

Letter of Intent

Must be very detailed in order to determine flow.

Letter should address:

Retail Stores-

- * Floor plan showing square footage or retail sales area
- * Number of employees
- * Hours of operation

Food Service-

- * Number of seats and average attendance
- * Single use or multi use articles
- * Hours of operation
- * Floor plan showing square footage of floor space
- * Number of employees

Daycare

- * Hours of operation
- * Number of people (Employees & Kids)
- * Kitchen (Yes or No)
- * Floor plan showing square footage of floor space

Church

- * Max. Seating Capacity
- * Kitchen (full or warming) (same building as sanctuary) (fellowship hall is separate building, will have to size building separately)
- * Description of daily usage

Campground/ RV Park

- * Contact Planning/Zoning at 336-651-7350
- * Dump Station (Yes or No)
- * Number of Sites
- * Travel trailers or park models?
- * Water/ Sewer hookups at each site?
- * Bath House (Yes or No)

*If washing machine is provided please provide average number of loads per day and washing machine specification sheet with how many gallons of water required per load. *

The more detailed your Letter of Intent, the faster we'll be able to process your application.