



PLANNING & BUILDING DEPARTMENT
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Operational Characteristics

Electronic resubmittals are strongly encouraged, please send this form along with your applications to permits@cityofbuckley.com

A detailed description of operational characteristics is required for all discretionary land use permits such as, administrative use permits, conditional use permits, temporary use permits, variance applications, etc. and may be required for zoning certification, business licenses, building permits and other permits, as deemed necessary by Permit Center staff. The operational description must include the following information to be considered complete:

1. Description of proposed use/project application. What will be the nature of your business?

2. Extent and type of proposed improvements to the site and/or interior or exterior building remodeling to existing building(s) (i.e. additions to building, interior building improvements or alterations, landscaping, proposed signs, additional parking spaces, etc.).

3. Traffic (vehicular trips to and from site per day) generated by the use, including deliveries and client-related trips (i.e. any proposed shipping and receiving activities, projected employee trip generation, projected customer trip generation). **NOTE: Self-reported numbers that conflict with the ITE manual used to estimate fees will be taken into consideration only when accompanied by a trip generation letter with supporting documents.**

4. Previous use of property: Has the property been vacant for 12 or more months? **YES / NO**
Name of previous Business _____ *(circle one)*
Type of previous business (ie. grocery store, nail salon, restaurant etc) _____

5. Total square footage of the floor area of the tenant space.

6. Proposed number of full and part-time employees.
7. FOR DAY CARE OR EDUCATIONAL FACILITIES: Proposed number of students on the site at any one time.
8. Maximum number of anticipated customers on site at any one time (if applicable).
8. Maximum numbers of employees on the site at any one time.
9. Proposed hours, days, place and manner of operation.
10. Type of products or services proposed to be available on the site.
11. Number of commercial vehicles proposed to be parked or stored on the site.
12. Proposed type of equipment/machinery to be used by the business or stored on site (i.e., office equipment, manufacturing equipment, construction equipment).
13. Proposed use of outdoor space on lot (i.e., outdoor storage, outdoor display and sales of merchandise, parking/open space, recreation space).

14. If more than one tenant on the site, provide the square footage of each tenant space, business names of tenants, and type of business

Space #	Type of Business	Tenant Name	Area

15. Existing number of parking spaces.

16. Surrounding uses and businesses next to proposed business/project site.

17. Operational characteristics or functions that create emission of gasses, dust, odors, vibration, electrical interference, smoke, noise, air pollution, light, glare, odor or dust in a manner likely to cause offense or irritation to neighboring residents.

18. Site and building design features that minimize land use impacts, such as traffic, aesthetics, etc. or environmental impacts such as noise, vibration, dust or air pollution, glare, odor and dust, etc.

19. Provide a hazardous material inventory statement and summary.