
In the event that an owner discontinues their business, leaves Sturbridge, moves their business, withdraws their ownership or dies then this form must be completed by the owner or those authorized to act on their behalf.

Complete “Statement of Discontinuance, Change of residence, Change of Location of Business, Withdrawal or Deceased from Business or Partnership.”

Applicant files form with the Town Clerk

Town Clerk certifies and files Business Discontinuance and application is complete
In the Commonwealth of Massachusetts all dogs must be licensed. This helped to protect you, your dog and the residents of this community. Please consult with your Veterinarian for the proper course of treatment with regard to your dog’s vaccinations. Total Cost Figures: Ten (10) Dollars if spayed or neutered; Fifteen (15) dollars otherwise. This process must be complete before March 31st of each year.
Prior to a ceremony, those persons who are to wed must complete a Marriage Intention form at the Town Clerks office. The form must be completed without errors or it must be done again. This completed form is what the Town Clerk and the person officiating the marriage will sign, and it will ultimately become a Marriage Certificate. It is $25.00 for the Intention and $10.00 to file for the Marriage Certificate.

**Flowchart Description**

- **START**
- **APPLICANT**
- **Board / Committee**
- **STAFF**
- **PERMIT**
- **RULING**

**Legend**

- Must call Town Clerks office and set up an appointment
- Staff reviews application for completeness.
- After ceremony, have person officiating the ceremony sign the document, return it to Town Clerk
- Staff signs and seals the document
- Marriage Certificate issued

- Both parties must be present at the appointment and must provide:
  - Proof of residency
  - Social Security Number
  - Name, address and phone number of person officiating the ceremony
  - Location of ceremony
  - Date of marriage
  - If under the age of 18, must obtain a court waiver
The Tree Warden in Sturbridge monitors the growth, health and wellness of trees found on public property. The Warden oversees the planting of trees, maintenance of those trees as they grow and their removal when needed. It is the Tree Warden’s goal to not only preserve the community forestry of Sturbridge, but to enhance it. The Tree Warden determines where trees can be planted on public property (Town Commons, streets, parks, etc.). Planting a tree on town property or street right of ways without the approval of the Tree Warden of a violation of state law because the tree may become an obstacle or could be endangered if planted in the wrong spot.

The Tree Warden maintains all public shade trees by inspection, pruning and trimming where needed. The Tree Warden also serves as the Town’s Moth Inspector. The duties of the inspector are to inform the public and, when needed, control various insect pests that pose a threat to the health or mortality of local trees. Dead public shade trees in Town are removed immediately. Additionally, the Tree Warden must remove hazardous public shade trees that are found to be structurally weak and liable to fall. Generally when limbs fall it serves as an indication to when a tree may be weak, though sometimes the entire tree falls without warning. Such cases can be avoided if trees are raised healthy.

If you are aware of any unsafe public shade tree in any way, please contact the Tree Warden immediately.

**CONTACT INFORMATION**

Phone: 508-347-2500 ext. 1410

Address
301 Main Street
Sturbridge, MA 01566

Website: [www.town.sturbridge.ma.us/tree-warden](http://www.town.sturbridge.ma.us/tree-warden)

**LICENSES AND/OR PERMITS ISSUED**

⇒ Tree Planting

⇒ Tree Removal

⇒ Tree Trimming
The planting of trees in the Town’s right of way requires the Town’s approval. This is because ultimately those trees over time become the Town’s responsibility and to ensure those trees are maintained. Failure to do so could cost the Town and/or future homeowners fees to remove the planted tree. Always contact the Tree Warden if you are unsure.

Applicant calls Tree Warden about the proposed tree

Tree Warden schedule a site visit with the applicant

Warden determines whether tree would be in the public right of way

Warden determines whether tree would be beneficial to the Town according to its bylaws

Yes

Yes

Yes

Applicant can plant the tree at their expense

No

No

No tree can be planted

Applicant can plant the tree at their expense or the Town will plant as part of its annual tree planting program
To remove a tree on property that may lie in the Town’s right of way requires you to contact the Tree Warden to confirm the Ownership of the tree. As the Town’s right of way varies due to road construction projects over the years, it is necessary to contact the Warden.

Applicant calls Tree Warden about the tree

Tree Warden schedule a site visit with the applicant

Warden determines whether tree is in the public right of way

Applicant can cut down tree as long as it doesn't violate any other Town Bylaws (see Con Com, page 43)

Warden adds it to list and tree will be removed at Town expense

Warden determines is tree is sick or dying

Yes

Decision must go to joint public hearing of Planning Board and Tree Warden; staff schedules hearing

Decision can be appealed to BoS

No

Applicant posts meeting notices prior to hearing

Joint Planning Board / Tree Warden Public Hearing, ruling made

Warden determines if tree is on scenic roadway

Yes

Public hearing with Tree Warden held; applicant sends out public notices

Approved

Mandatory ten (10) day appeal period (any appeal goes to BoS). Following appeal project can begin

Approved

Denied

Decision can be appealed to BoS

No

Denied

START

APPLICANT

Board / Committee

STAFF

PERMIT

RULING
When pruning or trimming trees that may lie in the public’s right of way, please contact the Tree Warden to consult. This is to ensure that the tree can continue to grow healthy or can be cut properly. Please note that the Tree Warden cannot authorize or trim a tree located on a neighboring property, especially if it is not located on the right of way.
ZONING BOARD OF APPEALS (ZBA)

The Zoning Board of Appeals serves as the primary entity for appealing land use decisions in Sturbridge. Made up of five (5) elected members and two (2) appointed, the ZBA hears and decides on appeals taken by any person aggrieved by reason of their inability to obtain a permit from any administrative official under the provisions of M.G.L. and the Town’s Bylaws. As such the ZBA adjudicates these cases and provides a ruling.

