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.**