

NORTON COMMONS COMMERCIAL VILLAGE ASSOCIATION

SUBJECT: Commercial Village Association Prospective Business Review

The Founders of Norton Commons have the right to review all prospective businesses for financial stability, experience, and ability to comply with neighborhood and other requirements. The Review is to assure an appropriate mix of quality establishments and may establish standards for various aspects of a proposed business. Completion and submission of this Review does not constitute approval, and Founders reserve the right to reject potential businesses and commercial uses in Norton Commons.

The following information and supporting documentation must be submitted in writing to the Founders in order for a potential business owner, building owner or lessee to obtain approval to operate a business in Norton Commons. The information requested below may be submitted by email to Sarah Pritts at spritts@nortoncommons.com, cc: Susan Graf susangraf@nortoncommons.com. **Founders' approval and/or comments will be provided within 21 days of submission. Prospective business operators acknowledge that "exclusives" in any category are not granted as a matter of policy.**

Required Information Regarding Proposed Commercial Establishment:

1. State which of the following applies: completed intent to purchase agreement, executed sales contract, executed lease agreement, current property owner or business owner, or other
2. Owner's name and relevant background
3. Contact email and phone number for owner and/or manager
4. Name of business
5. Type of business
6. Proposed location of business - please provide both address and lot number, if known
7. Does the proposed business exist anywhere else currently? If so, state where and for how long it has been in operation (include both physical stores as well as virtual/online stores)
8. Total square footage of proposed business
9. Date of opening (estimated date is acceptable)
10. Hours of operation
11. Number of staff, both total number and number of staff on-site during normal hours of operation
12. Waste removal plan & location of receptacle(s)
 - a. Please take into account Metro code requirements when creating waste plan. Note each CVA member is responsible for contracting for his/her own waste removal services, and waste containers must remain within the bounds of the property line at all times.
13. Marketing plan overview
14. Tax identification number**
15. Interior design plan**
16. Exterior signage plan**
17. Existing businesses: any changes to existing business that were not included in the answers above.

**Required prior to finishes being installed.

Prospective business owner/lessee must acknowledge all applicable Declarations, Charters, Easements, Covenants and Restrictions of Record, and Commercial Village Association fees as a condition of approval.

Seen and agreed to by:

Prospective Business Owner/Operator