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EXEUCTIVE SUMMARY



Tour Velaris, an enthralling immersive experience inspired by the series, *A Court of Thorns and Roses*, is encouraging visitors to step into the world of their favorite characters. The town features a bustling main strip street complete with an array of options to visit including stores, apothecaries, a captivating art gallery, and a lively tavern. In addition, visitors will find a townhouse situated near the heart of the town and a grand, formal home placed closer to the mountains.

As patrons stroll through the streets of Velaris, they will experience the same sights, sounds, and flavors that the characters experienced in the series. To further enhance this experience, talented performers will come to life as fan favorite characters to reenact memorable scenes and engage with visitors throughout the day.

The draw to Tour Velaris goes beyond simply wandering through the streets and visiting the various establishments. A plethora of activities and experiences will be offered to visitors. Creative writing classes and art classes will be available and designed to foster a deeper connection to the Velaris lifestyle as well as to support local businesses and marginalized communities. Other interactive activities will provide the visitors of Tour Velaris the opportunity to fully immerse themselves into the daily lives of the city's residents, creating an unforgetable experience that transcends the pages of the books they have already read.

Fan engagement is undeniably the lifeline for this project. The widespread recognition that *A Court of Thorns and Roses* has earned, largely thanks to social media, fuels our desire to continue leveraging this platform and audience. The project's fundraising, design process, and word of mouth publicity will be successful by maintaining a strong connection with this fanbase.

Overall, Tour Velairs offers a small glimpse into a world full of magic and wonder. This enchanting experience gives fans a way to indulge in something extraordinary and create a lasting impact. Don't miss the opportunity to be a part of this spellbinding journey.



As a one-of-a-kind attraction, Tour Velaris requires an intricate logistical plan. Set to build on a 41 acre plot in Centralia, Washington, the facility will feature seven buildings: a library, tavern, apothecary, art gallery, souvenir shop, townhouse, and formal home. Each structure will be thoughtfully designed to resemble its description in the books, providing our visitors with a truly immersive experience. Tour Velaris will offer a large option of activities, shopping opportunities, and performance by actors portraying fan favorite characters from the series, ensuring they have plenty to do all day long.

To bring this project to life, we have curated a marketing plan aimed at maximizing our reach and capturing the imagination of as many potential visitors as possible. In addition, Tour Velaris will be collaborating with multiple vendors to seamlessly navigate the logistical challenges of launching this project. While the planning process has been intense, investments are crucial to bring our dreams to reality.

Crowdsourcing serves as our main fundraising strategy for this project. Assuming that 2.5% of the 13 million readers donated \$10 to Tour Velaris, the total amount of money raised would be \$3,000,000. This calculation is based on multiplying a number of potential donors (2.5% of 13 million is 300,000) by a suggested, feasibility donation amount (\$10), resulting in the total amount raised.

Tour Velaris seeks your invaluable support to create this enchanting village and experience that holds deep meaning to countless fans. We humbly request a contribution of AMOUNT to help cover the startup costs for Tour Velaris.

Project Snapshot

- Initial Funding Needed: \$10,000,000
- Year 1 Visitors: 200,000
- Potential Annual Revenues: \$21,000,000
- Total Employees Hired: 20 Full-Time & +45 Seasonal Workers

ABOUTA COURTOF THORNS AND ROSES

SARAH J. MAAS

"Sarah J. Maas is the #1 New York Times and internationally bestselling author of the Throne of Glass, Court of Thorns and Roses, and Crescent City series. Her books have sold millions of copies and are published in thirty-seven languages."

In partnership with Sarah J. Maas, Tour Velaris will come alive!

Her storytelling abilities in the series, *A Court of Thorns and Roses*, has hooked in millions and is the inspiration behind Tour Velaris, the City of Starlight. With her expertise, we will work to bring her vision to life and create an immersive experience for fans and book lovers all over the world. She has graciously agreed to offer artistic advice, funding, and her overall love and support of the project. Sarah J. Maas will act as our Executive Producer. In this role she will assist with all artistic decisions.

