

SITE PLAN APPROVAL

INSTRUCTIONS FOR APPLICANTS

A. APPLICABILITY

Site plan approval by the Planning Commission is required before a building permit is issued for any new building, building addition or structural change in any building or structure. A site plan approval is also required before any work may be undertaken to modify any curb cut, parking or loading area, green space, landscaping or screening, outdoor lighting, water line, sewer, storm water management facility, or before any steps are taken to modify any features which were subject to previous site plan approval on the same lot.

The following exceptions apply:

- One and two-family dwellings and lots occupied by one and two-family dwellings are exempt.
- If the property is located in a Commercial “D” or Conservation/Residential Zone, a Special Use Permit from the Planning Commission is required.
- If a division of an existing lot into two or more lots is involved, subdivision approval from the Planning Commission is required; subdivision approval is also required for any addition to a mobile home park.
- If only a change in occupancy for a business or commercial operation outside the Commercial “D” or Conservation Districts is applied for, which does not involve any structural changes or site work, only approval of the change of occupancy by the Planning Commission may be required.
- In case of doubt as to the proper permit to apply for, please consult the Planning Secretary.

B. GENERAL

The application form, these instructions and the procedures which the Village Planning Commission has adopted, are designed to help obtain a decision by the Commission without a waste of time or expense while ensuring that the requirements of Village, County and State Regulations are met. Therefore, emphasis in these procedures is on resolving all problems informally and avoiding unnecessary appearances before the Planning Commission.

It should be clearly understood that the Planning secretary acts only on behalf of the Planning Commission in accordance with the Commission’s policies or specific directions. The actions of the Planning Secretary will be reviewed by the Commission before the Commission considers approval of the application.

The Planning Commission may request the assistance of the Village Engineer on a case-by-case basis. In such cases, the Village Engineer will act on behalf of the Commission in accordance with their policies or specific directions.

B. GENERAL (cont)

Site Plan Approval involves a three-step process by the Planning Commission.

- Conceptual Approval;
- Preliminary Approval; and
- Final Approval

Any referrals which are part of the environmental review required under the SEQRA are integrated into the process.

Approvals may be subject to conditions. Final approval may include a requirement to post security for the satisfactory performance of required work before a certificate of occupancy can be issued.

C. INITIAL CONSULTATIONS; PERMITS FROM OTHER AGENCIES

- With Planning Secretary

The applicant is encouraged to discuss the application with the Planning Secretary before filing the application, to determine whether the proposal appears to fit the "Site Plan Approval" category or should be reviewed under another category and to review the requirements for a complete application. Village Regulations provide for two free consultations before the application fee must be paid.

- With the Commission:

The applicant has the option to meet briefly with the Commission to discuss the concept before paying any fees.

- Permits from Others Agencies:

Either during initial consultations, or after the first review of the application (see D below, the Planning Secretary will advise the applicant whether a permit or clearance from another agency, such as the County Engineer, NYSDOT, NYSDEC or SHIPO may be required; before a permit by any of these agencies is issued, it is possible that a specialist study (e.g. traffic study) has to be completed. It is the responsibility of the applicant to determine what permits are required and to secure them. It is also the responsibility of the applicant to arrange for any necessary specialist study (see G below). If any specialist study is required, the applicant must notify the Planning Secretary.

D. MATERIALS TO BE SUBMITTED FOR CONCEPTUAL APPROVAL

Before a case can be put on the Planning Commission's agenda, a complete application must be submitted to the Planning Secretary in twelve copies. The applicant will be requested to furnish additional copies if it is determined that more will be required (depends on the number required for referrals). The application consists of:

