



TOWN OF THOMPSON'S STATION RESIDENTIAL BUSINESS CHECKLIST

- Application form including property owner affidavit.
- Copy of legal description of subject property.
- Processing fee.
- Site Plan - 10 copies, drawn to scale no smaller than 1" to 200" and folded. The plan shall also be submitted electronically.
- Elevations (new construction) – 10 copies drawn to scale. The plan shall also be submitted electronically.
- Justification Statement explaining the proposed business in detail including hours of operation, number of employees, traffic generation, etc.
- Any other information pertinent to the proposed business as determined by the Town Planner.

ADDITIONAL INFORMATION MAY BE REQUIRED ON A CASE BY CASE BASIS. ALL SUBMITTAL REQUIREMENTS INCLUDING ANY ADDITIONAL INFORMATION, IF REQUIRED WILL BE NECESSARY TO SUBMIT A COMPLETE INFORMATION. PLEASE NOTE, AN INCOMPLETE APPLICATION WILL NOT BE PROCESSED.