



Operational Statement Checklist

Cascade County Public Works Department
Planning Division
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It is important that the operational statement provides for a complete understanding of your proposal. The operational statement that you submit must address all of the following that apply to your proposal. Your operational statement must be typed or written in a legible manner on a separate sheet(s) of paper. **Do not submit this checklist as your operational statement. It should serve only as a guide for preparing a complete statement.**

- ___ 1. **Nature of the operation - what do you propose to do? Describe in detail on separate sheet of paper.**
- ___ 2. **Operational time limits:**
Months (if seasonal): ___ Days per week: ___ Hours (from ___ to ___) Total hours per day: ___
Special activities: Frequency: Hours: Are these indoors or outdoors?
- ___ 3. **Number of customers or visitors:**
Average # per day: Maximum # per day: Hours (when they will be there):
- ___ 4. **Number of employees:**
Current: Future: Hours they work: Do any live on-site as a caretaker?
- ___ 5. **Service and delivery vehicles:**
Number: Type: Frequency:
- ___ 6. **Access to the site:**
Public Road: Private Road: Surface: Unpaved (dirt/gravel)/ Paved
- ___ 7. **Number of parking spaces for employees, customers, and service/delivery vehicles:**
- ___ 8. **Are any goods to be sold on-site? If so, are these goods grown or produced on-site or at some location? Explain.**
- ___ 9. **What equipment is used? If appropriate, provide pictures or brochure.**
- ___ 10. **What supplies or materials are used and how are they stored?**
- ___ 11. **Does the use cause an unsightly appearance?**
Noise? Glare? Dust? Odor? If so, explain how this will be reduced or eliminated?
- ___ 12. **List any solid or liquid wastes to be produced (other than septic system waste):**
Estimated volume of wastes: How and where is it stored? How is it hauled and where is it disposed? How often?
- ___ 13. **Estimated volume of water to be used (gallons per day): Source of water:**
- ___ 14. **Describe any proposed advertising including size, appearance, and placement.**
- ___ 15. **Will existing buildings be used or will new buildings be constructed?**
Describe type of construction materials, height, color, etc. Provide site plan showing locations of existing and proposed construction.
- ___ 16. **Explain which buildings or what portion of buildings will be used in the operation.**
- ___ 17. **Will any outdoor lighting or an outdoor sound amplification system be used?**
Describe and indicate when used.
- ___ 18. **Landscaping or fencing proposed? Describe type and location.**
- ___ 19. **Will one acre or more of soil be disturbed? If so, plans to mitigate thru DEQ construction permit.**
- ___ 20. **Any other information that will provide a clear understanding of the project or operation.**