



City of Reedley

Community Development Department
1733 Ninth Street
Reedley, CA 93654
(559) 637-4200
<https://reedley.ca.gov>

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 considered 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 contact the Community Development Department at (559) 637-4200, Option 3, Press 1 or via e-mail at planning@reedley.ca.gov. 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 operation/development in detail, including information such as name of business, product or service, anticipated traffic and deliveries, 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. Which building(s) or what portion of the building(s) will be used in your operation? _____

I hereby declare under penalty of perjury that this application and all information submitted as part of this application are true and accurate to the best of my knowledge.

Applicant's Signature _____

Date _____