



Site Plan Review

Operational Statement

The Operational Statement is an opportunity to communicate in detail all the characteristics of your project that are important to consider when reviewing your Site Plan Review submittal. The Operation Statement should describe your proposed operation/project in as much detail as possible. A detailed Operational Statement may help facilitate accurate and complete comments, conditions and recommendations from City staff based on the description of your project in an effort to avoid unnecessary delays in gathering additional information. Please use the information provided below as a template or guide when writing an Operational Statement for your project. If you have any questions regarding Operational Statements, please contact the Visalia Planning Division at (559) 713-4359.

Contents of an Operational Statement

- Nature of the operation/project – What do you propose to do? Please describe in detail.
- What products will be produced or sold by the operation?
- What is the existing use of the site?
- List the hours and days of operation during a typical work week
- If Seasonal, list the months of operation
- Anticipated number of clients/customers at one given time
- Number of employees and future employees
- Will any of the employees live on the site?
- Number and type of service or delivery vehicles
- What equipment is used?
- Will hazardous materials or waste be produced as part of this business? If yes, please explain.
- Please include any other information that will provide a clear understanding of your business and its operation.

NOTE: When possible, the Operational Statement should be in bullet format rather than paragraphs, and may be on the face of the site plan or on a separate sheet.