



# Economic & Community Development Department Operational Statement In-City Businesses

The operational statement is an opportunity to communicate all the characteristics of your project that will assist Staff in understating your proposed project. The information provided will facilitate the review process and allow for comments, conditions and suggestions. Our goal is to help you succeed. Your success is our success. Please describe your proposed operation/development in as much detail as possible.

**Please type your answers in the space provided – Form is fillable**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

**Nature of the operation**

1. What do you propose to do in your business? Please describe in detail. Include information that will provide a clear understanding of your business operation. Include information such as anticipated traffic-customers, deliveries, on-site storage, special events and community involvement. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. What products or services will you be providing? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Are any goods to be sold on site? If yes, describe the products being offered for sale.  
\_\_\_\_\_

4. List the hours of operation. If seasonal, list the months of operation.  
\_\_\_\_\_

5. How many employees will you have? \_\_\_\_\_

6. What equipment will be used? \_\_\_\_\_  
\_\_\_\_\_

7. Will the existing building be used or will a new building be constructed?

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8. What modifications or improvements do you plan on making, if any? \_\_\_\_\_

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9. Explain what portions of the building will be used in your operation. Please include a site plan as a separate attachment. \_\_\_\_\_

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10. Are you co-locating with another business in the same building or suite? If so, what business?

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11. Please list any special licenses or certifications. (State, Federal etc.) \_\_\_\_\_

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12. Are you relocating or expanding? If so, from where and why. Please list any accessory uses and locations. \_\_\_\_\_

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13. Provide a floor plan which includes an interior layout of the proposed business (may be hand drawn – aerial view of the business layout - make sure to include the address on the plan).

14. Provide a site plan of the property to verify the amount of parking spaces for the unit and/or center. (The property owner should have a copy of the site plan of the property).

15. Will there be onsite or offsite sales of alcoholic beverages? If so, what type of alcohol license do you possess or plan on obtaining? \_\_\_\_\_

16. Will there be onsite commercial marijuana activity? If so, what activity? Examples include and are not limited to: transportation, delivery, storage, distribution, or sale of marijuana, marijuana products, or marijuana accessories; or cultivation of marijuana; manufacturing or testing or marijuana, marijuana products, or marijuana accessories. \_\_\_\_\_

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