

**St. Bernard Parish Government**

Department of Community Development  
8201 West Judge Perez Drive  
Chalmette, LA, 70043  
Office: 278-4310 Fax: 278-4298



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**OPERATIONAL STATEMENT**

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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 and will remain on file. **Your Operational Statement must be typed or written in a legible manner. A separate sheet of paper may used.**

1. **Nature of the operation--what do you propose to do? Describe in detail**

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2. **Operational time limits:**  
Months (if seasonal): Days per week:  
Hours (from \_\_\_\_\_ to \_\_\_\_\_)

3. **Number of employees:**  
Current: Proposed: Hours they work:

4. **Service and delivery vehicles:**  
Number: Type: Loading hours: Loading area:

5. **Describe all egress and ingress:**  
Public Road: Private Road: Surface: Driveways:

6. **Number of legal parking spaces for employees, customers, and service/delivery vehicles on site.**

7. **Are any retail goods to be sold on-site? If so, are these goods grown or produced on-site or at some other location?**

8. **Describe any existing and proposed advertising/signage including size, appearance, and placement.** Signage is subject to Chapter 22-7-4.

9. **Will existing buildings be used or will new buildings be constructed?**  
Please include proposed site, elevation and floor plans, if possible.

10. **Explain which buildings or what portion of buildings will be used in the operation.**

11. **Will any outdoor lighting or an outdoor sound amplification system be used?**  
Describe and indicate when used

12. **Landscaping or fencing proposed?** Describe type and location. A landscaping plan may be required.

13. **Any other information that will provide a clear understanding of the project or operation.**