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Leicester Planning Board
Site Plan Review & Special Permit Application Form

PERMIT TYPE: ☒ Special Permit ☐ Site Plan Review

CONTACT INFORMATION

Owner Information

Name:	Jing & Li Company LLC		
Signature:	Malya (Liya Ma)		
Address:	1205 Main St		
Phone:	508-892-8441	Fax:	
Email:	marie780310@hotmail.com		

Applicant Information

Name:	Liya Ma		
Signature:	Malya		
Address:	1205 Main St		
Phone:	508-667-9777	Fax:	
Email:			

Primary Contact Person (The person that will be contacted by Planning Board staff during the application process.)

Name:	Liya Ma		
Address:	1205 Main St Ste 4		
Phone:	508-667-9777	Fax:	
Email:	Marie780310@hotmail.com		

PROJECT INFORMATION

Project Address:	1205 Main St Ste 4		Zoning District:	CB
Assessors Map & Parcel #	26B B25	Deed Reference (Book & Page):	53688 246	
Applicable Zoning Bylaw Section(s):				
Proposed Land Use:				
Existing Land Use:				
Size of Proposed Structure(s):				

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PROJECT INFORMATION, Continued

Total Lot Area:	1.34 ac 58,370 #
Water Source: (If "public" water, identify applicable water district)	Leicester
Sewer Source: (If "public" sewer, identify applicable sewer district)	Leicester
Brief Project Description: Please include a description on this form (i.e. do not write "see attached"). ① Any wholesale or retail business, research laboratory, service or public utility. ② Antique or gift shop ③ Office, bank, newspaper or job printing establishment ④ Veterinary Clinic ⑤ Pet Grooming	

Application Checklist

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

- | | | |
|---|---|---|
| <input type="checkbox"/> 13 copies of plans (3-full-size & 10- 11"x17") | <input type="checkbox"/> Full Project Narrative including any waiver requests (13 copies) | <input type="checkbox"/> Drainage Analysis/ Stormwater Report, (3 copies) |
| <input type="checkbox"/> Documentation of Availability of Water & Sewer | <input type="checkbox"/> Certified Abutters List* | <input type="checkbox"/> Traffic Study (3 copies) |

* certified abutters lists are required for all Special Permits applications and for Site Plan Review Application for projects involving new construction over 30,000 s.f.

Applications will not be accepted without the applicable Application Fee (please refer to the Planning Board's Fee Regulations).

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

NARATIVE DESCRIPTION SPECIAL PERMIT 1205 MAIN STREET, LEICESTER

OVERVIEW – The applicant seeks to sub-divide an existing commercial space that is currently used as a restaurant (Cheoy Lee's). The sub-division would create a separate space to the left of the restaurant that could be rented or leased to a new commercial tenant. The proposed change would make no changes to the exterior of the building at all. The newly created commercial space would be entirely within the footprint or existing space of the restaurant and does not change or add to the square footage of the structure or to the commercial space that currently exists within the structure. The new space would take about 870 square feet of space from the existing restaurant space and require the addition of two interior doors and about 30 feet of interior partition for a dividing wall that would not be a load bearing wall. The new commercial space would have one of the existing bathrooms as its designated bathroom, becoming part of the newly divided space. The proposed sub-division would not involve water or sewer plumbing changes or additions of any kind. The current electrical and heating systems would need to be modified to allow separate metering for the new space. The new space would be served by existing egresses at the front and rear of the building and these egresses would be within the newly divided space. As a new tenant for the proposed space has not been obtained, the applicant requests approval of a number of permitted uses which are listed here under the PROPOSED USE section.