Sarah J. Maas agreed to grant Tour Velaris the rights to her series *A Court of Thorns and Roses* for a negotiated price. After thoughtful consideration, we settled on a sum of \$400,000 for the rights to all five books in the series. Further negotiations will be discussed if content from new books are incorporated in our programming at Tour Velaris.





"I can survive well enough on my own -- if given the proper reading material."

-Sarah J. Maas

A COURT OF THORNS AND ROSES

"Sarah J. Maas has sold more than 13 million copies of this series worldwide and has been translated into 37 languages."

A Court of Thorns and Roses is a young adult fantasy series. It is set in a world where both humans and faeries exist, but the tensions between the two are high due to past conflicts. Feyre, the main character, is a human girl living in a small village with her disabled father and two sisters.

While on a hunting trip, Feyre is taken captive by a powerful faerie lord named Tamlin. She is then forced to navigate a new, complex, political world to save herself and the human race.

The series continues on for 5 total books and many more characters are introduced. This series is known for its vivid descriptions, complex characters/plot lines, and romance. It has been highly praised by many fans and critics!



4.2/5 Stars on Goodreads



VELARIS

The City of Starlight

Velaris is a fictional city set in Prythian, the faerie world. It is a place of unparalleled beauty and is also called the City of Starlight. It is located in the heart of Prythian and only accessible by a Rainbow Bridge.

This city is known for its stunning architecture. The streets are lined with flowering trees and beautiful, clear canals run throughout the city. Velaris is home to both faeries and humans who live together in harmony. They have a vibrant art, music, and culture and are a symbol for hope and beauty. After the first war, it has become a place of refuge and sanctuary and all of the residents work to keep it that way.



11

"To the stars who listen and the dreams that answered." -Sarah J. Maas

LOCATION

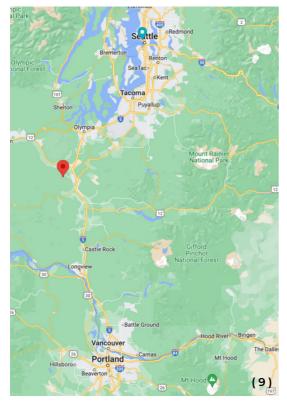
CENTRALIA, WA

Tour Velaris will be located in Centralia, Washington, on a beautiful 41 acre plot of land at the base of Mt. Rainier. Located halfway between Seattle and Portland, Tour Velaris is placed in the perfect spot with access to city life while still giving patrons the feeling that they have stepped into a different world.

The city of Centralia is known for its small town charm, historic downtown, and natural beauty. It has a diverse mix of ethnic and socioeconomic backgrounds which makes for a community with varying interests that include many different types of local events and festivals. These events bring the community together and create an overall welcoming and friendly environment that focuses on a sense of togetherness while sharing a love for natural beauty.









BUYING PROCESS

Since this project is a large-scale operation, a sizable plot of land is necessary to fulfill all the functional requirements.

01

Plot Necessities

We will first determine what all is needed out of the plot. Factors we will be searching for include...

- Location and Size
- Proximity to the mountains
- Flat space or ability to create flat space for building purposes
- Access for vehicles for building and patron purposes
- Zoning regulations
- · Accessibility to water, heating, power and sewer

02

Hiring a Real Estate Agent

Finding a real estate agent is our next step. Early in the process we connected with Jason Watt. He is interested and willing to work on an unique project. Jason has done a great job of finding options that work for our goals. We have researched each property and are looking at zoning regulations, soil quality, access to utilities, and other environmental concerns.

03

Property Selection

During this process we found a 41 acre property that met all of our requirements. It was listed for \$500,000 and we immediately made an offer for \$350,000. Jason helped throughout this process to negotiate the terms of our purchase agreement with the seller.

04

Property Studies and Testing

Jason also helped us with testing to ensure that the property was suitable for our needs. We completed a feasibility study, a more in-depth zoning study, soil tests, and other environmental testing.