- Application Form with Parts A and B filled out and signed;
- A short narrative describing what is proposed to help the Planning Commission understand the proposal; should cover those aspects not evident from site plan or application form, such as brief description of operation, hours of operation, likely peak traffic times, storage of materials (toxic?); solid and liquid waste generation, unusual water use, impact on other public services such as schools, fire, police; permits or licenses required from other governmental agencies, etc;
- A preliminary site plan at a scale of 1"=10', 1"=20', 1"=30' or 1"=40' on sheets of either 11x17 or 24x36, showing the present situation and proposed development on the entire parcel. As a minimum, the following features must be shown: (12 copies)
 - a. Property lines, easements, dimensions of parcel, graphic scale, north arrow;
 - b. Address, street name(s), name of applicant,
 - c. On the lot and at least 50 feet beyond the property lines; go beyond this distance if necessary to evaluate effect on adjoining parcel(s) or the proposed use:
 - 1) Zoning, Patroon Creek Drainage –Way
 - 2) Street with right-of-way, traveled way, sidewalks.
- Beyond the lot lines for at least 50 feet on all adjoining parcels, located with reasonable accuracy; go beyond this distance if necessary to evaluate effect on adjoining parcel(s) or the proposed use:
 - a. Buildings or structures and other land uses.
 - b. Topographic features
 - c. Drainage channels
 - d. Major utility lines
 - e. Curb cuts and driveways – also show those on the opposite side of the street except for Central Avenue and Wolf road.
 - f. Names of owners of adjoining properties

D. MATERIALS TO BE SUBMITTED FOR CONCEPTUAL APPROVAL (cont)

- On the lot itself, show the following features, both existing and proposed; clearly identifying which is which:
 - a. Buildings or structures with their uses. Also doors, handicapped access ramps, portions with mezzanines or two or more stories; number of dwelling units
 - b. Curb cuts, parking spaces, driveways, green spaces, trees over 12 inches in diameter (indicate if proposed to be taken down).
 - c. Off-street loading areas, location of dumpsters, outdoor storage areas, fencing, sheds or minor or temporary structures.
 - d. Topography,
 - e. Storm water management system and all utility lines (general location, concept design).
 - f. Easements
 - g. Outdoor lighting: location and type of fixtures and reasonably accurate illumination plots showing region to be lit.

If a site plan showing all required information on existing conditions, prepared by a licensed engineer, architect or surveyor is available, it may be submitted. In that case, the proposals may be marked by the applicant provided they are drawn to scale. Otherwise, the preliminary site plan must be by a licensed engineer, architect or surveyor. The Commission reserves the right to require a new site plan if they deem it necessary.

- Site photographs: Sufficient to give Commission a picture of the entire site.
- Non-refundable application fee; \$500.00 per acre (\$500.00 minimum). A technical review fee will also be required – see below. In case of a project containing apartments or attached single family dwellings (townhouses), a payment in lieu of park land may be required – see below.
- Environmental Assessment Form (EAF) may be required; this will be determined by the Village Engineer early in the review. If an EAF is required, the Planning Secretary will notify the applicant and assist in filling out the form.

The Planning Secretary will advise the applicant whether or not the application is complete enough for further review and, if not, what needs to be done to make it complete. If the applicant disagrees, he/she may appeal to the Planning Commission in writing. No review of the application will be undertaken until the application fee has been received; this applies also to review for completeness of application.

Even though an applicant has furnished all the information requested by the Planning Secretary, additional material may be required by the Village Engineer, any of the other agencies which may also have to review the application, or the Planning Commission.

E. TIME OF SUBMISSION, REFERRALS, APPLICANT'S APPEARANCE

An application may be submitted at any time but must be received by the Planning Secretary at least two weeks before the Commission meeting at which consideration is to begin. An application which is found to be complete by the Planning Secretary for further review will be referred to the Village Engineer, who will provide an estimate of the technical review fee (see G below). Referrals to other agencies, such as NYSDOT or County Planning, may also be necessary. These referrals may result in a request for additional studies, such as a traffic study. When the application is considered complete, the applicant will be notified when the application is scheduled to be considered. The applicant or his/her representative should attend the Commission meeting. At this meeting the Commission will make the necessary initial determination under SEQRA.

