

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



COMMON ABBREVIATIONS

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



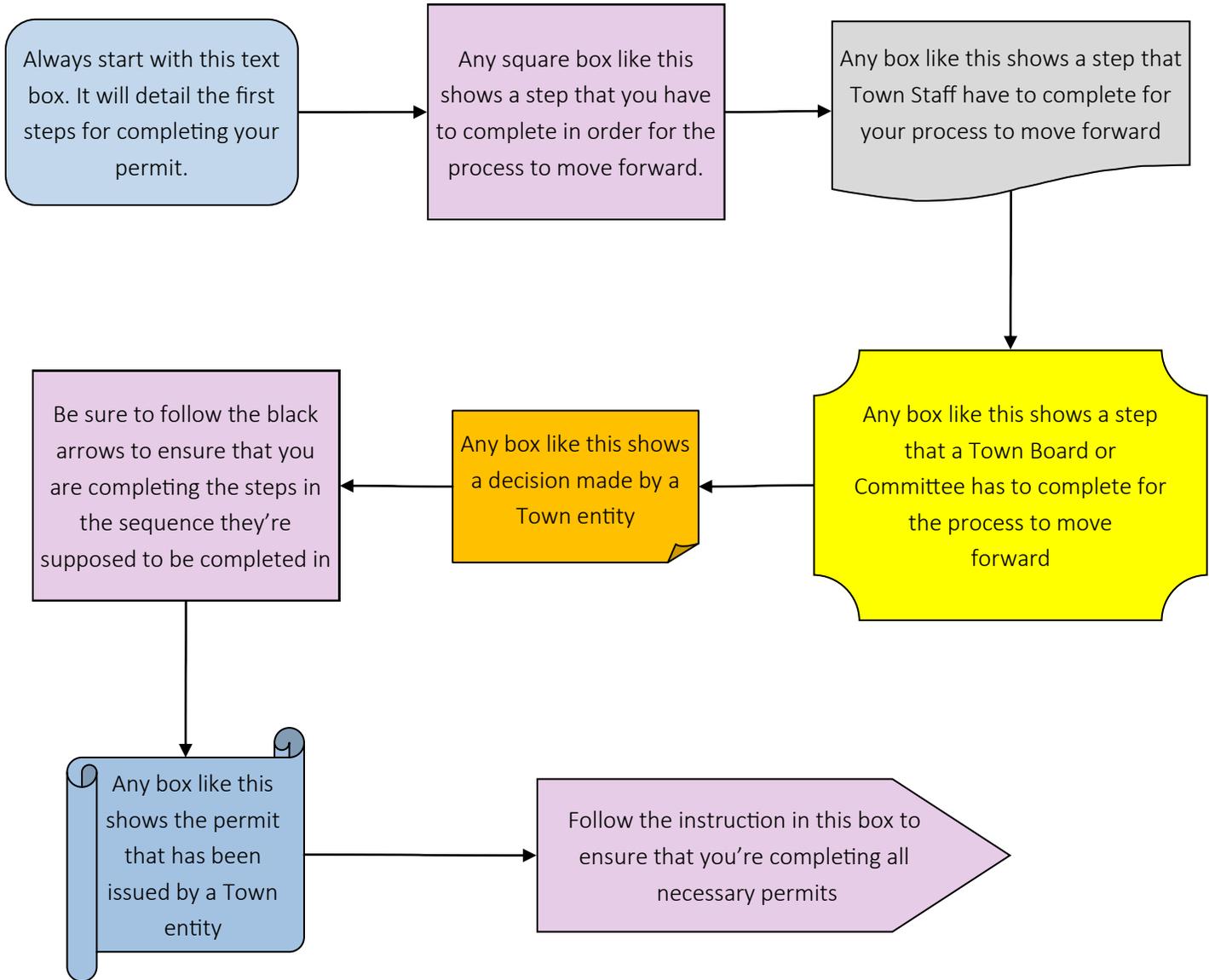
WEB LINKS TO TOWN RESOURCES

ORGANIZATION	WEB LINK
Assessor	http://www.town.sturbridge.ma.us/assessor
Board of Health	http://www.town.sturbridge.ma.us/board-health
Board of Selectmen	http://www.town.sturbridge.ma.us/board-selectmen
Building Department and Zoning Enforcement Office	http://www.town.sturbridge.ma.us/building-department
Conservation Commission	http://www.town.sturbridge.ma.us/conservation-commission
Design Review Committee	http://www.town.sturbridge.ma.us/design-review-committee
Finance Department	http://www.town.sturbridge.ma.us/finance-department
Fire Department	http://www.town.sturbridge.ma.us/fire-department
Historic Commission	http://www.town.sturbridge.ma.us/historical-commission
Planning Board	http://www.town.sturbridge.ma.us/planning-board
Planning Department	http://www.town.sturbridge.ma.us/planning-department
Police Department	http://www.town.sturbridge.ma.us/police-department
Public Works	http://www.town.sturbridge.ma.us/public-works
Recreation	http://www.town.sturbridge.ma.us/recreation
Sturbridge Tourist Association	http://www.town.sturbridge.ma.us/sturbridge-tourist-association
Town Administrator	http://www.town.sturbridge.ma.us/town-administrator
Town Clerk	http://www.town.sturbridge.ma.us/town-clerk
Tree Warden	http://www.town.sturbridge.ma.us/tree-warden
Zoning Board of Appeals	http://www.town.sturbridge.ma.us/zoning-board-appeals



HOW TO USE THIS GUIDEBOOK

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.



**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.





BOARD OF HEALTH (BOH)

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

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



BOARD OF HEALTH

FEE SCHEDULE

Septic/Title 5	Fee	Notes
Perc Witness, New Construction	\$200 for first 3 hours \$50 for each additional hour	
Perc Witness, Repair	\$150 for first 3 hours \$50 for each additional hour	
Plan Review w/ 1 revision	\$220	New Construction & Repair
Permit & all required inspections	\$275	
Component only (tank, d-box, sewer line, etc.)	\$75	
Tight Tank	\$450	
I/A System	\$450	
Title 5 Commercial 50-1,999 gallons	\$450	
Title 5 Commercial 2,000-9,999 gallons	\$525	
Nitrogen Sensitive Area Shared System	\$1,650	
Private Waste Water Treatment Plant	20% of consultation fee	
Third Party Engineering Review	Market Price	
Additional Plan Review	\$65 per hour (min. 1 hour)	
Septic Installer	\$100	
Septage Hauler/Pumper	\$100+ \$10/truck	



BOARD OF HEALTH

FEE SCHEDULE

Pool/Spa	Fee	Notes
Pool/Spa Outdoor-Seasonal	\$100	
Pool/Spa Indoor-Annual	\$175	
Body Art	Fee	Notes
Body Art Establishment	\$200	
Body Art Practitioner	\$100	
Temp. Body Art Event	\$200-event \$100-per practioner	
Bathing Beach	Fee	Notes
Bathing Beach Permit	\$50	
Weekly Bathing Beach Testing	\$75/week	
Bathing Beach Variance Request	\$50	
Bathing Beach Missed Testing Fine	\$50- 1 st offense \$100- 2 nd offense Closure-3 rd offense	



BOARD OF HEALTH

FEE SCHEDULE

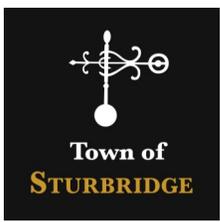
Miscellaneous	Fee	Notes
Trash Hauler	\$300 +\$50/truck	
Recreational Camp for Children	\$50	
Beaver Removal	\$50	
Tanning Salon	\$100 +\$25/unit	
Tobacco Sales Permit	\$150	
Well Permit	\$100	
Outdoor Wood Boiler	\$100	Per 310 CMR 7.26(50) Outdoor Hy-dronic Heaters
Campground	\$50 + \$200 0-200 sites +\$400 201-400 sites	
Mobile Home Parks/ Manufactured Housing	\$50 +\$200 0-50 units +300 (51-200 units)	



BOARD OF HEALTH

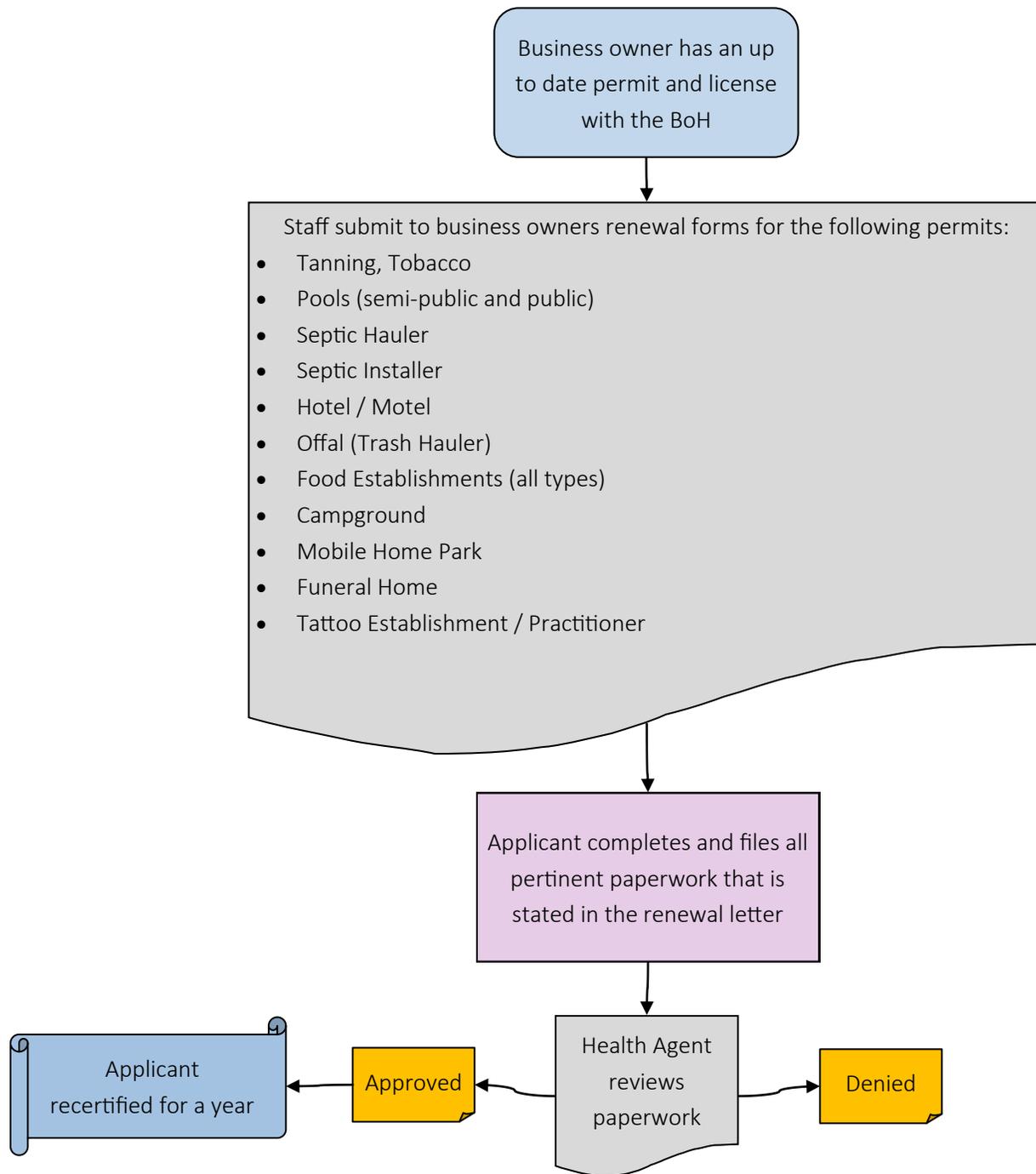
FEE SCHEDULE

Permit Type	Fee	Notes
Food		
Food Establishment 0-50 Seats	\$100	
Food Establishment 51-100 Seats	\$150	
Food Establishment 101-200 Seats	\$200	
Food Establishment 201-300 Seats	\$250	
Food Establishment 301+ Seats	\$350	
Retail Food 0-1000 Sq. Ft.	\$100	
Retail Food 1001-5000 Sq. Ft.	\$300	
Retail Food 5001+ Sq. Ft.	\$600	
Food Establishment/Retail Food Plan Review	\$100	One-time fee prior to opening
Caterer	\$100	
Temporary Food Event	\$30	
Mobile Food	\$100	
Residential Kitchen	\$125	
Frozen Dessert	\$50	



BOARD OF HEALTH BUSINESS RENEWALS

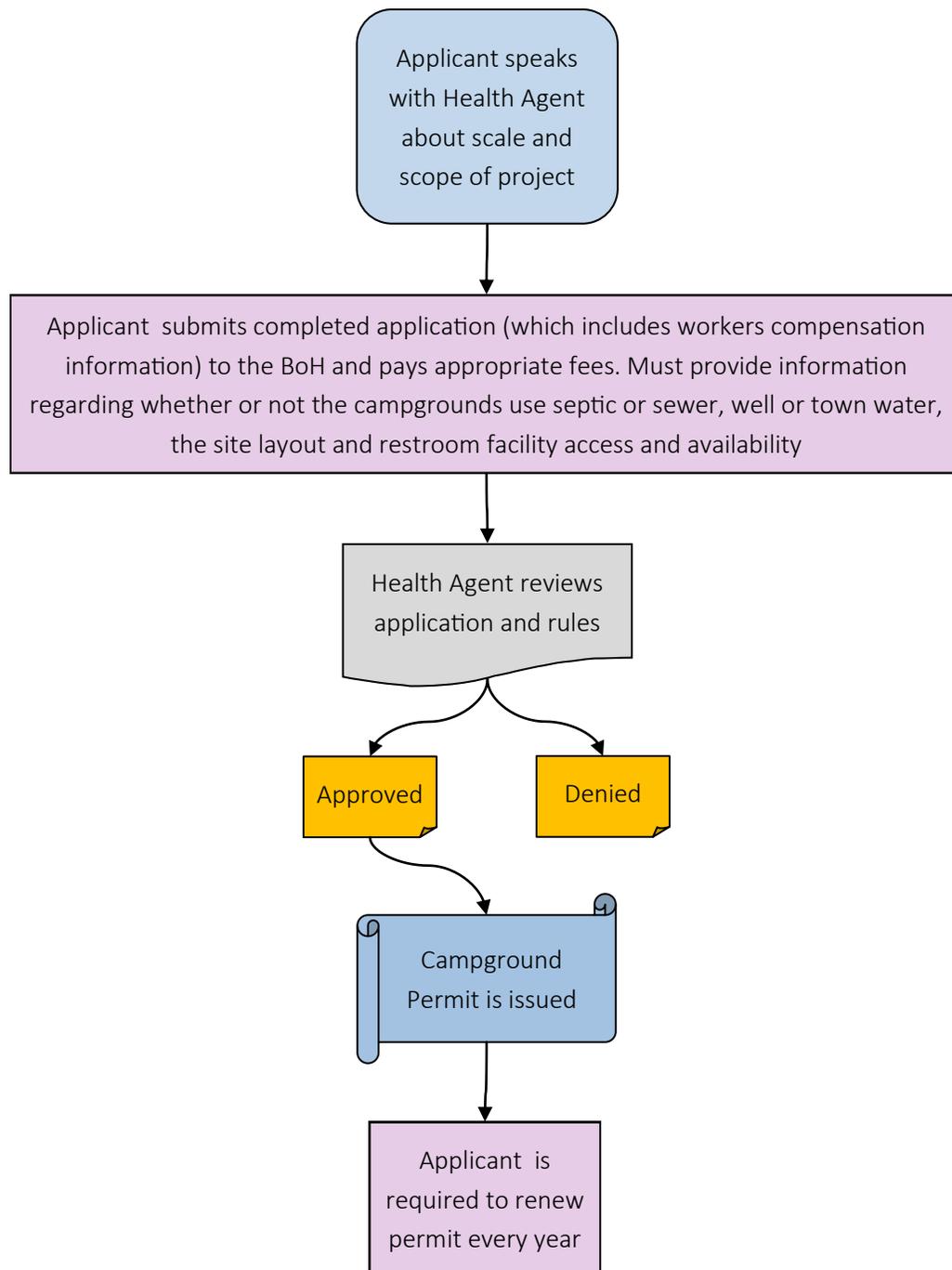
All business permits issued by the Board of Health expire on December 31st of each year. It is the business owners responsibility to ensure that their business is fully licensed in accordance with the Board of Health. Renewal paperwork is sent out during the last week in November of each year as a reminder to business owners.





BOARD OF HEALTH CAMPGROUNDS PERMIT

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.



START

APPLICANT

Board / Committee

STAFF

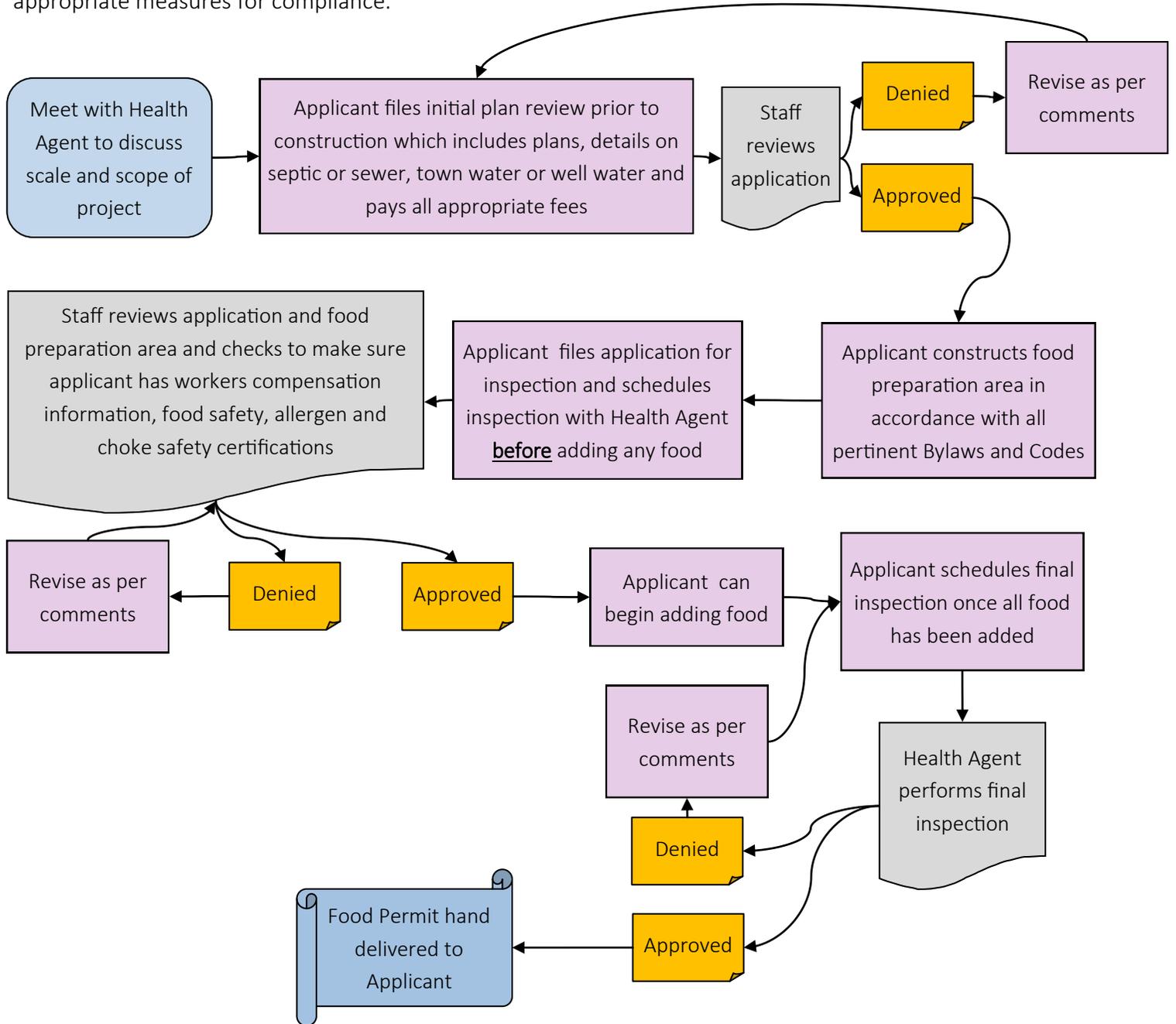
PERMIT

RULING



BOARD OF HEALTH FOOD PERMIT

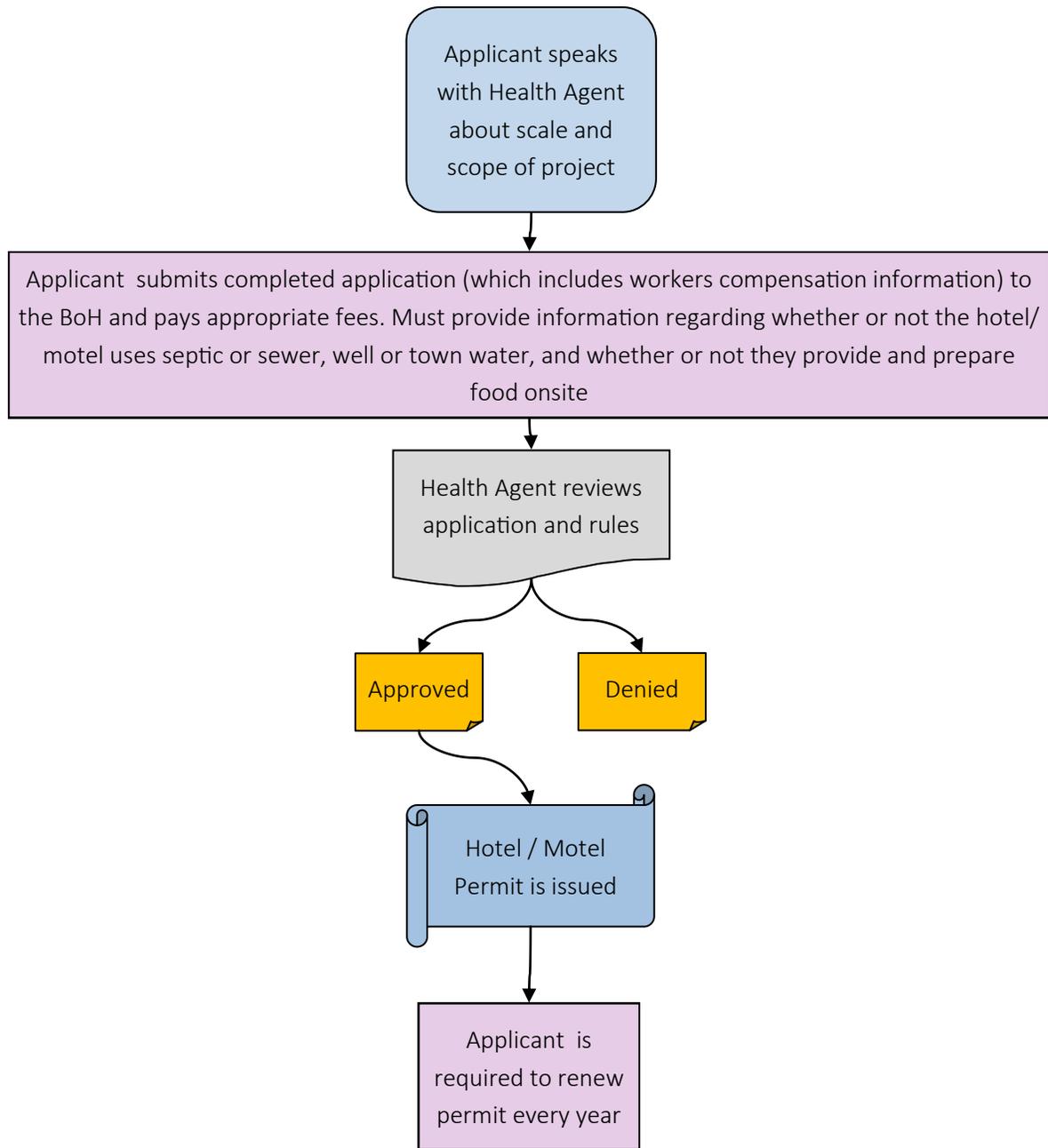
To serve food at a permanent location to patrons in Sturbridge requires multiple reviews and inspections prior to a permit being issued, and then continuously after the permit has been issued. In order to expedite the process and to ensure that you will not be delayed, please consult the Health Code to ensure that you are following and enacting all appropriate measures for compliance.





BOARD OF HEALTH HOTEL / MOTEL PERMIT

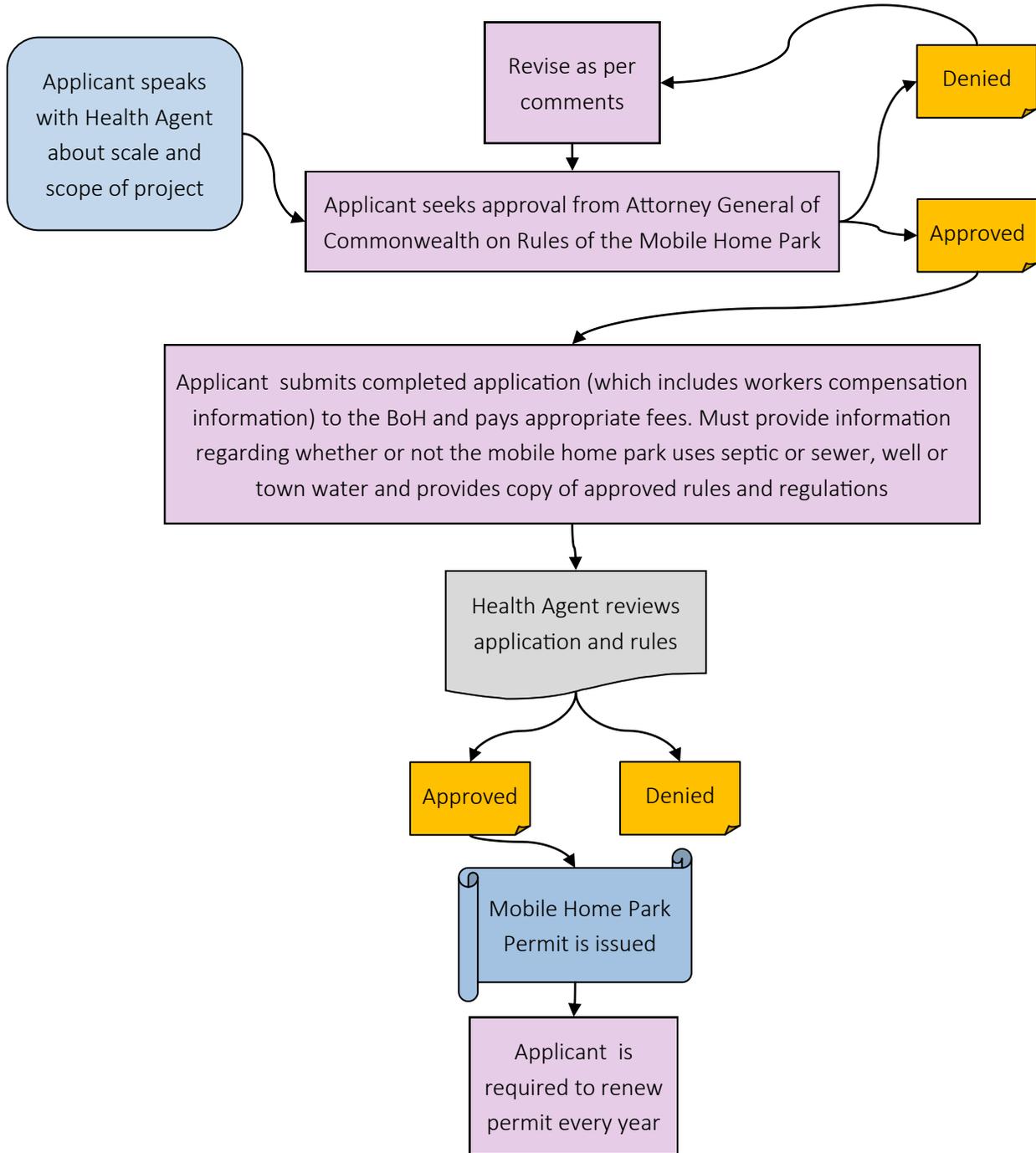
The Health Agent in Sturbridge must approve of all Hotels and Motels that provide overnight facilities for visitors to Sturbridge. Hotels and Motels must adhere to a number of different Town policies and regulations (see Building Department, pg. 74, this section details only the requirements for the BoH to approve for habitation).





BOARD OF HEALTH MOBILE HOME PARK PERMIT

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.

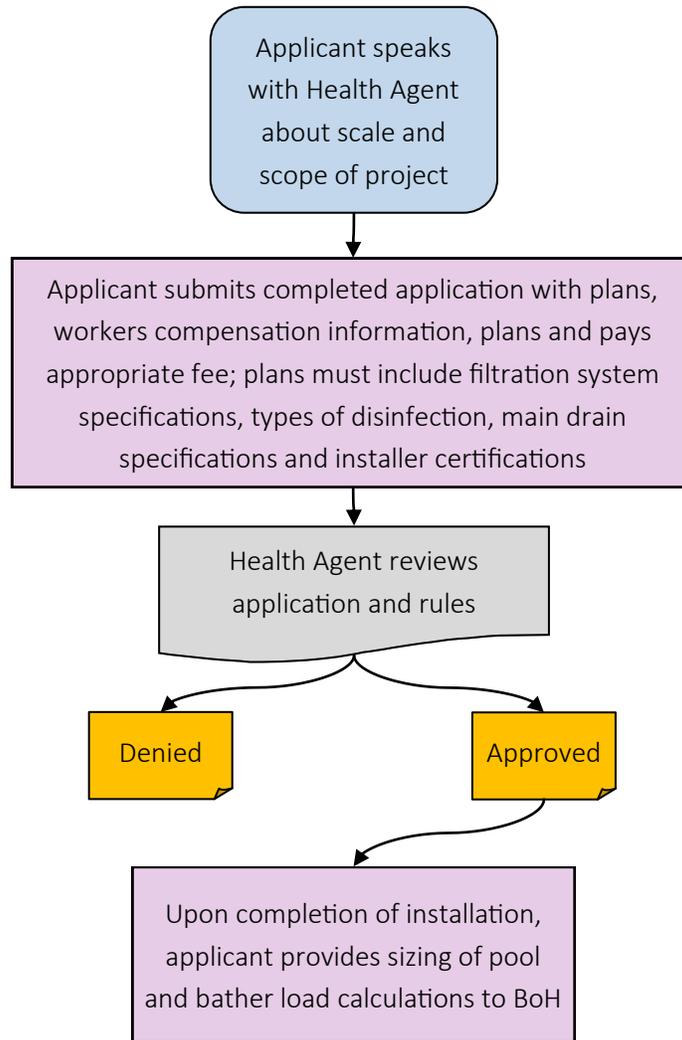




BOARD OF HEALTH

POOLS: PUBLIC, SEMI-PUBLIC AND SPAS

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 prior to receiving a building permit.



START

APPLICANT

Board / Committee

STAFF

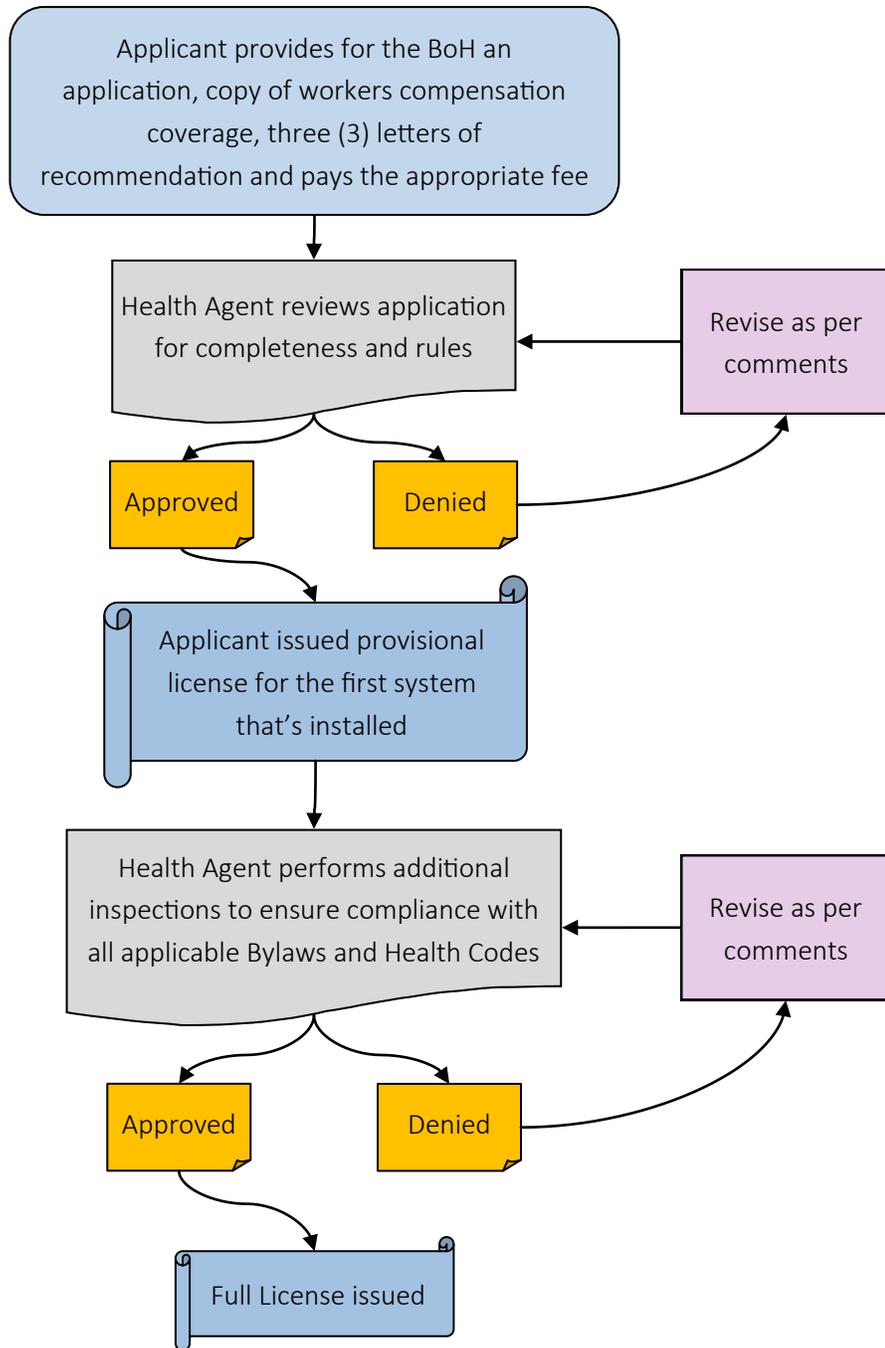
PERMIT

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BOARD OF HEALTH SEPTIC INSTALLER (NEW)

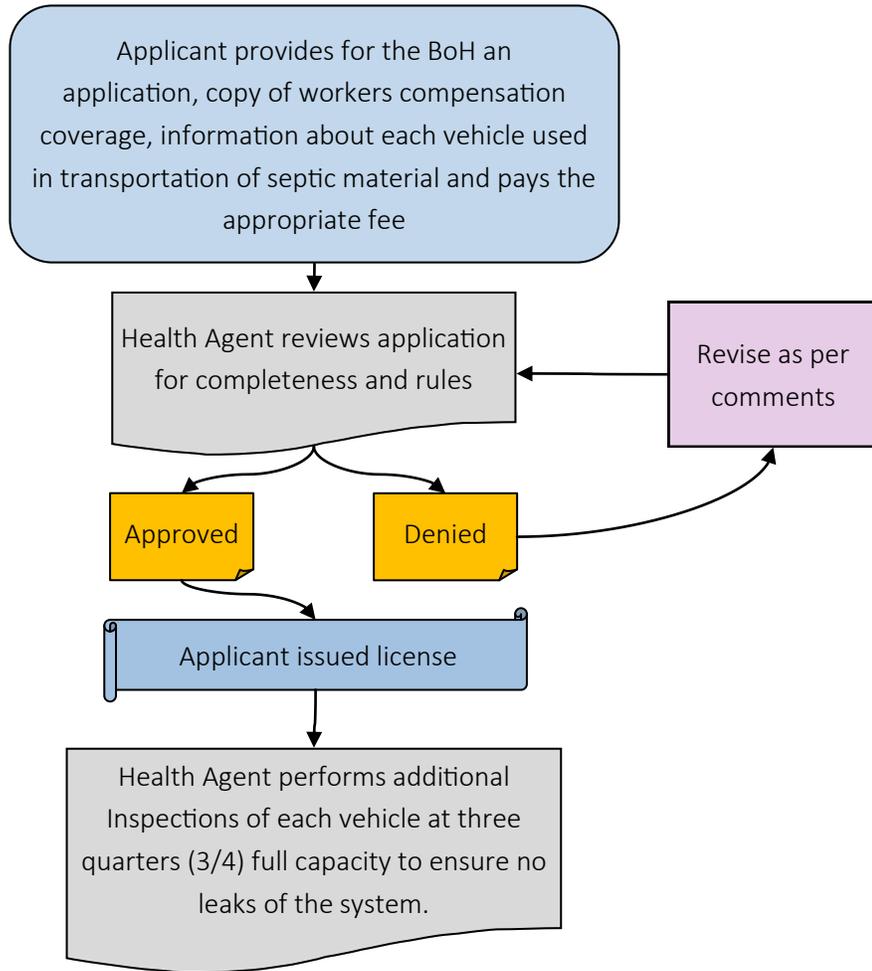
To install septic systems in the Town of Sturbridge, a potential installer must seek provisional approval from the Board of Health to then be issue a full license. Please note that even after the issuing of the license, as-builts are needed upon the completion of **each and every** system that the installer builds.





BOARD OF HEALTH SEPTIC HAULER (NEW)

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.