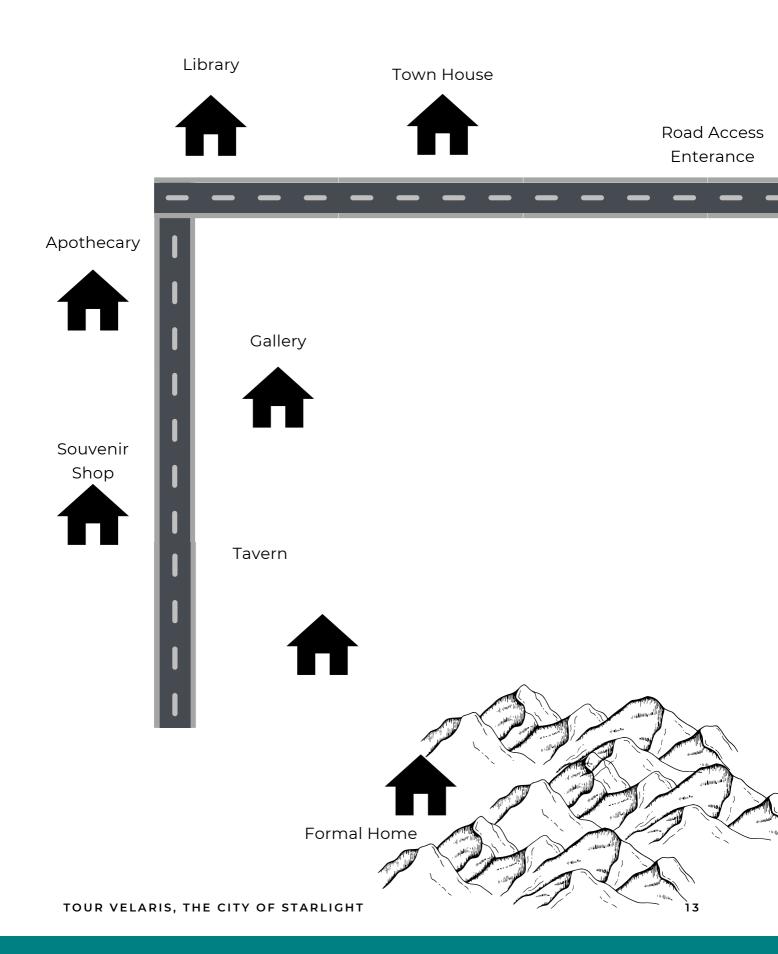
05

Purchase

Once we secured our financing, we closed the sale at an agreed amount of \$400,000.

BUILDING PROCESS

FACILITY GROUND PLAN



LIBRARY

The Library in Velaris will be a haven for book lovers, built on the corner of the mainstreet. As soon as you step inside, you will be greeted by a warm, comfortable feeling, with the smell of old books filling the air. This Library will be lined from floor to ceiling with bookshelves, overflowing with as many books as possible. There will be a range of all types of genres, so there will be something for every reader.

To make the Library even more inviting and comfortable, there will be a few sets of tables and chairs in a corner of the building. Visitors can sift through all the books, find one they like and sit to read in a cozy nook. The Library will also have a storage room in the back corner. It will be stocked with all the supplies needed to run the library smoothly.

If a patron decides to purchase a book from the Library, they will find a convenient checkout counter placed near the entrance/exit. This will allow our visitors to easily complete their purchases and take a gift home with them.

Tour Velaris is proud to have formed a partnership with Lambda Literary, an organization dedicated to promoting LGBTQIA+ literature and writers. Through this partnership, the Library will offer all genres of books provided by writers from Lambda Literary.

Most importantly, all the proceeds from book sales will go directly to the author, with the exception of any credit card processing fees. We are proud to be able to offer this opportunity for these writers to gain exposure and earn some income for their work. This partnership is one we are incredibly excited about and cannot wait to be able to showcase the wide range of authors and foster a community that is supportive of them and their creative endeavors.





