

For Planning Office Use: File #: _____

Leicester Planning Board Site Plan Review & Special Permit Application Form

PERMIT TYPE: ☐ Special Permit ☐ Site Plan Review

CONTACT INFORMATION

Owner Information			
Name:		Company Name:	
Signature:			
Address:			
Phone:		Email:	
Applicant Information			
Name:		Company Name:	
Signature:			
Address:			
Phone:		Email:	
Primary Contact Person <i>(The person that will be contacted by Planning Board staff during the application process.)</i>			
Name:		Company Name:	
Address:			
Phone:		Email:	

PROJECT INFORMATION

Project Address:		Zoning District:	
Assessors Map & Parcel #		Deed Reference (Book & Page):	
Applicable Zoning Bylaw Section(s):			
Proposed Land Use:			
Existing Land Use:			

PROJECT INFORMATION, Continued

Size of Proposed Structure(s):		
Total Lot Area:		
Water Source: (Select One)	<input type="checkbox"/> Private Well	<input type="checkbox"/> Cherry Valley & Rochdale Water District
	<input type="checkbox"/> Hillcrest Water District	<input type="checkbox"/> Leicester Water Supply District
Sewer Source: (Select One)	<input type="checkbox"/> Private Septic System	<input type="checkbox"/> Cherry Valley Sewer District
	<input type="checkbox"/> Hillcrest Water District	<input type="checkbox"/> Leicester Water Supply District
	<input type="checkbox"/> Oxford Rochdale Sewer District	
Brief Project Description: Please include a brief description on this form (i.e. do not write "see attached"). [Examples: New construction of a 20,000s.f. retail building and associated parking; Use of a 1,000s.f. portion of an existing structure for a proposed pet grooming clinic.]		

Application Checklist

Use this checklist to ensure you have provided all required information. See Planning Board Site Plan Review & Special Permit Regulations for details. 13 copies are required except where noted.

<input type="checkbox"/> Plans (2-full-size & 11-11"x17")	<input type="checkbox"/> Detailed Project Narrative including any waiver requests ¹	<input type="checkbox"/> Drainage Analysis/ Stormwater Report, (3 copies) <input type="checkbox"/> n/a
<input type="checkbox"/> Documentation of Availability of Water & Sewer <input type="checkbox"/> n/a	<input type="checkbox"/> Certified Abutters List (1 copy) ² <input type="checkbox"/> n/a	<input type="checkbox"/> Traffic Study (3 copies) <input type="checkbox"/> n/a
<input type="checkbox"/> Fees ³	<input type="checkbox"/> .pdf copy of all required submittals (CD or USB Drive)	

¹ See Planning Board Site Plan Regulations for details on what should be included in a Project Narrative. For special permits that don't require conformance with Site Plan Review submittal requirements, submit a narrative explaining conformance with special permit approval criteria (see Special Permit Regulations for details).

² certified abutters lists are required for all Special Permits applications and for Major Site Plan Review Applications (new construction over 30,000 s.f. and ground-mounted solar over 250,000 s.f or 2 acres or more of tree clearing)

³ Please refer to the Planning Board's Fee Regulations. Checks must be made out to the Town of Leicester

For Planning Board Use:			
Date of Submittal:			
Public Hearing/Meeting Date(s):			
Date of Planning Board Vote:			
Date Decision Filed with Town Clerk:			