In addition to serving as an adjudicating body, the ZBA acts as the Special Permit Granting Authority (SPGA) for any special permit not otherwise covered by the BoS or the Planning Board. They also review the issuance of variances and requests for determination.

The Planning Department serves as the Staff and point of contact for this Board.

The ZBA usually meets on the third (3rd) Wednesday of each month on the second floor of the Center Office Building at 301 Main Street at 6:30 pm. However this is subject to change. Please consult the Town Calendar for official times and dates.

CONTACT INFORMATION

Phone: 508-347-2508

Address: 301 Main Street
Sturbridge, MA 01566

Website: www.town.sturbridge.ma.us/zoning-board-appeals

LICENSES AND/OR PERMITS ISSUED

⇒ Administrative Appeal
⇒ Comprehensive Permit
⇒ Determination
⇒ Special Permit
⇒ Variance
## Zoning Board of Appeals Fee Schedule

<table>
<thead>
<tr>
<th>Permit</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Appeal</td>
<td>$100.00/appeal</td>
</tr>
<tr>
<td>Request for Determination</td>
<td>$25.00/request</td>
</tr>
<tr>
<td>Special Permit—Commercial</td>
<td>$250.00/permit</td>
</tr>
<tr>
<td>Special Permit—Residential</td>
<td>$100.00/permit</td>
</tr>
<tr>
<td>Variance—Commercial</td>
<td>$250.00/variance</td>
</tr>
<tr>
<td>Variance—Residential</td>
<td>$100.00/variance</td>
</tr>
</tbody>
</table>
An appeal can occur if a person is aggrieved by reason of inability to obtain a permit or enforcement action. The ZBA will hold an adjudication hearing and issue a ruling on the decision.

The Town’s Building Inspector / ZEO either denies to issue a permit or issue a citation for zoning/building violations and provides reasoning for decision.

The property owner files an appeal with the ZBA in the Planning Dept. and at the Town Clerks office within thirty (30) days of the decision. All fees must be paid at this time.

Applicant must file all pertinent information and documentation for ZBA review at time of application.

ZBA holds meeting and rules on application

Applicant publishes legal notice and notifies abutters of meeting

Staff schedules appeal on the next available agenda

Continued

Denied

Approved

Hearing may be continued if additional information is required, or if the ZBA needs time to review material and/or testimony provided.
Designed for certain affordable housing projects with substantial review, a comprehensive permit allows developers to have their permit reviewed by all Town Departments concurrently and supersede local zoning. The ZBA then takes all of this information and renders a decision on the whole application based on the feedback from the other Town departments.
A Determination applies to any proposed alteration to a single/two family home that does not conform with the existing zoning bylaws of the area. Normally an alteration project requires a special permit, but Sturbridge allows the ZBA to decide if it would increase the nonconforming nature of the project. If its determined it does not, then the ZBA may approve the project without the need to go to a public hearing.
A Special Permit is permitted in certain areas of Town and is written into our Zoning Bylaws. In these cases the proposed use may be allowed if it does not negatively affect the area in which it is to be located. When handling Special Permits, the ZBA meets as the Special Permit Granting Authority (SPGA). Please note that while similar, this is not a variance as there is no hardship.

**Applicant**

- Applicant speaks with Town Planner to see what Bylaws affect the parcel

**Submit to the Town Clerk and the Planning Dept. a Special Permit application, supporting documents and pay all fees**

**Staff**

- Staff will review application and schedule on next available ZBA meeting

**Applicant**

- Applicant notifies all abutters about public hearing via certificate of mail and publishes legal notice of meeting

**SPGA**

- SPGA hold public hearing within sixty-five (65) days of filing application

**ZBA**

- ZBA rules within one-hundred (100) days of filing with Town Clerk

**SPGA**

- Approved
- Approved with Conditions
- Denied

**Applicant**

- Applicant can resubmit after two (2) years or significant changes occur

**ZBA**

- ZBA rules within one-hundred (100) days of filing with Town Clerk

**Applicant**

- Applicant has one year to complete act or special permit expires

**SPGA**

- If no appeal, Applicant files the decision at the Registry of Deeds

**ZBA**

- MANDATORY twenty (20) day appeal period. No work can occur
A variance is only allowed under extreme circumstances of hardship and are rarely issued. M.G.L. Chapter 40A, Section 10 allows the ZBA to grant variances that depart from the Town’s Zoning Bylaw’s Dimensional Requirements in instances of hardships related to size, shape or topography. Given the strict laws at the State and municipal levels, it is advised that anyone looking for a variance consult the Town Planner first.
The Town of Sturbridge would like to thank the Connecticut communities of Guilford, Coventry and Mansfield for helping to make this guidebook possible. It was their guidebooks that were the inspiration and general design of this guidebook. We would like to give full credit and thanks to those communities.