START

APPLICANT

Board / Committee

STAFF

PERMIT

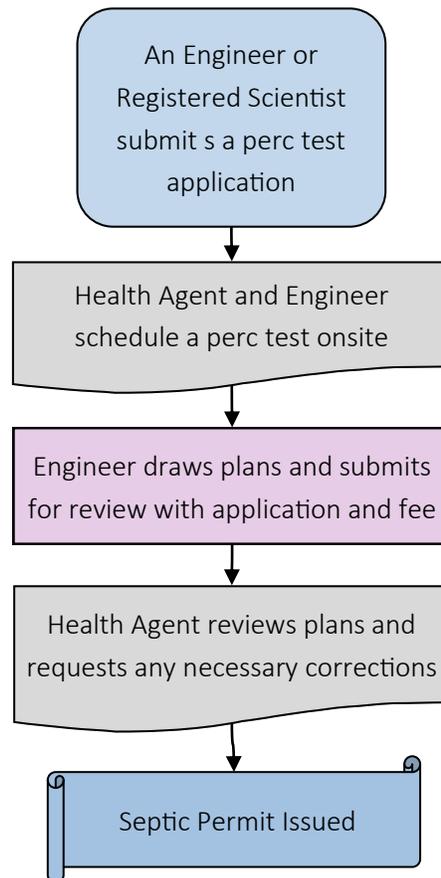
RULING



BOARD OF HEALTH

SEPTIC PERMIT

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.



START

APPLICANT

Board / Committee

STAFF

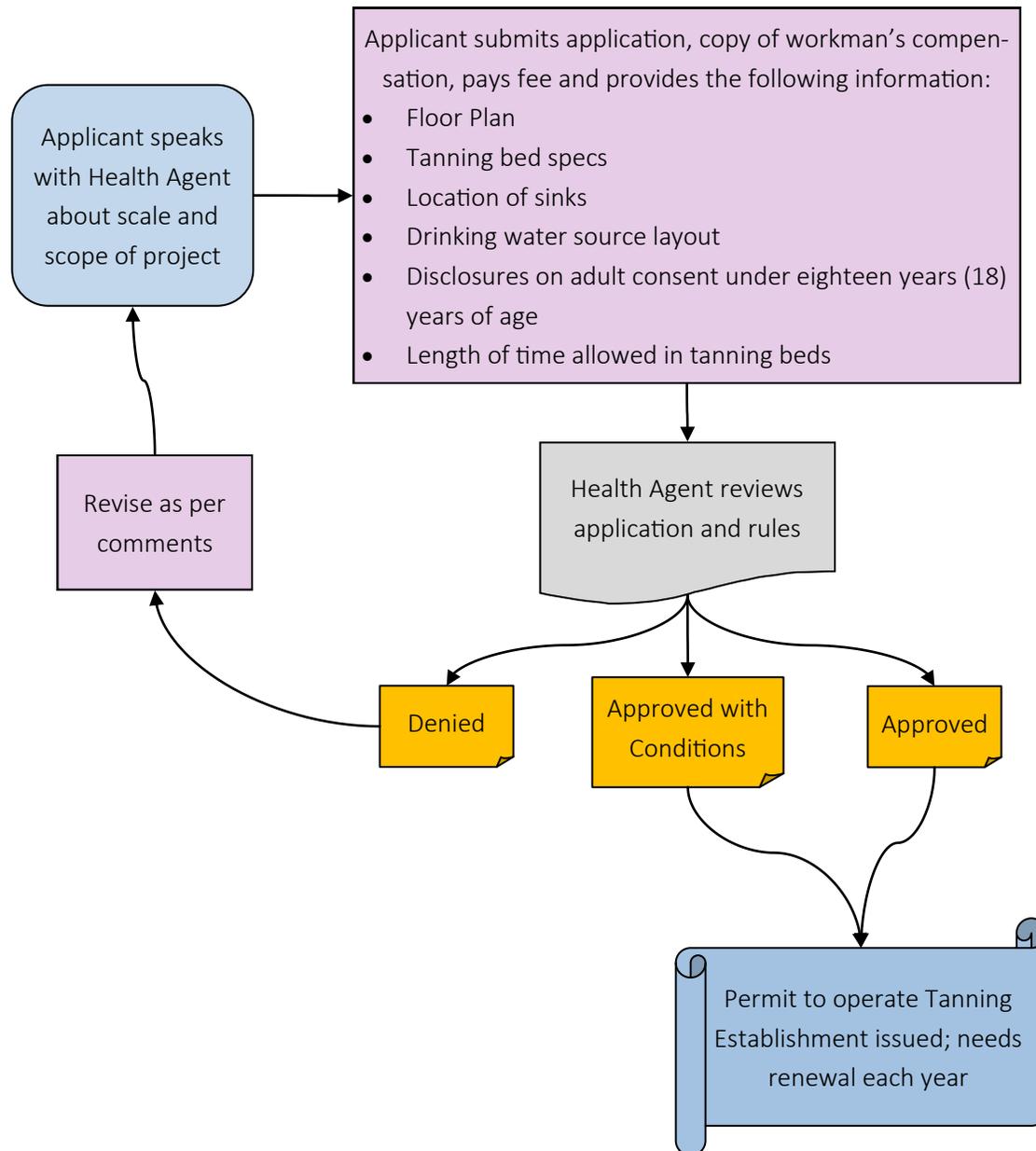
PERMIT

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BOARD OF HEALTH TANNING BUSINESS (NEW)

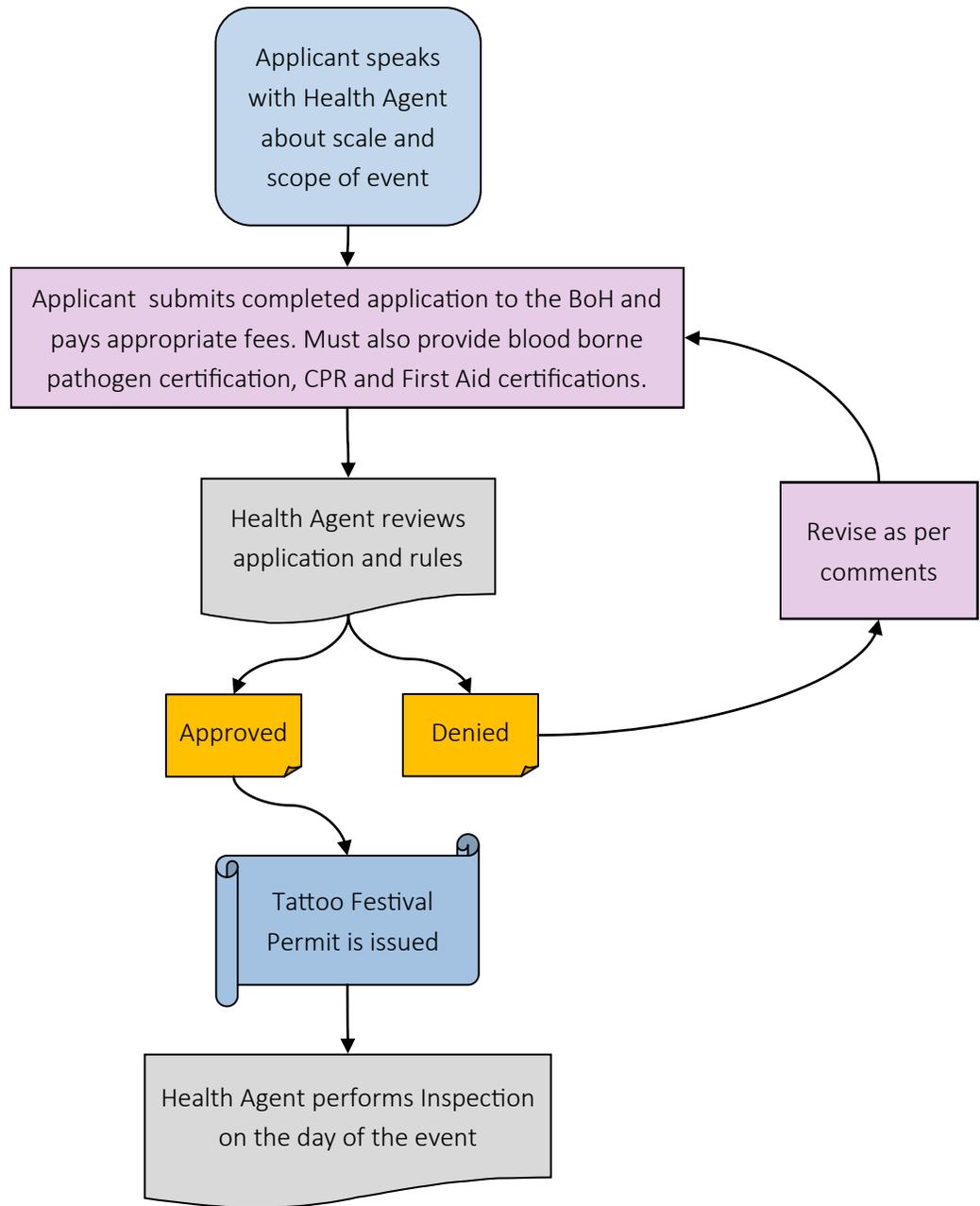
If an applicant would like to open a tanning business in Sturbridge, they must adhere to all applicable Town Bylaws and Zoning Bylaws. This page details the Board of Health requirements only and presumes that the applicant has already obtained all of the other necessary permitting.





BOARD OF HEALTH TATTOO FESTIVAL

If an applicant would like to provide tattoo services at a festival, the Health Agent must approval of all vendors participating.



START

APPLICANT

Board / Committee

STAFF

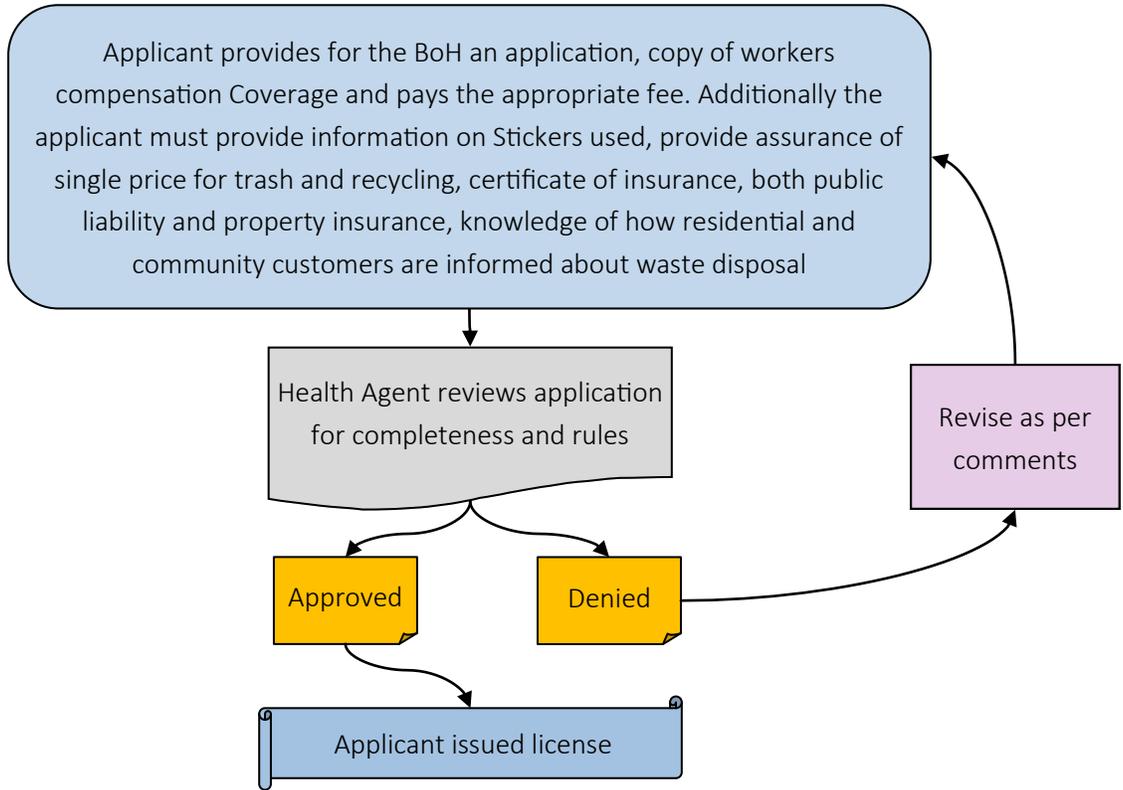
PERMIT

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BOARD OF HEALTH TRASH HAULER (NEW)

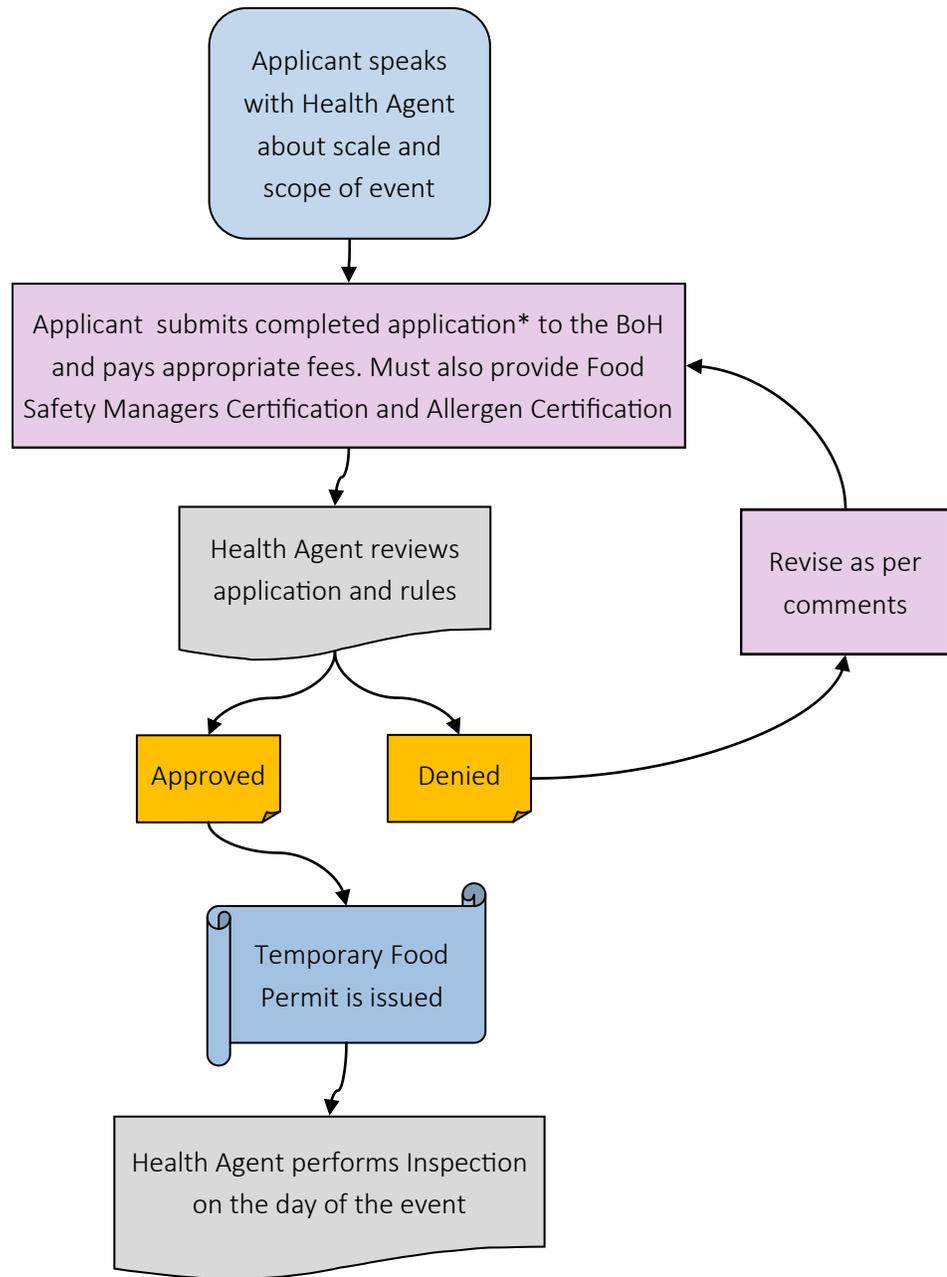
To haul refuse materials in Town, the BoH must approve of the applicant and the vehicles that they use to ensure public health and safety.





BOARD OF HEALTH TEMPORARY FOOD PERMIT

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.



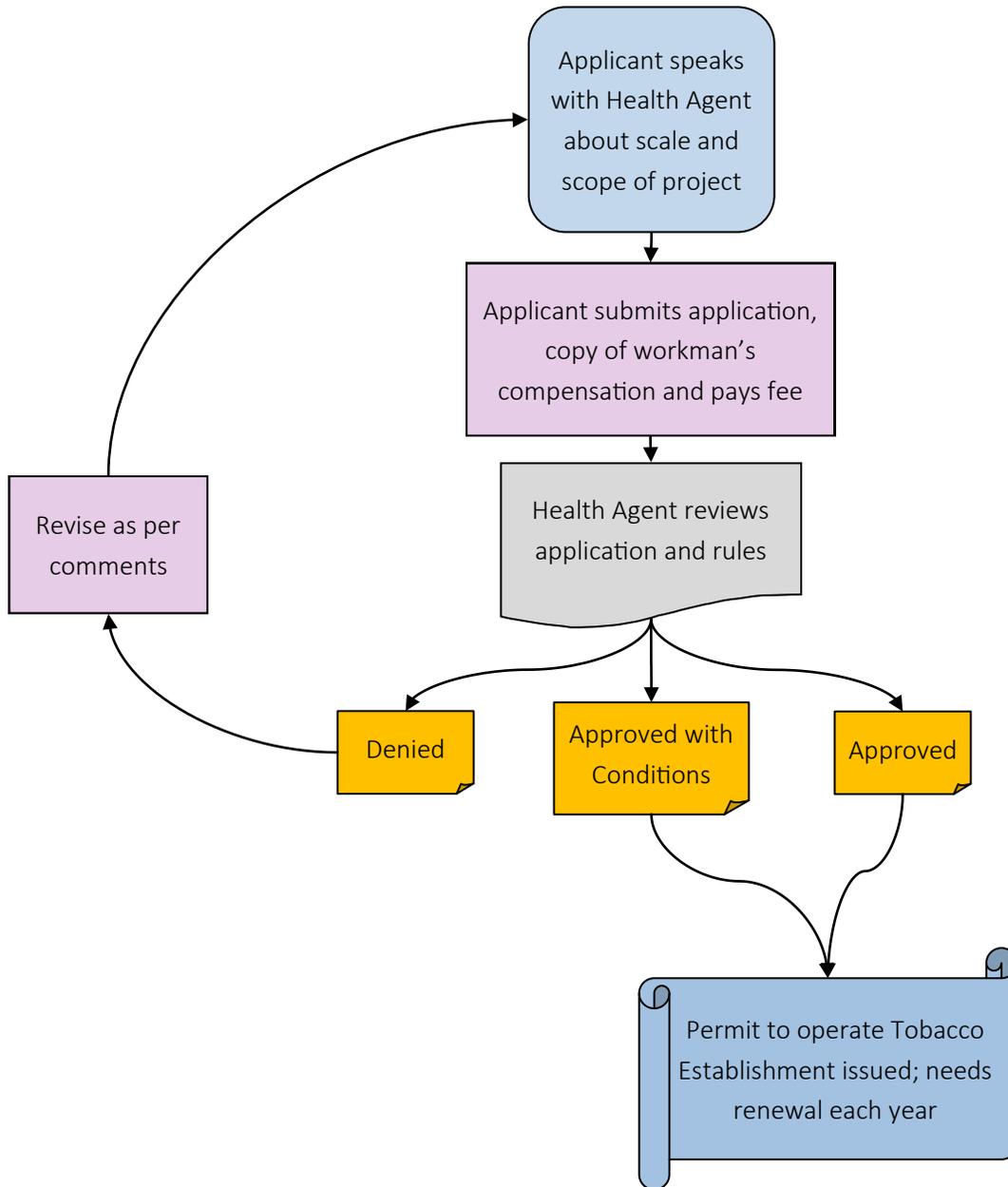
*The specific application is dependent upon the temperature at which the food in questions will be stores, prepared, and given to patrons.





BOARD OF HEALTH TOBACCO BUSINESS (NEW)

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

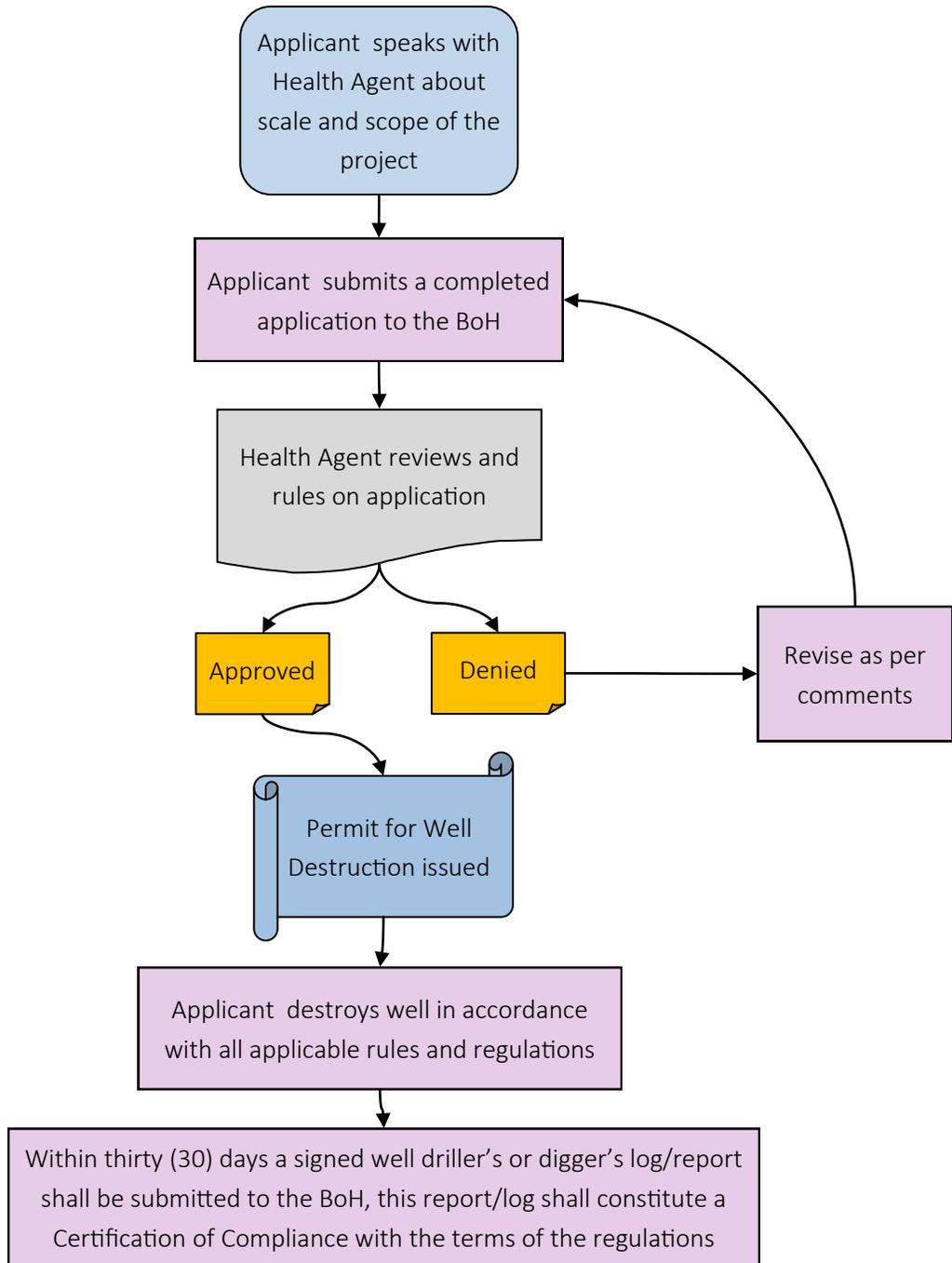




BOARD OF HEALTH

WELL DESTRUCTION PERMITS

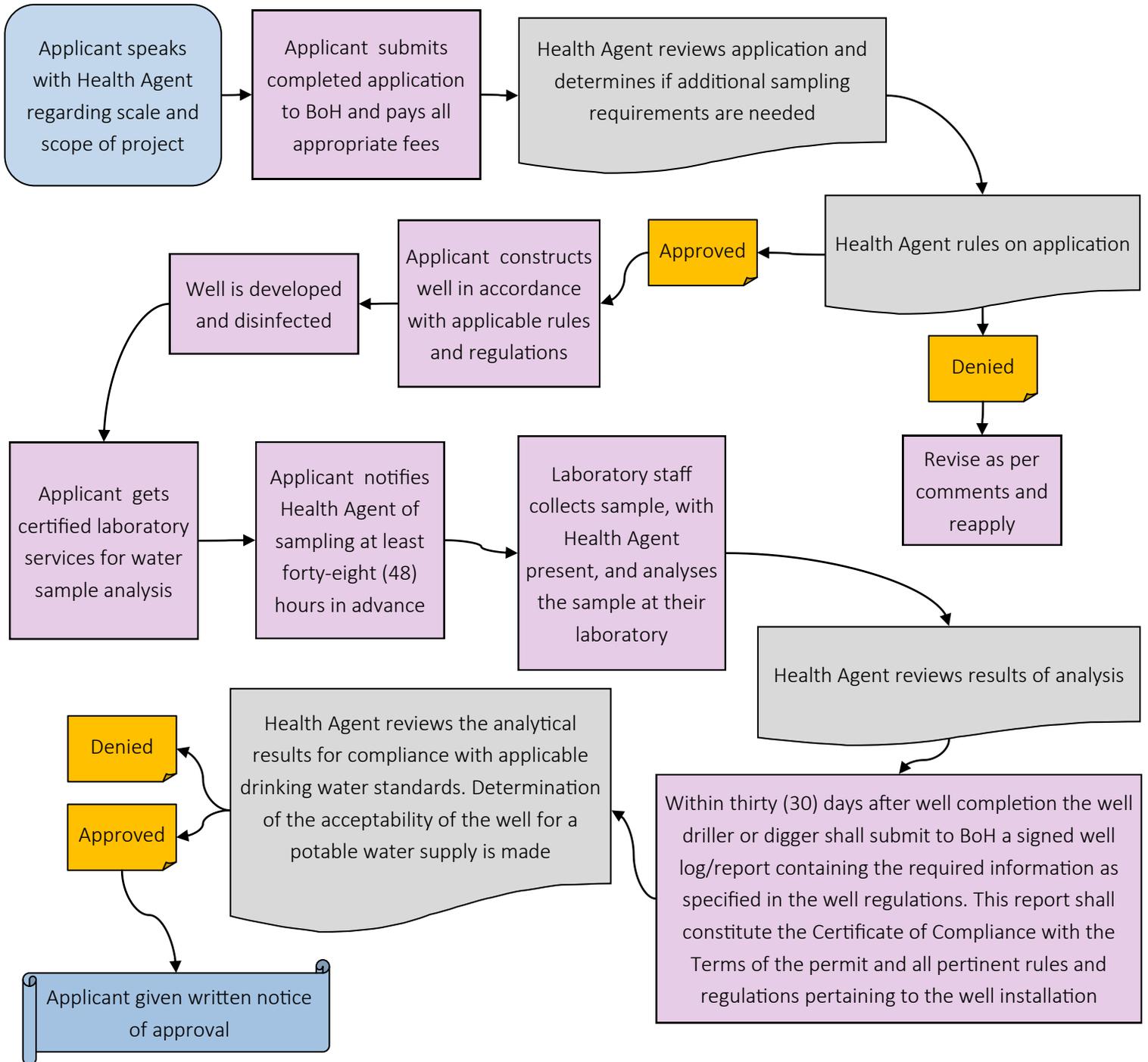
If a well is determined to no longer be needed, it can be destroyed with the approval of the BoH. For this to occur all applicable rules and regulations must be followed to the satisfaction of the BoH.





BOARD OF HEALTH WELL PERMITS

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.





BOARD OF SELECTMEN (BOS)

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

License Permit	Fee
Common Victualler License	\$40 / each
Earth Removal Permit	\$500 / permit \$25 / renewal
Gravel Removal Permit	\$500 / permit \$25 / renewal
Hawker / Peddler License	\$25 / day \$150 / year
Used Car Class 1, 2 & 3	\$100.00 / each
Antique Dealer Permit	\$75.00 / each
Auctioneer Permit	\$30.00 / each
Automatic Amusement Device Permit	\$50.00 / per device
Billiard / Pool Permit	\$40.00 / per table
Innholder License	\$75.00 / each
Sunday Entertainment Permit	\$100.00 / each
Live Entertainment Permit	\$40.00 / permit
Logging Permit	\$10.00 / permit
Miniature Golf	\$40.00 / permit
Taxi / Livery License	\$25 / driver \$50 / vehicle
Transient Vendor	\$10.00 / permit



BOARD OF SELECTMEN

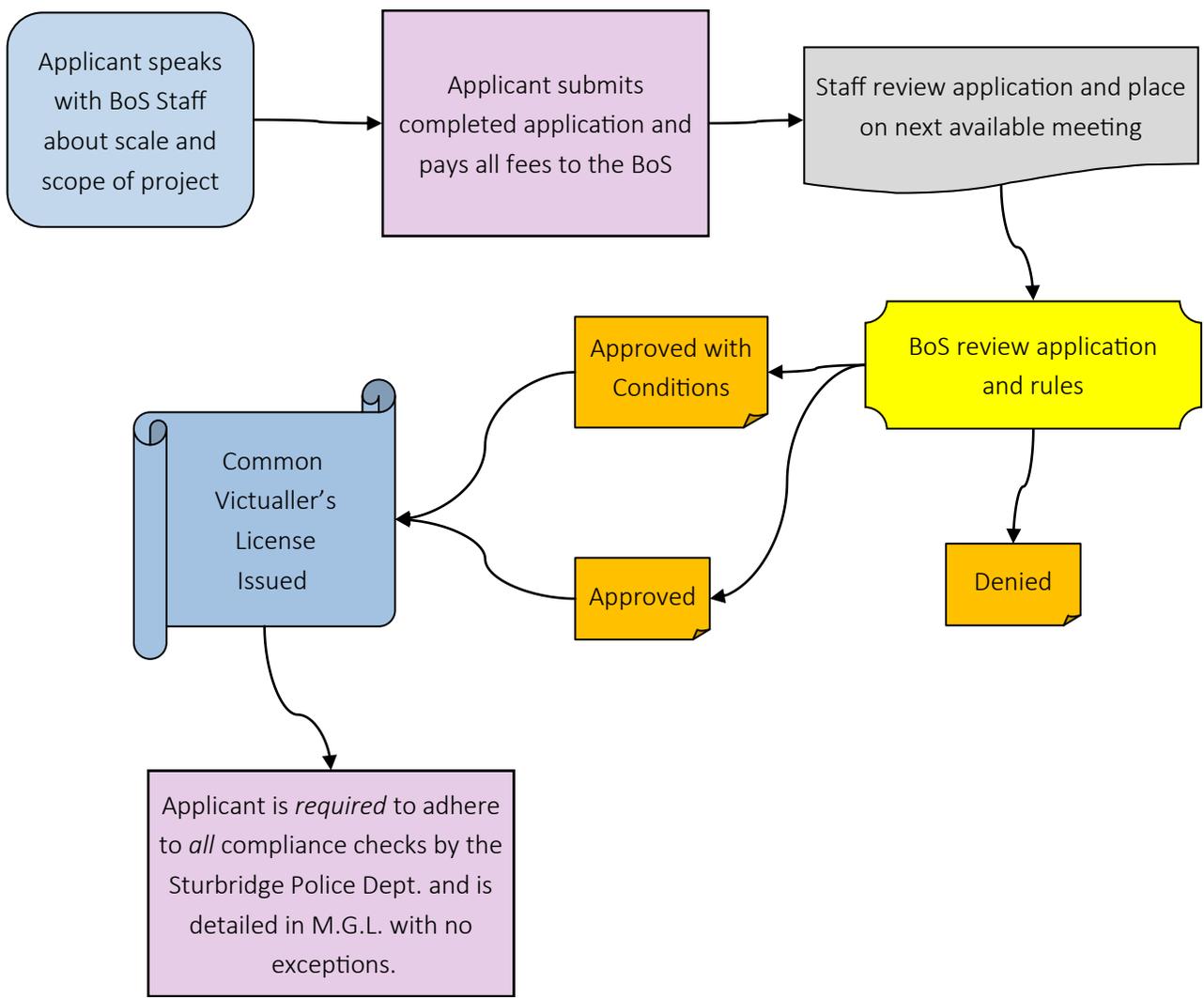
LIQUOR LICENSES FEE SCHEDULE

Liquor Licenses	Fee
1 Day Alcohol License	\$25.00 / per day
Club—All Alcohol	\$450.00 / permit
Club—Wine and Malt	\$350.00 / permit
Common Victualler—All Alcohol	\$2,000.00 / permit
Common Victualler—Wine and Malt	\$900.00 / permit
Druggist—All Alcohol	\$1,200.00 / permit
Farmer / Brewer Pouring	\$500.00 / permit
General On Premises—All Alcohol	\$1,000.00 / permit
Innholder—All Alcohol	\$1,200.00 / permit
Innholder—Wine and Malt	\$500.00 / permit
Retail Package Goods Store—All Alcohol	\$2,500.00 / permit
Retail Package Goods Store—Wine and Malt	\$1,000.00 / permit
Tavern—All Alcohol	\$2,000.00 / permit
Tavern—Wine and Malt	\$900.00 / permit



BOARD OF SELECTMEN COMMON VICTUALLER LICENSE

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.