F. CHANGE IN TYPE OF APPLICATION

Review by the Planning Secretary, the Village Engineer or the Planning Commission may result in a determination that "Site Plan Approval" is not appropriate for what the applicant proposes. In that case, the applicant will be given the opportunity to convert the application to the appropriate type; the application fee will be applied to the new application. The applicant also has the option to withdraw the application.

G. TECHNICAL REVIEW FEE, TRAFFIC & OTHER SPECIALIST STUDIES, PAYMENT OF CASH IN LIEU OF PARK LAND

o Technical Review Fee; Traffic and Other Specialist Studies

All applications are referred to the Village Engineer. Before any further review begins, he will furnish an estimate of technical review fees to cover costs of his review which will supplement that of the Planning Secretary or other Village employees. The applicant then has the options of paying the technical review fee estimate, withdrawing the applications, or appealing to the Village Board for mediation by one of their representatives.

In cases where specialized studies have been requested, either by one of the agencies which have permit granting authority with respect to this application was referred or by the Commission, the applicant has two options: he/she may retain his own consultant provided the scope of the study and the final report are reviewed and approved by the Village Engineer; or he may request the Village Engineer to sub-contract for the study, with the applicant paying the cost as part of the technical review fee. Off-site improvements to be turned over to the Village, such as water lines, sewers or storm water management systems will be designed by the applicant's engineer. The design will be reviewed by the Village Engineer; the cost of the review will be part of the technical review fee.

**G. TECHNICAL REVIEW FEE, TRAFFIC & OTHER SPECIALIST STUDIES,
PAYMENT OF CASH IN LIEU OF PARK LAND (cont)**

Village Regulations provide that no work proceeds until the matter of the technical review fee is settled and the fee paid; where the estimated review fee exceeds \$5,000, it may be paid in two equal installments. The applicant should realize that the Village Engineer's estimate is an estimate only. The actual cost may be more or less, depending on the exigencies of the project. For instance, the planning Commission may find that additional technical work for environmental review is necessary.

o Payment of Cash in Lieu of Park Lands

In connection with any site plan showing multi-family dwellings (apartments) or three or more single-family attached dwellings (townhouses), the Commission is authorized in proper cases to require that suitable park areas for playground or other recreational purposes shall be shown on the site plan so as to add to the harmonious development of the community. If the Commission determines that a suitable park or playground of adequate size cannot be properly located on such site plan, money in lieu of land shall be required in accordance with the Village Code and these regulations. The amount to be required shall be as determined by the Village Board from time-to-time (see Chapter A246 – Fees of the Village Code).

The applicant may request a waiver of the cash-in-lieu of land fee from the Village Board. If the waiver is denied, the applicant may decide to pay the fee after all, or else to withdraw the application.

Half the amount is due at the time of final approval as a condition of approval; the other half is due at the time and as a condition of the issuance of the building permit(s). Where more than one permit will be issued, the amount will be pro-rated in proportion to the number of dwelling units.

H. PLANNING COMMISSION DECISIONS

As mentioned earlier, Site Plan Approval involves three approvals by the Planning Commission:

o Conceptual Approval:

For this, a complete application, preliminary plan, fees and, if necessary, the EAF must be submitted by the applicant and have been reviewed by the Planning Secretary and Village Engineer. The Planning Commission, at this point, will decide on the level of environmental review required (this may involve preparation of an Environmental Impact Statement (EIS), changes in the application, additional information required, and conditions of approval.

H. PLANNING COMMISSION DECISIONS (cont).

o Preliminary Approval:

The Planning Commission may decide to hold a public hearing on the application depending on its importance and interest in the community. Before a hearing is held, or if there is no hearing, before the Planning commission can give preliminary approval, a complete final plan with supporting documentation (see I below) must be in hand, together with reports by other reviewing agencies and the Village Engineer. If an EIS has been prepared, the hearing on the Draft Environmental Impact Statement (DEIS) will be combined with the hearing on the application. The hearing will be held within sixty days after the complete final plan and other material have been received.

