

Site Plan Minimum Requirements

At a minimum, the applicant must provide the following in order for us to conduct a proper evaluation:

1. A Site Plan that clearly identifies the dimensions of the parcel the proposed business will be located on, the total square footage the business will occupy on that parcel, and the other structures, if any, in the immediate vicinity (a one- to two-block radius);
2. A Floor Plan for the business that clearly identifies:
 - a. The entrance and lobby/reception area
 - b. Retail area
 - c. Limited Access area
 - d. Offices
 - e. Secure room for Safe/Vault for both product and cash
 - f. Security room in which servers/security camera equipment will be located
 - g. Area in which on-site security will be stationed, if on-site security guards will be used
 - h. Restrooms
 - i. Location of security cameras and fire extinguishers
 - j. Location of panic buttons, if any

The building plans do not need to include plumbing/electrical lines.