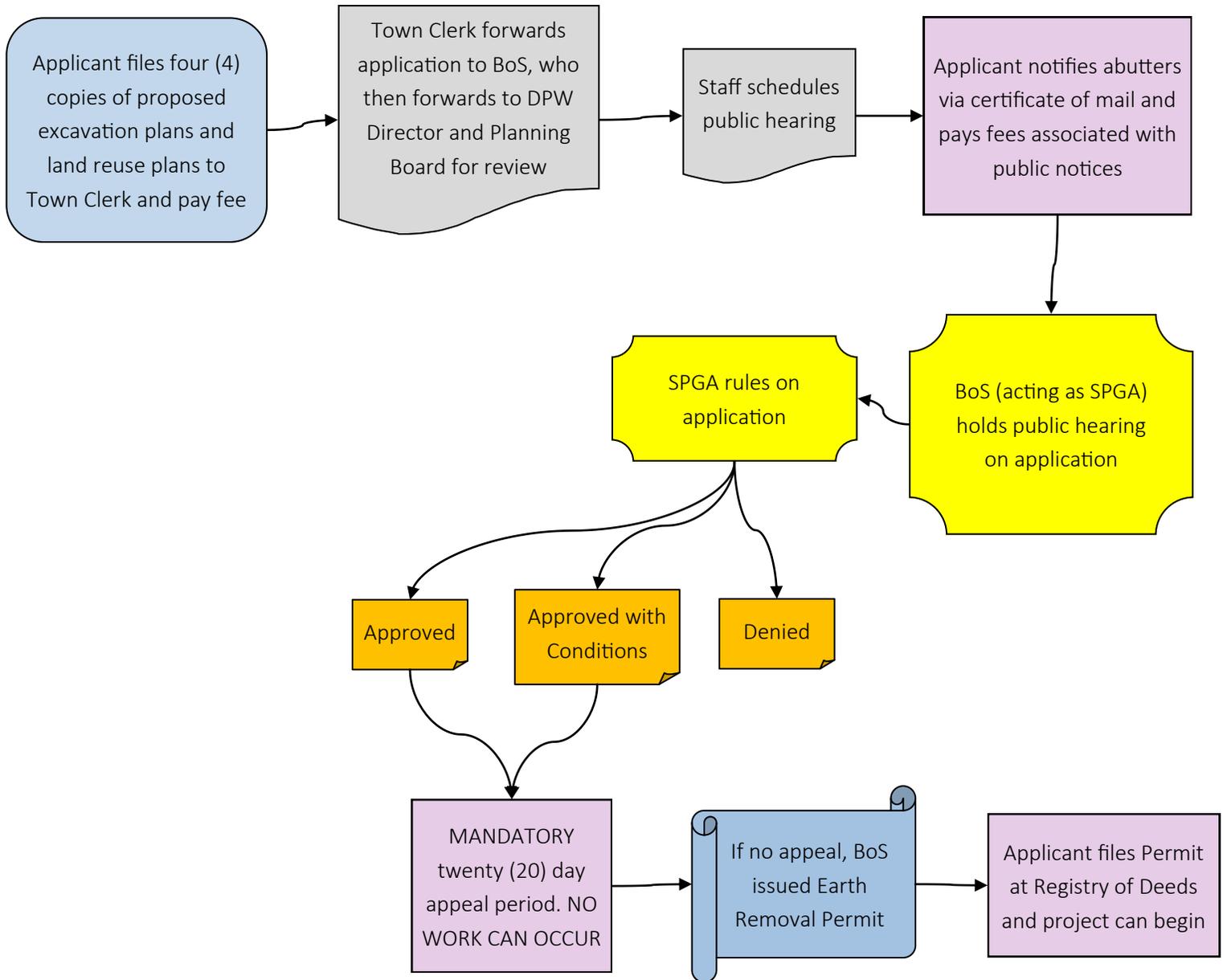




BOARD OF SELECTMEN (ACTING AS SPGA)

EARTH REMOVAL PERMIT

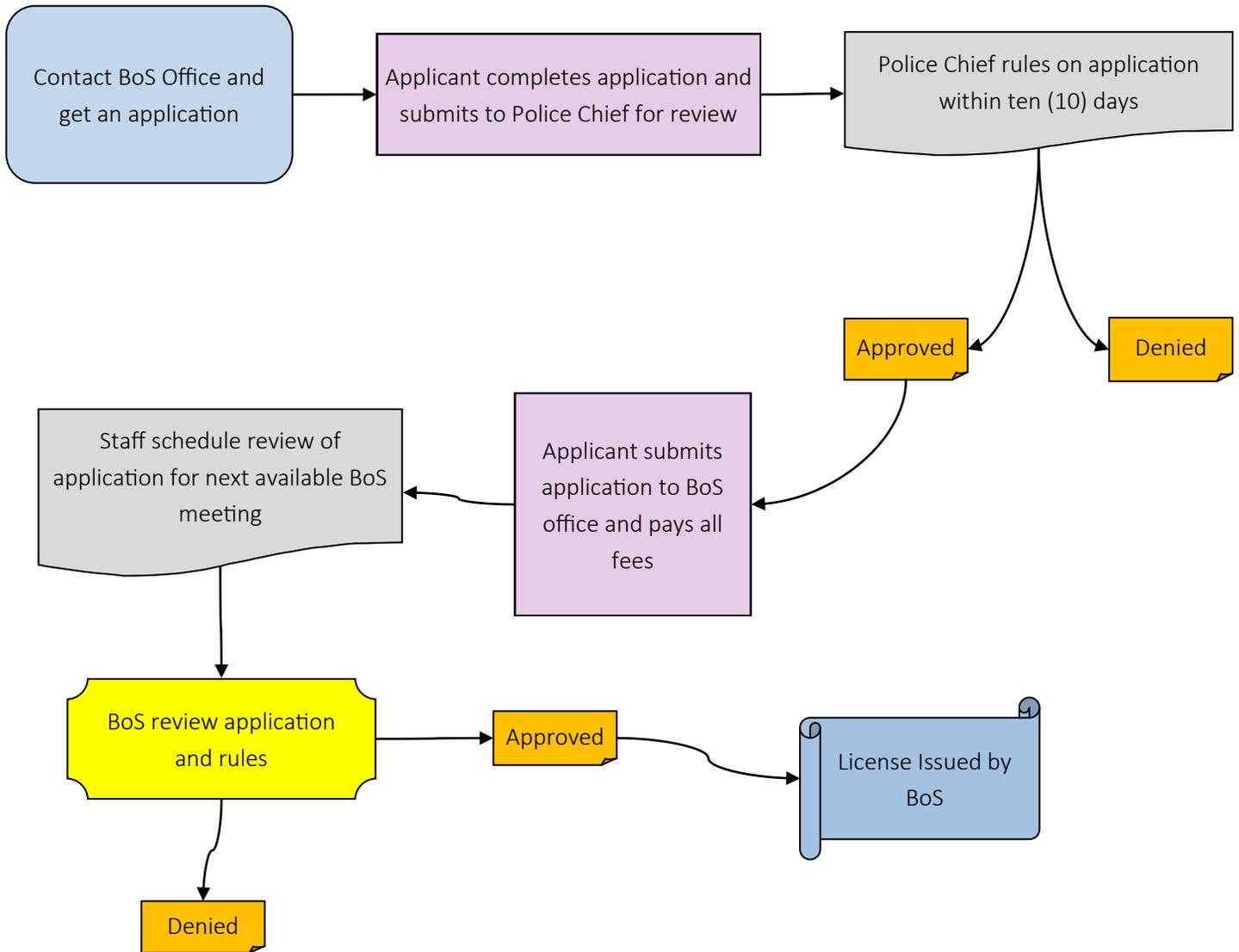
The removal of more than fifty (50) cubic yards of sand, gravel or earth in a twelve (12) month period requires a permit from the Board of Selectmen acting as the Special Permit Granting Authority (SPGA). The SPGA can approve smaller amount of earth removal depending upon certain other factors; for more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





BOARD OF SELECTMEN HAWKER AND PEDDLAR LICENSE

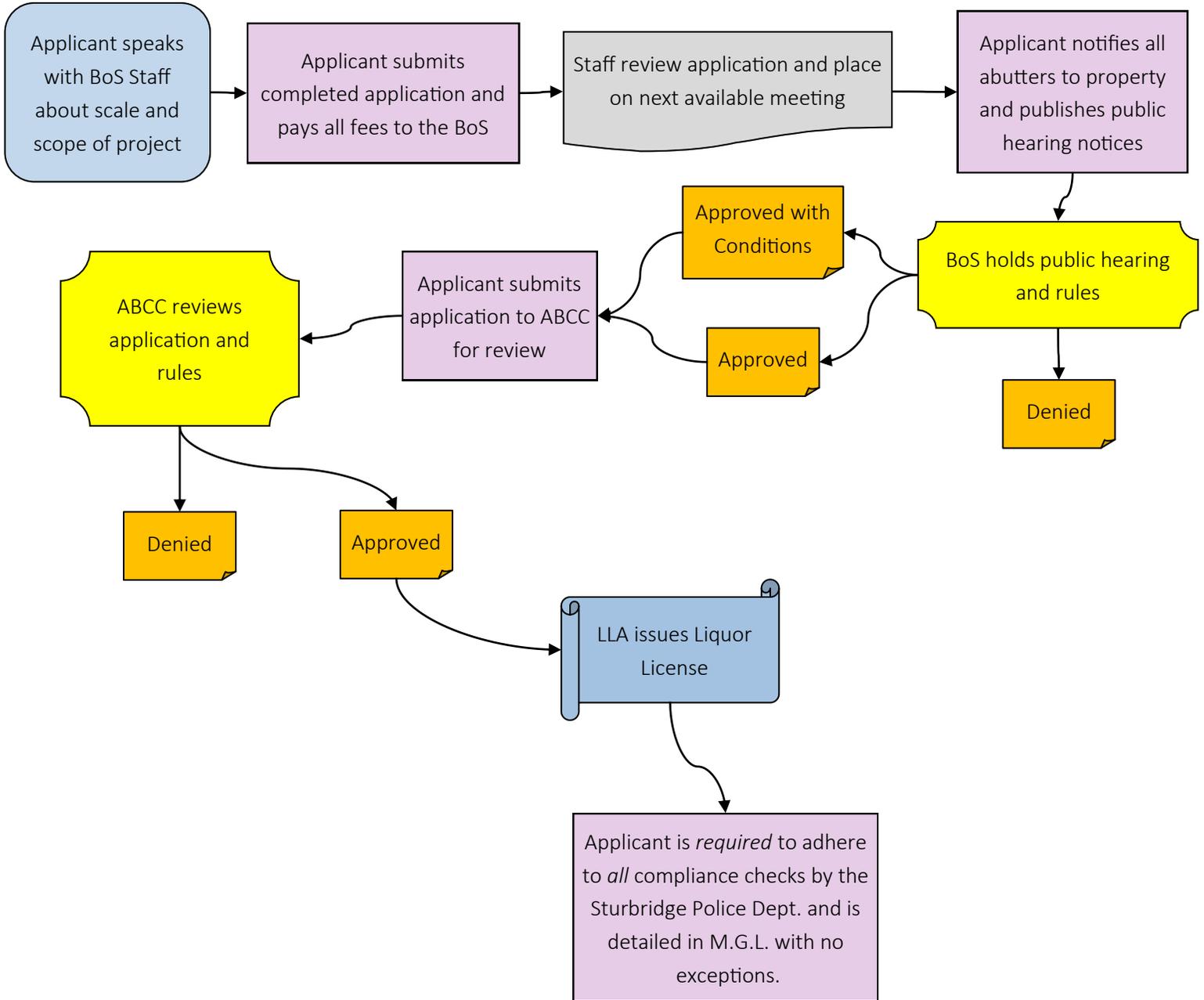
If someone wishes to sell goods or wares by shouting or calling potential patrons to their stand, they must first receive approval from the BoS. A review is also required to be completed by the Chief of Police.





BOARD OF SELECTMEN (ACTING AS LLA) LIQUOR LICENSE

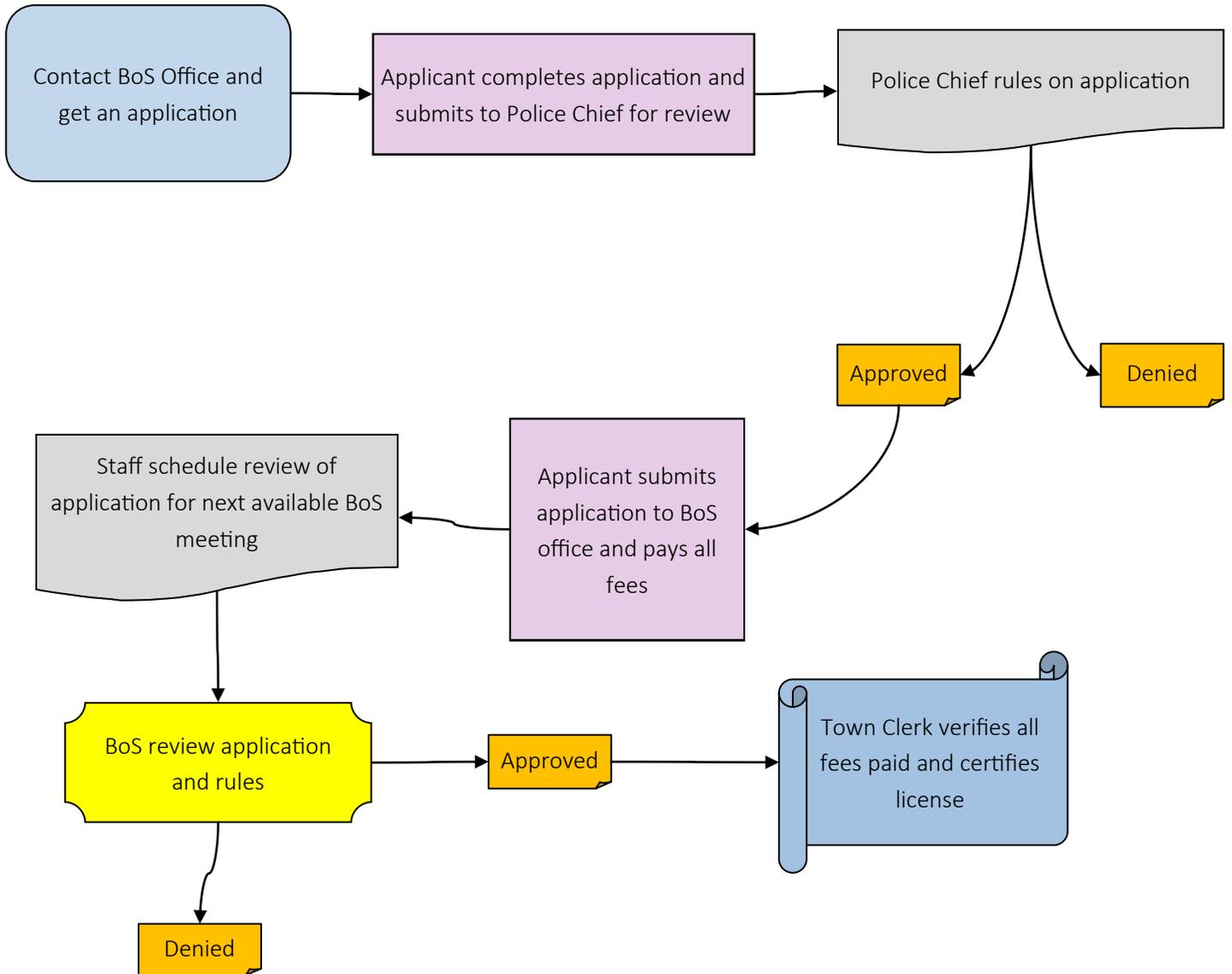
The BoS according to M.G.L. is the Local Licensing Authority (LLA) for the Town of Sturbridge. This means that in order to receive a license the BoS, acting as the LLA, must approve of all applications. While the LLA may approve of an application, if the Massachusetts Alcoholic Beverages Control Commission 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.





BOARD OF SELECTMEN LOCAL TRANSIENT VENDORS LICENSE

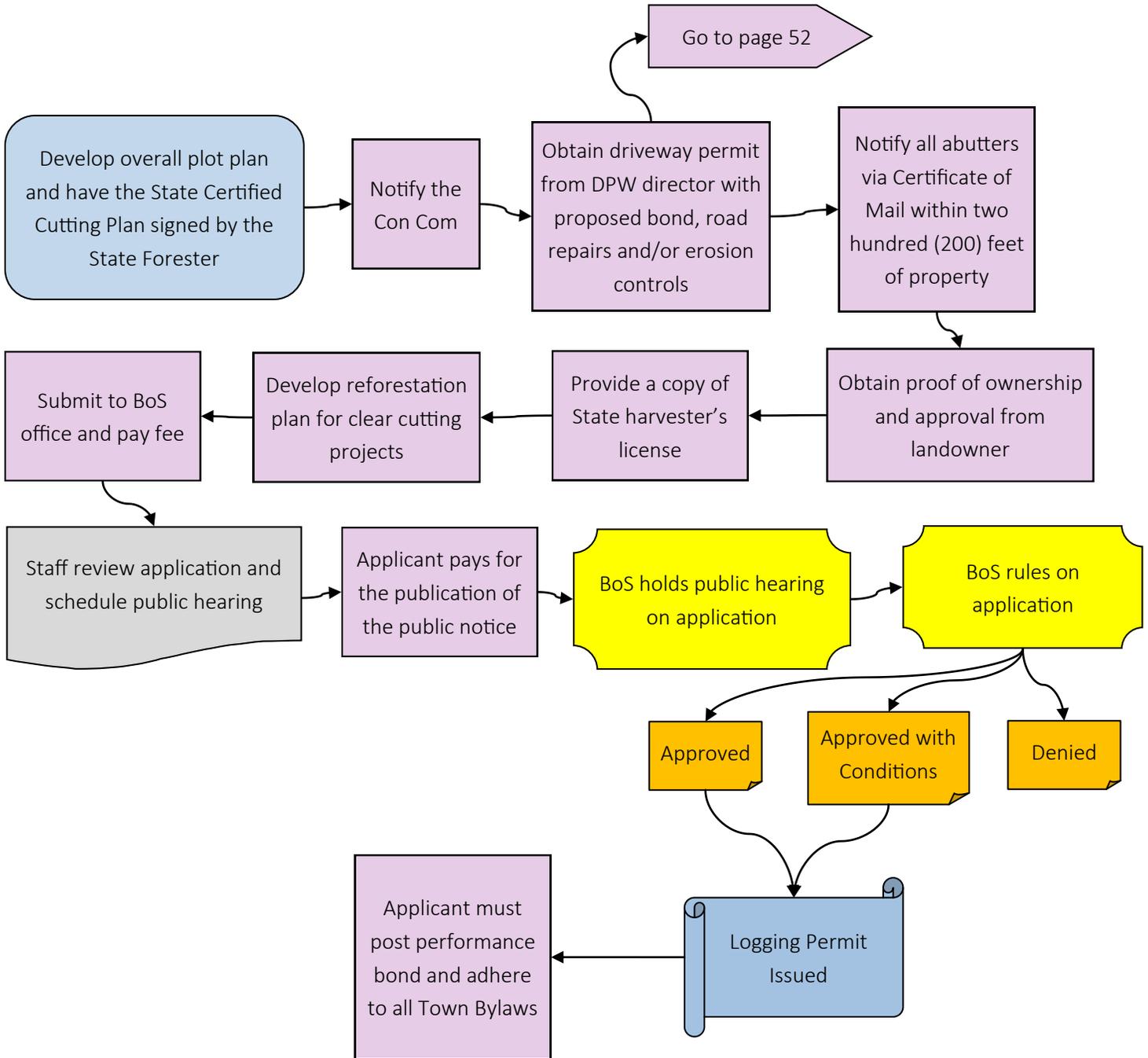
Anyone who operates as a temporary or transient business selling goods, wares or merchandise in Sturbridge must get the approval of the BoS. Any organization engaging in temporary or transient business can get a multiple vendor license that includes all persons or vendors participating in an organized 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.





BOARD OF SELECTMEN LOGGING PERMIT

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.

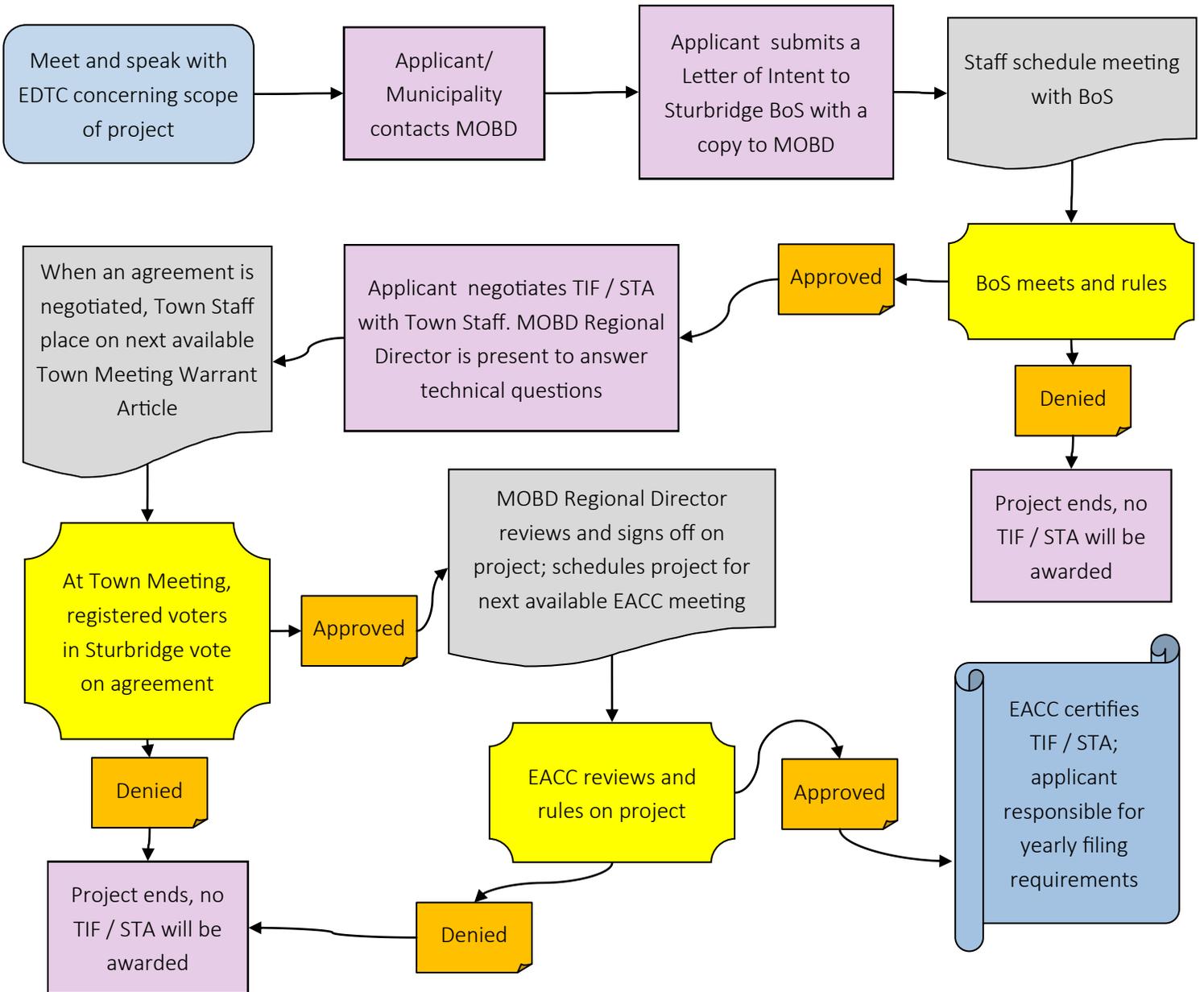




BOARD OF SELECTMEN

TAX INCREMENT FINANCING AGREEMENTS

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/.



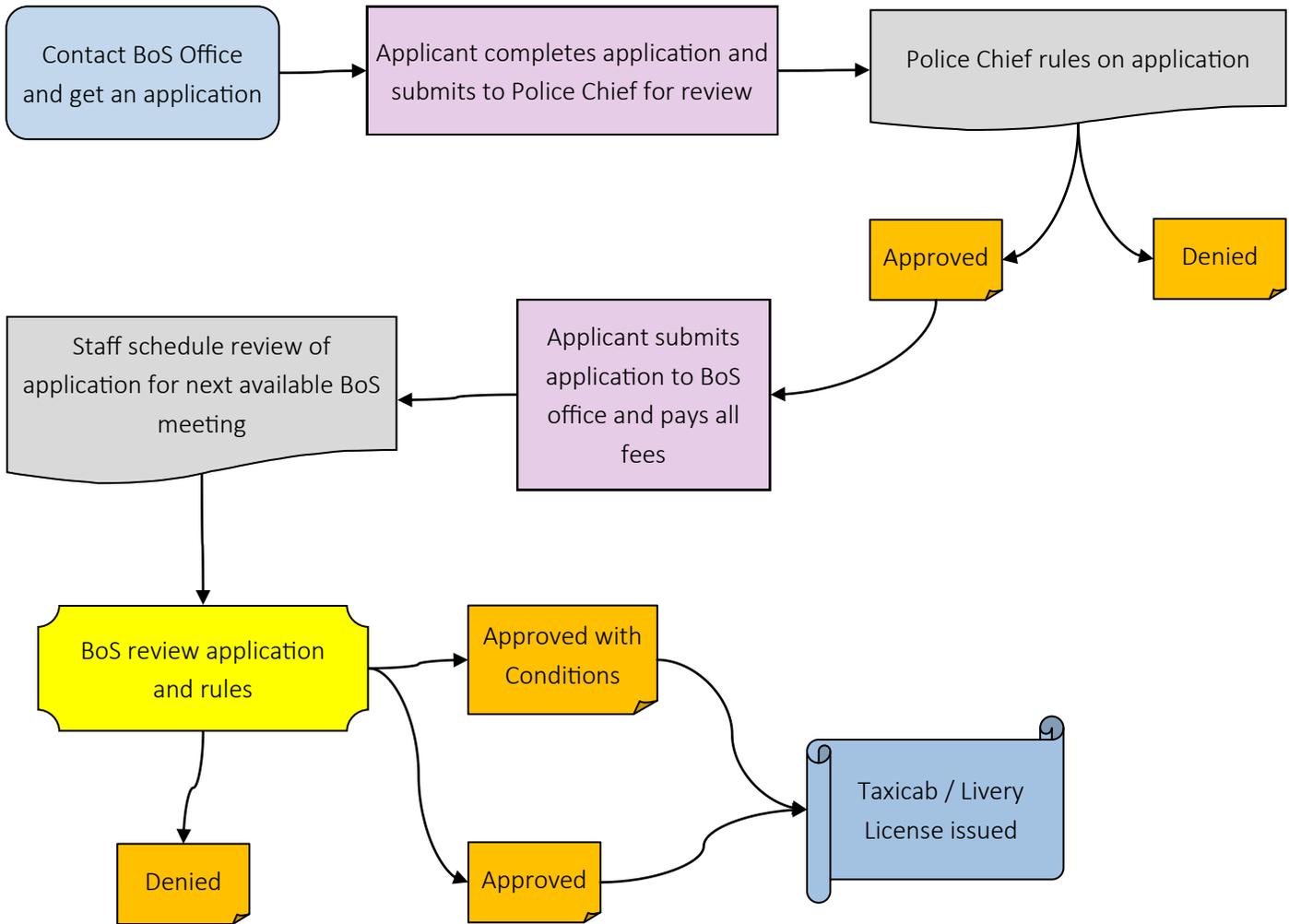
Flow chart taken with minor modification from MOBD website:
<http://www.mass.gov/hed/docs/bd/edip-site/local-incentive-only-process.pdf>





BOARD OF SELECTMEN TAXICAB OR LIVERY LICENSE

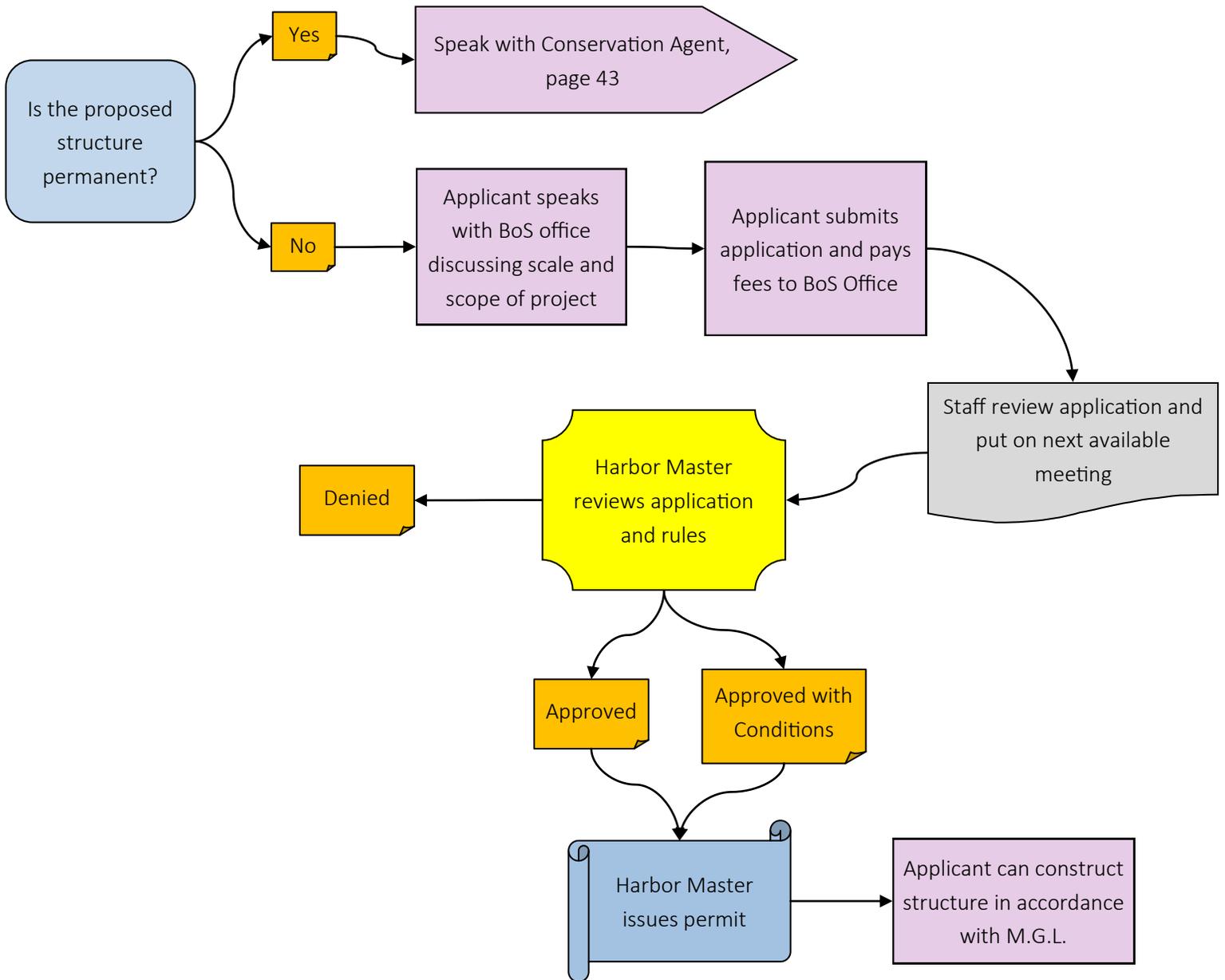
To operate a taxicab or livery service within the Town of Sturbridge, approval of the Board of Selectmen is required. The license also comes with a requirement that the applicant receive approval from the Chief of Police.





BOARD OF SELECTMEN (ACTING AS HARBOR MASTER) TEMPORARY MOORINGS, FLOATS, RAFTS AND RAMPS

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).





CONSERVATION COMMISSION

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

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.



CONSERVATION COMMISSION

FEE SCHEDULE

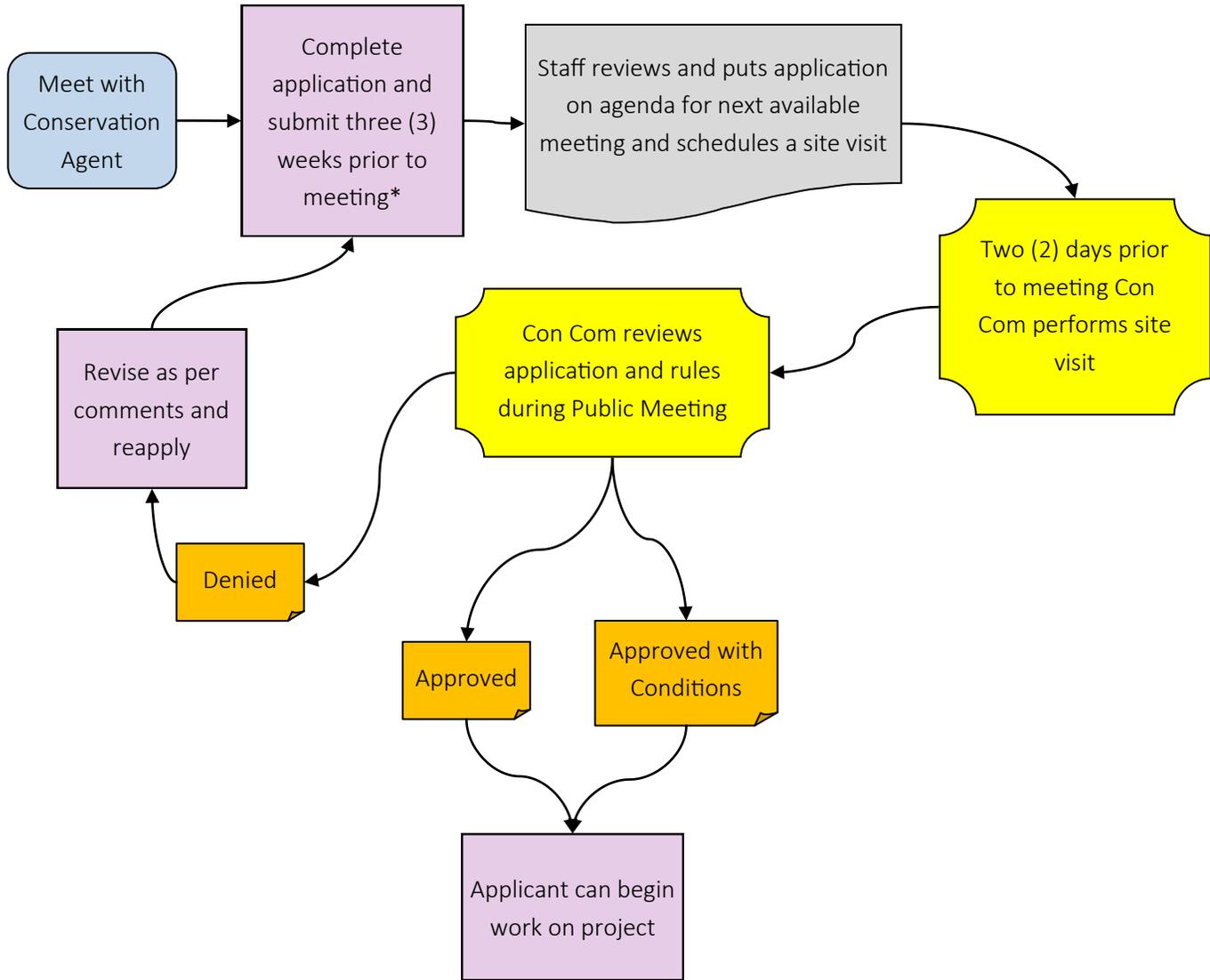
The Con Com follows a fee schedule for all of its permits as stated in the Wetlands Bylaw Regulations, section 4.17 "Fees." The Con Com collects fees for local permits, and the Town's share of any state fees. The State's share of fees must be paid directly to the Commonwealth according to their procedures. For information related to how to file with the state please contact the Conservation Agent directly.

Fee	Town Fee	State Fee
Request for Determination	\$25.00	\$0.00
Resource Area Delineation	\$0.10 per linear foot	\$0.00
Notice of Intent	\$50.00	See Wetland Protection Act for breakdown of fee (http://www.mass.gov/eea/docs/dep/service/)
Replication & Mitigation Monitoring	\$200.00	\$0.00
Site Visits	\$0.00, normally 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	\$0.00



CONSERVATION COMMISSION LETTER PERMIT

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.



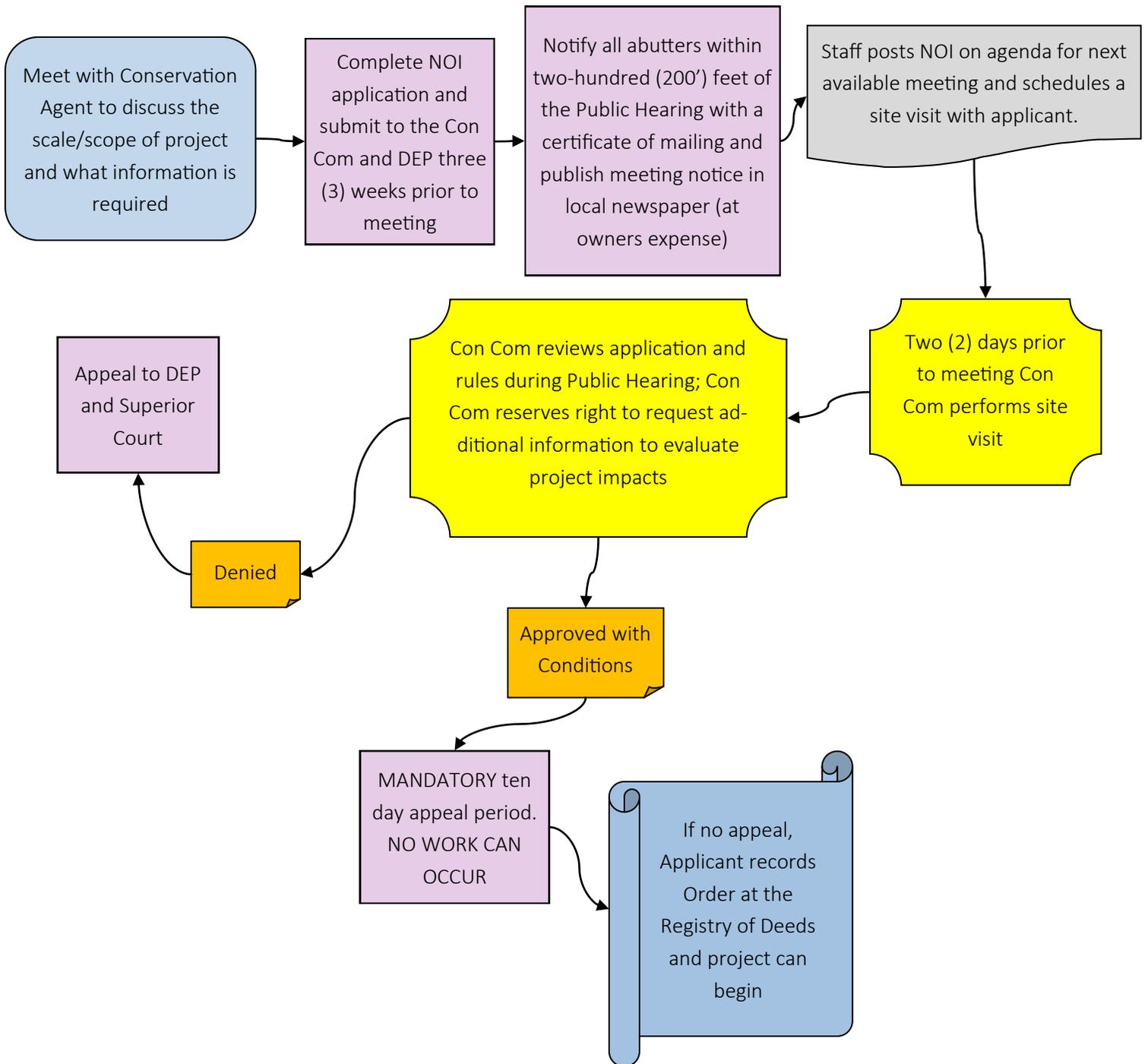
*Provide completed application with a detailed description of the project, an appropriately scaled plan and appropriate payment for fees





CONSERVATION COMMISSION ORDER OF CONDITIONS

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.