After the public hearing (if any), the Planning Commission will make its decision on whether or not to grant preliminary approval. Preliminary approval may be conditioned on modifications of the plans as submitted or other conditions.

If a public hearing is held, the applicant will be billed for the cost of the notice.

o Final Approval:

The Planning commission will make a final decision on the application within sixty-two days of the public hearing or within sixty-two days of receipt of a complete application, whichever is later. An application is considered complete if it conforms to the Planning Commission's conditions of conceptual and/or preliminary approval, contains all the required documentation, has been reported on by the Village Engineer and the Planning Secretary and is accompanied by permits from any agency(ies) which may have permit-issuing authority over this application. The Planning Commission now completes its environmental review; if an EIS has been prepared, it can take final action on the application only ten days after it acts on the EIS. All deadlines may be extended by the mutual agreement between applicant and Planning Commission.

The Planning Commission may impose conditions as part of granting final approval which may differ from those made in connection with the preliminary approval. The Planning Commission may require security to assure compliance with approved plans (see J below).

The applicant will be notified of all of the Commission's decisions in writing. If an approval is given subject to conditions, the applicant has the option to withdraw the application.

J. MATERIAL TO BE SUBMITTED FOR PRELIMINARY & FINAL APPROVAL

Material to be submitted for preliminary and final approval is generally identical, except that material submitted for final approval must reflect the conditions of the Planning Commission and the comments of the Village Engineer in connection with preliminary approval.

Material submitted for preliminary approval to be submitted in at least twelve copies, consists of:

- Final Site Plan at a scale of 1"=20', 1"=30' or 1"=40' on sheets either 11"X 17" or 24" X 36" showing the same features as the preliminary site plan, modified as necessary to reflect the conditions of conceptual approval, and also showing, in addition –
 - 1) On the lot and beyond the lot lines on all adjoining parcels for at least 50 feet beyond the property lines; go beyond this distance if necessary to evaluate effect on adjoining parcel(s) or proposed use:
 - a) Existing and proposed contour lines, minimum 2 foot intervals.
 - b) Precise location of all utility lines and features of storm water management system which will be built or altered as a result of this project or which might, in any way, be affected by it.
 - 2) Beyond the lot lines on all adjoining parcels for at least 50 feet; go beyond this distance if necessary to evaluate effect on adjoining parcel(s) or proposed use:
 - a) Fences, screening, major trees (in the immediate vicinity of the applicant's property).
 - b) Buildings or structures with offsets to property lines (reasonably accurate).
 - c) Any means of ingress or egress.
 - 3) On the Lot:
 - a) Precise location of buildings, structures and other features shown on the preliminary site plan, also dimensions and distances to the nearest property line (where relevant), floor plan and finished ground floor elevation(s).
 - b) Handicapped parking spaces, walkways, fire lanes, hydrants.
 - c) Surface treatment throughout the site (lawn, other plant material, asphalt, grave, concrete, etc.).
 - d) Fences (type, height).
 - e) Details on landscaping and screening – species to be used, size spacing (see M1 below); protective measures for existing trees to be preserved.
 - f) Outdoor air conditioner or HVAC installations, transformers, together with screening and muffling measures (see M3 below).
 - g) Dumpster.

J. MATERIAL TO BE SUBMITTED FOR PRELIMINARY & FINAL APPROVAL
(cont)

- h) Typical details of fences, curbs, manholes, hydrants, outdoor lighting.
- i) Location and preliminary design of free standing signs

- 4) Elevation(s) of principal building(s).

- 5) Profiles of utility lines on the site and up to connection with existing lines off-site.

- 6) Profiles of all features of storm water management system up to connection with existing pipes or channels off-site.

- 7) Small scale location map.

Final site plan must be prepared by a licensed engineer, architect or surveyor.

- o Storm Water Management Report (unless waived by the Village Engineer)

- o Reports of specialist studies required by other agencies, such as traffic study or archaeological survey.

- o Reports of subsurface condition if requested by the Village Engineer.