PARKING – The applicant feels the proposed sub-division will not require changes or additions to the existing number of parking spaces and existing parking layout. There would be no change in the existing square footage of the building or in the existing useable commercial space in the building. The newly divided 870 SF space is anticipated to attract a tenant that would have approximately one or two employees who would be able to park in existing spaces (six or more) in the rear of the building that are not currently used by customers or visitors to the businesses that are currently in the building. In this application for a special permit there is no proposed future use for the newly divided space that would generate any significant traffic or parking increase at the site. There is space on the existing lot to expand the current parking area, however the applicant feels that is not necessary as the current parking capacity and layout exceeds demand.

WATER AND SEWER – The building and all existing commercial space is served by the Leicester water and sewer districts. There are no water or sewer plumbing changes or additions proposed in this application for special permit, or in any proposed building permit. There is no proposed increase in the total existing commercial space. As such, the applicant feels the current water and sewer systems in place are adequate and will not require any changes.

ACCESS – Access into the proposed newly divided space would be through the existing front door at the restaurant into the existing interior closed hallway that serves as an air lock, heat saver. There is an existing interior door in this hallway that leads to the restaurant. On the left wall of this hallway a new door would be installed that would open into the newly divided space. This would require no change to the exterior of the building. The new space would extend from the front of the building all the way to the rear of the building where it would be served by an existing exterior door as the second egress for the space. No change is required to the rear exterior of the building.

INTERIOR CHANGES PROPOSED – To divide approximately 870 square feet of the existing restaurant space into a separate commercial space that may be entered, secured and operated by a new business tenant, the following changes would be made. All necessary building permits for these changes will be obtained. 1. A new interior entrance door will be installed on the left wall of the existing entrance hall that leads to the restaurant. This will provide a separate entrance to the newly divided space that may be locked for exclusive access and use by a new business tenant. 2. A partition wall would be installed to separate the existing tile floored dining area of the restaurant from the rest of the existing restaurant space. This would create a new front room for the newly divided space approximately 13 x 28 feet with two existing rooms off of it. 3. An interior door would be installed between this newly divided room that would lead into the existing rear room that extends to the rear of the building. This existing rear room currently has an exterior egress that will then be contained within the newly divided space. The restaurant will still have existing separate front and rear egresses as there are currently two rear egresses in the restaurant, only one of which would be designated for the new space. 4. One of the existing bathrooms which is adjacent to the rear room will be re-keyed and locked for exclusive use of the new business tenant and become a part of the newly divided leased space. 5. The existing electric and heating systems will be reconfigured to separate the newly divided space from the rest of the restaurant and allow for separate metering of the electric and heat utilities in the newly divided space, the expense of which would then be assumed by the new tenant. No exterior or plumbing changes are required.

PROPOSED USE – The applicant seeks approval for a number of business uses to allow for selection of a tenant that would fit with the mix of the current business tenants. The uses are from the town by-laws use tables 3.2.03 and are 1. Any wholesale or retail business, research laboratory, service or public utility, 2. Antique or gift shop, 3. Office, bank, newspaper or job printing establishment, 4. Veterinary clinic, 5. Pet grooming. The applicant acknowledges this is a wide range of possible uses but feels the above uses are reasonable for the location and would be a good fit for the operation of the entire building and its existing businesses. The range of approved uses being sought also allows flexibility in marketing to and obtaining a tenant. Approving a special permitted use for only one specific use at this time would have a strong and negative effect on marketing to and obtaining a tenant. If a prospective tenant has to wait months for the special permit approval process and the result of that process is not certain, they may not want to wait or be exposed to the uncertain outcome.

PERMITS – The applicant will follow all town requirements for building permits and intends all proposed work to be done by licensed contractors who will work closely with all town departments and inspectors as required. The applicant has the town building permit application in hand and it is substantially completed. They are in the process of locating and hiring a contractor.

CONTACT INFORMATION – The applicants (property owners) are Jin Guo and Liya Ma. Mailing address is 1205 Main St., Leicester. They may be reached at 508-892-8441 (business) or 917-991-3388. Email correspondence may be made to marie780310@hotmail.com.

Proposed changes in yellow.
All other walls, doors & windows existing.