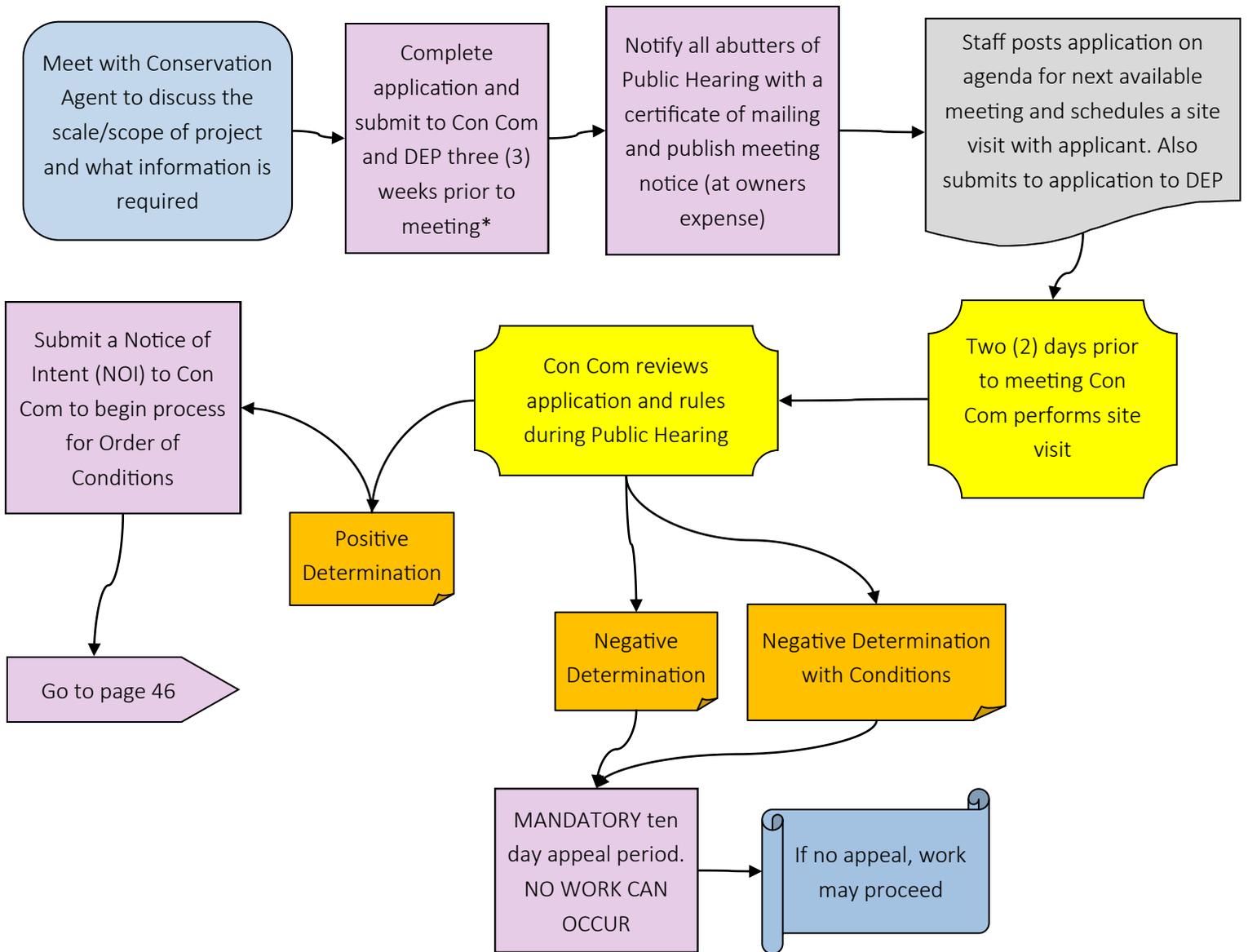




CONSERVATION COMMISSION

REQUEST FOR DETERMINATION OF APPLICABILITY (RDA)

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.



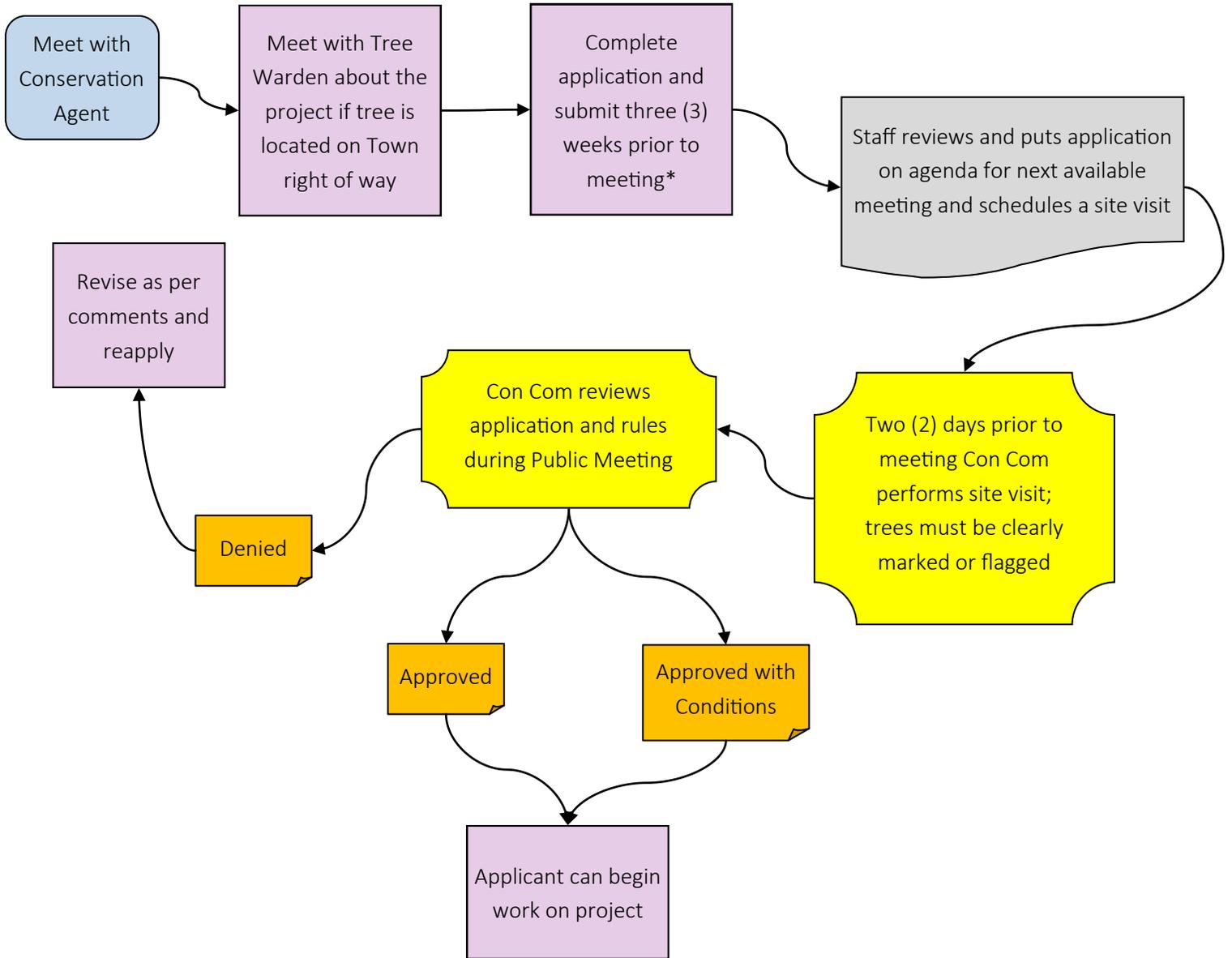
*Provide completed application with a detailed description of project, and appropriately scaled plan and pay \$25 fee.





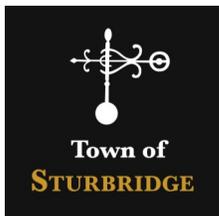
CONSERVATION COMMISSION TREE REMOVAL PERMIT

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.





DEPARTMENT OF PUBLIC WORKS

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

LICENSES AND/OR PERMITS ISSUED

⇒ Driveway Permit

⇒ Sewer Permit

⇒ Street Excavation Permit

⇒ Water System License and Drainlayer License



DEPARTMENT OF PUBLIC WORKS

FEE SCHEDULE

Permit / Service	Diameter Requirements	Fee
Driveway Permit		\$50.00 / each
Sewer Connection (<u>Please consult the Sewer Bylaw</u>)		\$1,200.00
Sewer Connection Privilege (<u>Please consult the Sewer Bylaw</u>)		\$7,500.00
Administrative Costs and Minimum Water Charge		\$51.80 / per quarter
Water Rate		\$5.18 / per 100 c.f.
New Water Customer and Application Fee		\$325.00
Water System Connection Fee (Town Roads Only) Installed by Applicant	3/4" Service	\$450.00
	1" Service	\$450.00
	1 1/2" Service	\$600.00
	2" Service	\$1,200.00
Water System Connection Fee (Town Roads Only) Installed by Town	3/4" Service	\$3,500.00
	1" Service	\$4,000.00
	1 1/2" Service	\$5,000.00
	2" Service	\$6,000.00
Tapping Fees (Installed by Applicants)	3/4" Service	\$100.00
	1" Service	\$100.00
	1 1/2" Service	\$125.00
	2" Service	\$150.00
Tapping Fees (Installed by Town)	3/4" Service	\$350.00
	1" Service	\$350.00
	1 1/2" Service	\$400.00
	2" Service	\$500.00
Temporary construction Service (Per month)		\$50.00
Meter Inspection / Test		\$75.00
Hydrant Flow Test (Flow Equipment Not Included)		\$100.00



DEPARTMENT OF PUBLIC WORKS

FEE SCHEDULE CONTINUED...

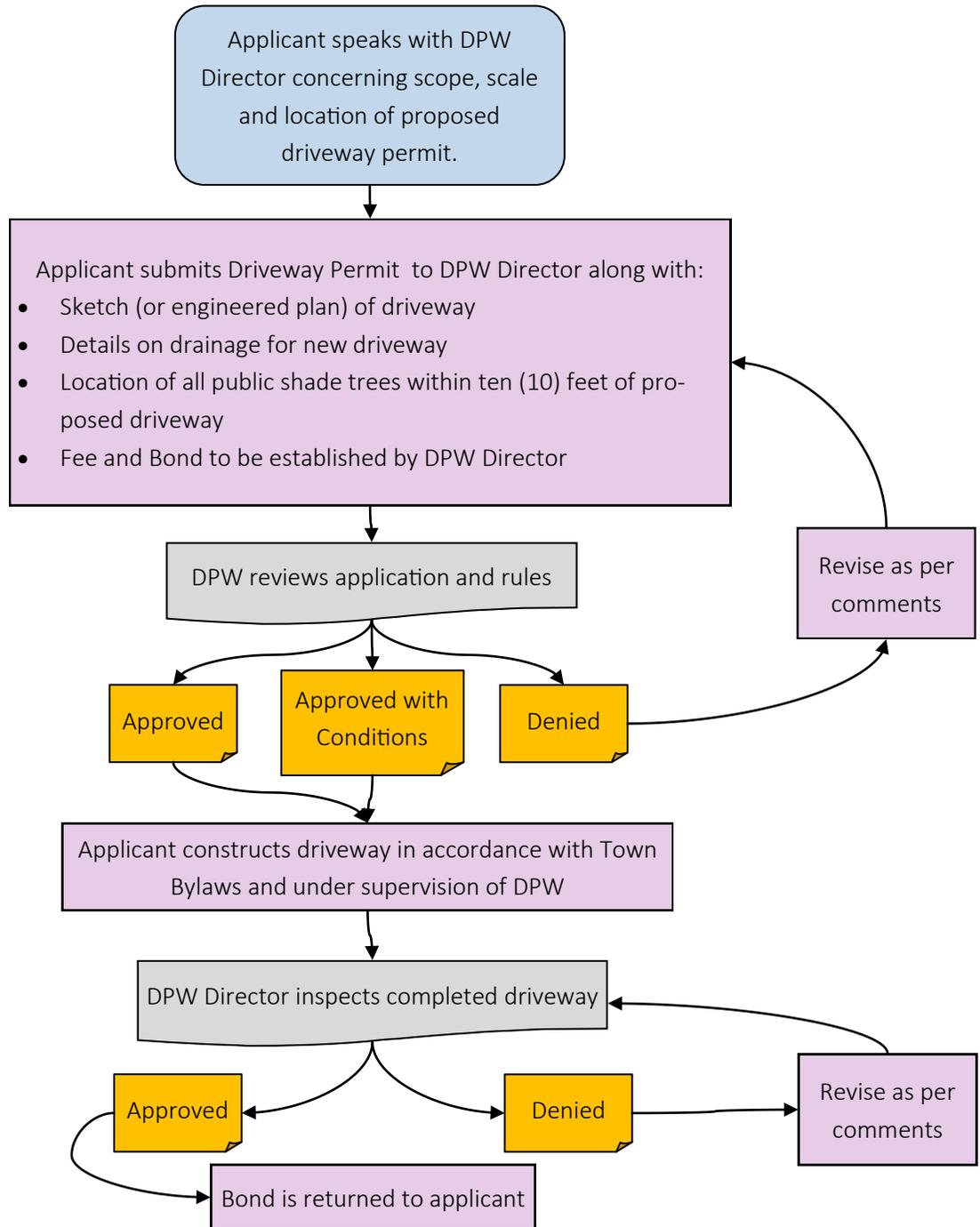
Permit / Service	Measurement	Fee
Penalty for Burying Fire Hydrant with Snow	1st Offense	\$100.00
	2nd Offense and Thereafter	\$250.00
Penalty for Cross Connection Violation (minimum per day)		\$25.00
Final Meter Reading for property transfer	48 Hour Notice	\$50.00
	24 Hour Notice	\$100.00
Unless Otherwise Specified, Penalties for Violations of Rules and Regulations (each offense)		\$200.00
Water Service Activation / Deactivation	Activation	\$50.00
	Deactivation	\$100.00
Sumer Service Turn-On & Install Meter / Turn Off & Remove Meter		\$75.00
Sprinkler Service Connection Fee (Town Roads Only) Installed by Applicants	6" Line or Less (meter fee not included)	\$500.00
	6" Line or Over (meter fee not included)	\$750.00
Sprinkler Service Connection Fee (Town Roads Only) Installed by Town	6" Line or Less (meter fee not included)	\$9,000.00
	6" Line or Over (meter fee not included)	\$15,000.00
Penalty for Unauthorized Water Service Activation		\$100.00
Penalty for Bypass or Meter Tampering		\$500.00
Booster Pump Inspection (per inspection)		\$50.00
Annual Water Installer's License		\$100.00



DEPARTMENT OF PUBLIC WORKS

DRIVEWAY PERMIT

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.

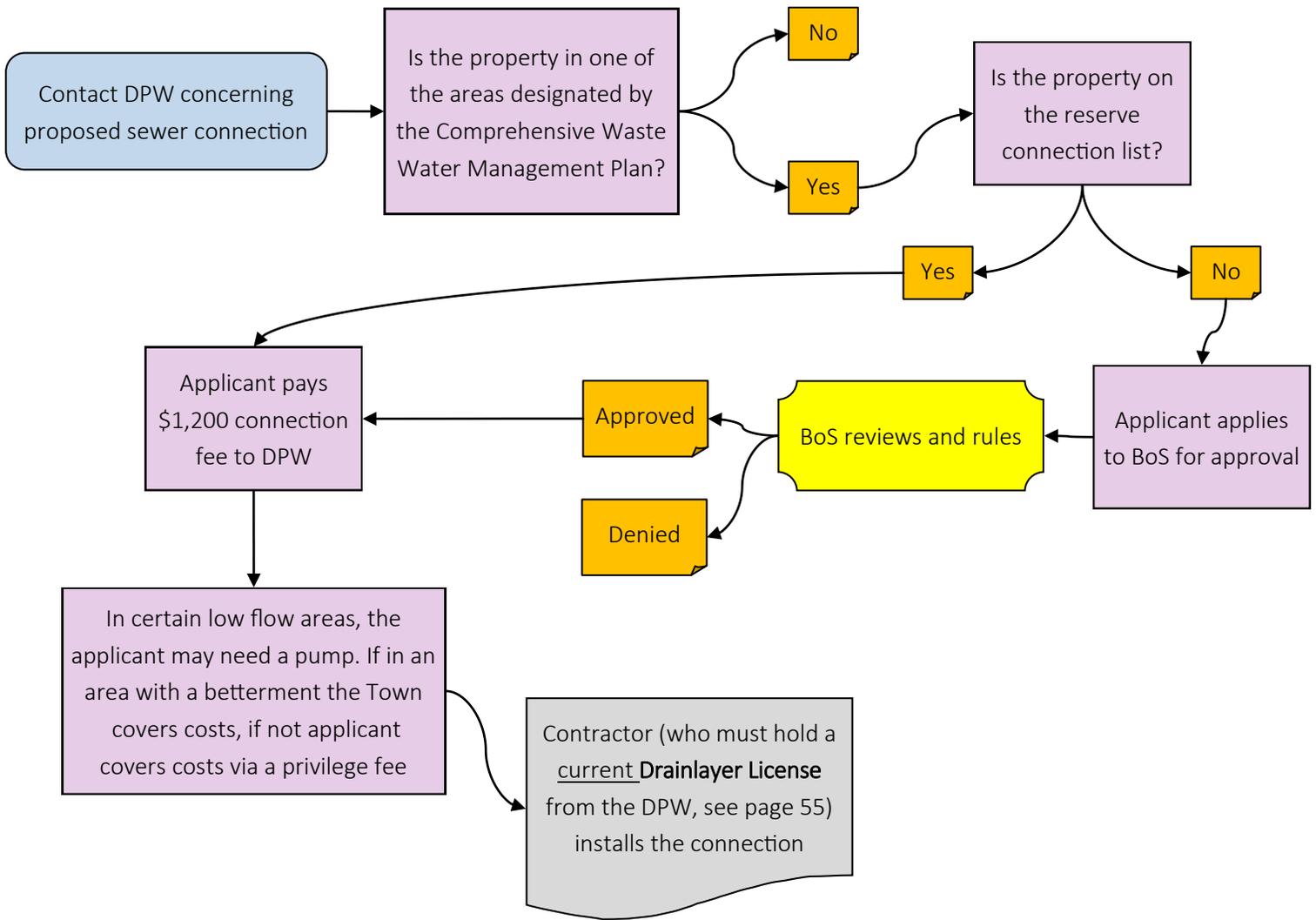




DEPARTMENT OF PUBLIC WORKS

SEWER PERMIT

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

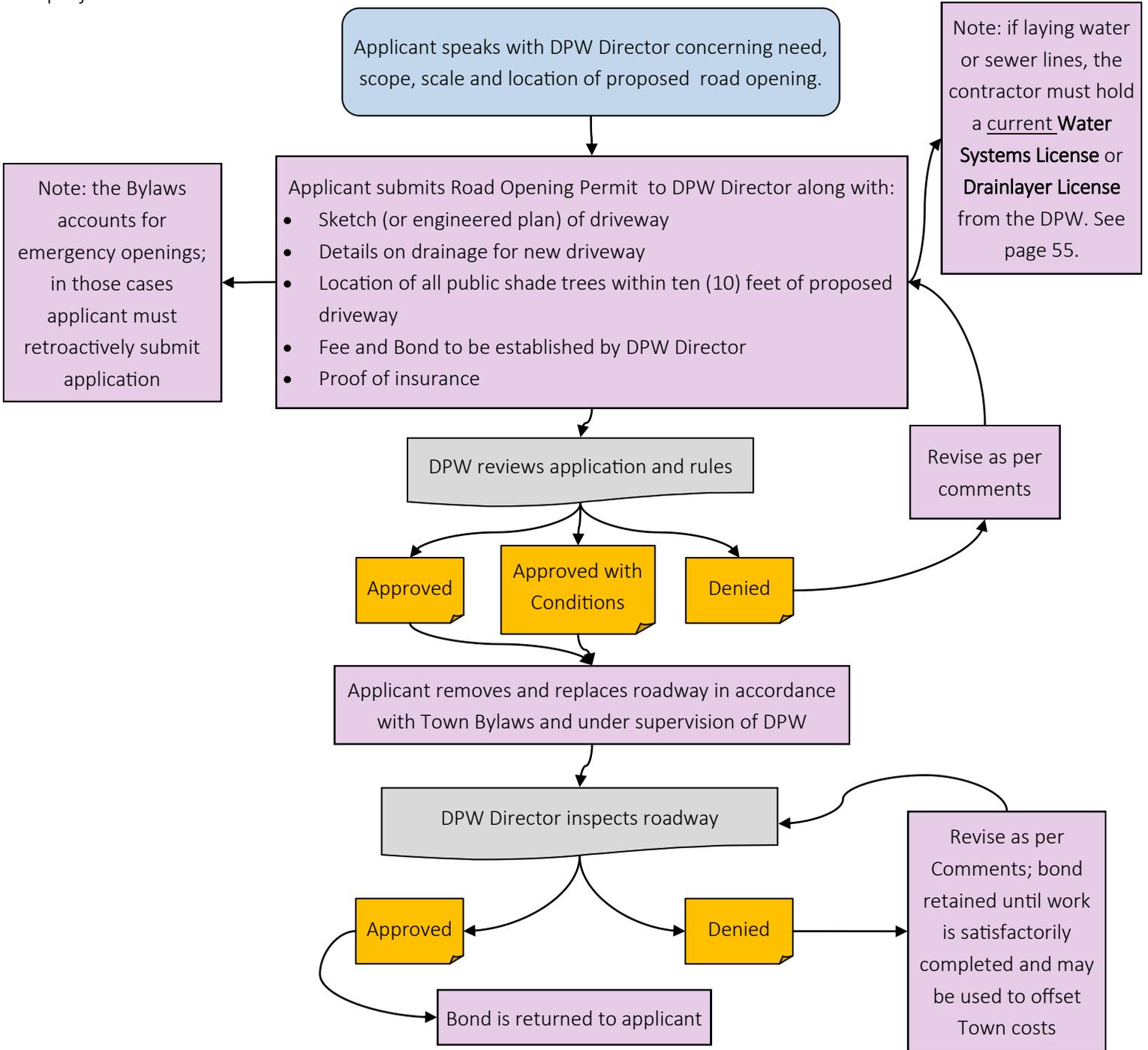




DEPARTMENT OF PUBLIC WORKS

STREET EXCAVATIONS (AKA ROAD OPENING PERMIT)

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

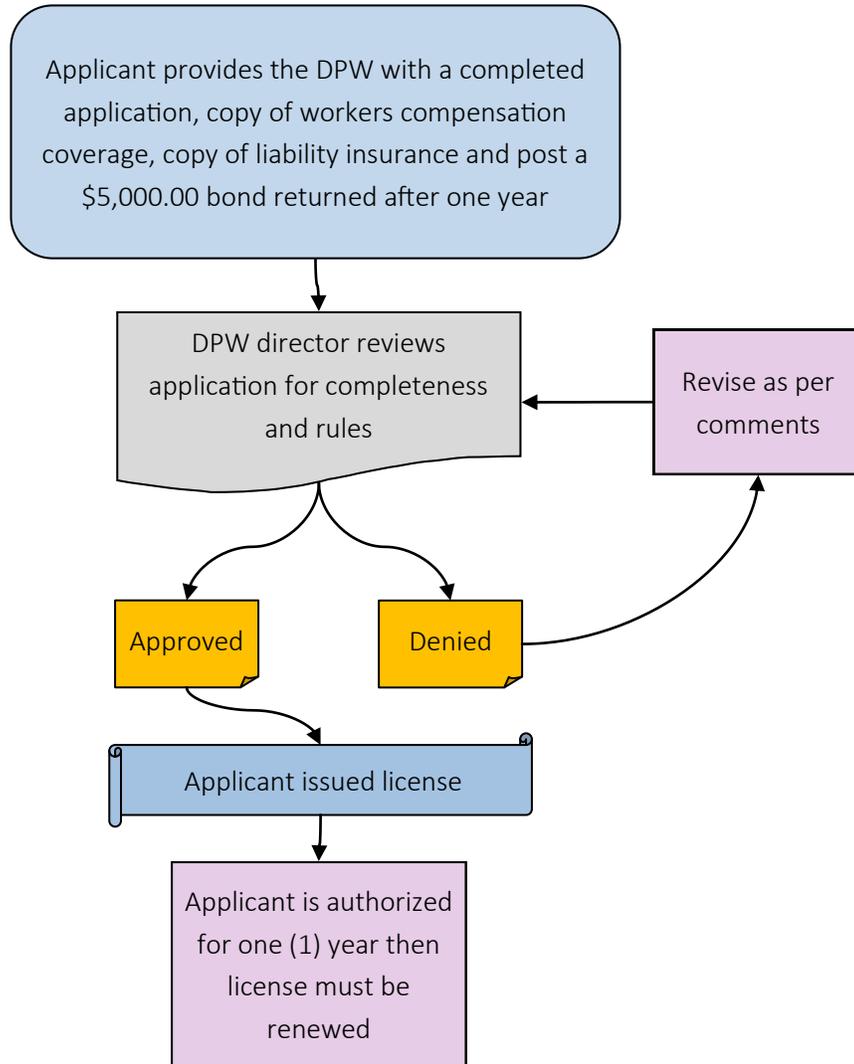




DEPARTMENT OF PUBLIC WORKS

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.





DESIGN REVIEW COMMITTEE (DRC)

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

APPLICATIONS REVIEWED

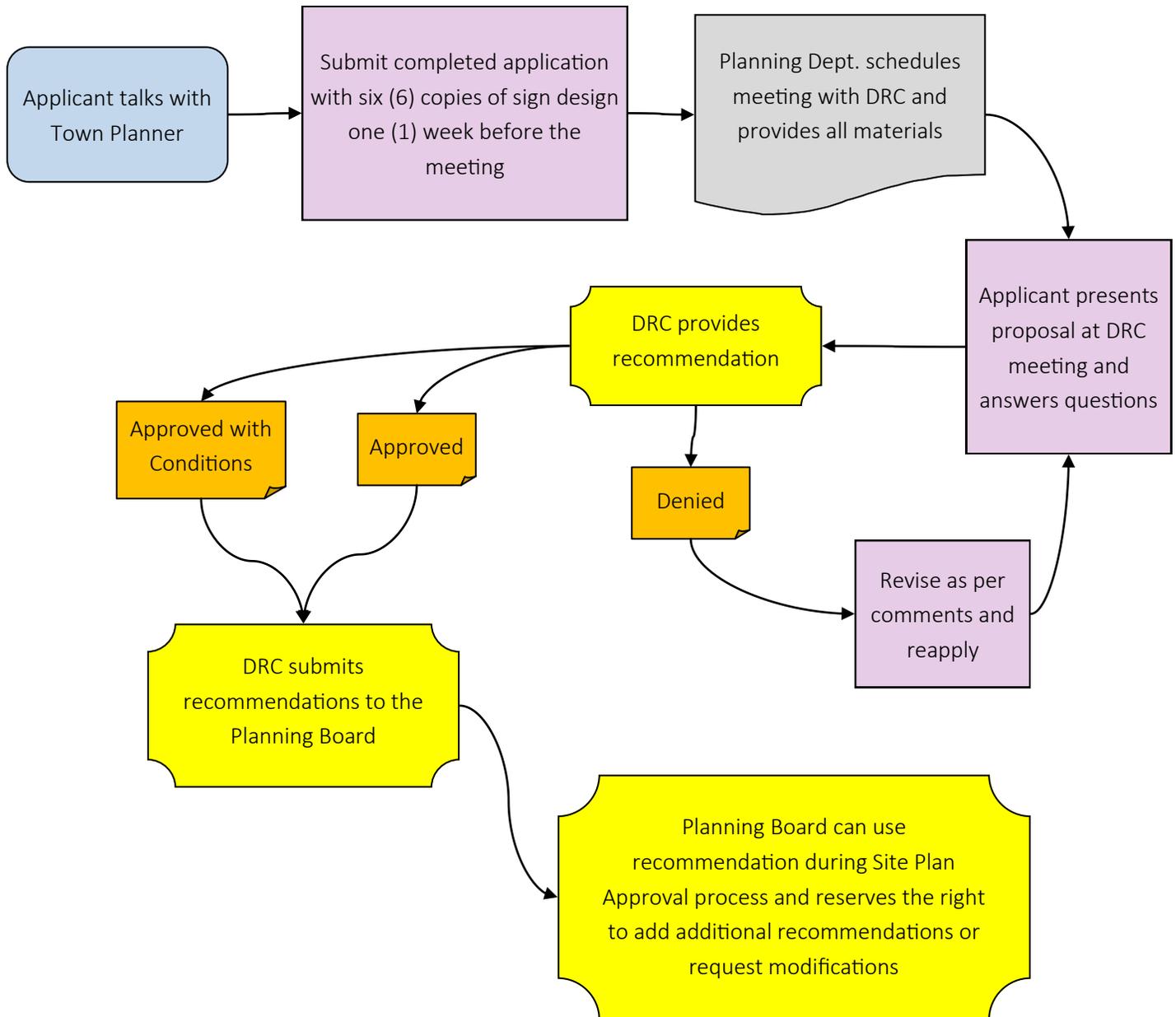
⇒ Architectural Design Review

⇒ Sign Review



DESIGN REVIEW COMMITTEE (DRC) ARCHITECTURAL DESIGN REVIEW

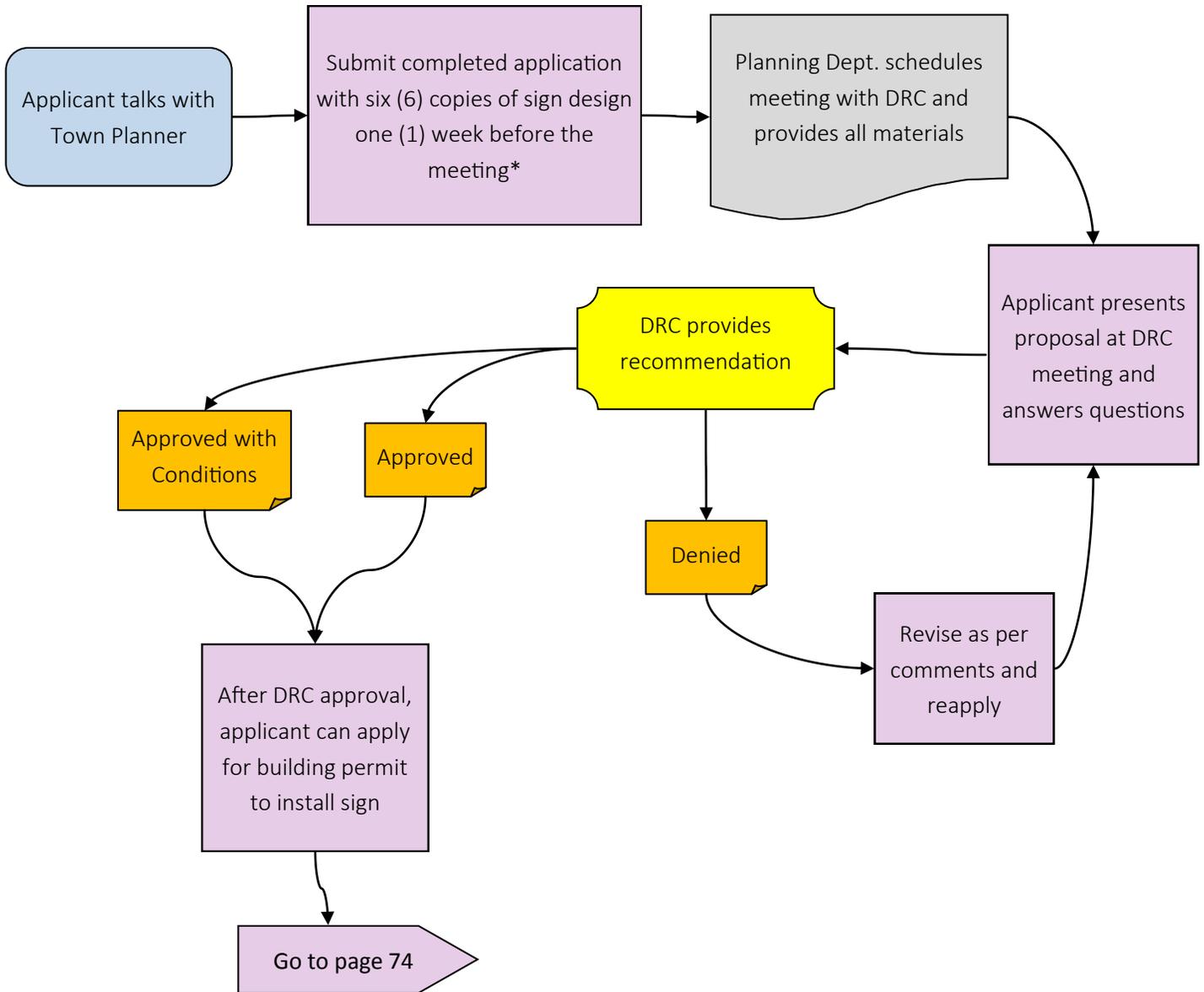
The DRC reviews and provides *recommendations* on all architectural designs located within the Town’s commercial districts to ensure that the designs match or closely adhere to surrounding designs. These recommendations are provided to the Planning Board for consideration.





DESIGN REVIEW COMMITTEE (DRC) 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.





FIRE DEPARTMENT

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*



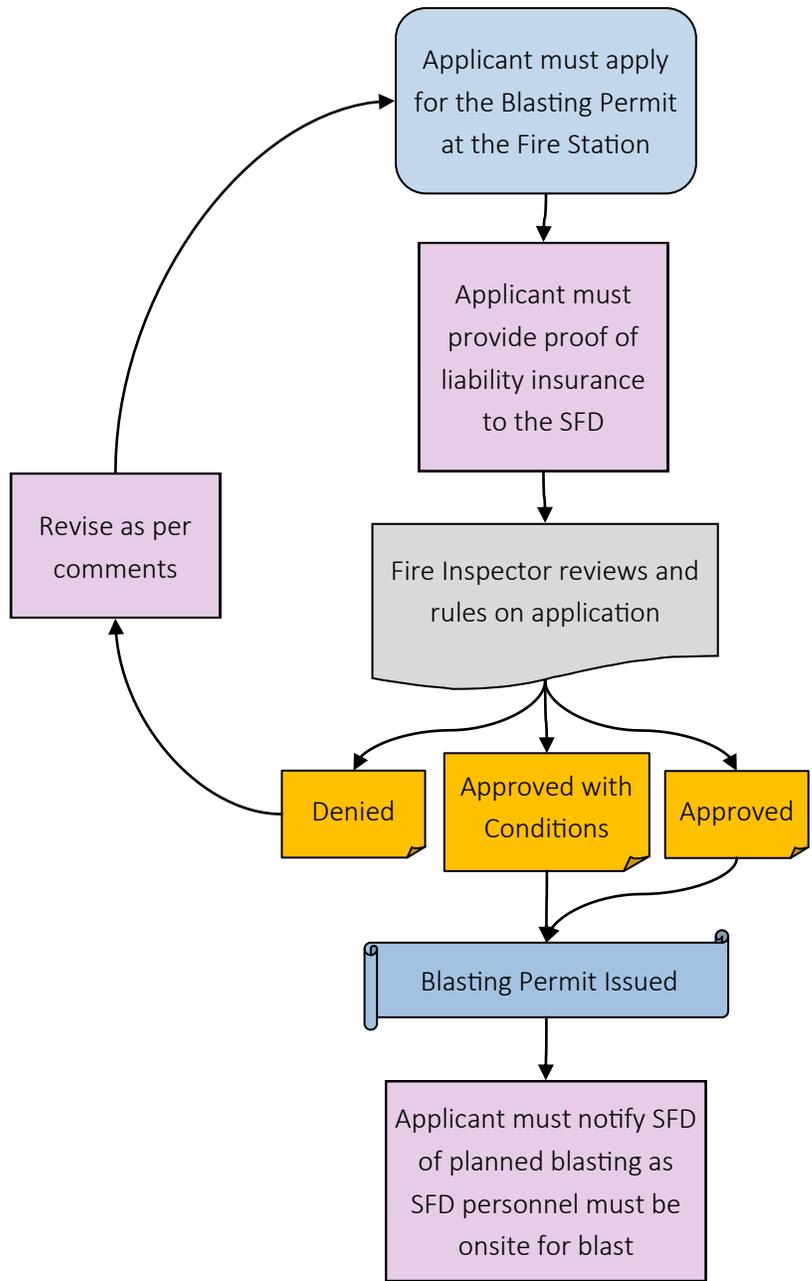
FIRE DEPARTMENT FEE SCHEDULE

Permit / Service	Amount	Fee
Cannon and Mortar Firing Inspection		\$25.00
Transportation of Combustible Liquids (2 year permit) 527 CMR 1.00		\$50.00
Overnight Parking Tank Trucks (2 year permit) 527 CMR 1.00		\$50.00
New Gas Station Plan Review and Final Inspection		\$100.00
Propane storage permit and inspection—527 CMR 1.00 (per gallon capacity, inclusive of special events)	0—100 gallons	\$25.00
	101—1000 gallons	\$50.00
	1001—Plus Gallons	\$100.00
Sprinkler System Modifications and Inspection		\$50.00
Wet Chemical System and Plan Review		\$50.00
Fire Suppression System in Restaurant		\$50.00
Dumpster—6 Yard and Grater in the Aggregate—527 CMR 1.00		\$50.00 / per dumpster, annual fee
Records Search, 21E Site Assessment		\$25.00
Installation/Removal of Above Ground Storage Tanks (per gallon capacity, cost per tank) Permit and Inspections 525 CMR 1.00	0—1500 gallons	\$50.00
	1501—5000 Gallons	\$100.00
	5001—7500 Gallon	\$150.00
	7501—plus Gallons	\$200.00
Smoke / Carbon Monoxide Detector Inspection MGL-148 Sec. 26F1/2	1 unit	\$50.00
	2 units	\$100.00
	3—6 units	\$150.00
	7 plus units	\$500.00
New Fire Alarm System Install Permit and Plan Review—NRPA 72 780 CMR		\$50.00



FIRE DEPARTMENT BLASTING PERMIT

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.

