

**ROUND TABLE INFORMATION FORM**

1. Please list the following information for ALL PERSONS WHO WILL BE IN ATTENDANCE:

NAME	EMAIL ADDRESS	PHONE NUMBER	RELATIONSHIP TO PROJECT
1.			
2.			
3.			
4.			
5.			

2. Address of the Property: \_\_\_\_\_

3. If the property is not addressed or the address is unknown, please give the tax parcel number: \_\_\_\_\_

4. What is the property currently being used for: \_\_\_\_\_

\_\_\_\_\_

5. What are you going to do with the property: (PLEASE LIST EVERY SINGLE USE) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Are you changing an existing house to an office or a business? Yes No

7. If "yes" to Question #6, what kind of office or business are you changing the house to? \_\_\_\_\_

\_\_\_\_\_

8. Are you changing an existing single-family house to a duplex or a triplex? Yes No

9. If "yes" to Question #8, which is it? Duplex Triplex

**FOR NEW CONSTRUCTION:**

10. Are you going to build a new building? Yes No

If you answered "yes", please continue answering the following questions. If you answered "no", please skip to Question #15.

11. What are you building? \_\_\_\_\_

Number of buildings \_\_\_\_\_

How many TOTAL square feet in each building? \_\_\_\_\_

Single, double or triple story? \_\_\_\_\_

Basement or not? \_\_\_\_\_

What will the new building(s) be used for? \_\_\_\_\_

12. Will the new building have any paint booths? Yes No

13. Will the new building(s) have a complete fire sprinkler system? Yes No

14. Will the new building be used to store any flammable or hazardous liquids or materials, which includes oil and automotive liquids? Yes No

15. What type of construction will your new building be? \_\_\_\_\_

16. Name of architect for new building construction \_\_\_\_\_

**FOR EXISTING BUILDINGS OR STRUCTURES:**

17. Please list the following information for all stories and basements. Mark "N/A" if the building doesn't have a 2<sup>nd</sup> story and/or a basement.

	1 <sup>st</sup> STORY	2 <sup>nd</sup> STORY	BASEMENT
Current Use (or most recent use)			
Proposed Use			
Square Footage			

18. What is the type of construction for the existing building/structure: \_\_\_\_\_
19. Is the building currently hooked to city sewer: Yes No
20. Is the building currently hooked to city water: Yes No
21. Will the building be used for any storage of flammable or hazardous liquids or materials, including oil and automotive liquids? Yes No  
Does the building contain any paint booths? Yes No
22. Will you be installing any paint booths as part of this application? Yes No
23. Does the site currently have an installed underground grease interceptor? Yes No Don't Know
24. Is the building currently fire sprinkled? Yes No
25. Is the building currently fire alarm monitored? Yes No
26. How many bathrooms does the building have? \_\_\_\_\_
27. Are the bathrooms ADA compliant? Yes No Don't Know
28. Is the main entrance ADA compliant? Yes No Don't know
29. Is there an accessible route to the public sidewalk or street? Yes No Don't Know
30. Distance between every property line and all the walls of the building? \_\_\_\_\_
31. Is the building currently heated? Yes No If "yes", what type of heating system? \_\_\_\_\_

**GENERAL INFORMATION TO BE COMPLETED FOR ALL REQUESTS:**

32. How many estimated employees will you have? \_\_\_\_\_
33. If your use involves any type of food or beverage serving or preparation, please list all foods and beverages that will be prepared and/or served: \_\_\_\_\_  
\_\_\_\_\_
34. Will food and beverages be prepared on site? Yes No
35. What forms of cooking/baking/frying/freezing methods and/or appliances will be used? Please list all appliances and methods that will be used: \_\_\_\_\_  
\_\_\_\_\_
36. Estimated number meals to be served daily: \_\_\_\_\_
37. Where will off-street parking be provided: \_\_\_\_\_
38. Will any products be sold on site? Yes No If "yes", what? \_\_\_\_\_
39. If any type of a care facility/group home, how many beds/residents? \_\_\_\_\_  
Will there be 24-hour inhome managers? Yes No
40. What is the total square footage of the building as it exists right now? \_\_\_\_\_
41. If you are adding on any square footage to the building, how much square footage are you adding on? \_\_\_\_\_
42. Are you adding any paved parking? Yes No If "yes", how much square footage? \_\_\_\_\_