



# City of Reedley

Community Development Department  
1733 Ninth Street  
Reedley, CA 93654  
(559) 637-4200  
FAX 637-2139

## Operational Statement Template

Our goal is to facilitate an accurate and complete description of your project in order to avoid unnecessary delays in gathering additional information. This is your opportunity to communicate in detail the important characteristics of your project/property that should be to consider when your project is reviewed for completeness. Please use this template as a guide to explaining the scope of your project.

This template will assist you, various City departments and outside agencies, in their review, crafting of comments and conditions. If you have any questions about the requested information or need help completing any portions of this form please call the Community Development Department at (559) 637-4200 ext. 286. This form must be completed and submitted in order to process your application. If this operational statement is not submitted or incomplete, your application will not be accepted for processing.

1. Project Description: \_\_\_\_\_ application is being submitted by \_\_\_\_\_ on behalf of \_\_\_\_\_ and pertains to \_\_\_\_\_ acres of property located at \_\_\_\_\_.

2. Operational Narrative: (Describe your proposed operational/development in detail, including information such as name of business, product or service, anticipated traffic and deliveries, and special events, required equipment, on-site storage, demolition or adaptive reuse of existing structures, etc.).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. List the hours of operation: \_\_\_\_\_ Number of Days per Week: \_\_\_\_\_  
If Seasonal, list the months of operation: \_\_\_\_\_

4. Number of Customers or Visitors per day: \_\_\_\_\_ Maximum per Day: \_\_\_\_\_  
During what hours will customers visit your property? \_\_\_\_\_

5. Number of current employees: \_\_\_\_\_ Future employees: \_\_\_\_\_  
Will any live on site? YES / NO

6. Will the operation or equipment used generate noise above existing levels in the area? YES / NO  
If yes, explain \_\_\_\_\_

7. Will hazardous materials or waste be produced as part of this business? YES / NO  
If yes, explain \_\_\_\_\_

8. Explain which building(s) or what portion of the building(s) will be used in your operation: \_\_\_\_\_  
\_\_\_\_\_

Applicant's Signature

Date