

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:			

We are Patrick Flynn and Jennifer Wright, owner/operators of Black Sheep Bah-Bah-Q & Kitchen LLC, a newly re-built BBQ Smoker trailer with a full kitchen. We recently signed a lease with the owner of 1535 Main Street, Leicester, MA in order to use the property as a semi-permanent vending location through the end of October with a month to month agreement afterwards.

Our Lease Agreement details that we will be using only part of the land, from the back of the existing building forward to the road. We will not be occupying the building and, in fact, the property owner has said that he will be responsible for boarding it up so access is unavailable to the public.

Our trailer is equipped with two propane tanks to fuel the indoor kitchen equipment, and a generator to supply electricity to the refrigeration, etc. The smoker unit is a 6' wood fired smoker located at the front of the trailer itself. We will be bringing and securely storing all our water, both potable and non, as well as removing all grey and black water from the premises in approved storage and transport containers.

There is 400 feet of street frontage on this property, allowing for ample traffic to safely flow in and out at opposite ends. We propose angled parking for about 15 cars along the roadside. Our trailer will be placed at the approximate midpoint of the building to allow for plenty of room for people to approach the trailer, order and pick up food.

Our business model allows for online ordering, so some situations will be simply pick-up. We would like to place some picnic and or high top tables within our leased space to accommodate guests that would like to enjoy their food on the spot. We will be smoking meat and preparing all other items on the vehicle. We would potentially be open for business Tuesday through Sunday during both lunch and dinner times. Our Mobile Food Establishment Application and supporting documents have been submitted to Mr. Dagle and the Board of Health as has our New Business License Application.

We look forward to opening up as soon as possible, please let me know if there are any other documents you require.

Thank you,

Jennifer Wright & Patrick Flynn
Black Sheep Bah-Bah-Q & Kitchen LLC