- o Narrative containing:
 - 1) Modification of original narrative because of changed circumstances, Planning Commission conditions or request for additional information.
 - 2) Specifications for site and construction features such as (unless shown on the site plan):
 - a) Lighting.
 - b) Landscaping.
 - c) Measures to protect existing vegetation, prevent erosion or siltation during construction.
 - d) Devices to reduce noise from operations, air conditioners, etc.
 - e) Devices and operating procedures to prevent grease, toxics and other prohibited materials to be discharged into sewers, storm drains, or the air.

- o Proof of ownership or of consent from owner; proof of easements.

- o Deed for any land or easement to be conveyed to the Village, together with real property gains tax affidavit; may be submitted at time final approval is requested.

- o Permits from other agencies, such as grading permit for NYSDEC, may be submitted at time final approval is requested.

Material for final approval must also be submitted in twelve copies and is generally identical to material for preliminary approval. If required by conditions of preliminary approval, any of the above may have to be modified in order for the application to be considered complete or ready for final approval. In addition:

- Permits from any other agency, which has permit granting authority over this application must be submitted.

J. SECURITY

The Planning Commission may require the posting of a security in the amount to insure the satisfactory completion of all off-site improvements and all on-site improvements, except the buildings themselves. Security may be waived for improvements completed before a building permit is issued, if it is found they will not be damaged by further construction. Security may consist of cash, an escrow account, or a letter of credit acceptable inform to the Village Attorney.

There may be provisions for partial release upon satisfactory completion of individual improvements as certified by the Village Engineer, or the competent Village Official.

K. BUILDING PERMIT, OCCUPANCY OF PREMISES, RELEASE OF SECURITY

After final approval by the Planning Commission, the applicant may request a building permit provided all conditions of the approval which must be fulfilled first have been complied with, including furnishing of the security and payment of all review and observations fees. No on-site work may begin before the building permit is issued. After satisfactory completion and inspection of buildings and all other improvements, and compliance and inspection of buildings and all other improvements, and compliance with any conditions imposed by the Planning Commission, the Chief Code Enforcement Officer will issue a Certificate of Occupancy. Where applicable, the Chief Code Enforcement Officer will rely on reports by the Village Engineer and Village Officials. If some work items have not been completed or conditions have not been met and can only be completed or met in the future, he may authorize temporary occupancy and specify the date by which the work must be completed or conditions met (e.g. landscaping). Once all the work has been completed in a satisfactory manner, a Certificate of Occupancy will be issued.

The Commission will release the security at this time, provided they have been informed that all work has been completed and conditions, if any, have been met and all fees paid. The applicant is responsible for the building permit fee and for the cost of site visits and report preparation by the Village Engineer in connection with improvements other than buildings.

A Certificate of Occupancy may be revoked for violations of conditions imposed by the Commission.

L. INTERRUPTIONS TO THE APPROVAL PROCESS, EXTENSION OF TIME

The Planning Commission, Village Officials and Village Engineer will do their best to expedite consideration of the application. However, delays may occur; among the most common causes are:

- Need to refer the application to another Board within the Village. The Planning Commission cannot consider an application which does not meet zoning requirements until the necessary variance or rezoning has been obtained.
- The Planning Commission cannot give final approval until permits, consents or reports from agencies outside the Village, which also have review duties, have been received and considered.
- Applications and supporting material are not complete or do not reflect previous discussions or conditions of conceptual or preliminary approval.
- Fees have not been paid as required at each stage.

All these causes will bring the processing of the application to a halt until they are resolved.

It may be impossible to meet the time limit in State Law, which requires final Commission action within 62 days after the public hearing (if any), or the submission of a complete application, whichever is later. In that case, the time limit may be extended by mutual consent; either the applicant or the Commission may initiate an extension.

M. SUBSTANTIVE REQUIREMENTS FOR IMPROVEMENTS

In general, the requirements of the Village departments, the Subdivision Regulations and the Zoning Regulations apply.