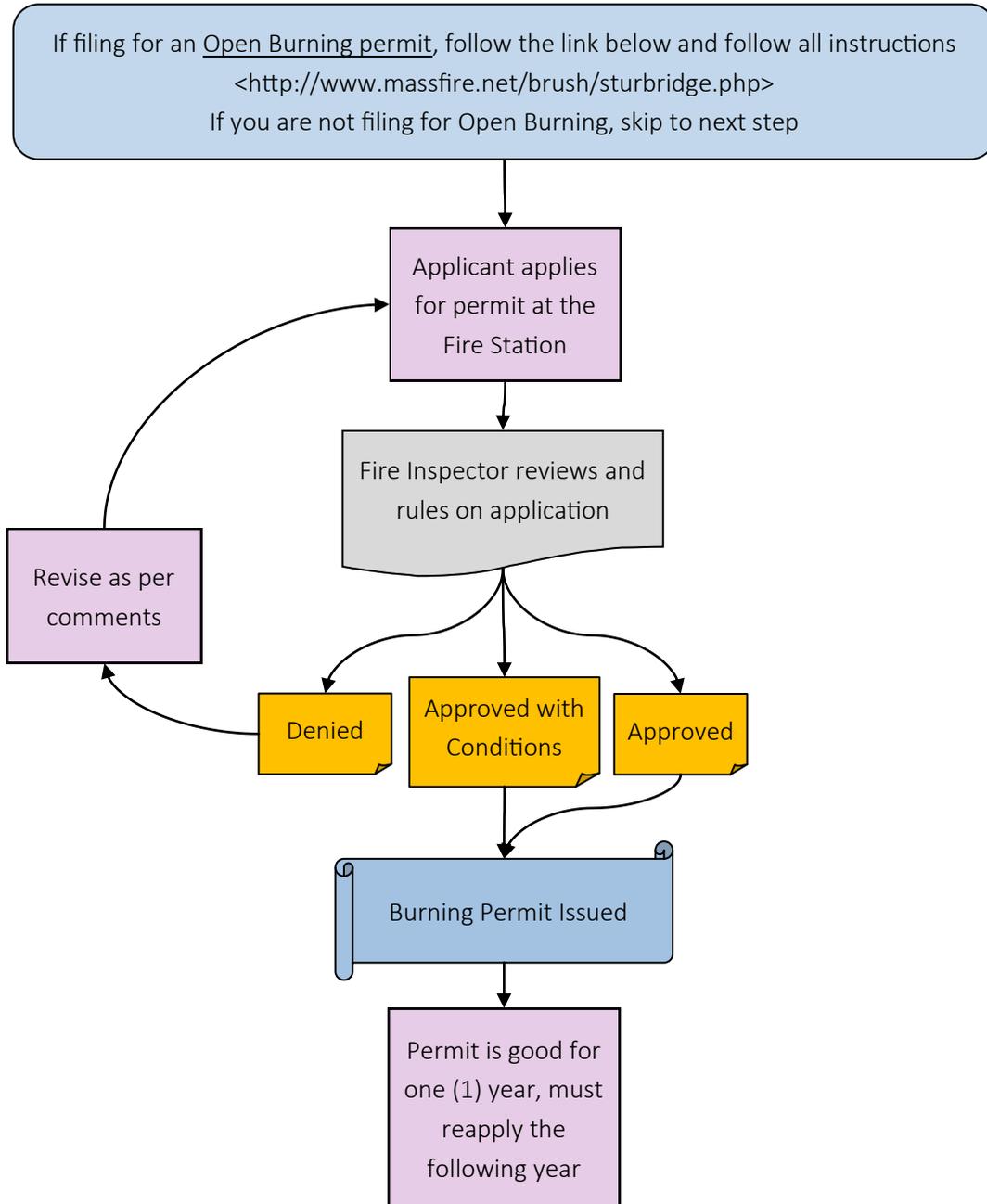




FIRE DEPARTMENT

OPEN BURNING, CAMPFIRE, CHIMNEY AND OUTDOOR FIREPLACE PERMITS

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.



START

APPLICANT

Board / Committee

STAFF

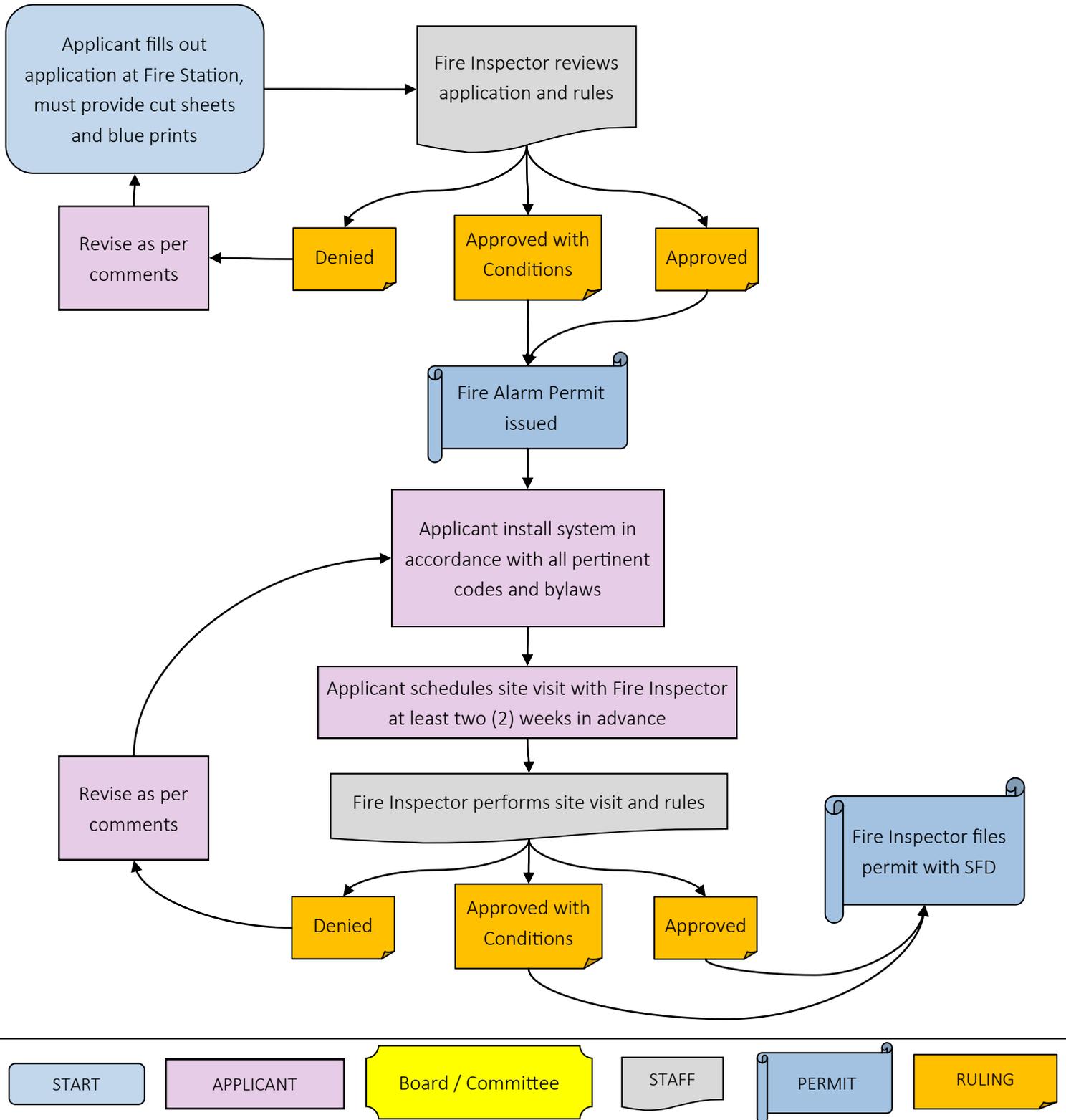
PERMIT

RULING



FIRE DEPARTMENT FIRE ALARM PERMIT

The installation of a fire alarm system requires the SFD to review and monitor the installation of that system.



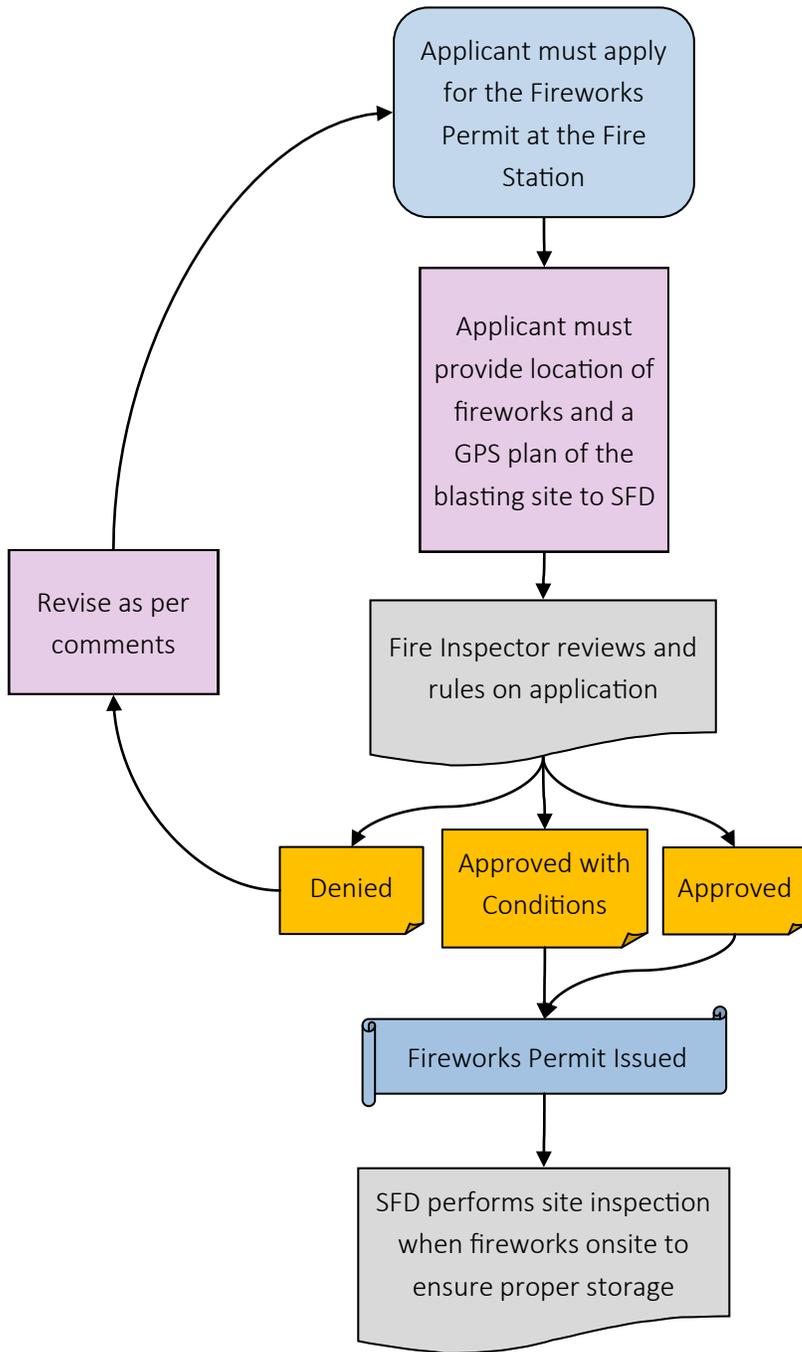
Legend for flowchart symbols:

- START (Blue rounded rectangle)
- APPLICANT (Purple rounded rectangle)
- Board / Committee (Yellow rounded rectangle)
- STAFF (Grey rounded rectangle)
- PERMIT (Blue scroll)
- RULING (Yellow scroll)



FIRE DEPARTMENT 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.



START

APPLICANT

Board / Committee

STAFF

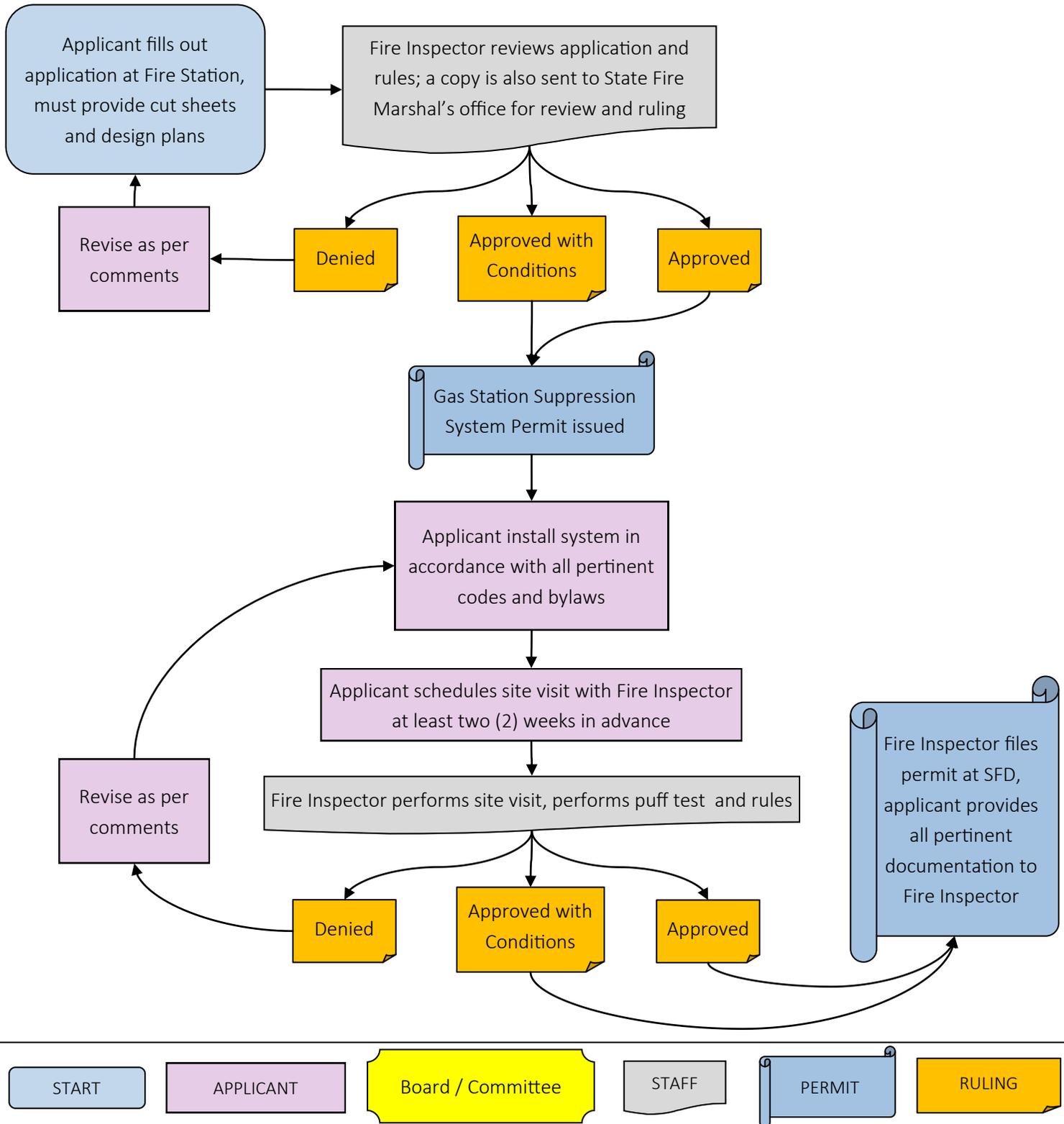
PERMIT

RULING



FIRE DEPARTMENT GAS STATION SUPPRESSION SYSTEM

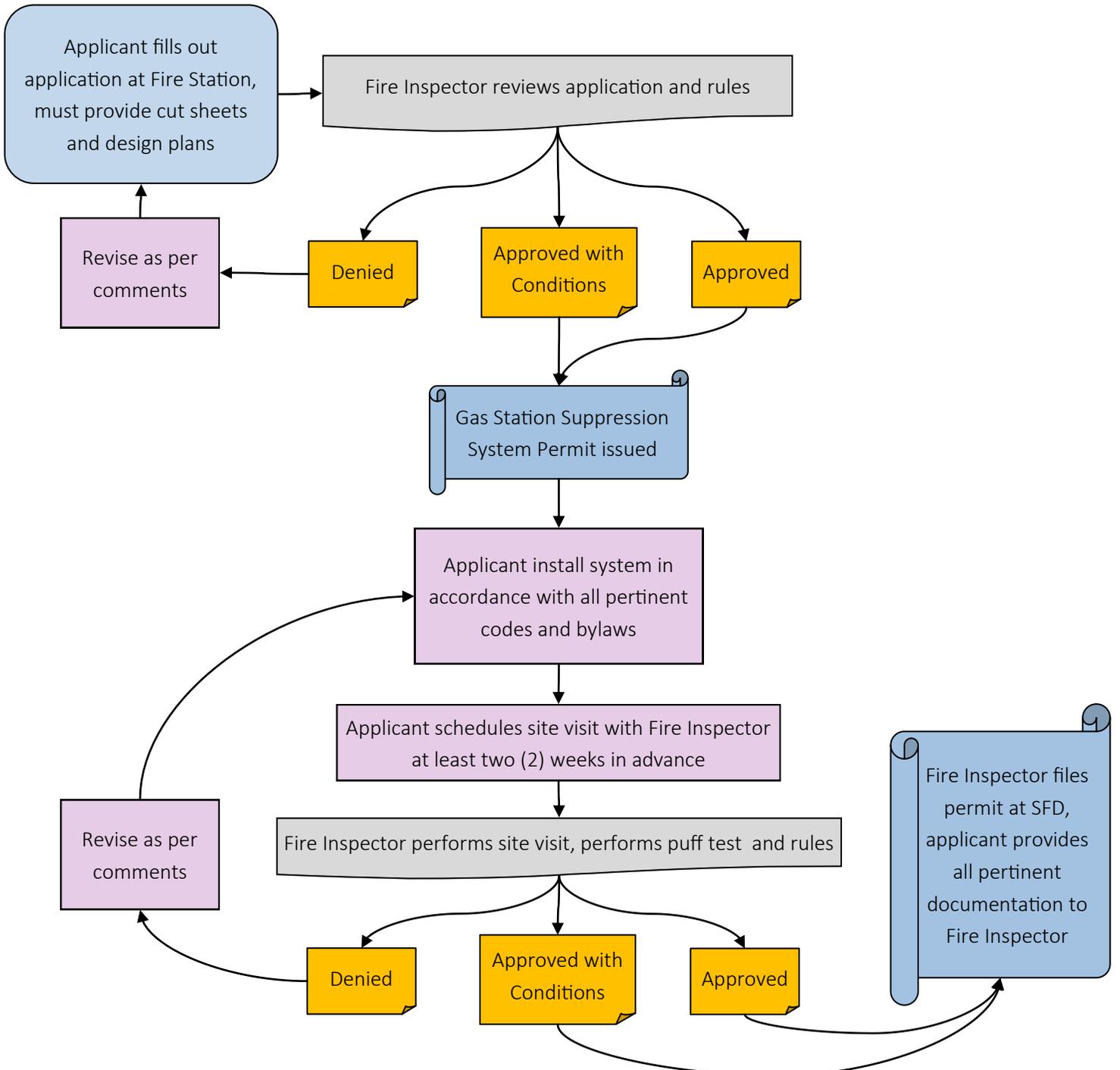
All gas stations in the Town of Sturbridge must be outfitted with a fire suppression system. In addition to a local review by the Fire Inspector, these plans must also be sent to the State Fire Marshal’s office for further review and approval.





FIRE DEPARTMENT KITCHEN SUPPRESSION SYSTEM

All kitchens that serve the public in either a public or private capacity must have a fire suppression system installed.

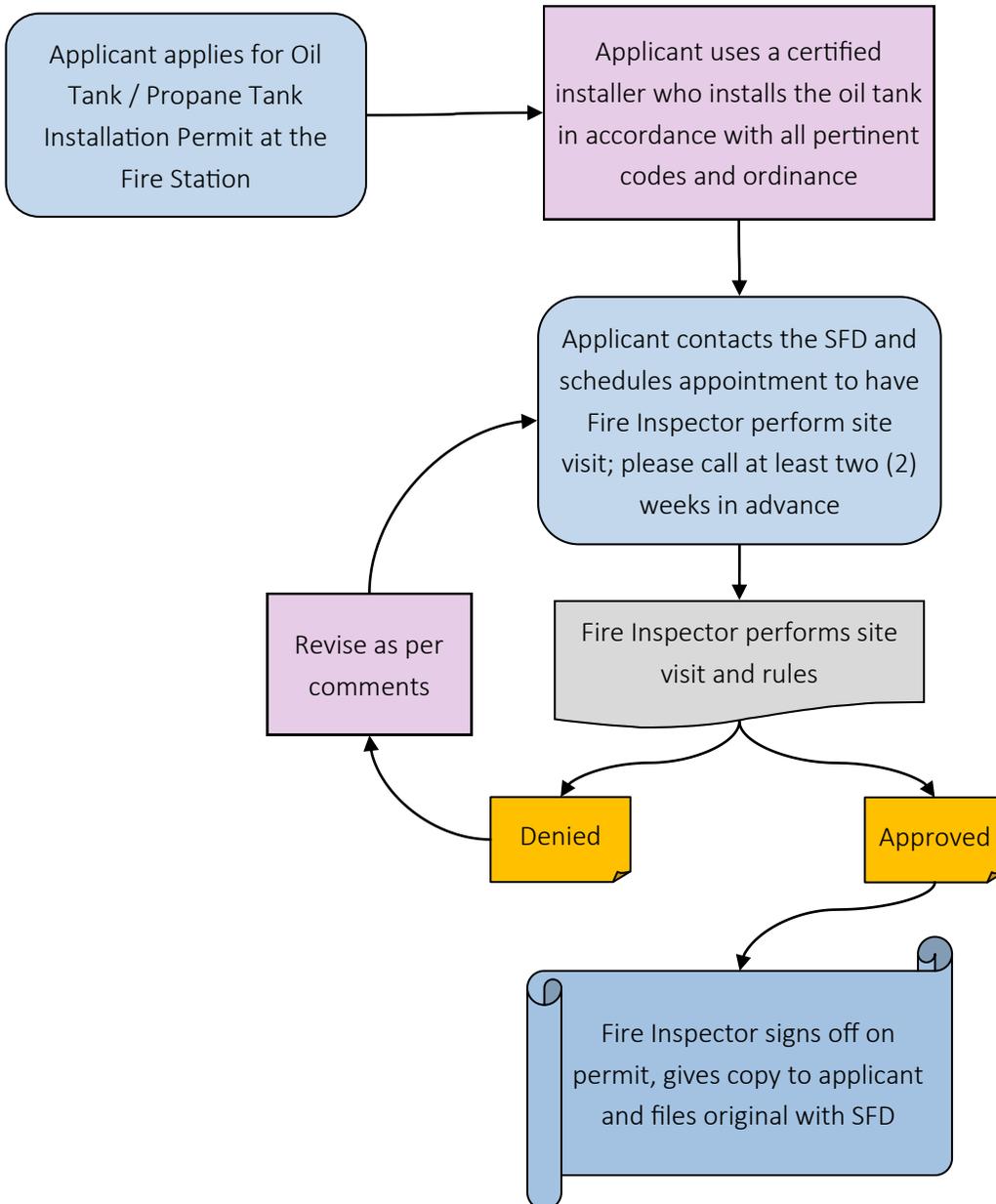




FIRE DEPARTMENT

OIL TANK/PROPANE TANK INSTALLATION PERMIT

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.



START

APPLICANT

Board / Committee

STAFF

PERMIT

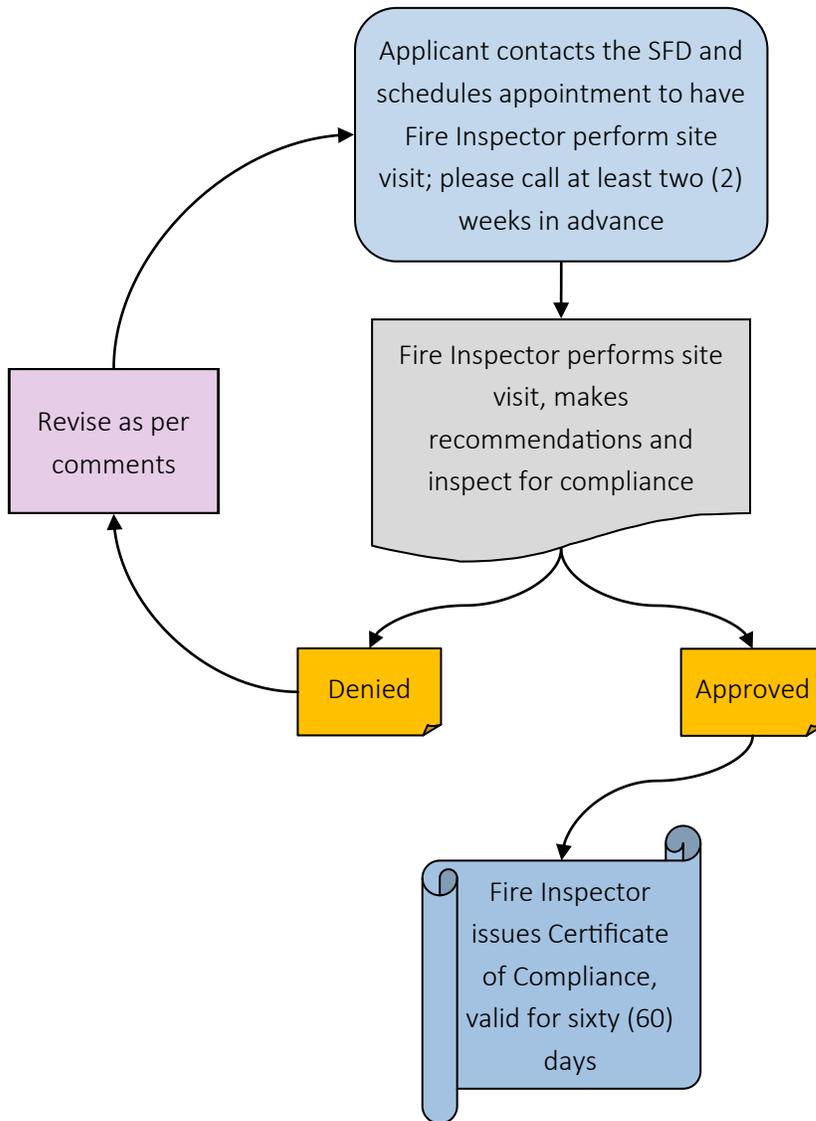
RULING



FIRE DEPARTMENT

SMOKE DETECTORS: CERTIFICATE OF COMPLIANCE

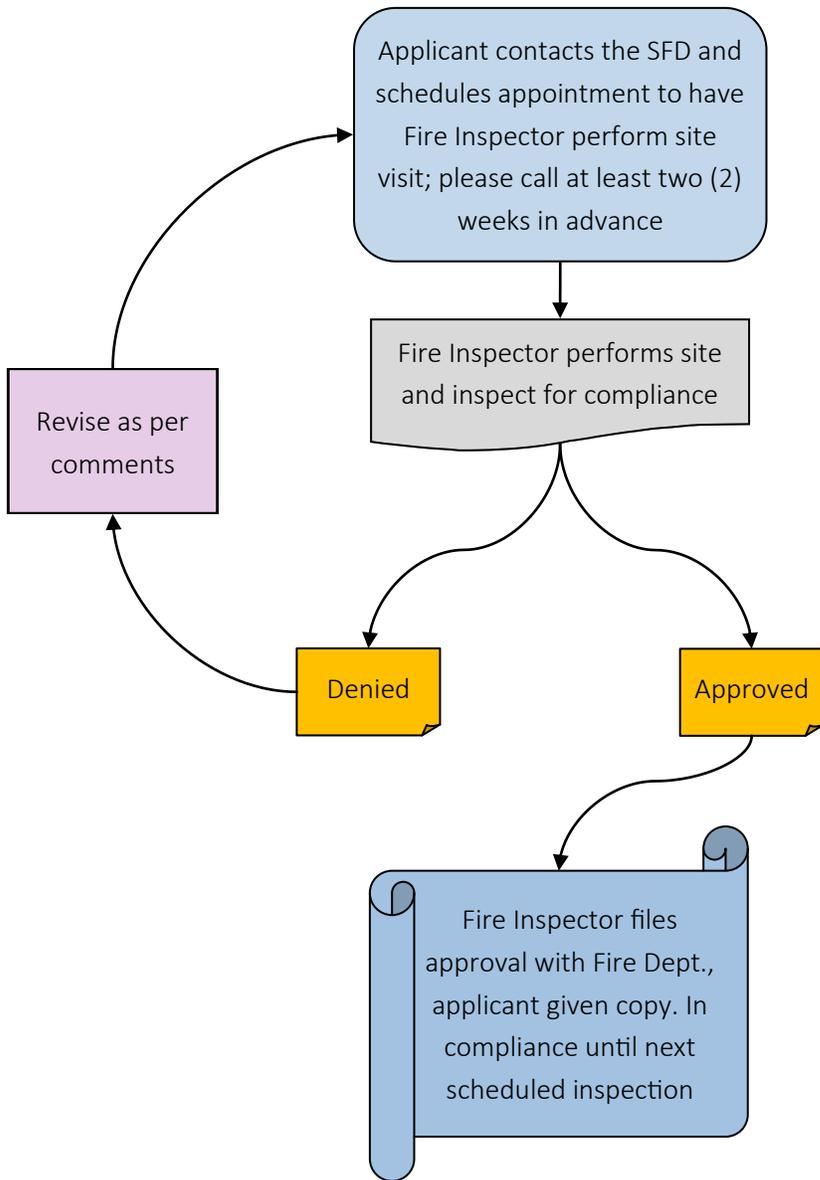
If an applicant is selling a home or building a new home, the SFD must review the placement of the smoke detectors as well as the carbon monoxide detectors. The Department cannot install these detectors for you, however they can help determine the best location to have them installed.





FIRE DEPARTMENT SPRINKLER PERMIT

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.



START

APPLICANT

Board / Committee

STAFF

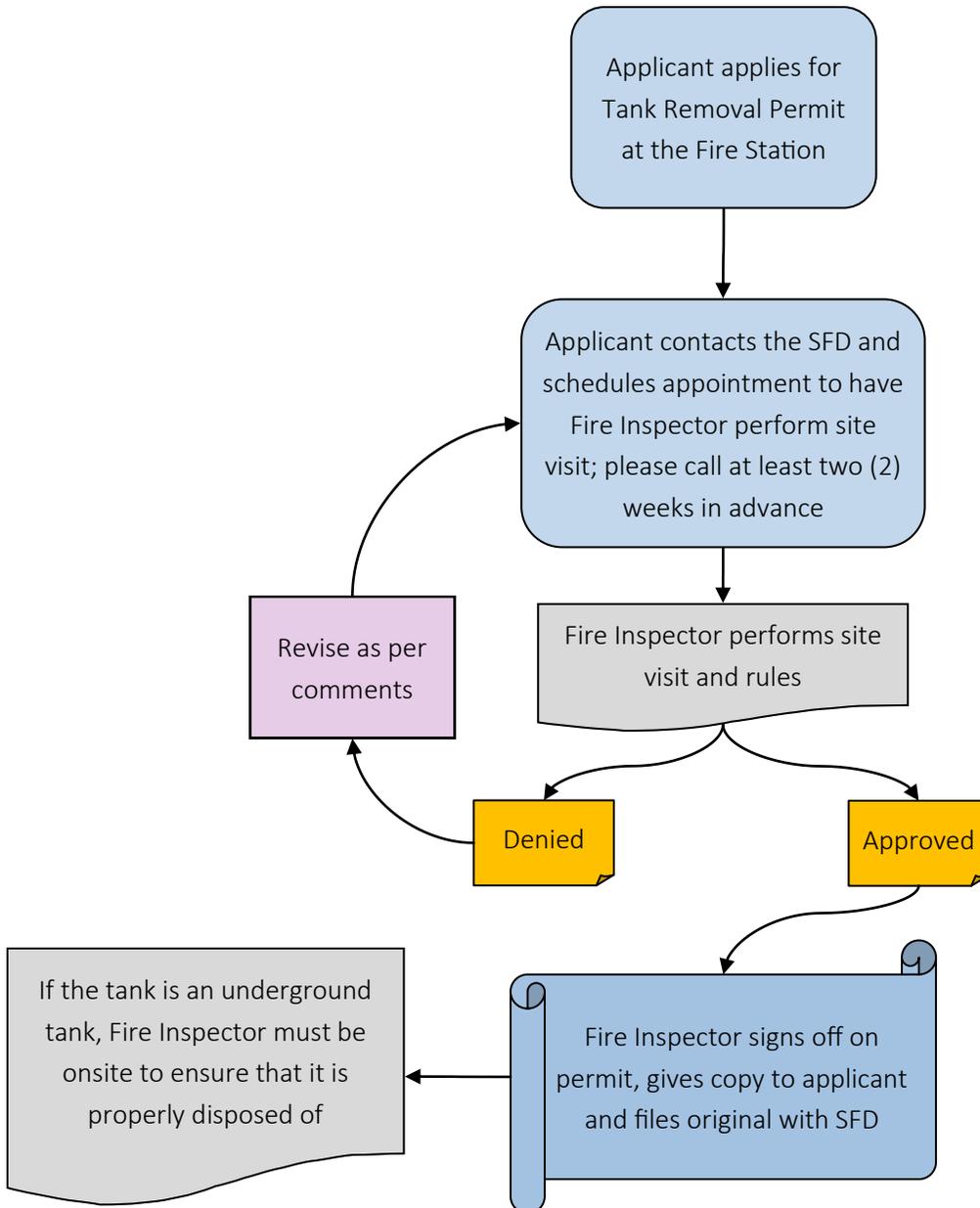
PERMIT

RULING



FIRE DEPARTMENT TANK REMOVAL PERMIT

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.



START

APPLICANT

Board / Committee

STAFF

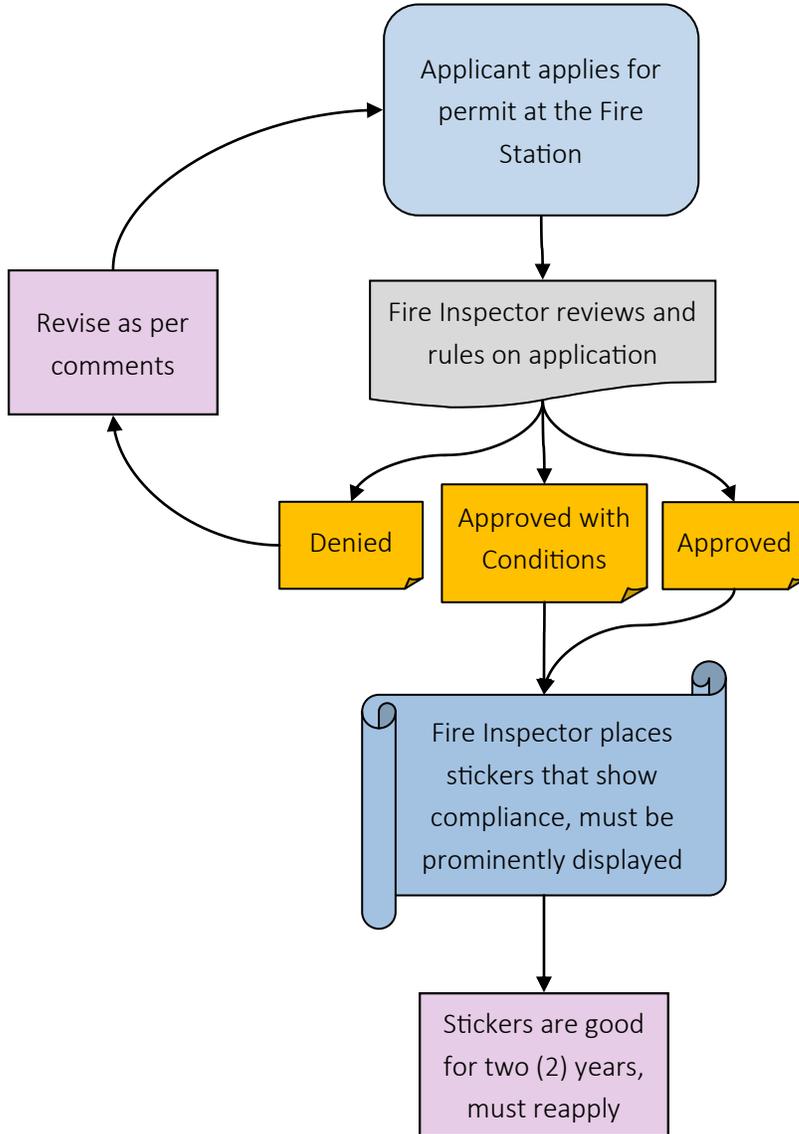
PERMIT

RULING



FIRE DEPARTMENT TRANSPORTATION PERMIT

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.





HISTORICAL COMMISSION

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

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.

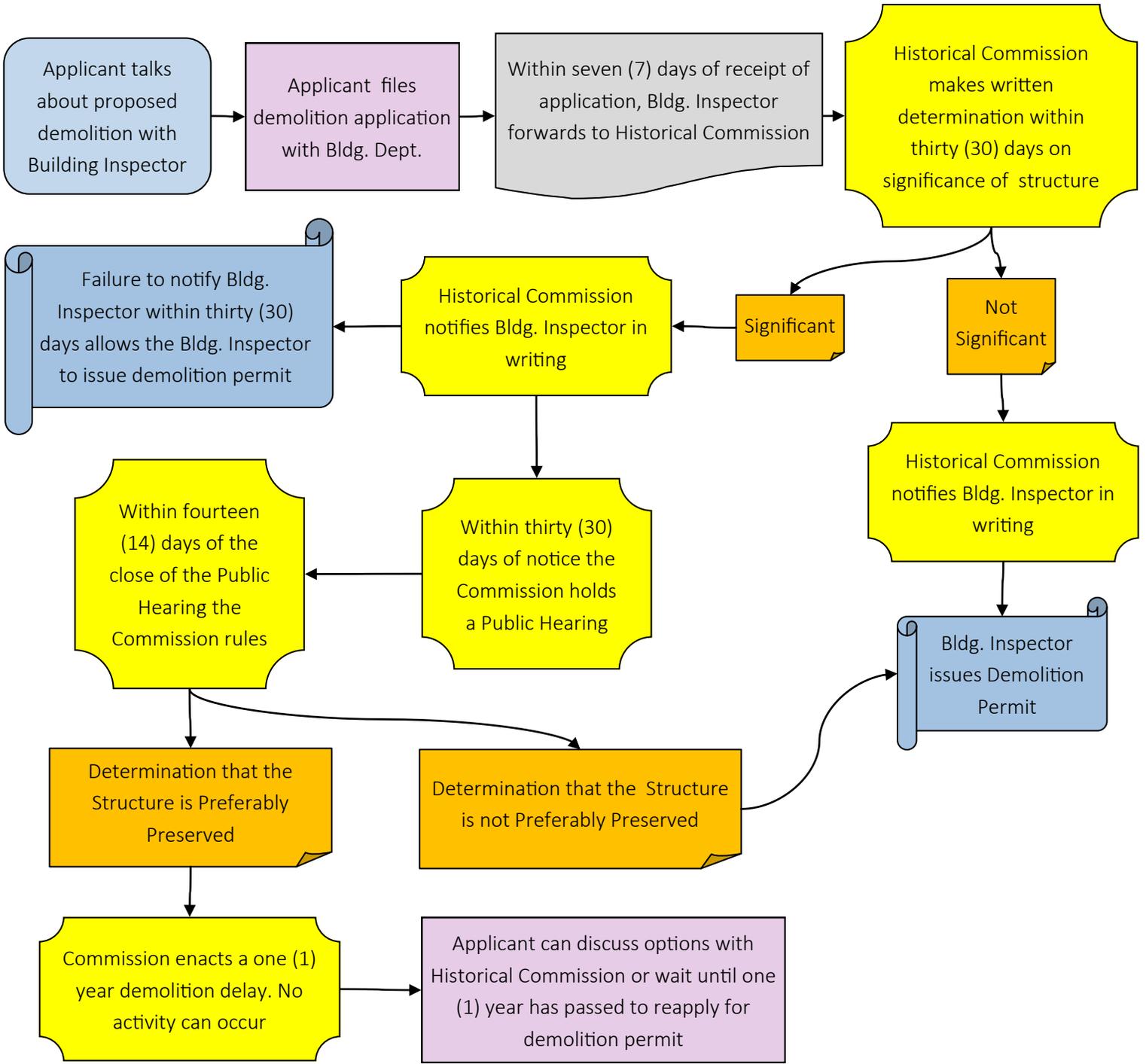
⇒ Demolition Delay



HISTORICAL COMMISSION

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.



