



# Community and Economic Development Planning Division

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## **OPERATIONAL/ENVIRONMENTAL STATEMENT CHECKLIST**

It is important that the operational/environmental statement provides for a complete understanding of your project proposal. Please be as detailed as possible.

1. Please provide the following information:

Assessor's Parcel Number: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

2. Describe the nature of your proposal/operation.

\_\_\_\_\_

\_\_\_\_\_

3. What is the existing use of the property?

\_\_\_\_\_

\_\_\_\_\_

4. What products will be produced by the operation? Will they be produced on-site or at some other location? Are these products to be sold on-site?

\_\_\_\_\_

\_\_\_\_\_

5. What are the proposed operational time limits?

Months (if seasonal): \_\_\_\_\_

Days per week: \_\_\_\_\_

Hours (from \_\_\_ to \_\_\_): Total Hours per day: \_\_\_\_\_

6. How many customers or visitors are expected?

Average number per day: \_\_\_\_\_

Maximum number per day: \_\_\_\_\_

What hours will customers/visitors be there? \_\_\_\_\_

7. How many employees will there be?

Current: \_\_\_\_\_

Future: \_\_\_\_\_

Hours they work: \_\_\_\_\_

Do any live onsite? If so, in what capacity (i.e., caretaker)? \_\_\_\_\_

8. What equipment, materials, or supplies will be used and how will they be stored? If appropriate, provide pictures or brochures.

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9. Will there be any service and delivery vehicles? \_\_\_\_\_

Number: \_\_\_\_\_

Type: \_\_\_\_\_

Frequency: \_\_\_\_\_

10. Number of parking spaces for employees, customers, and service/delivery vehicles. Type of surfacing on parking area.

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11. How will access be provided to the property/project? (street name)

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12. Estimate the number and type (i.e. cars or trucks) of vehicular trips per day that will be generated by the proposed development.

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13. Describe any proposed advertising, including size, appearance, and placement.

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14. Will existing buildings be used, or will new buildings be constructed? Indicate which building(s) or portion(s) will be utilized and describe the type of construction materials, height, color, etc. Provide floor plan and elevations, if applicable.

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15. Is there any landscaping or fencing proposed? Describe type and location.

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16. What is the surrounding land uses to the north, south, east, and west property boundaries?

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17. Will, this operation or equipment used generate noise above other existing parcels in the area?

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18. On a daily or annual basis, estimate how much water will be used by the proposed development and how is water to be supplied to the proposed development (please be specific).

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**19.** On a daily or weekly basis, how much wastewater will be generated by the proposed project and how will it be disposed of?

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**20.** On a daily or weekly basis, how much solid waste (garbage) will be generated by the proposed project, and how will it be disposed of?

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**21.** Will there be any grading? Tree removal? (please state the purpose, i.e. for building pads, roads, drainage, etc.)

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**22.** Are there any archeological or historically significant sites located on this property? If so, describe and show the location on the site plan.

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**23.** Locate and show all bodies of water on the application plot plan or attached map.

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**24.** Show any ravines, gullies, and natural drainage courses on the property on the plot plan.

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**25.** Will hazardous materials or waste be produced and/or stored as part of this project? If so, how will they be shipped or disposed of?

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**26.** Will the business be preparing or handling food, beverages, or water to be sold or given directly to customers? If so, provide more details.

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**27.** Will the business be operating an organized camp or public pool, spa, and wading pool? If so, provide more details.

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**28.** Will your proposal require the use of any public services or facilities? (i.e. schools, parks, fire and police protection or special districts?).

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**29.** How do you see this development impacting the surrounding area?

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**30.** How do you see this development impacting schools, parks, fire and police protection or special districts?

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**31.** If your proposal is for commercial or industrial development, please complete the following; Proposed Use(s): \_\_\_\_\_

Square feet of building area(s): \_\_\_\_\_

Total number of employees: \_\_\_\_\_

Building Heights: \_\_\_\_\_

**32.** If your proposal is for a land division(s), show any slopes over 10% on the map or on an attached map.

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