In addition:

- Deciduous trees used for screening shall be 2-1/2" – 3" minimum caliper; evergreens shall have a minimum height of 5-6 feet.
- Outdoor lighting must not spill over onto adjoining properties and must not produce glare on highways and drives; lights near property lines must be aimed into the property.
- Air conditioners and similar equipment should be designed, muffled or located so as to produce no noise louder than 50 db on any nearby residential property between the hours of 9:00 PM and 7:00 AM.
- Provisions shall be made for control of erosion and siltation during construction.

N. VALIDITY OF APPROVAL

The final approval lapses one year after it has been granted, unless a building permit has been issued; in that case, the site plan approval expires at the same time as the building permit. The Planning Commission will consider extension of the approval for one more year provided the request is made at least one month before the original approval expires and no changes to the project or the permit conditions



VILLAGE OF COLONIE
ALBANY COUNTY, NEW YORK

SITE PLAN DEVELOPMENT

APPLICATION FORM

Please refer to instructions to determine whether this is the appropriate form to use.
Please fill out both sections "A" and "B".

A. GENERAL INFORMATION

ADDRESS: _____

APPLICANT'S NAME: _____ TEL. NO. _____

ADDRESS: _____

PROPERTY OWNER'S NAME: _____ TEL. NO. _____

ADDRESS: _____

PROPERTY OWNER'S AGENT
(IF APPLICABLE) _____ TEL. NO. _____

ADDRESS: _____

CERTIFICATIONS:

BY APPLICANT: I CERTIFY THAT THE INFORMATION IS CORRECT AND COMPLETE TO THE BEST OF
OF MY BELIEF;

DATE: _____ SIGNATURE: _____

BY OWNER OR AGENT: I HAVE REVIEWED THIS APPLICATION AND AGREE TO IT. I ALSO CERTIFY THAT THE
INFORMATION IS CORRECT AND COMPLETE TO THE BEST OF MY BELIEF.

DATE: _____ SIGNATURE: _____

TAX MAP PARCEL NO. _____ ZONING: _____

LOT AREA: _____ Sq. Ft. PARKING SPACES: _____

PATROON CREEK DRAINAGE – WAY ON LOT? YES _____ NO _____

B. EXISTING CONDITIONS & PROPOSED CHANGES:

INSTRUCTIONS – ALL FIGURES SHOULD APPLY TO THE ENTIRE TAX MAP PARCEL; IF AN AMOUNT IS PROPOSED TO BE REDUCED, SHOW IN BRACKETS THUS (000) IN COLUMN 2. WHERE SQUARE FEET ARE ASKED FOR, ESTIMATE NUMBER OF NET SQUARE FEET; SECOND STORY OR MEXXANINE COUNTS THE SAME AS GROUND FLOOR. IF SITE IS NOW VACANT, ALL ITEMS IN COLUMN 1 WILL BE “0”, AND COLUMNS 2 & 3 WILL BE IDENTICAL.

<u>DESCRIPTION</u>	<u>COLUMN 1 EXISTING CONDITIONS</u>	<u>COLUMN 2 PROPOSED CHANGES</u>	<u>COLUMN 3 TOTAL AFTER CHANGES</u>
RESIDENCES, 1 OR 2 FAMILIES (NO.)	_____	_____	_____
ACCESSORY APARTMENTS (NO.)	_____	_____	_____
SINGLE FAMILY ATTACHED UNITS (NO.)	_____	_____	_____
APARTMENTS, 900 sq.ft OR MORE IN AREA (NO.)	_____	_____	_____
APARTMENTS, 899 sq.ft. OR LESS IN AREA (NO.)	_____	_____	_____
MOBLIE HOMES (NO.)	_____	_____	_____
HOME OCCUPATION (SQ. FT.)	_____	_____	_____
OFFICE (SQ. FT.)	_____	_____	_____
HOTEL, MOTEL TOURIST HOME, BOARDING HOUSE (NO, OF GUEST ROOMS)	_____	_____	_____
BARBER, BEAUTY SHOP, (NO. OF GUEST ROOMS)	_____	_____	_____
RETAIL & BUSINESS SERVICES (SQ. FT.)	_____	_____	_____
RESTAURANT, NOT SERVING ALCOHOLIC BEVERAGES (SEATS)	_____	_____	_____
RESTAURANT SERVING ALCOHOLIC BEVERAGES OR SIMILAR, NIGHT CLUB (LINEAR BAR FOOTAGE, FT.)*	_____	_____	_____
(USABLE CUSTOMER FLOOR SPACE, SQ. FT.)*	_____	_____	_____
MEDICAL SERVICES (SQ. FT)	_____	_____	_____
USE NOT SPECIFIED ABOVE (DESCRIBE BELOW) (SQ.FT.)	_____	_____	_____