TAVERN

The Tavern will be the talk of the town, offering delicious food and beverages inspired by European cuisine. Our menu will feature a range of options for breakfast, lunch, and dinner, as well as specialty drinks that are all inspired by what the characters of the series would have enjoyed. Whether patrons are wanting a hearty meal or just a refreshing beverage, the Tavern will have something to satisfy their cravings. Options for all dietary restrictions will be available as well.

Inside the Tavern, there will be plenty of seating options so that patrons can relax and enjoy a home cooked meal. Tables, benches, and chairs will be placed throughout the space. There will also be stools lining the bar for those who prefer to rest and sip a drink. Our kitchen will be fully equipped with all the necessary appliances to keep up with the demands of the Tavern. The supply closet will have plenty of space to store food and dishwashing machines. It is our goal to provide high quality, delicious food to make patrons feel like they are a real resident of Velaris. The best feature of the Tavern will be the main wall, lined with windows overlooking the breathtaking mountain view. This creates the perfect backdrop while patrons enjoy their meals.

All food options in the Tavern will be catered by Once Upon a Thyme, a local restaurant known for its home-cooked meals. The owner, Joy, will provide the menus and recipes. Alcohol will be purchased from Global Spirits and non-alcoholic beverages will be purchased from Coca-Cola. This will ensure that all visitors of the Tavern can either enjoy a specialty alcoholic beverage or an ice cold Coke. Tour Velaris will be responsible for hiring all of the Tavern's employees, including servers, bartenders, line cooks, and hosts. All food options will be available for dine-in or take-out, giving patrons the option to either sit and relax or take their food and continue to explore Velaris.





APOTHECARY

The Apothecary will be a unique and fascinating building in Tour Velaris, designed to be an interesting oval shape with a curved window wall. Inside will be filled with shelves and displays to showcase a wide variety of goods available for purchase. All items will be reminiscent of the world from A Court of Thorns and Roses.

The shelves will be stocked with an array of items including herbs, spices, and minerals, which were commonly used in the book series. There will also be teas, coffee beans, and other dry food goods. The people in Velaris all recognize and like to enhance their beauty so lotions, creams, and a featured selection of cosmetics and fragrances will be available. Any tool or accessory needed in the homes to assist with daily life in Velaris will be offered.

All items sold in the Apothecary will be sourced from many different vendors and packaged to fit the time period and style. Similar to the other stores in Velaris, there will be a checkout register near the entrance/exit for convenient purchases.

Visitors to the Apothecary will have the opportunity to immerse themselves in the world of *A Court of Thorns and Roses*, while shopping for items like the people of Velaris. Even those who don't need anything in particular will be able to wander through the shop, taking in the sights, smells, and get lost in the atmosphere.



ART GALLERY

The Art Gallery in Velaris is not just any ordinary art gallery; it is a special space with an important meaning to the storyline of *A Court of Thorns and Roses*. It is no wonder that Feyre, the main character in the series, loved this place so much. As soon as a patron walks through the doors, they are greeted with an open floor plan and high ceilings that give a feeling of elegance.

All the walls of the gallery will be adorned with an impressive collection of artwork. The artwork will be sectioned out by style throughout the building to help with patron traffic patterns. Also, in the back of the building, there will be space for art classes. Visitors of Velaris can participate in these classes during scheduled times throughout the day.

Tour Velaris will be in partnership with Rectangle Gallery, a local art gallery in Centralia. They will be supplying all the artwork to be displayed in the gallery and providing artists to teach the art classes. All money made from art sales will go straight back to the artists, minus credit card processing fees. Payment for teaching an art class will be discussed with each potential instructor. Supporting the local businesses of Centralia is one way that we can continue our relationship with the community and further support the local economy.

The Art Gallery is a special space that showcases the beauty of creativity of Centralia and Velaris. It is more than just a place to view artwork. Instead, it is a place for learning and inspiration.





