



Township of Falls

188 Lincoln Highway, Suite 100
Fairless Hills, PA 19030
Phone (215) 949-9000x201 Fax (215) 949-9015
E-Mail: admin@fallstwp.org
Website: www.fallstwp.com

ITEMS REQUIRED FOR A LETTER OF INTENT

1. In letter form please explain the previous and proposed use.
2. The basics of the business, be as explicit as possible explaining what type of business you are proposing.
3. Hours of operation, and days of the week.
4. Number of employees.
5. A floor plan indicating the total square footage of the space you intend to utilize and the square footage of each space within the building. (Example: office, warehouse, storage, etc.)
6. Number of years you have been in business at this location.
7. A description of any materials, and the quantities of any materials you will have stored at the business. Manufacturing and storage facilities must submit a list of all combustible, flammable, and hazardous materials, and their quantities which will be stored and / or used during processing.
8. The number of vehicles that will be stored at the business overnight.
9. The number of parking spaces you have available.
10. Commercial businesses must provide a site plan indicating the locations of accessible parking spaces, and the accessible route to the building.
11. If you are applying for a home occupation, the amount of traffic you will have coming and going from the business.
12. List any proposed construction changes you will be making or are anticipating for the business.
13. If the property is leased, you must submit a letter of approval from the owner of the property.

DAY CARE FACILITIES

- 1.) Day Care Facilities must submit information indicating the number of children, and the ages of the children.

Address your letter to: **Mr. Thomas Bennett**
Zoning & Planning Officer
188 Lincoln Hwy, Suite 100
Fairless Hills, PA 19030

| |
|----------------------------|
| CONTACT INFORMATION |
|----------------------------|

Name: _____
Address: _____
City, State, Zip: _____
Phone #: _____ Cell #: _____