Village of Colonie

Village Hall, 2 Thunder Road, Colonie, NY 12205
Telephone: (518)869-7562 Fax (518) 464-0389

PLANNING
COMMISSION

CHANGE OF OCCUPANCY/USE QUESTIONNAIRE

1. SITE ADDRESS _____
2. APPLICANT'S NAME _____
3. Narrative -- Brief Description of Business Operations _____

4. GROSS FLOOR AREA OF BUSINESS _____
5. AREA TO BE OCCUPIED _____
6. NUMBER OF STORIES _____
7. BUILDING HEIGHT _____
8. HOURS OF OPERATION _____

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

9. NUMBER OF EMPLOYEES PER SHIFT

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

10. WILL THERE BE ANY MEETINGS OR CLASSES

YES	NO
-----	----

11. a) NUMBER OF BUSINESS VEHICLES _____
- b) NUMBER OF EMPLOYEE VEHICLES _____

12. AVERAGE NO. OF CUSTOMERS: (per day) _____
 AVERAGE NO. OF CUSTOMERS (Peak Hours of the Day) _____
 AVERAGE NO. OF CUSTOMERS (Peak Day of the Week) _____
 AVERAGE NO. OF CUSTOMERS (Peak Hour(s) of Day) _____

13. ARE THERE PEAK BUSINESS DAYS OF THE YEAR?

YES	NO
-----	----

PEAK TIME OF YEAR (duration) ? _____

If yes, explain: _____

14. ARE THERE ANY PLANS FOR FUTURE EXPANSION ?

YES	NO
-----	----

15. ARE ANY LICENSES NEEDED TO RUN THIS BUSINESS ?

YES	NO
-----	----

If yes, explain: _____

16. ARE ANY HAZARDOUS MATERIALS USED OR STORED IN THIS BUILDING ?

YES	NO
-----	----

If yes, List below and include MSDS for each item.

17. IS THERE ANY NOISE OR VIBRATION CREATED FROM RUNNING THIS BUSINESS THAT WILL GO BEYOND THE BORDERS OF YOUR PROPERTY ?

YES	NO
-----	----

18. ARE FIREARMS, EXPLOSIVES, AMMUNITIONS, BLACK POWDER, ETC. USED OR STORED IN THIS BUILDING ?

YES	NO
-----	----

If yes, Where and How are they stored ? _____

19. IS ANY PART OF THIS BUSINESS RELATED TO ADULT ENTERTAINMENT ?

YES	NO
-----	----

20. HOW WILL YOU DEAL WITH GARBAGE DISPOSAL ? (including expected time of removal): _____

21. DOES THIS BUSINESS INCLUDE SALES OR SERVICE OF ALCOHOL ?

YES	NO
-----	----

22. WHERE IS THIS BUSINESS CURRENTLY LOCATED ? _____

23. WILL THERE BE ANY OUTSIDE STORAGE ? YES NO

24. WILL THERE BE ANY DELIVERIES ? YES NO

If yes, How Many ? Per Day Per Week

Proposed Time of Day Of Pick-up A.M. P.M.

25. WHAT IS THE CURRENT USE ? _____

26. IS BUSINESS PRIMARILY PERFORMED: ON SITE OFF SITE