SOUVENIR SHOP

The Souvenir Shop in Tour Velaris provide patrons the opportunity to purchase branded merchandise, personalized items, and other *A Court of Thorns and Roses* souvenirs. Examples are shown below.

The Souvenir Shop in Tour Velaris is a must-visit for all patrons to take home a piece of their unforgettable trip. The interior will resemble a classic souvenir store, but will have the style of medieval architecture and interior design. This will create a typical souvenir shopping experience with a unique flare, specific to Tour Velaris. The space of the building will be carefully designed to be conducive to the flow of shoppers. Strategic placements of displays and aisles will draw the shopper's attention to special items.

The Shop will offer a variety of souvenirs sourced from Smith Western Co. This will include branded Tour Velaris merchandise such as t-shirts, hats, and tote bags. Additionally, personalized items like custom keychains and personalized mugs will be for sale. Finally, a wide selection of souvenirs inspired by the beloved characters and storyline of *A Court of Thorns and Roses*.

The Souvenir Shop is the perfect place to find a gift for a loved one or to find a memento of your trip.





TOWN HOUSE

The Town House is a stunning and luxurious residence for many of the characters from *A Court of Thorns and Roses*. Its exterior includes classic columns and arches that originated from Mediterranean style.

As you enter the house, the grand entrance is the first thing you see. There is a sweeping staircase leading to the upper levels. This area is decorated with marble floors, crystal chandeliers, and beautiful tapestries on the walls. As you continue through the house, you enter into the main living area which is a vast and open space. It holds a large fireplace, seating, and overall elegant furnishings. The character's in the book love to entertain in this room. Nearby, there is also a formal dining room with a wooden table to seat twelve.

In the upstairs, each bedroom is decorated with the style of the character living in it. The master suite includes a large bed with many plush pillows and blankets, a sitting area with a fireplace, and a gorgeous master bathroom with a marble soaking tub. Another favorite feature of the Town House is the rooftop terrace. This area offers amazing views of the city and mountains. It is the perfect place to entertain or take a moment to appreciate the stars.

Patrons at Tour Velaris will be able to walk through the Town House and experience what it would be like to live in it. There are also opportunities for visitors to spend the night in the Town House when it is listed as an Airbnb during the off season or if they choose to attend a writer's retreat in the off season.





FORMAL HOUSE

The Formal Home in Velaris is a grand and elegant mansion that is the formal home for the characters. It is located in a secluded part of the city and has a beautifully manicured garden and lawn. The whole building exudes luxury and sophistication.

As you open the double doors into the Formal House, you walk into a grand foyer with polished marble floors. The entire interior is decorated with elegant furnishings, antique artwork, and other aspects that show the prestige of home. The main living area and formal dining room are similar to the style of the Town House, but built to a larger scale and more sophisticated.

The many bedrooms in the Formal House are especially grand with high ceilings, plush bedding, and beautiful furniture. Again, the master suite is impressive, with a large bed, sitting area, and a Jacuzzi tub in the bathroom. The most stunning part of the home happens to be a library filled with books. Feyre, the main character, loves to spend time in this room.

There are many other rooms in the Formal Home that add to its grandiose style and add to the luxury of it all. Same at the Town House, patrons can tour through the entire home and experience what it would be like to live there. They also can take the opportunities offered in the off season to spend the night there. This home can sleep twenty-five people.







BUILDING PROCESS

01

Nov 2023 -April 2024

Design

We will start this process by planning and designing the buildings, interior, and landscape with our BUSINESS. During this part of the process we will be creating our blueprints and paying special attention that all of our buildings are built with functionality, style, and are ADA compliant. The design process is scheduled to take 6 months and we want to have our final designs solidified at this time.

02

Nov 2023 -April 2024

Rezoning / Canvassing

Since the plot of land we are going to purchase for this project is in a residential zone, a Rezoning Process must be completed. In Washington state, citizens do not directly vote on rezoning issues. Instead they have the chance to speak at a hearing and the ultimate decision is made by elected officials or appointed planning commissions.

