

## **WELLS SANITARY DISTRICT - Checklist for new projects**

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### **General information required for all new projects:**

- \_\_\_ Project Contact Information (Name, address, email, phone)
- \_\_\_ Owner information (Name, address, phone)
- \_\_\_ Property location (Town of Wells Map/Lot, Unit # and Street Address)
- \_\_\_ Description of proposed project and its use
- \_\_\_ Previous use of property location, if applicable
- \_\_\_ Plans (layout of project/square feet of buildings) For multi unit projects, a stamped by licensed professional engineer, is required.
- \_\_\_ Number of employees per shift, hours of operation

### **Residential:**

- \_\_\_ Number of units
- \_\_\_ # of bedrooms/unit
- \_\_\_ Existing or new connection

### **Campgrounds/RV Parks:**

- \_\_\_ Number of sites with water/sewer hookups
- \_\_\_ Number of sites without water/sewer hookups

### **Restaurants/food service providers:**

- \_\_\_ Type of food service (i.e., sit down or take out, with or without lounge)
- \_\_\_ # of seats (inside, outside, existing and/or proposed)
- \_\_\_ # parking spaces for take-out or drive-in only
- \_\_\_ Grease Interceptor - subsurface
- \_\_\_ Grease Trap - for existing only (capacity/nameplate data)

### **Motel/Hotel Units:**

- \_\_\_ # of units without kitchen facilities
- \_\_\_ # of units with kitchen facilities

### **Retail/Office Space:**

- \_\_\_ Gross square footage of building
- \_\_\_ Type of use (retail or office)
- \_\_\_ # of Employees