

## Instructions: Filling out Formstack Form for Non-Residential Water License Applications

### 1. Have this information ready

- a. Do you need indoor water, irrigation, or both?
- b. Is this a new development or redevelopment?
- c. Contact information for property owner and job contact (names, addresses, phone numbers, email).
- d. For commercial or industrial water requirements:
  - i. type of business(es).
  - ii. If irrigation is required, indicate **approved annual water budget** in gallons. If you need a water budget **and do not have one**, then you cannot submit this request until you have an approved water budget.
  - iii. **square footage** of each type of business.
- e. For shell building water requirements:
  - i. Indicate if building is zoned for commercial or industrial use.
  - ii. If irrigation is required, indicate **approved annual water budget** in gallons. If you need a water budget **and do not have one**, then you cannot submit this request until you have an approved water budget.
  - iii. **square footage** of the shell building.

### 2. Definitions in case you need them

- a. **Commercial** - examples would be retail, grocery, restaurant, office spaces.
- b. **Industrial** - examples would be manufacturing, warehousing.
- c. **Redevelopment** - an address with an existing water license; more water might be required for both potable and irrigation needs.
- d. **Water Budget** - the target amount of water that should be applied during a typical irrigation watering season, post-establishment. It is part of the Site Development Plan.
- e. **Shell Building** - a space built where the tenants and specific usage are unknown. The building is zoned for either commercial or industrial usage.

### 3. Summary matrix of information needed

Category of Building	Knowledge of Occupancy	Square Footage?	Water Budget in Gallons?
New Commercial / Industrial development requiring irrigation	Need to know what type of business(es) will occupy the space	Yes	Yes
New Commercial / Industrial development <b>not</b> requiring irrigation	Need to know what type of business(es) will occupy the space	Yes	
Redevelopment Commercial / Industrial requiring irrigation	Need to know what type of business(es) will occupy the space	Yes	Yes
Redevelopment Commercial / Industrial <b>not</b> requiring irrigation	Need to know what type of business(es) will occupy the space	Yes	
Shell Building requiring irrigation	Need to know if building is zoned for either commercial or industrial use	Yes	Yes
Shell Building <b>not</b> requiring irrigation	Need to know if building is zoned for either commercial or industrial use	Yes	

### 4. Required questions

- a. Required questions are indicated with an asterisk. Form will not submit without answering these questions.
- b. All five acknowledgement questions (Question 14) must be answered. Form will not submit without answering these questions.