

**THIS FORM MUST BE FILLED OUT ELECTRONICALLY.**  
**HANDWRITTEN PROJECT DESCRIPTIONS WILL NOT BE ACCEPTED.**

**Business Description** – How would you describe your business to someone who had never heard of your business before? What type of product do you make/ produce/ sell? What type of service do you provide?

**Hours of Operation** – provide a range in which you're willing to be limited to.

Sunday	to	Thursday	to
Monday	to	Friday	to
Tuesday	to	Saturday	to
Wednesday	to		

**Estimated Number of Employees**      **# of Parking Stalls on Property:**

Full-Time	
Part-Time	
Total	

**Relevant Experience of Applicant** – What experience does the applicant have in the proposed business type? What skills will make the applicant successful?

**Ownership vs. Tenancy** – Will you own or rent the location of the business? If renting, how long term is the lease? Is it a conditional offer?

**Square Footage** – What is the current/ proposed square footage of the business?

**Menu** – If the project description is for a restaurant, a sample menu shall be included.