



**Development
Services
Division**

Operational Statement Checklist

Department of Public Works and Planning

It is important that the Operational Statement provides for a complete understanding of your proposal. The Operational Statement that you submit **must** address all of the following that apply to your proposal. **Your Operational Statement must be typed or written in a legible manner on a separate sheet(s) of paper. Do not submit this checklist as your Operational Statement.** It should serve only as a guide for preparing a complete Statement.

- ___ 1. **Nature of the operation--what do you propose to do? Describe in detail.**
- ___ 2. **Operational time limits:**
Months (if seasonal): _____ Days per week: _____
Hours (from _____ to _____) Total hours per day: _____
Special activities: _____ Frequency: _____ Hours: _____ Are these indoors or outdoors?
- ___ 3. **Number of customers or visitors:**
Average number per day: _____ Maximum number per day: _____ Hours (when they will be there): _____
- ___ 4. **Number of employees:**
Current: _____ Future: _____ Hours they work: _____ Do any live on-site as a caretaker?
- ___ 5. **Service and delivery vehicles:**
Number: _____ Type: _____ Frequency: _____
- ___ 6. **Access to the site:**
Public Road: _____ Private Road: _____ Surface: _____ Unpaved (dirt/gravel) / Paved: _____
- ___ 7. **Number of parking spaces for employees, customers, and service/delivery vehicles.**
Type of surfacing on parking area. _____
- ___ 8. **Are any goods to be sold on-site? If so, are these goods grown or produced on-site or at some other location?** Explain. _____
- ___ 9. **What equipment is used?** If appropriate, provide pictures or brochure. _____
- ___ 10. **What supplies or materials are used and how are they stored?** _____
- ___ 11. **Does the use cause an unsightly appearance?**
Noise? _____ Glare? _____ Dust? _____ Odor? _____
If so, explain how this will be reduced or eliminated. _____
- ___ 12. **List any solid or liquid wastes to be produced.**
Estimated volume of wastes: _____ How and where is it stored? _____
How is it hauled, and where is it disposed? _____ How often? _____
- ___ 13. **Estimated volume of water to be used (gallons per day).** Source of water? _____
- ___ 14. **Describe any proposed advertising including size, appearance, and placement.** _____
- ___ 15. **Will existing buildings be used or will new buildings be constructed?**
Describe type of construction materials, height, color, etc. Provide Floor Plan and elevations, if appropriate. _____
- ___ 16. **Explain which buildings or what portion of buildings will be used in the operation.** _____
- ___ 17. **Will any outdoor lighting or an outdoor sound amplification system be used?**
Describe and indicate when used. _____
- ___ 18. **Landscaping or fencing proposed?** Describe type and location. _____
- ___ 19. **Any other information that will provide a clear understanding of the project or operation.** _____
- ___ 20. **Identify all Owners, Officers and/or Board Members for each application submitted; this may be accomplished by submitting a cover letter in addition to the information provided on the signed application forms.**