START	APPLICANT	Board / Committee	STAFF	PERMIT	RULING
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BUILDING DEPARTMENT & ZONING ENFORCEMENT OFFICE

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

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*



BUILDING DEPARTMENT & ZONING ENFORCEMENT OFFICE—FEE SCHEDULE—PLUMBING AND ELECTRICAL

Plumbing	Type	Fee
Residential	Single Family—two (2) inspections required, rough and final	\$100.00 / per permit
	Additional Inspection	\$50.00 / per permit
	Multi Family—two (2) inspections required, rough and final	\$100.00 / per permit
	Hotel / Motel	\$100.00 / per living unit
	Modular—two (2) inspections required, rough and final	\$100.00 / per living unit
	Replacement of Fixtures	\$50.00 / per permit (water heater, 1 time)
Industrial, Commercial and Office Space		\$150.00 / per permit \$10.00 / Plus per fixture
	Plan Review	\$125.00 / per plan
	Additional Bathrooms	\$150.00 / per pair of bathrooms
	Fixture Replacements	\$45.00 / per permit
	Additional Inspection (two (2) or more)	\$50.00 / per inspection
	Backflow Precentors	\$50.00 / each

Gas	Type	Fee
Residential	Connection: 1-3 appliances	\$90.00 / per permit
	Connection: Town Sewer	\$100.00 / per permit
	Connection: T (additional appliances)	\$10.00 / per permit
	Plan Review	\$125.00 / per plan
Commercial	Connection: 1-3 appliances	\$150.00 / per permit
	Connection: Town Sewer	\$50.00 / per permit
	Connection: T (additional appliances)	\$10.00 / per permit



Town of
STURBRIDGE

BUILDING DEPARTMENT & ZONING ENFORCEMENT OFFICE—FEE SCHEDULE—ELECTRICAL

Electrical	Type	Fee
Residential	Single Family—New Construction with overhead service (4 inspections required)	\$200.00 / each inspection
	Single Family—New Construction with underground service (5 inspections required)	\$250.00 / each inspection
	Manufactured (modular) with overhead service (3 inspections required)	\$175.00 / each inspection
	Manufactured (modular) with underground service (4 inspections required)	\$200.00 / each inspection
	New Single Family: overhead	\$200.00 / per unit
	New Single Family: underground	\$250.00 / per unit
	Manufactured: overhead	\$175.00 / per unit
	Manufactured: underground	\$200.00 / per unit
	Multi-family	\$100.00 / per unit
	Condominiums, Motels and Hotels	\$100.00 / per unit or room
	Renovations (kitchen, bath or basement)	\$100.00 / each
	Accessory Structures: garage, barn, etc.	\$100.00 / each
	Miscellaneous	Service Change: overhead
Service Change: underground		\$150.00 / each
Underground and Trench		\$150.00 / each
Additional Meter		\$50.00 / each
Sub Panels		\$50.00 / each
Pool: above ground		\$75.00 / each
Pool: in-ground		\$100.00 / each
Alarm Systems		\$50.00 / each
Generators		\$50.00 / each
Oil Burners		\$50.00 / each



BUILDING DEPARTMENT & ZONING ENFORCEMENT OFFICE—FEE SCHEDULE—ELECTRICAL CONTINUED...

Electrical	Type	Fee
Miscellaneous continued...	Temporary Service	\$50.00 / each
	Trenches including	\$50.00 / each
Connected Equipment	Transformers, A/C Units and Refrigeration Units	\$50.00 / each unit
	Re-Inspection Fee	\$50.00 / minimum
Commercial and Industrial	New Construction	\$50.00 / per 1,000 square feet
	Connected Equipment	\$35.00 / each
	Renovation	\$35.00 / each
	Service Base Fee: 60—200 amp	\$200.00
	Service Base Fee: 201—400 amp	\$225.00
	Service Base Fee: 401—600 amp	\$250.00
	Service Base Fee: 601—800 amp	\$275.00
	Service Base Fee: 801—1,000 amp	\$300.00
	Service Base Fee: 1001—1200 amp	\$350.00
	Service Base Fee: 1201—1600 amp	\$400.00
	Service Base Fee: 1601—2000 amp	\$450.00
	Connected Equipment	Transformers, A/C Units, Refrigerator
Renovation		\$35.00 / each



Town of
STURBRIDGE

BUILDING DEPARTMENT & ZONING ENFORCEMENT OFFICE—FEE SCHEDULE—BUILDING (RESIDENTIAL)

Building	Type	Fee
Residential	Single Family	\$200.00 base fee + \$6.00 / per \$1,000.00 of valuation
	Additions / Alterations	\$100.00 base fee + \$6.00 / per \$1,000.00 of valuation
	Foundation	\$100.00 / per permit
	Roofing, Siding, Windows, Insulating and Solar	\$50.00 / per permit
	Garage or Accessory Building	\$50.00 base fee + \$6.00 / per \$1,000.00 of valuation
	Fence Permit: 100' or less	\$40.00 / per permit
	Fence Permit: 100' or more	\$50.00 / per permit
	Sign Permit: 30 square feet or more	\$50.00 / per permit
	Sign Permit: 45 square feet or more	\$75.00 / per permit
	Sign Permit: Temporary	\$15.00 / per permit
	Sign Permit: Yard Sale	\$2.00 / per permit
	Pools: Above Ground	\$50.00 / per permit
	Pools: In Ground	\$100.00 / per permit
	Demolition of Structures: Residential	\$50.00 / per unit
	Demolition of Structures: Sheds	\$25.00 / per unit
	Demolition of Structures: Moving Buildings	\$100.00 / per unit
Re-inspection for Correction of Violations	\$50.00 / per re-inspection	



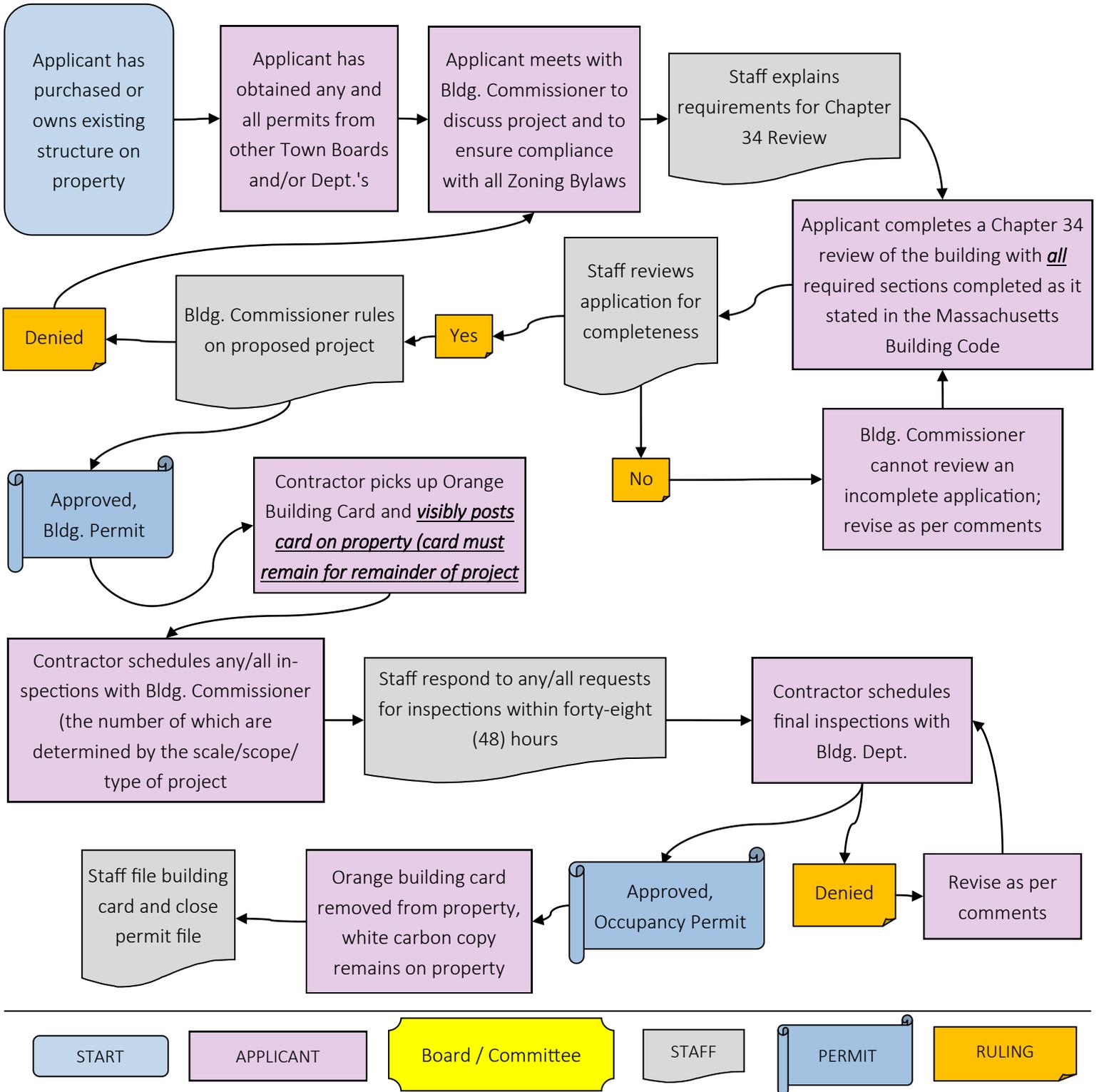
BUILDING DEPARTMENT & ZONING ENFORCEMENT OFFICE—FEE SCHEDULE—COMMERCIAL AND MISCELLANEOUS

Building	Type	Fee
Commercial / Industrial	Business	\$200.00 base + \$6.00 / per \$1,000.00 of valuation
	Additions / Alterations	\$100.00 base + \$6.00 / per \$1,000.00 of valuation
	Foundation	\$150.00 / per permit
	Roofing, Siding, Windows, Insulation and Solar	\$75.00 / per permit
	Demolition of Structures	\$75.00 / per unit
	Tent	\$30.00 / per unit
	Re-inspection for Correction of Violation	\$50.00 / per re-inspection
Miscellaneous	Solid Fuel: Wood / Coal Stove	\$40.00 / per unit
	Chimney / Fireplace	\$50.00 / per unit
	Newspaper Dispensing Devices	\$10.00 / per unit
	Elevator Installation	\$20.00 / per unit
	Cell Towers	\$500.00 / per permit



BUILDING DEPARTMENT & ZONING ENFORCEMENT OFFICE — EXISTING COMMERCIAL STRUCTURE — CHAPTER 34 REVIEW

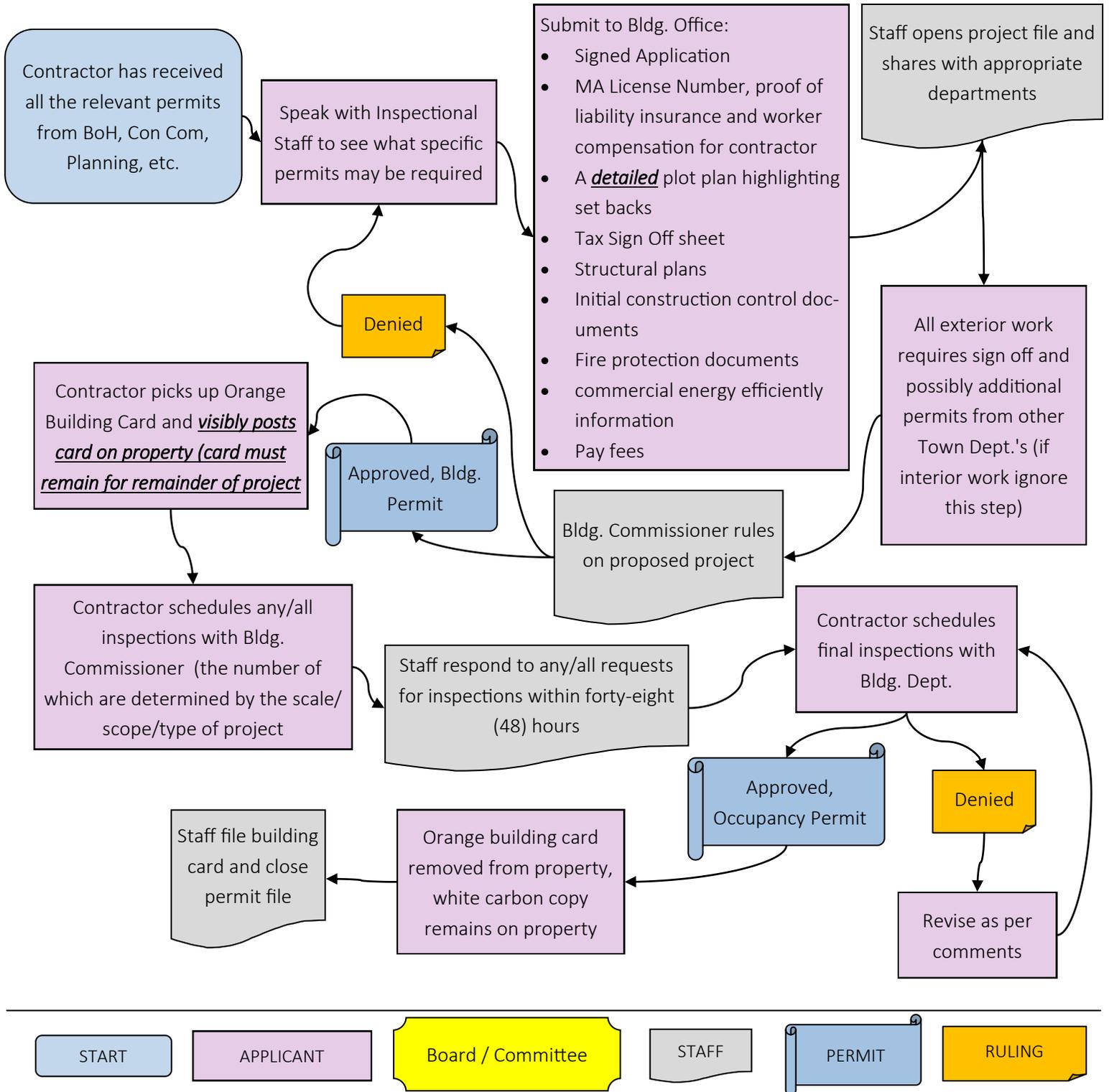
A Chapter 34 Review occurs when the structure of an existing building is altered in a new way. The Chapter 34 review is mandated in accordance with Massachusetts Building Code. To review any Chapter 34 project, the Building Commissioner ***must have a completed application***. It is strongly recommended that any Chapter 34 project have a licensed Registered Design Professional complete the Chapter 34 review process for the applicant.





BUILDING DEPARTMENT & ZONING ENFORCEMENT OFFICE—COMMERCIAL PROJECTS—NEW STRUCTURE

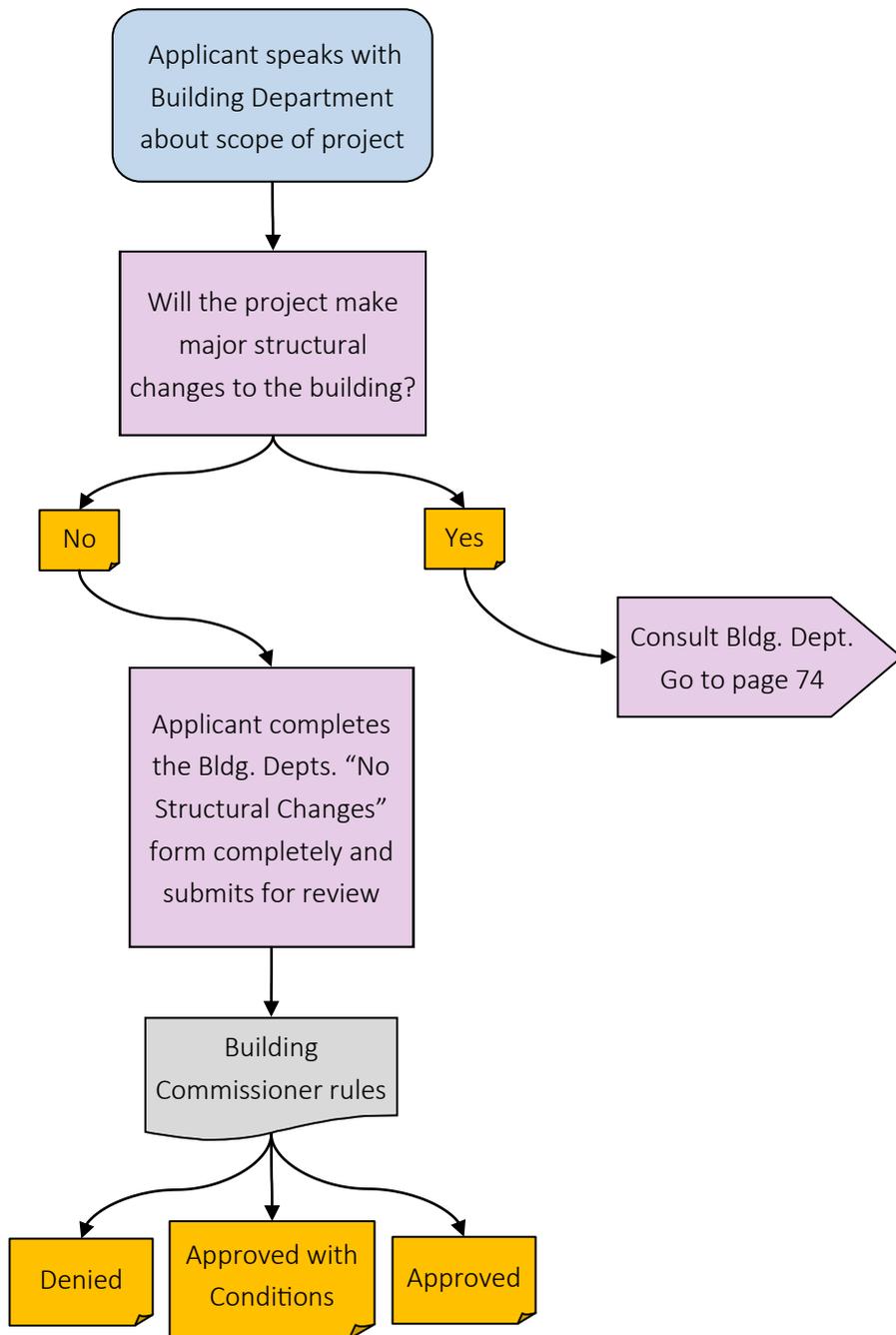
These are for any project other than one (1) and two (2) family dwellings. While the process is similar to a residential permit, there are increased requirements that the developer must adhere too. Any larger project such as this should consult with the Town Planner, the Economic Development Coordinator and the Building Commissioner in advance of submitting their application. Please note that this process is for new building; existing structures see next page.





BUILDING DEPARTMENT & ZONING ENFORCEMENT OFFICE—NO STRUCTURAL CHANGES

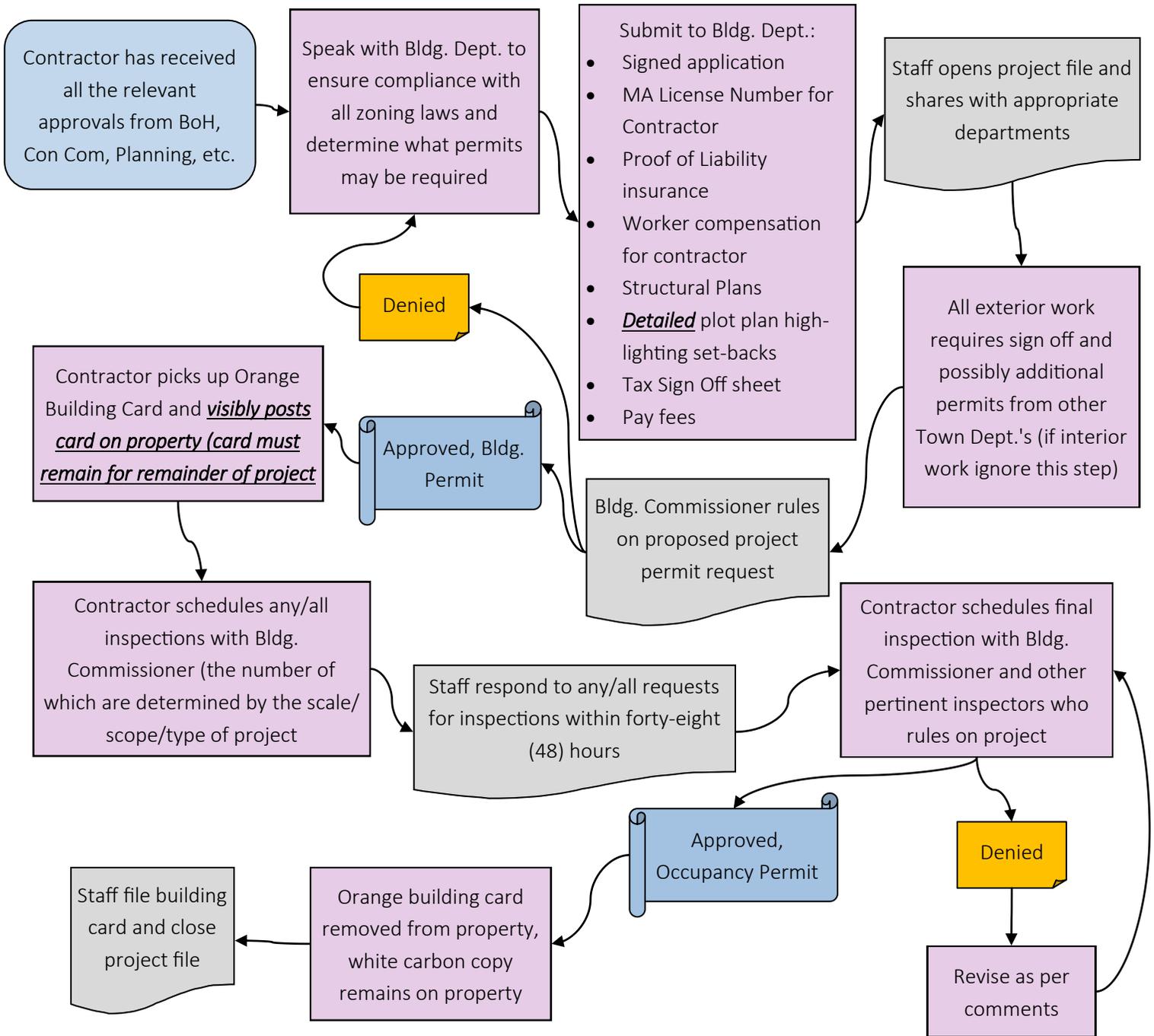
If your proposed project will not affect the structure of a building, such as roofing, siding, doors, windows, etc. then the Building Commission can certify your project outright. The applicant needs only to complete a brief form detailing their work. The only exception being that if the required work is a demolition, the applicant must provide an asbestos survey with their application.

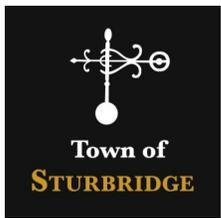




BUILDING DEPARTMENT & ZONING ENFORCEMENT OFFICE—RESIDENTIAL PROJECTS—CONTRACTOR PROJECT LEAD

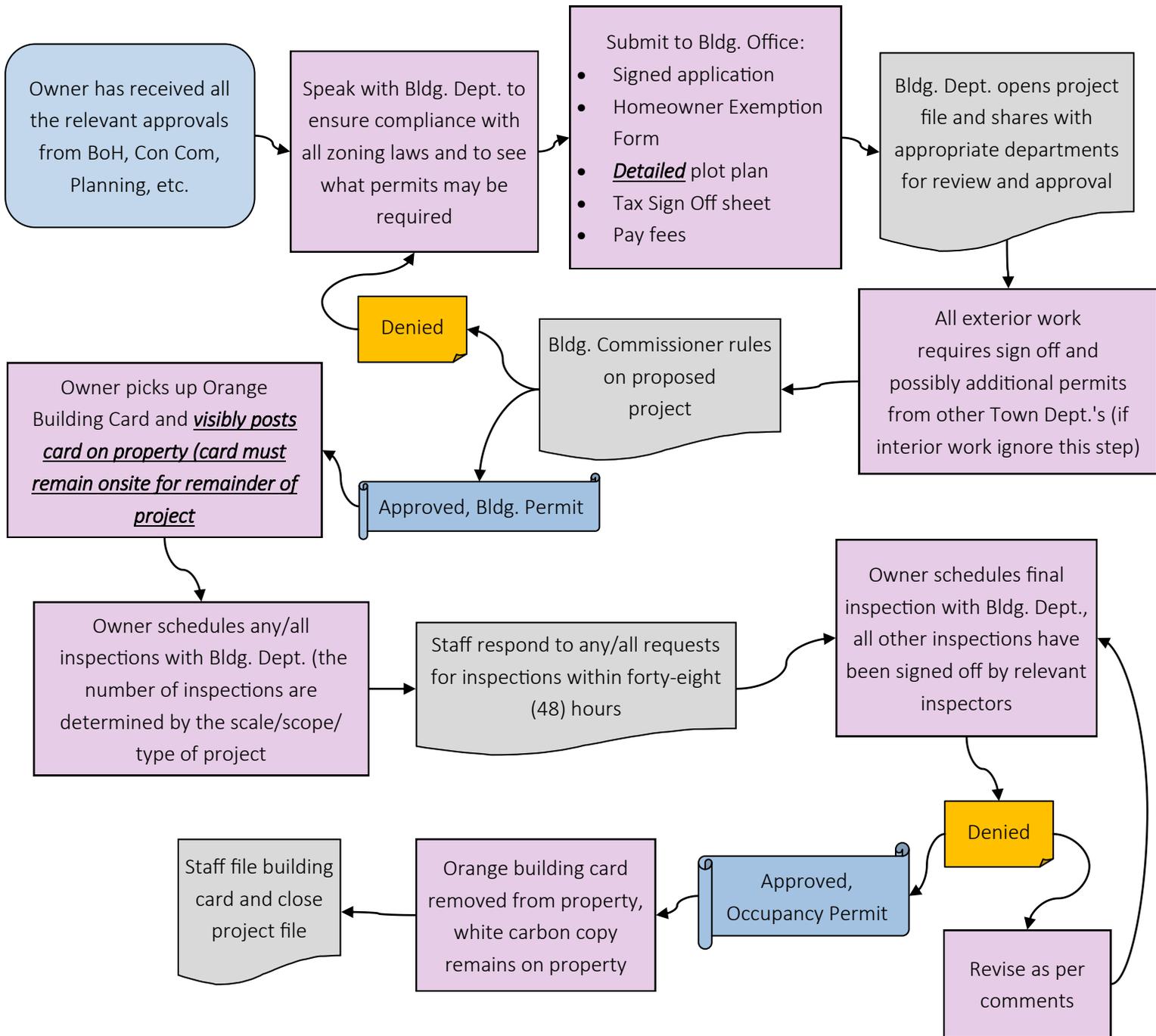
This permit is for any homeowner who decides to hire a contractor to do the construction on their property for their one (1) or two (2) family home. Any interior work can in most cases be decided by the Building Department alone. Any exterior work will require additional review from the appropriate Town Departments. Timeline decided by Contractor’s pace of construction and the size of the project.





BUILDING DEPARTMENT & ZONING ENFORCEMENT OFFICE— RESIDENTIAL PROJECTS—HOMEOWNERS PROJECT LEAD

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.





PLANNING BOARD

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 fourth 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.

CONTACT INFORMATION

Phone:
508-347-2508

Address:
301 Main Street
Center Office Building

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

LICENSES AND/OR PERMITS ISSUED

In addition to the permits referenced below, the Planning Board also will review various other Department, Board and or 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



PLANNING BOARD

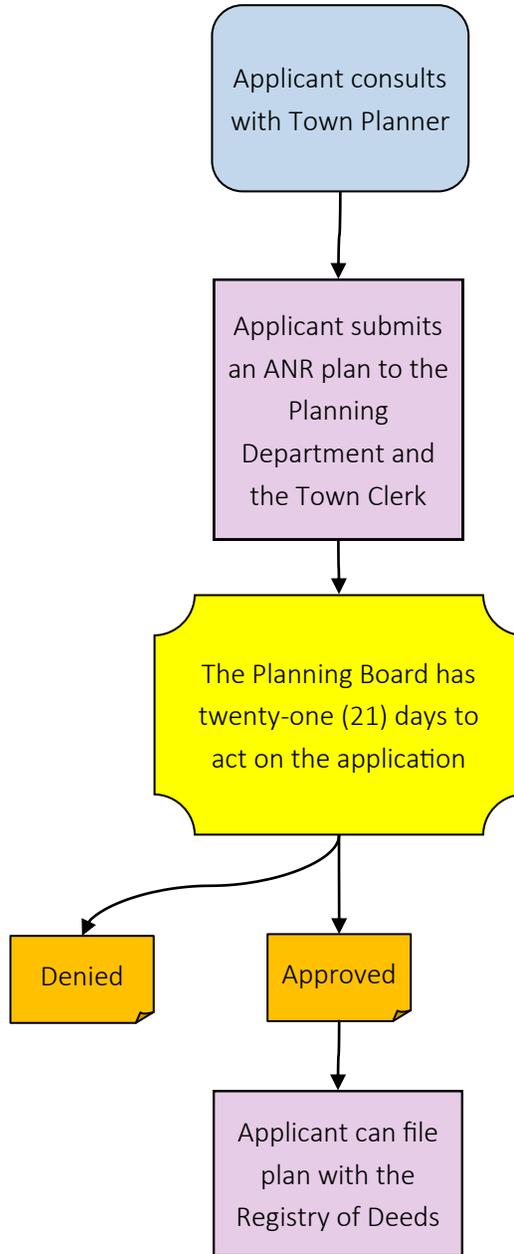
FEE SCHEDULE

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



PLANNING BOARD APPROVAL NOT REQUIRED (ANR)

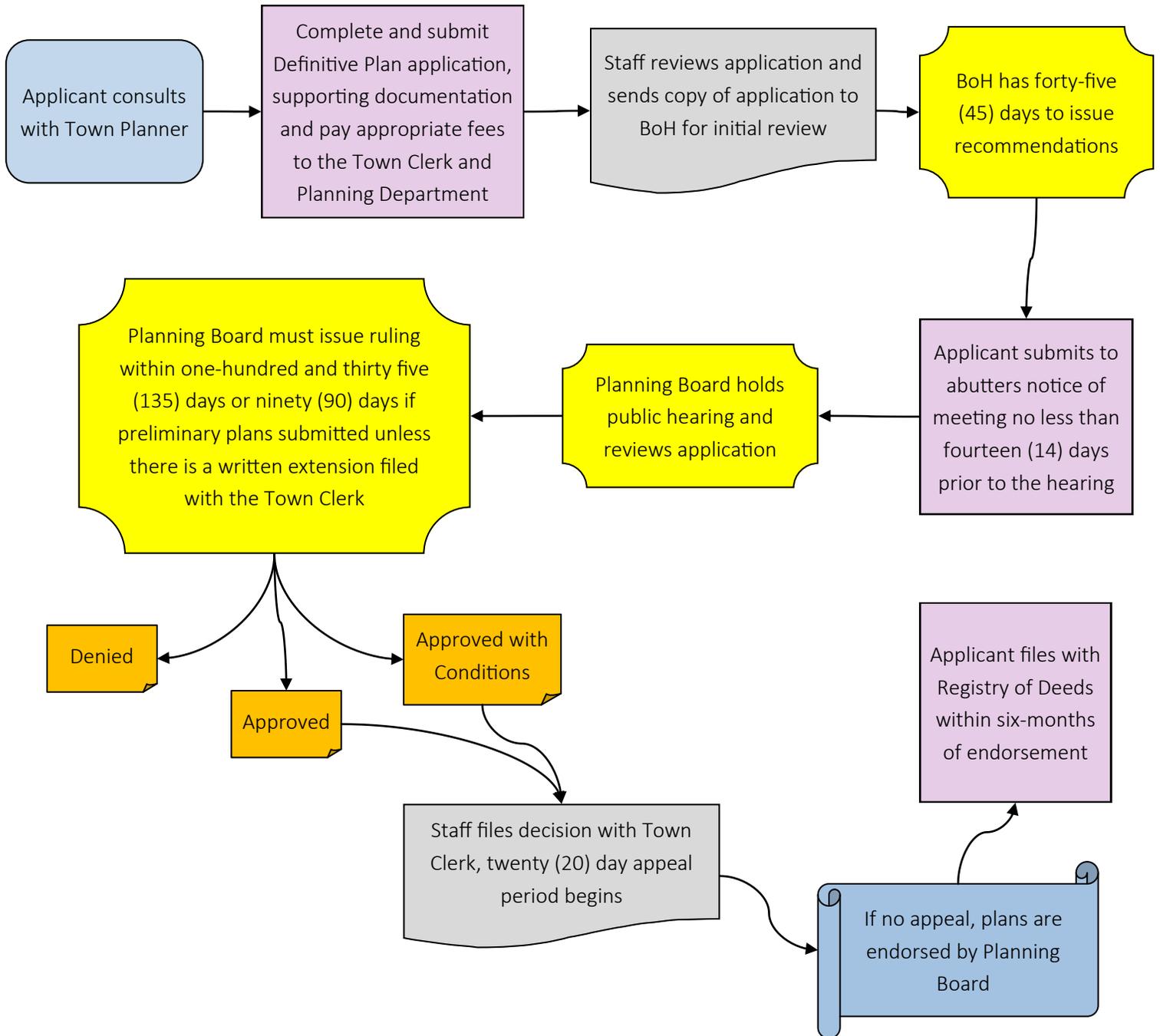
If there is a parcel of land on an existing way, and the owner would like to divide it into smaller parcels, the owner can complete an approval not required or ANR process to subdivide their land. This application is only for the division of land, if the owner is planning to create a subdivision, please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





PLANNING BOARD DEFINITIVE SUBDIVISION PLANS

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.

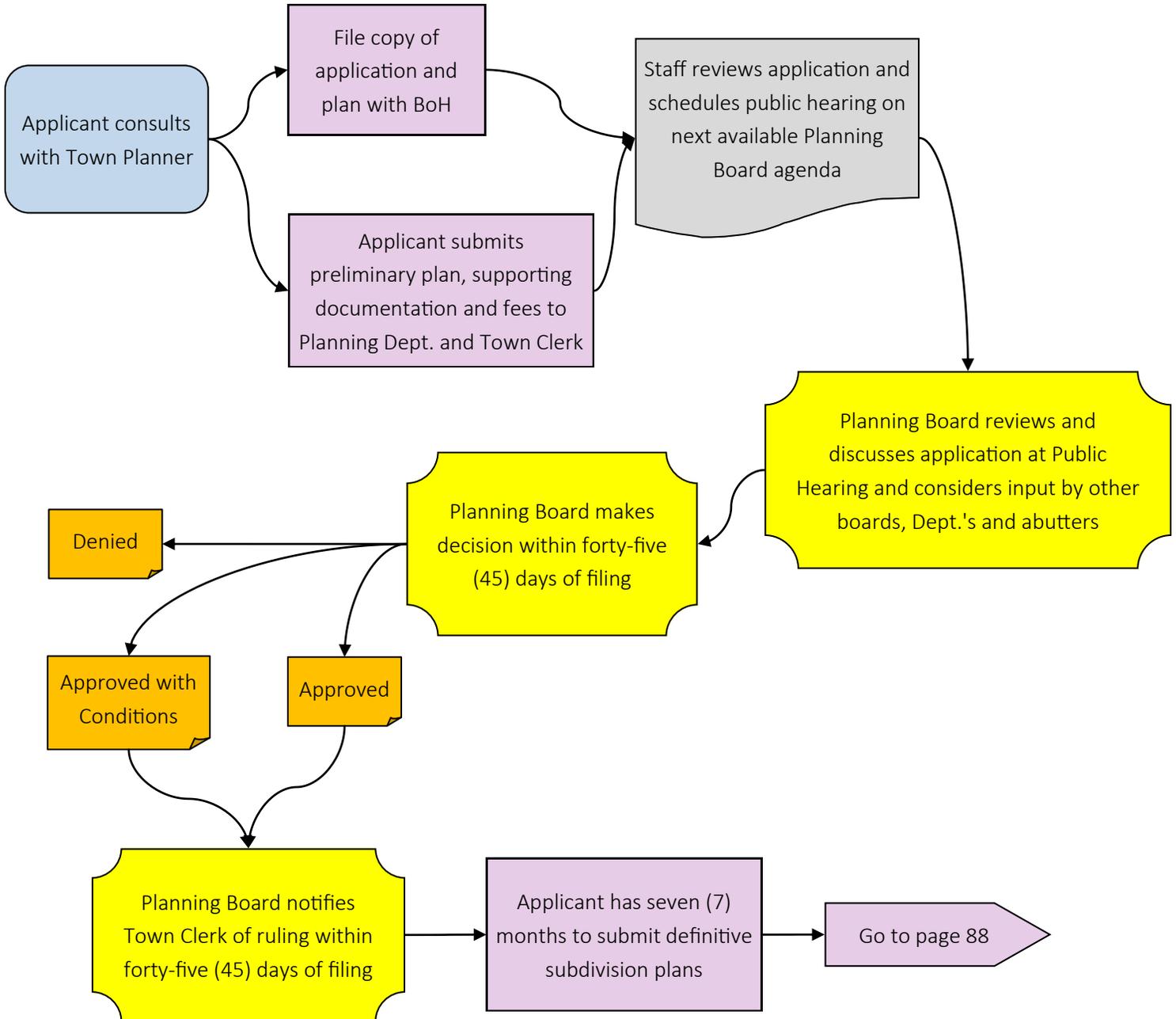




PLANNING BOARD

PRELIMINARY SUBDIVISION APPLICATION

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.

