



## Application Checklist/Instructions

- ALL APPLICATIONS WILL NEED TO BE PRINTED, COMPLETED AND SIGNED. PLEASE INDICATE "N/A"** where not applicable or application will be considered incomplete.
  
- SUBMIT COMPLETED APPLICATION AND THE REQUIRED DOCUMENTS BELOW TO THE DEPARTMENT OF DEVELOPMENT. 999 Waterside Dr. Suite 2430, Norfolk, VA 23510.**
  
- Personal Resume Form** - To be completed by each owner with 20% or greater ownership. If owners already have a personal resume, please submit your own and **"DO NOT"** fill in the PERSONAL RESUME FORM page.
  
- Completed Business Plan with 3 year projections** ( 1<sup>st</sup> year must show month-to-month figures) – Business plan should include the information on the "COMPANY PROFILE AND BUSINESS DEBT SCHEDULE". If it does not, please complete the pages. There is a "BUSINESS PLAN TEMPLATE" on the website that can be used if needed.
  
- Personal Financial Statements** (A bank filed Personal Financial Statement within the last 6 months is applicable. If not, complete the "PERSONAL FINANCIAL STATEMENT" page within the application)
  
- Two years personal federal tax returns**
  
- Two years of business returns (if applicable)**
  
- Organizational Business Documents**
  - Norfolk Business License
  - Partnership Agreement- For Partnerships Only
  - Articles of Organization for LLC along with Operating Agreement (if there are more than one member)
  - Articles of Incorporation for Corporations along with by-laws

**Current Photos and/or Landlord Approval Letter** (If applicable)

**Executed letter of intent or Lease** (if applicable)

**Other related documents** (if needed)

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**COMMENTS:**