



7 | Business Operation Plan

TABLE OF CONTENTS

PART I.	PROPOSED BUSINESS OPERATION
PART II.	PROPOSED LOCATION
PART III.	ADDITIONAL REQUIREMENTS

PART I: PROPOSED BUSINESS OPERATION

Name of Business:		Type of Business:	
Previous/Current Location:		Website:	
Proposed Hours of Operation:		Number Days:	
Number of Employees:		Average Number of Customers Per Day:	
Provide a detailed summary of the typical business activities/services that would be conducted at this location:			
Contact Person:		Phone:	
Title/Position:		Fax:	
E-mail:		Today's Date:	/ /



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PART II: PROPOSED LOCATION

Proposed Address:	
Name of Center: (if applicable)	
Tenant Space Square Footage:	

In order to determine if there is adequate parking for your proposed business at this location, please provide the information below. This information must be obtained from the property owner/property management company. Feel free to attach additional pages if necessary.

Total number of parking spaces available at proposed location:

CURRENT TENANT LIST FOR THE ENTIRE CENTER

Address/Suite #	Business Name	Business Type	Square Footage
1)			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			

PART III. ADDITIONAL DOCUMENTS

1. Single Tenant Location – Provide a site plan and a preliminary floor plan to illustrate the business location and function, (for additional details see handout No. 2).
2. Multiple Tenant Location – Provide a site plan and floor plan that includes each tenant space. Within the floor plan, provide a tenant key map that identifies the address of the tenant space, what business is occupying the tenant space, and the size of the tenant space. If no business is occupying the tenant space, identify the space as vacant.
3. Verify Parking – Provide a site plan that accurate depicts the number of parking allocated for the subject site.