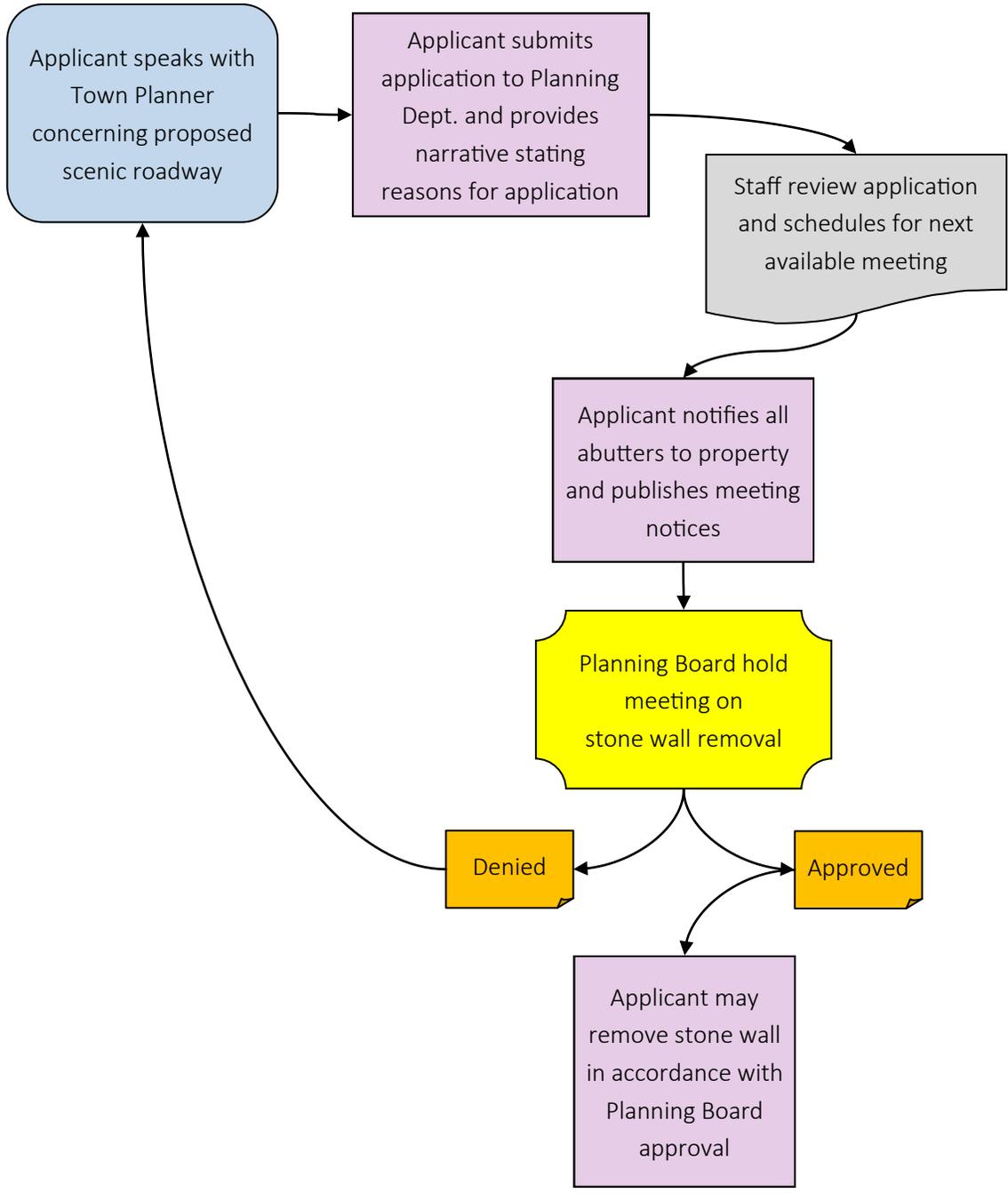




PLANNING BOARD

SCENIC ROADWAY—STONE WALL REMOVAL

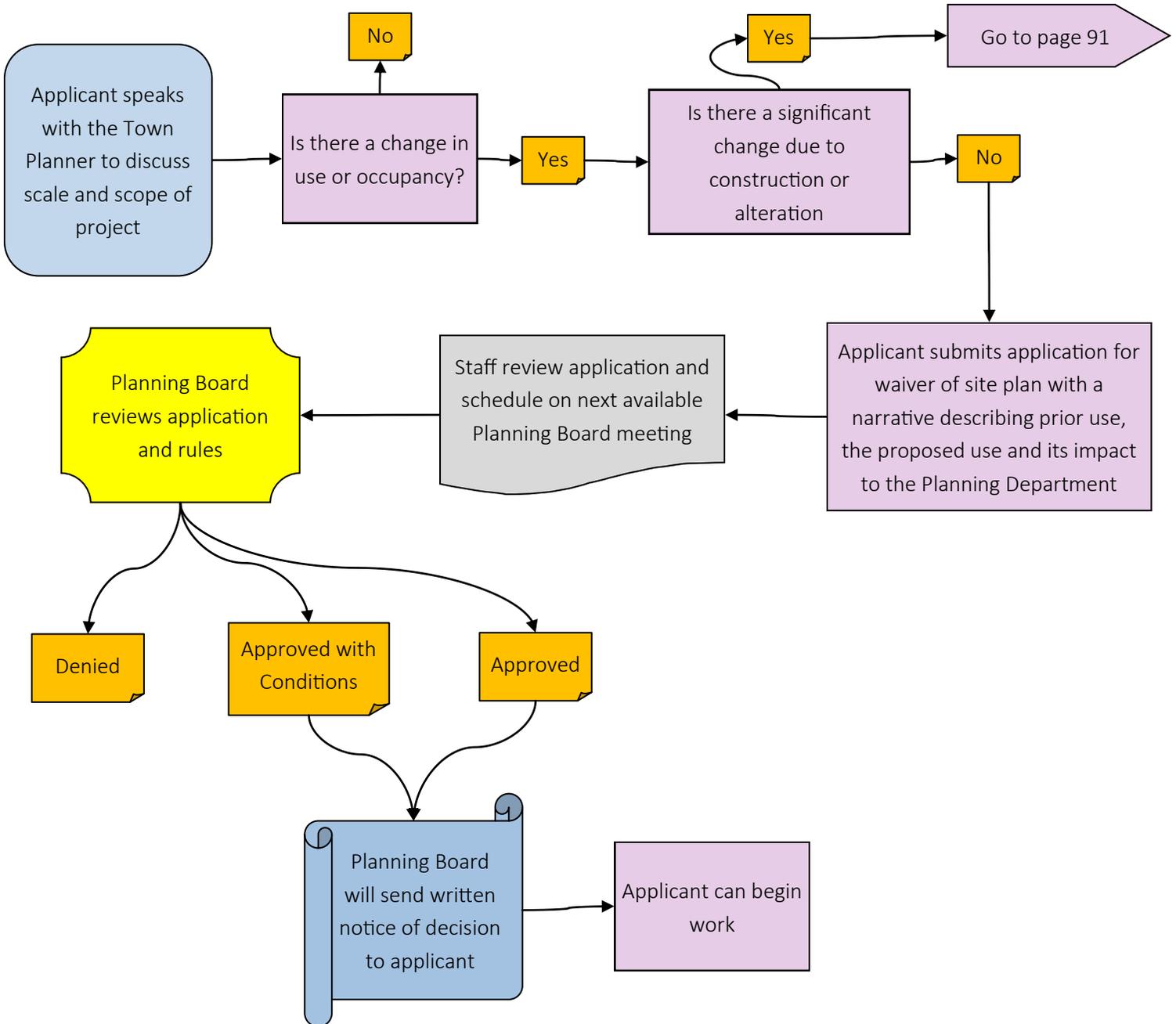
To protect the scenic quality and character of certain roads in Sturbridge, the Town has the ability to designated certain roads to be considered “scenic roadways” through a Town Meeting approval. This means that they have additional protections to ensure that their scenic nature is preserved. To that end if a resident would like to remove and existing stone wall or tree (see pg. 105), they must go through a review and approval process.





PLANNING BOARD WAIVER OF SITE PLAN APPROVAL

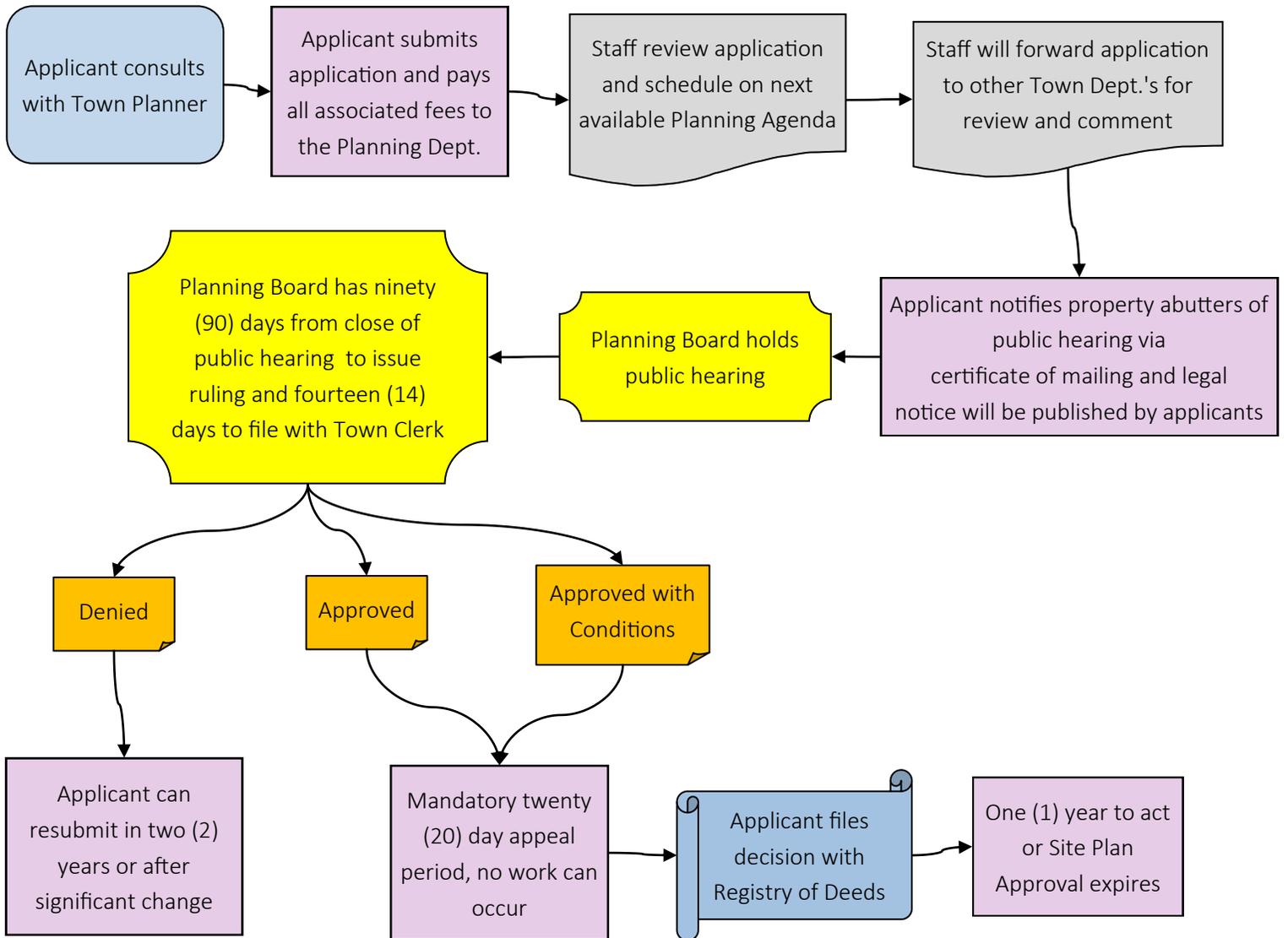
There are certain instances where the Planning Board can waive the normal procedures for Site Plan approval and expedite the process if it meets certain criteria. For this process, if there is a change in use or occupancy, but there is no substantial changes due to construction or alteration, then the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





PLANNING BOARD SITE PLAN APPROVAL

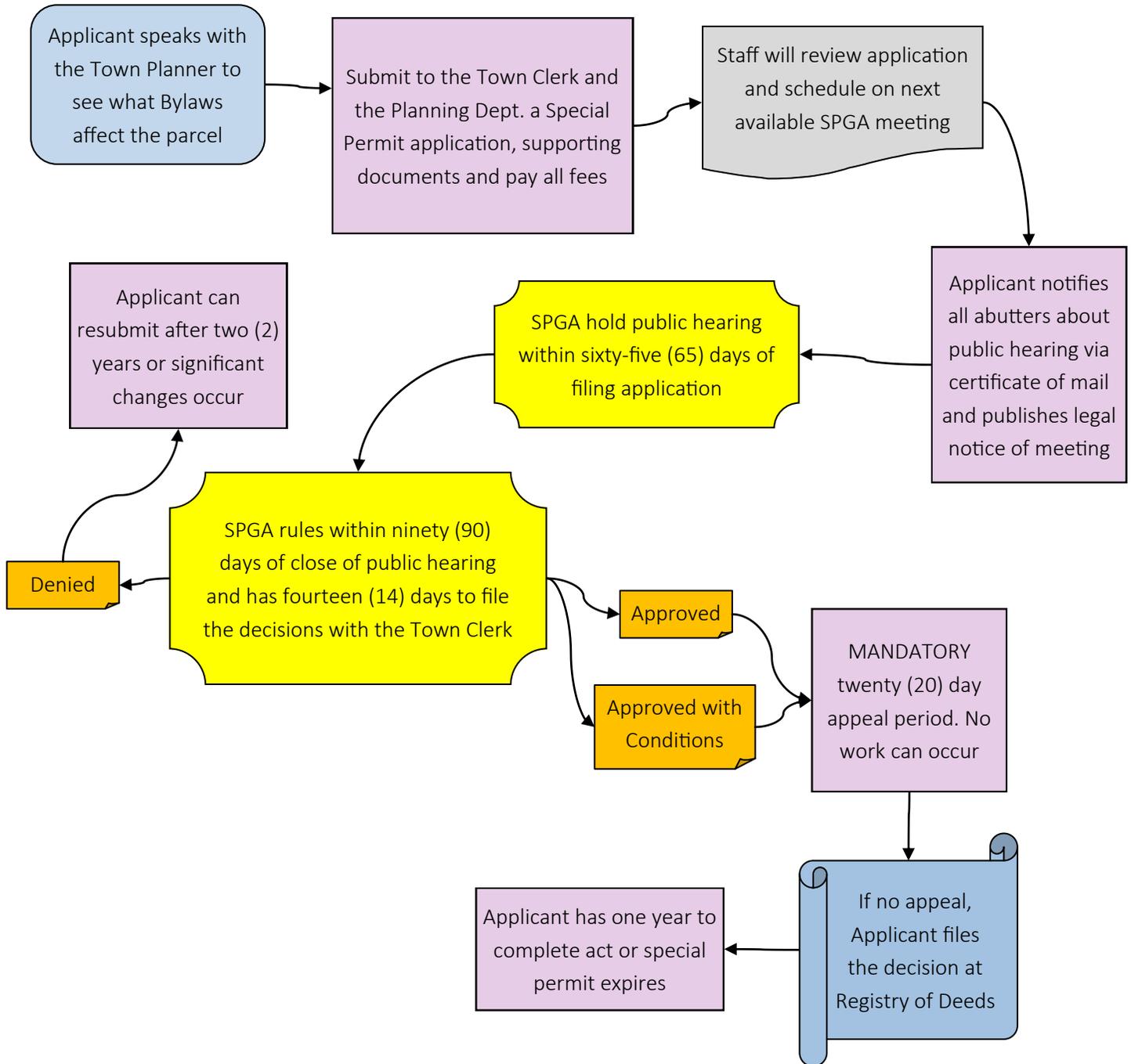
The Town of Sturbridge requires that a site plan application be used if a proposed project is to have a significant impact on the character of the Town vis-à-vis traffic, utilities, property values and sanitations. This process takes a comprehensive look at the application and uses input from other Town Departments to ensure that the project will not detract from the neighborhood in which it is located or the Town on the whole.





PLANNING BOARD (ACTING AS SPGA) SPECIAL PERMIT

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.





POLICE DEPARTMENT

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

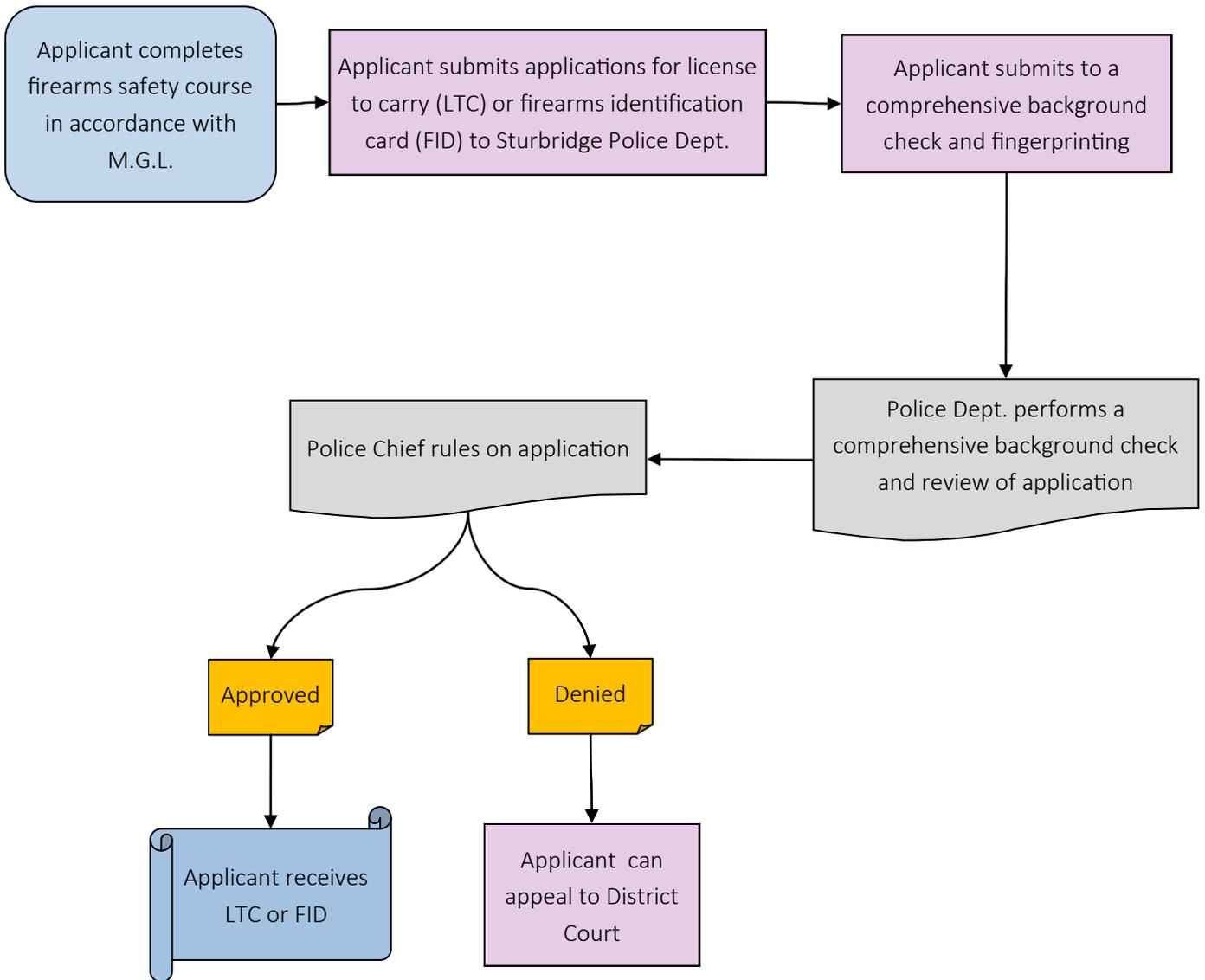
While the Sturbridge Police Department only issues one permit, it is frequently consulted on any number of other Town issued permits. Frequently when issues of public safety, security or traffic flow are a consideration, the Police Department will review an application and provide feedback to the Board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

⇒ *Firearms Permit*



POLICE DEPARTMENT FIREARMS LICENSING

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.





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

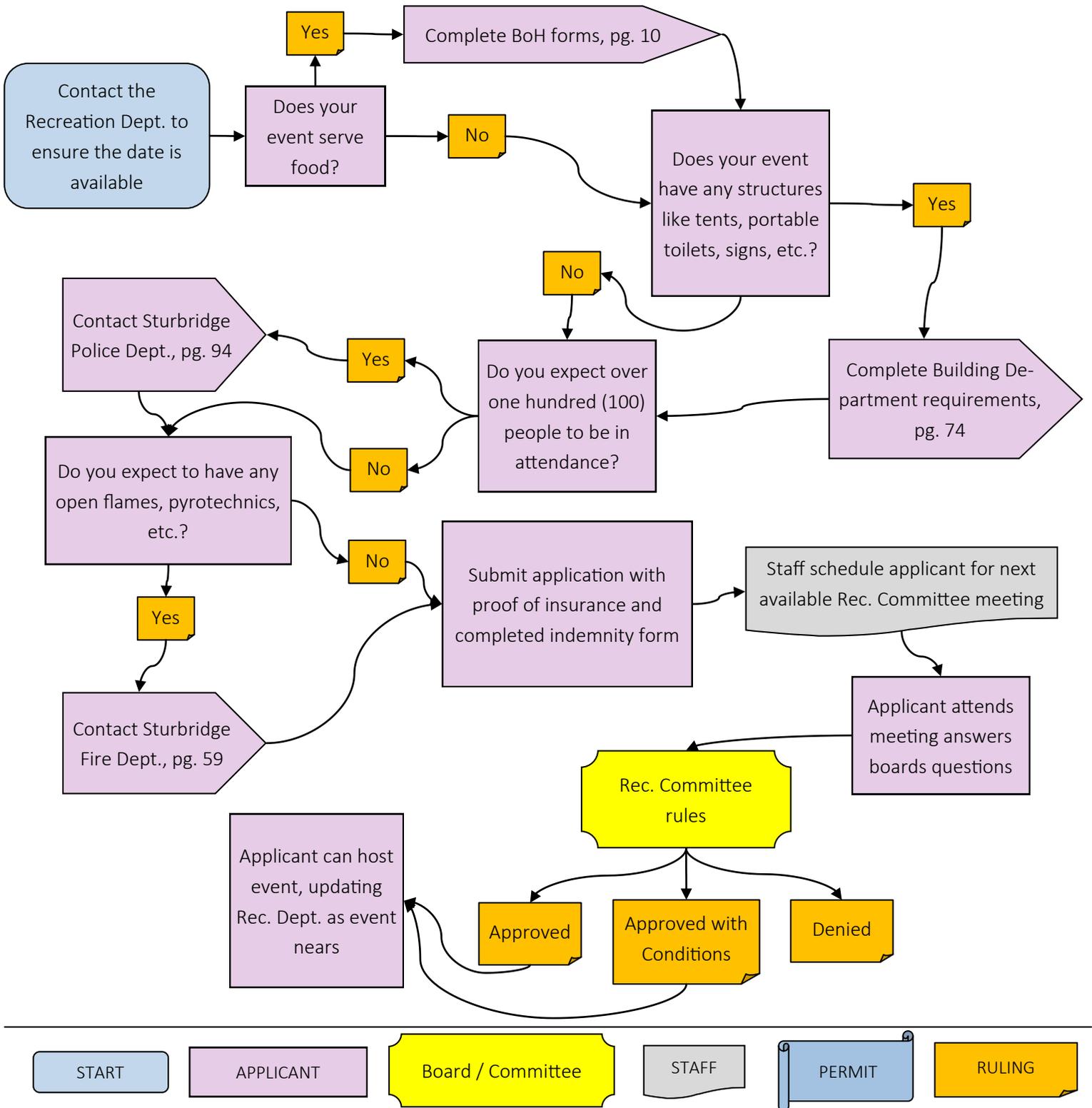
⇒ Use of Town Commons or Town Property



RECREATION DEPARTMENT

USE OF TOWN COMMONS / 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.



Legend for flowchart symbols:

- START: Light blue rounded rectangle
- APPLICANT: Light purple rectangle
- Board / Committee: Yellow rounded rectangle
- STAFF: Light grey rectangle
- PERMIT: Light blue rectangle with a document icon
- RULING: Yellow rectangle with a document icon



STURBRIDGE TOURIST ASSOCIATION (STA)

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

APPLICATIONS REVIEWED

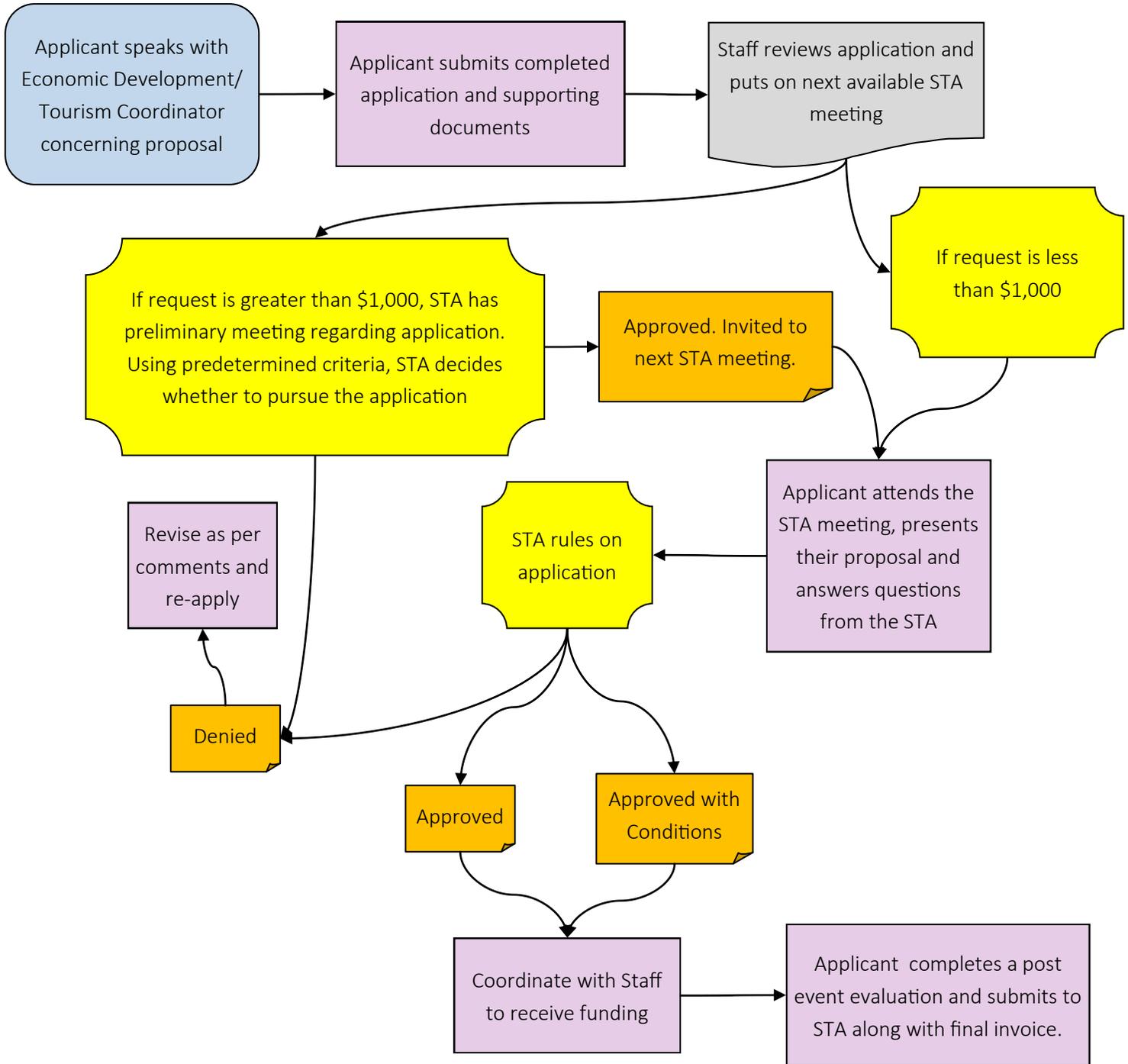
While the STA funds a variety of events and non-events, the process for their review is identical as is their application.

⇒ Funding Request



STURBRIDGE TOURIST ASSOCIATION (STA) 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.





TOWN CLERK

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

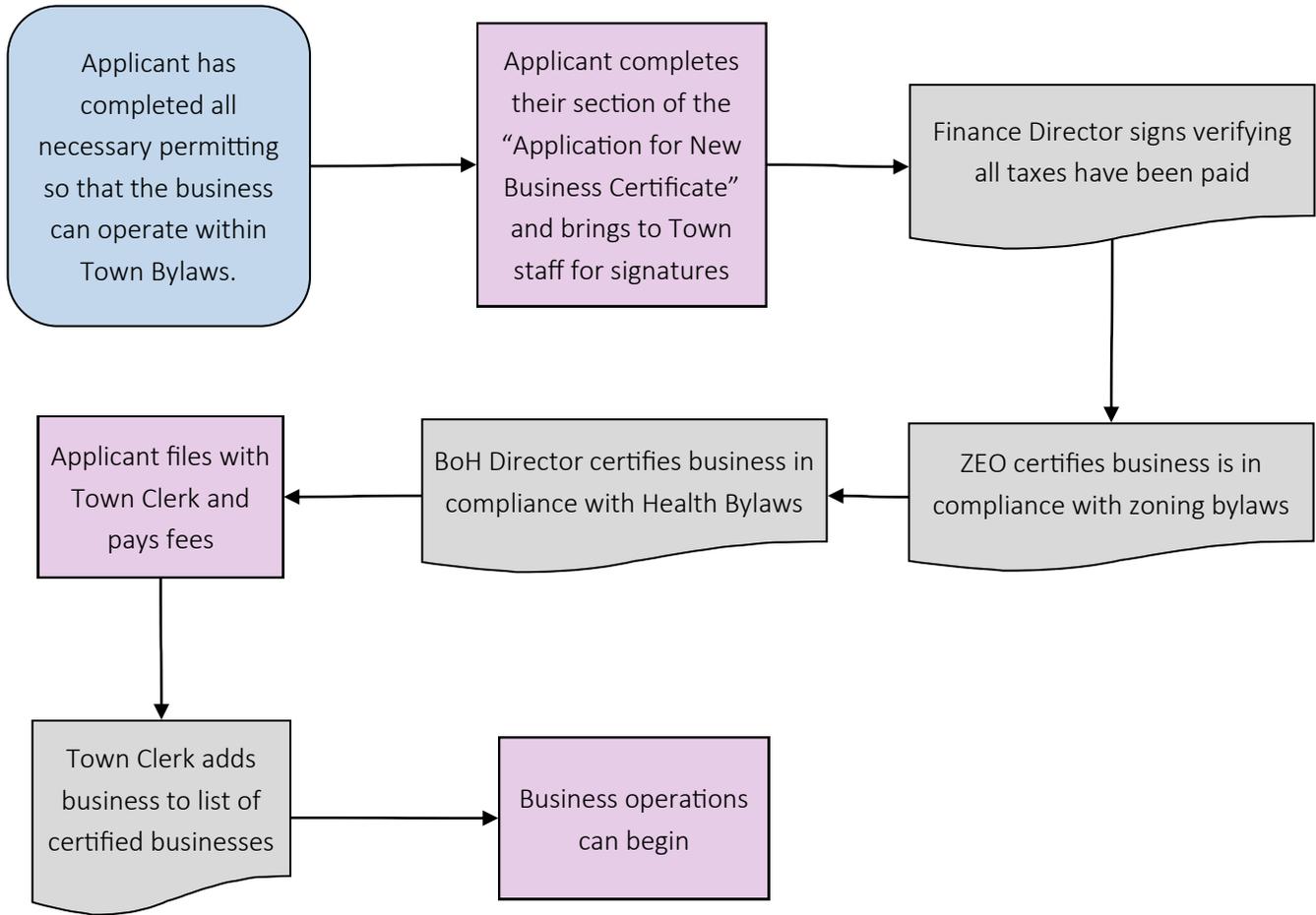
LICENSES AND/OR PERMITS ISSUED

- ⇒ Dog License
- ⇒ Business Certification
- ⇒ Business Discontinuance
- ⇒ Marriage Certificates



TOWN CLERK BUSINESS CERTIFICATE

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.

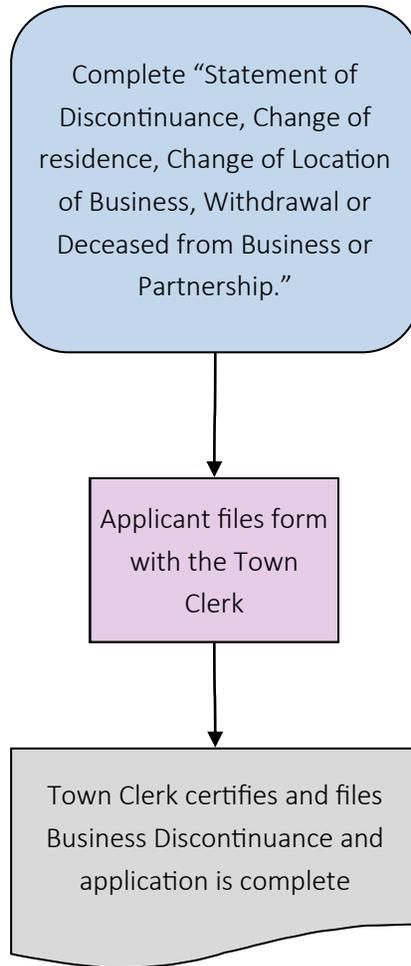




TOWN CLERK

BUSINESS DISCONTINUANCE

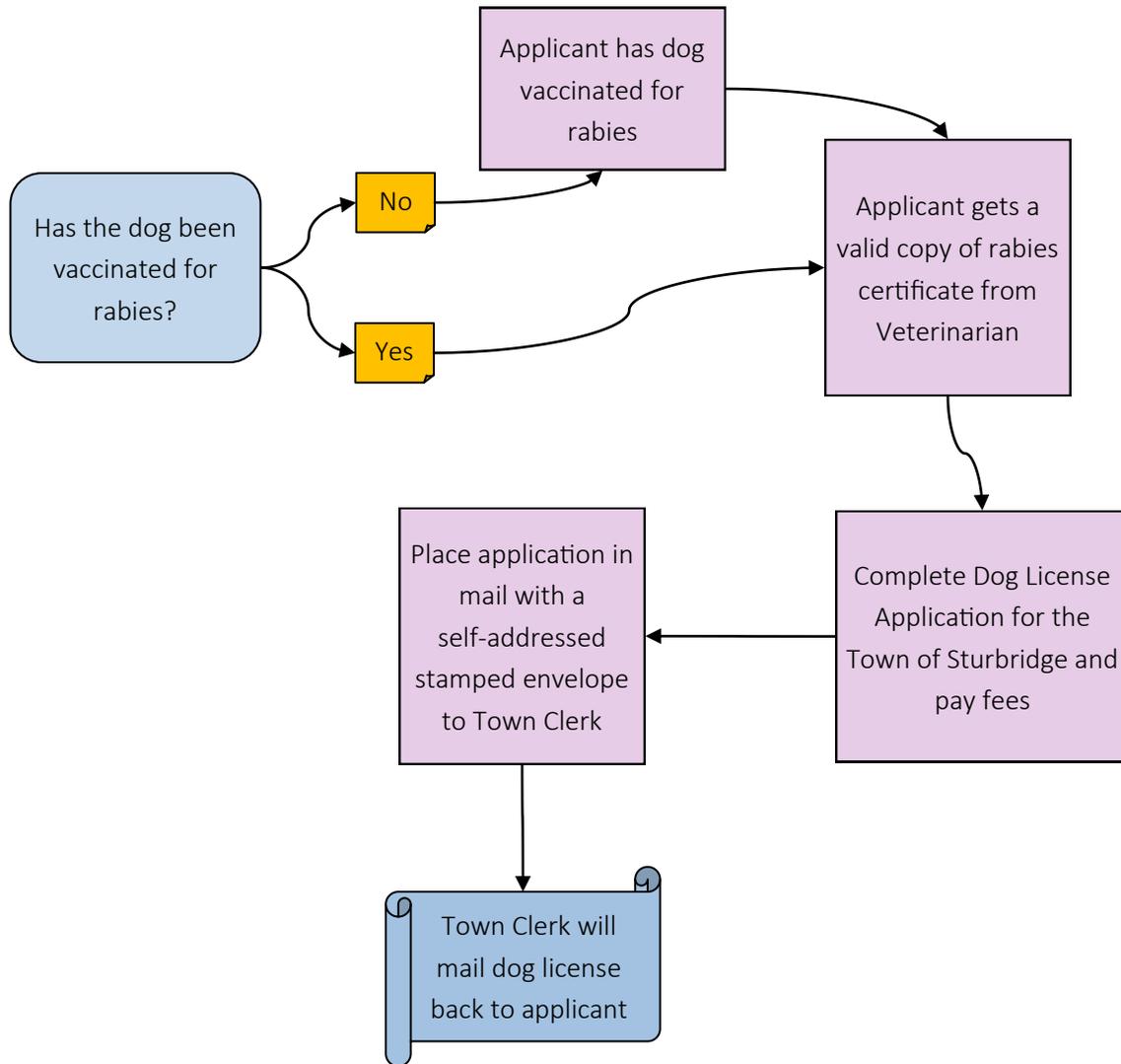
In the event that an owner discontinues their business, leaves Sturbridge, moves their business, withdraws their ownership or dies then this form must be completed by the owner or those authorized to act on their behalf.





TOWN CLERK DOG LICENSE

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*.



START

APPLICANT

Board / Committee

STAFF

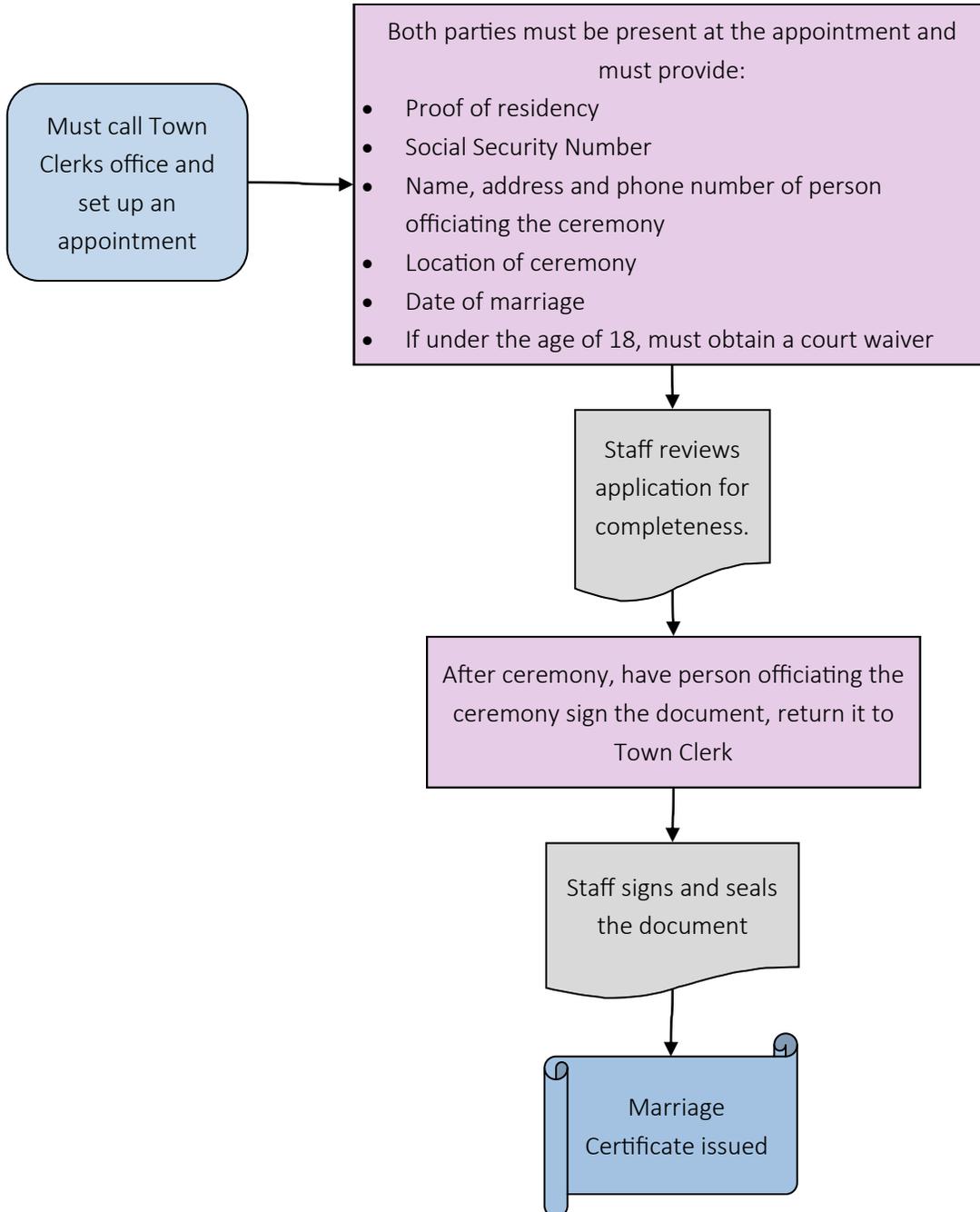
PERMIT

RULING



TOWN CLERK MARRIAGE INTENTION AND CERTIFICATE

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.





TREE WARDEN

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 is 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

LICENSES AND/OR PERMITS ISSUED

⇒ Tree Planting

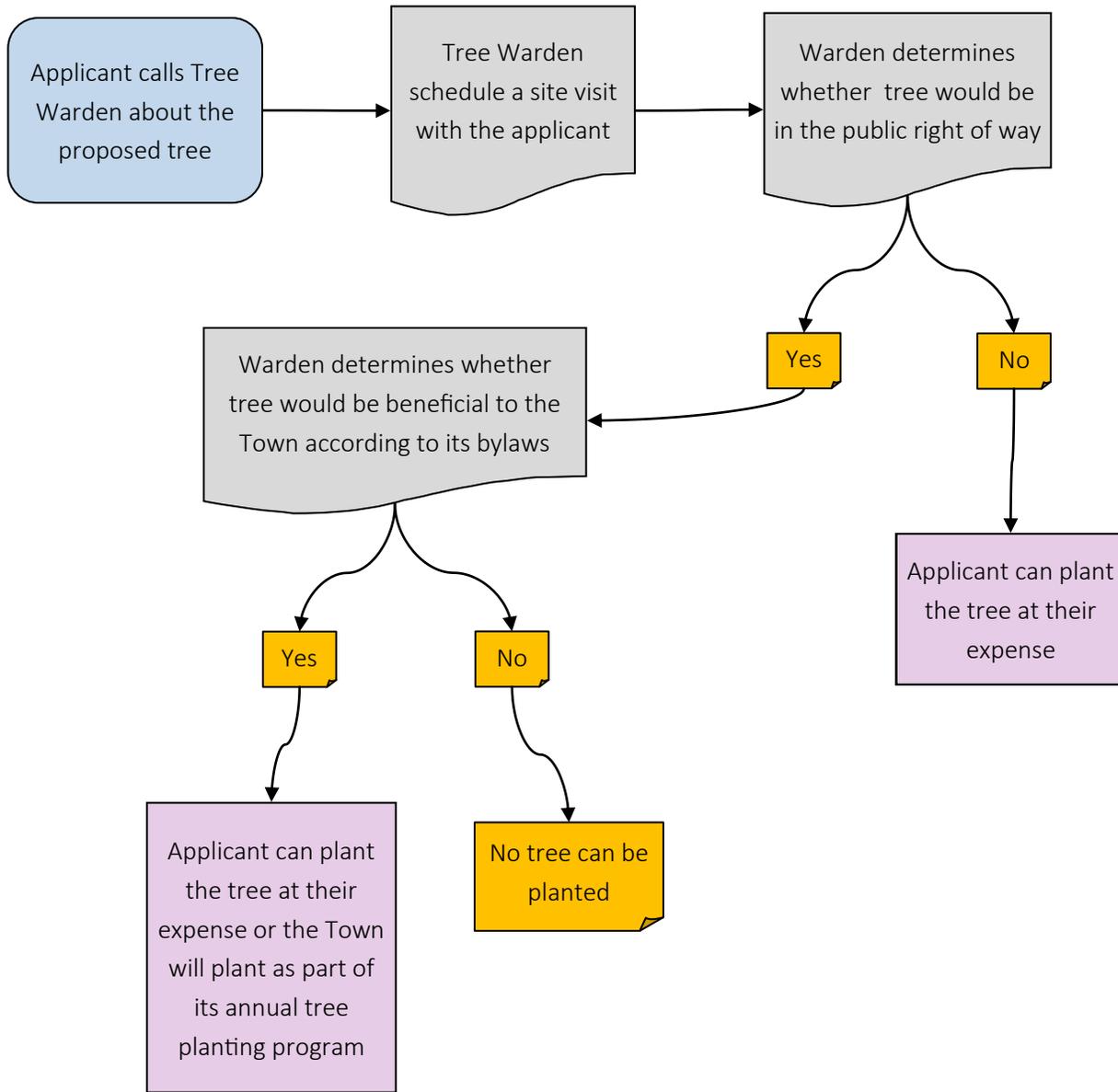
⇒ Tree Removal

⇒ Tree Trimming



TREE WARDEN TREE PLANTING

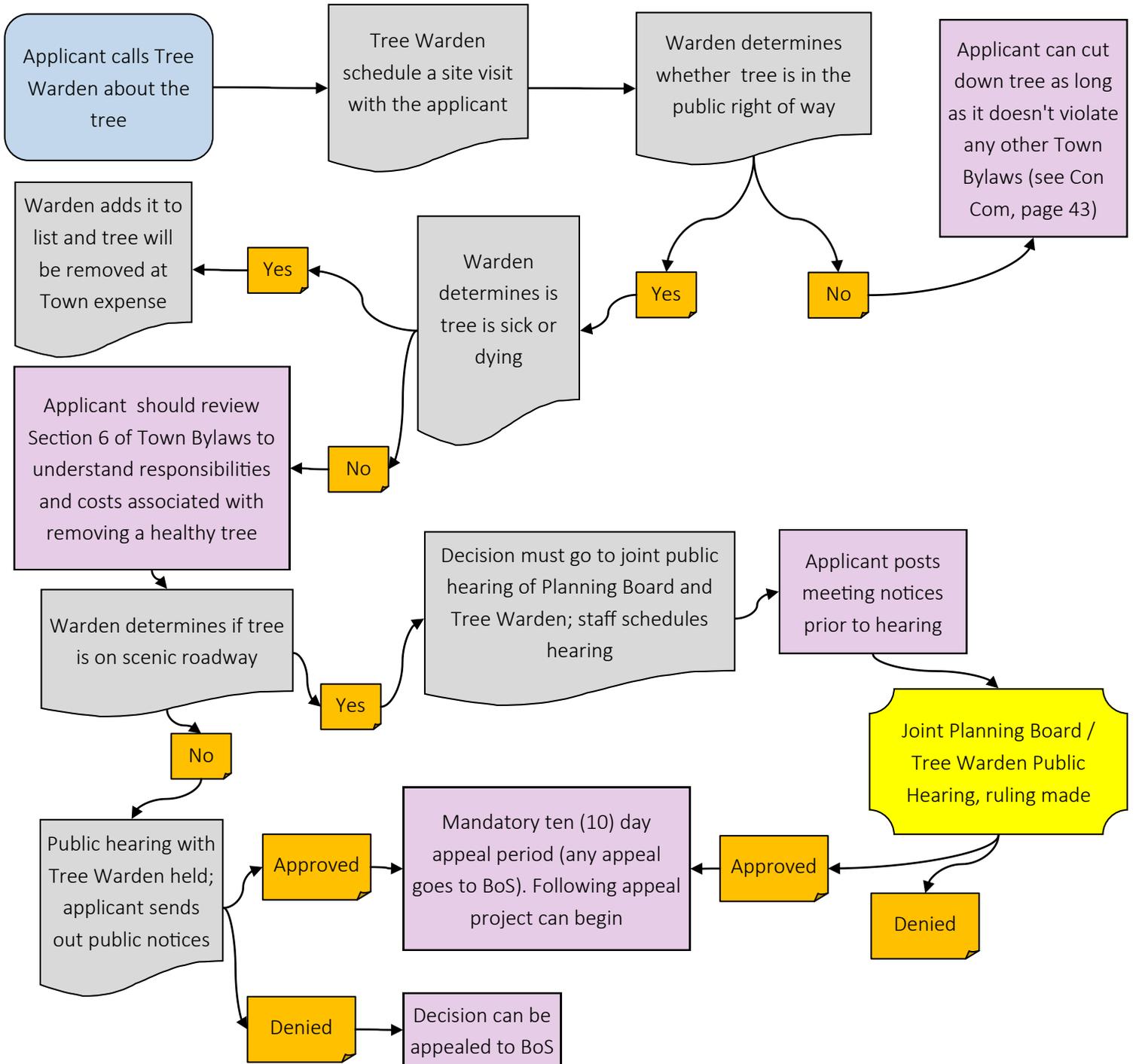
The planting of trees in the Town’s right of way requires the Town’s approval. This is because ultimately those trees over time become the Town’s responsibility and to ensure those trees are maintained. Failure to do so could cost the Town and/or future homeowners fees to remove the planted tree. Always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





TREE WARDEN TREE REMOVAL

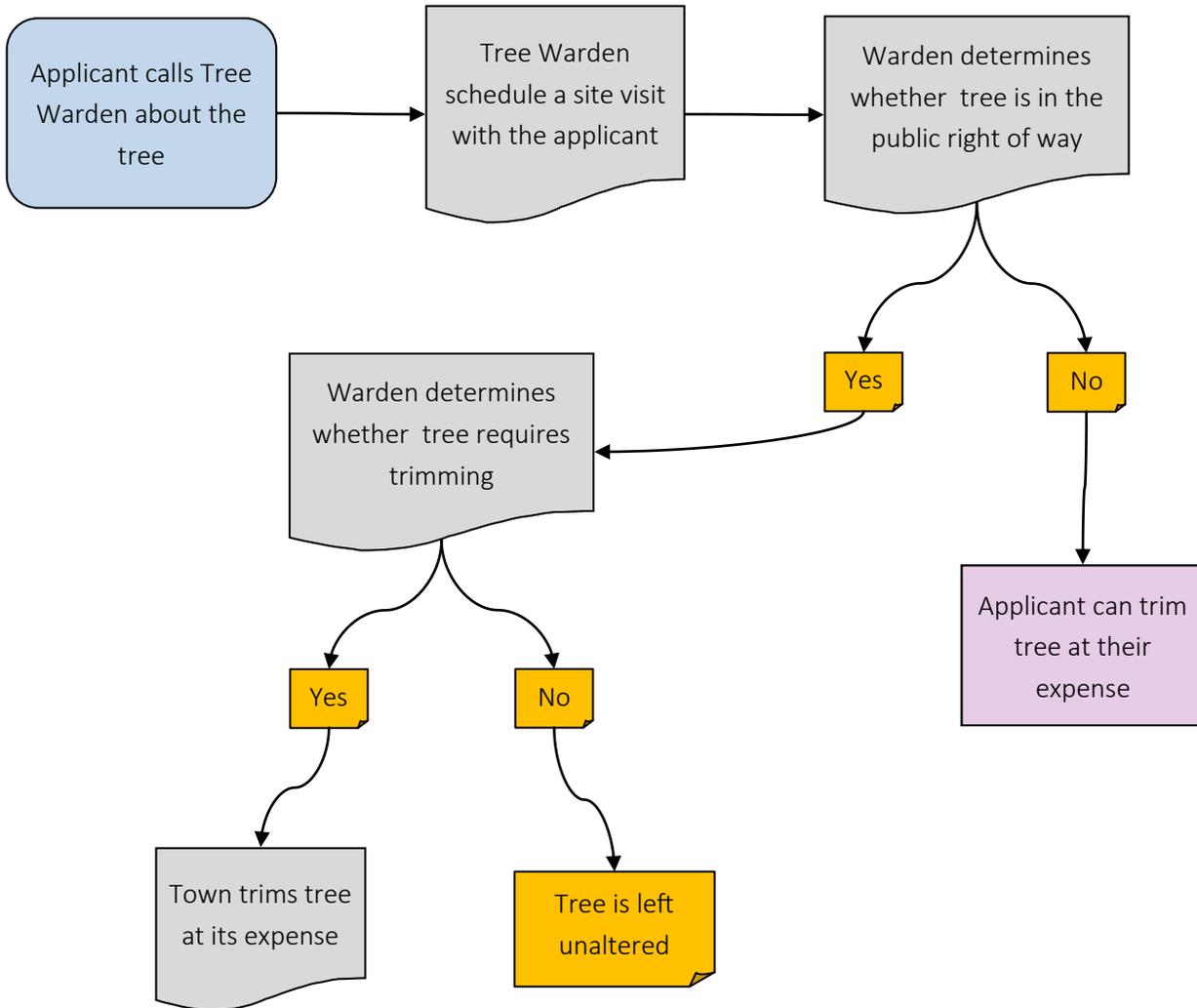
To remove a tree on property that may lie in the Town's right of way requires you to contact the Tree Warden to confirm the Ownership of the tree. As the Town's right of way varies due to road construction projects over the years, it is necessary to contact the Warden.





TREE WARDEN TREE TRIMMING

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

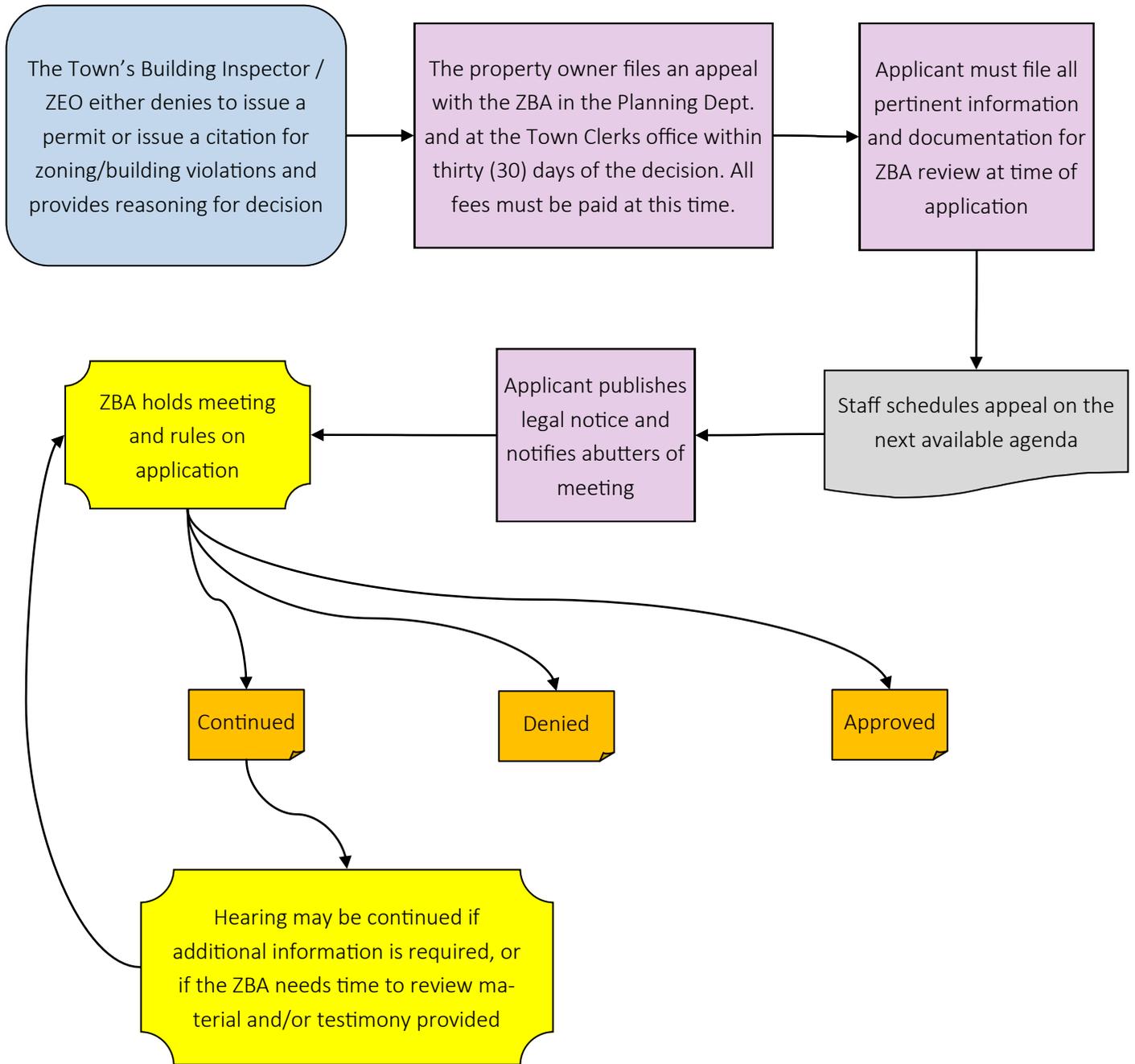
FEE SCHEDULE

Permit	Fee
Administrative Appeal	\$100.00/appeal
Request for Determination	\$25.00/request
Special Permit—Commercial	\$250.00/permit
Special Permit—Residential	\$100.00/permit
Variance—Commercial	\$250.00/variance
Variance—Residential	\$100.00/variance



ZONING BOARD OF APPEALS (ZBA) ADMINISTRATIVE APPEAL

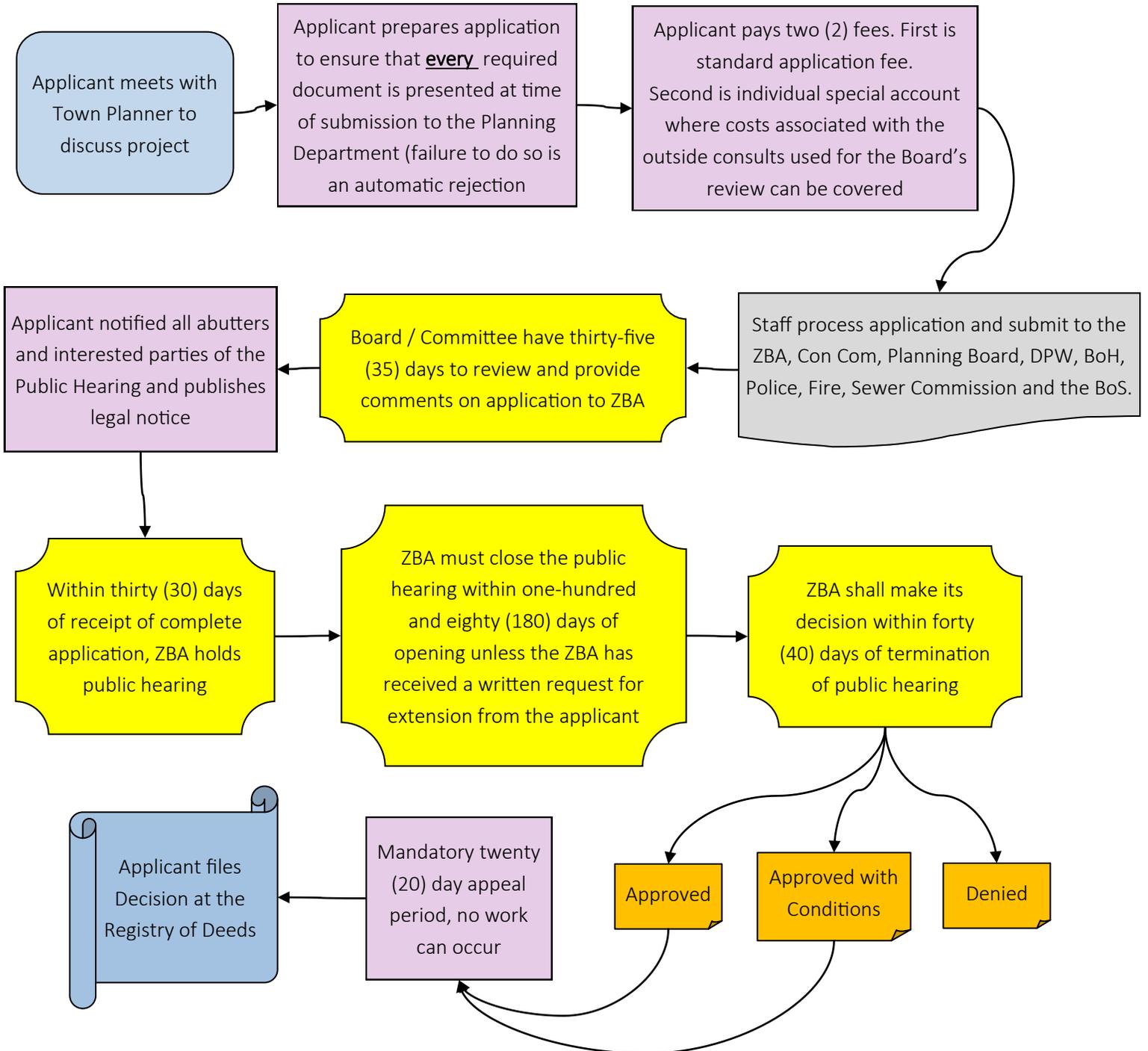
An appeal can occur if a person is aggrieved by reason of inability to obtain a permit or enforcement action. The ZBA will hold an adjudication hearing and issue a ruling on the decision.





ZONING BOARD OF APPEALS (ZBA) COMPREHENSIVE PERMIT

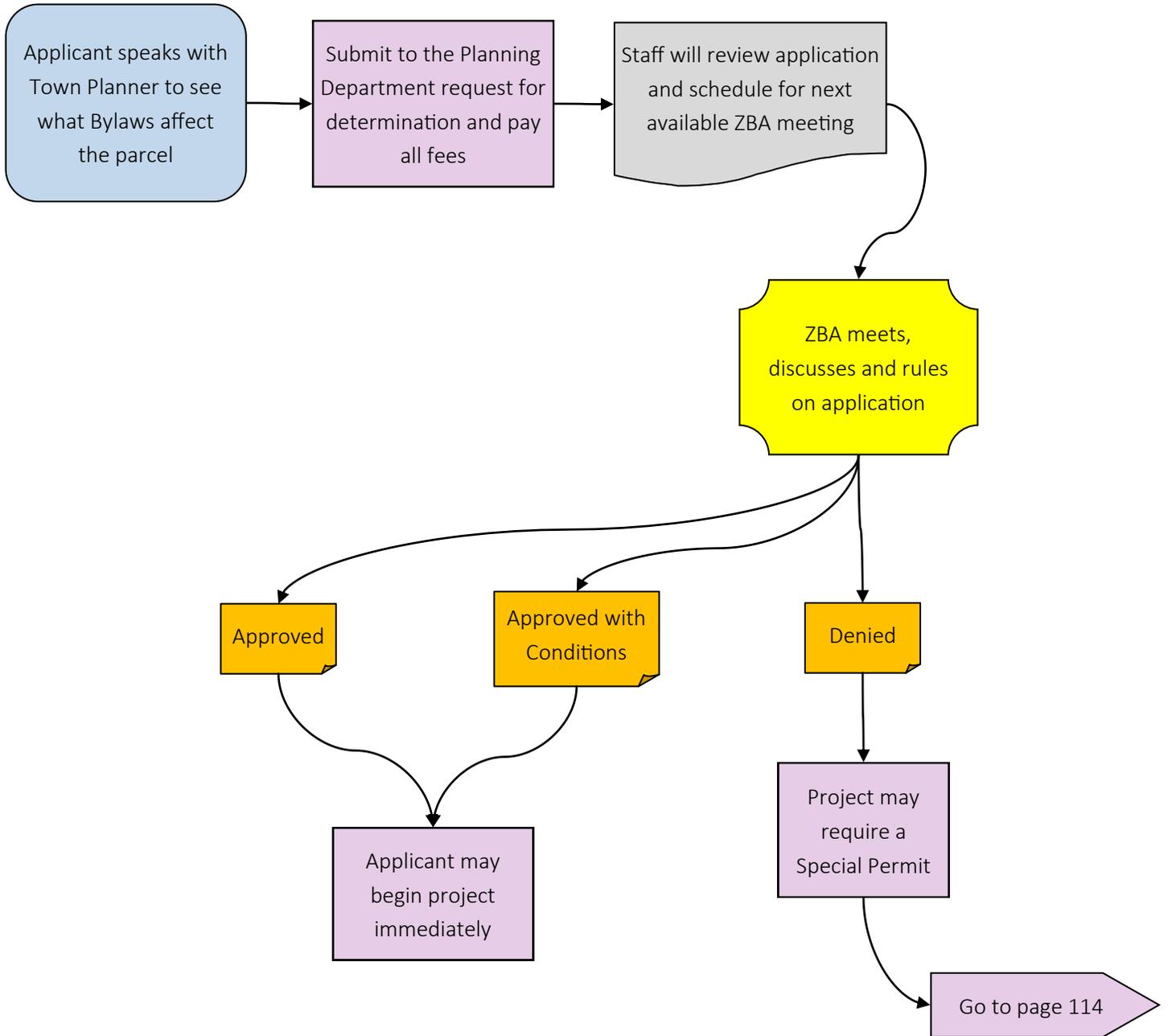
Designed for certain affordable housing projects with substantial review, a comprehensive permit allows developers to have their permit reviewed by all Town Departments concurrently and supersede local zoning. The ZBA then takes all of this information and renders a decision on the whole application based on the feedback from the other Town departments.





ZONING BOARD OF APPEALS (ZBA) DETERMINATION

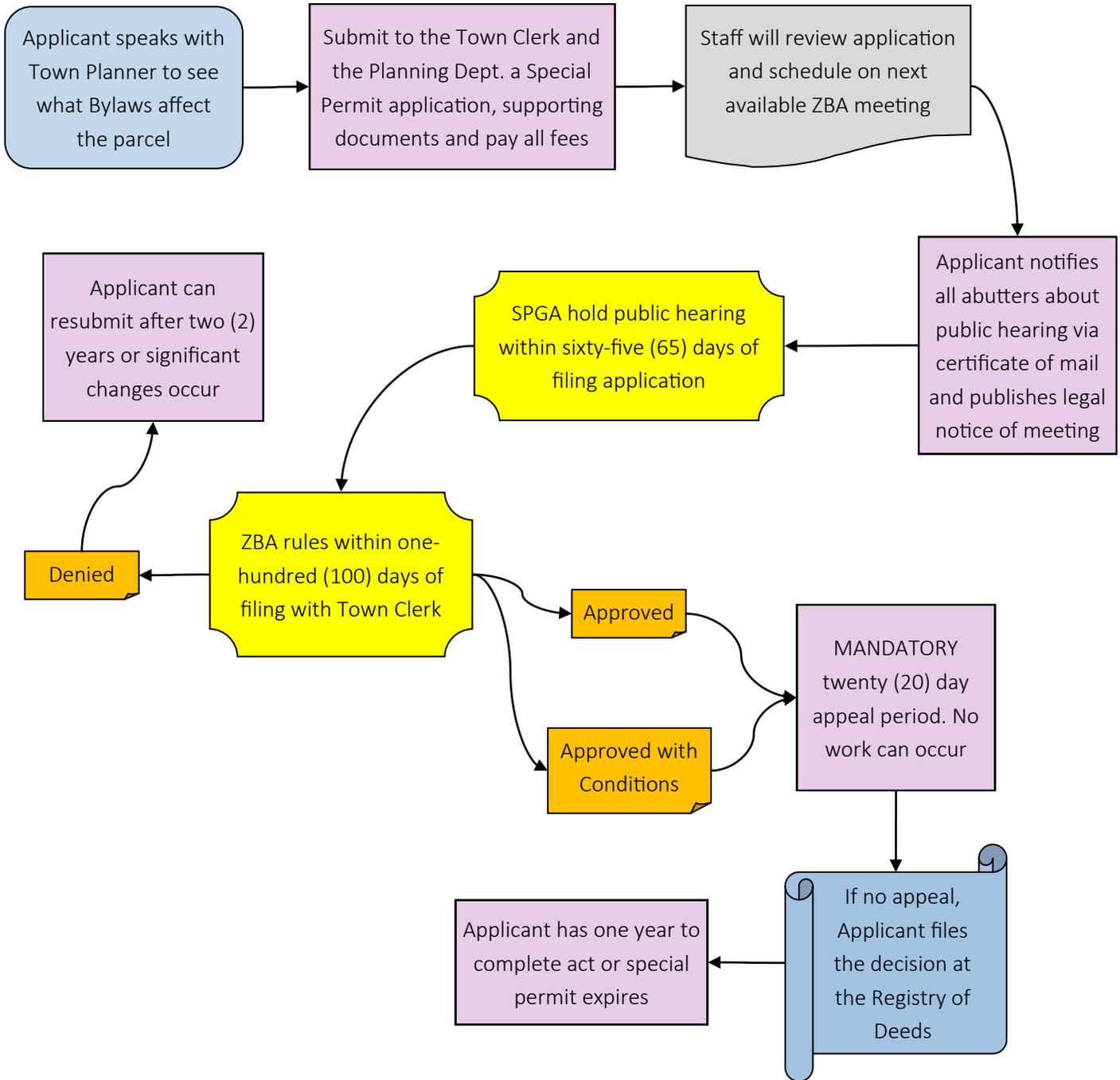
A Determination applies to any proposed alteration to a single/two family home that does not conform with the existing zoning bylaws of the area. Normally an alteration project requires a special permit, but Sturbridge allows the ZBA to decide if it would increase the nonconforming nature of the project. If its determined it does not, then the ZBA may approve the project without the need to go to a public hearing.





ZONING BOARD OF APPEALS (ZBA) SPECIAL PERMIT

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.

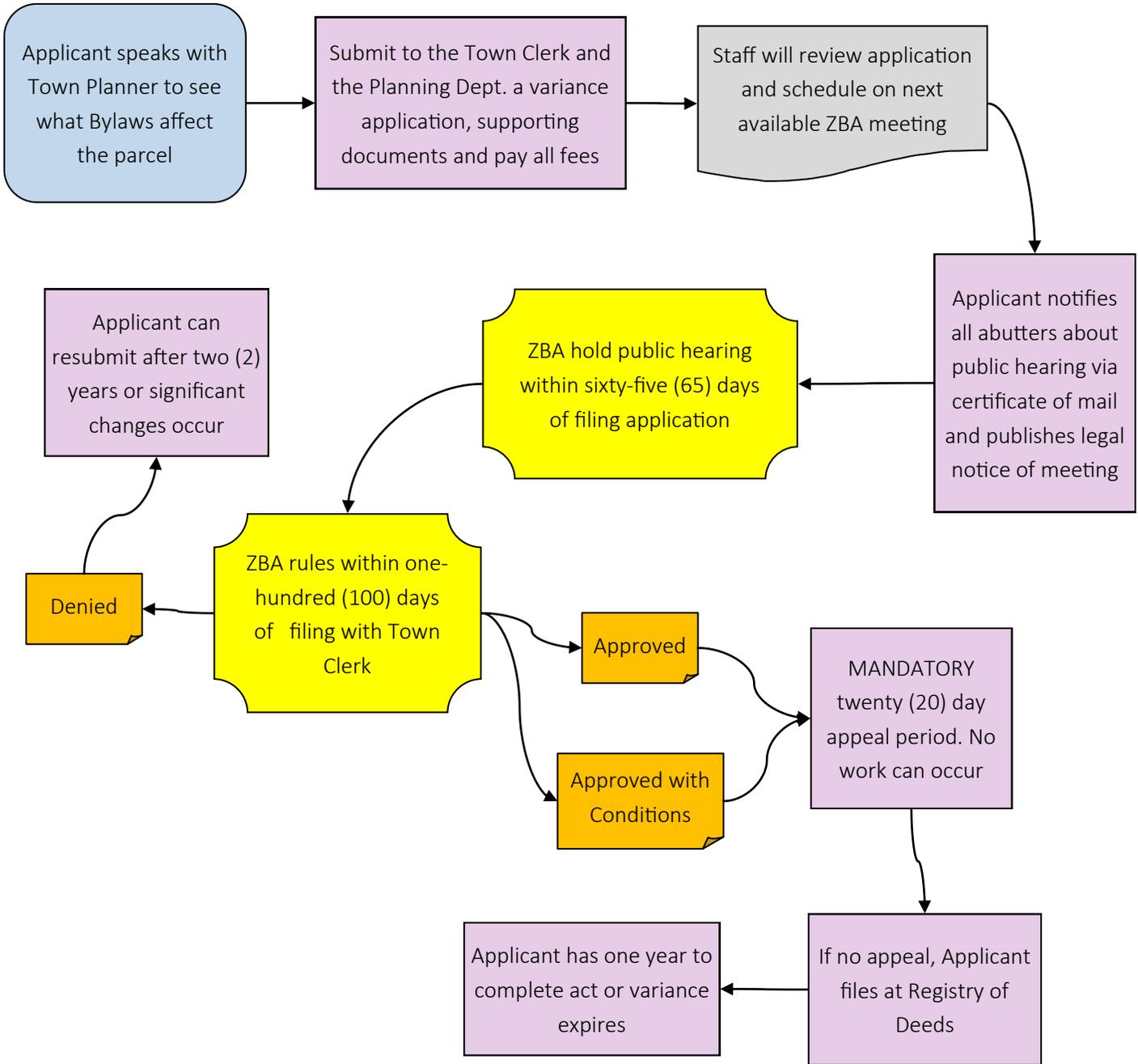




ZONING BOARD OF APPEALS (ZBA)

VARIANCE

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.





ACKNOWLEDGEMENTS

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.