Our plan is to visit with each owner of the neighboring plots and talk through our plan. We want to explain to them why we believe it is a good idea, how it will benefit the community, measures we will take to respect their privacy, and answer any questions they may have. This will be a time for us to be completely transparent with our neighbors so they will feel confident about this attraction being added to their community.

It is our goal that our canvassing efforts combined with the Lewis County's Community Development Plan, our rezoning process will be successful. Due to our efforts to be respectful and transparent, we will have a good relationship with our neighbors and the community in general.

O3
May 2024 July 2024

Permits and Approvals

We will also at this time be working to obtain all of our permits and approvals. This will require us to be in communication with the local and state government agencies to get things like a building permit, zoning permit, environmental permits, and other regulatory approvals we may need.

O4
Aug 2024 -

Oct 2024

Preparing Land

Near the tail end of the design process, we will start to prepare the property for building. We will need to clear land for buildings and parking lots. This part of the process will also include grading the site and preparing the foundation for all buildings. Also during this time, we will start completing inspections on the property. We will work with the state to schedule those routinely throughout our entire build process to make sure our buildings are up to code.

05 Nov 2024 -

Jan 2026

Framing

After the foundation is complete for all 7 buildings, the framing of each one can begin. This is when each building will truly start to take their unique shapes and the walls, roof and floors will start to be constructed. Once the bones of each building are complete, we will start adding in the electrical, plumbing, HVAC, and other things necessary for the requirements of each building.

06 Feb - April 2026

Interior Design Installation

At this point, our construction team will install the finishing touches to the buildings. This involves installing drywall, flooring, painting or wallpapering. Throughout the building process, our Interior Designer will be collecting pieces to decorate each building and at this point they will join in and complete their work. This step includes paint or wallpaper color, wall hangings, furniture, and any other interior item they decide to include. Also during this step, is when we will be installing all appliances needed in the buildings.

O7Feb - April 2026

Landscape Design Installation

Once we begin work on the interior, our landscape architect will begin to incorporate their designs to the construction process. They will address grass, flowers, bushes, pathways, and all other landscape effects they envisioned..

08

Final Touches

April 2026

Finally, when all the construction, interior decorating, and exterior finishes are done, we will conduct our final inspections to make sure each building is up to codes and safety standards. This step is extremely important since the safety of our patrons is a top priority.

BUILDING PROCESS

Fan Club Involvement

Throughout the entire build process, but especially during the designing period, we will be utilizing the *A Court of Thorns and Roses* fan clubs to help with the details. Our team will be able to tap into their expertise and gather details that may be less apparent to us or that we missed. This approach to research can also help fans resonate with the project and meet their expectations.

We will ask our questions and communicate with the fans through multiple forums. There are numerous Facebook groups and online wiki pages dedicated to this series. We plan on participating in as many as possible to get the best responses.

ADA Compliance and Accessibility

During the design, build, and inspection processes we will be working with an Americans with Disabilities Act (ADA) Specialist to ensure that all 7 of our buildings are compliant and accessible to all. Listed below are the main 8 items we will be focusing on for our specific buildings, but more could be included throughout the building process.

- Ramps There will be ramps, following the correct elevation rules, at all entrances.
- Accessible Parking Spaces We will have handicap accessible parking spaces within our parking lot, also including ramps to get to pathways.
- Doorways All doorways will clear a 32 inches minimum so all patrons will not struggle to clear the door frames.
- Restrooms All restrooms will include accessible stalls, grab bars and sink areas. There will be sufficient space for wheelchairs to maneuver. Also, all bathrooms will be gender inclusive with separate baby changing spaces for parents/guardians and spaces for breastfeeding people.
- Elevators and Lifts All buildings that are more than one story will have an elevator or lift that will be available for people in need.
- Handrails All stairs or ramps will include handrails.
- Signage All signage within the attraction will be readable by people with visual impairments, including appropriate coloring and braille.
- Emergency Evacuation All of our buildings will have a well thought out emergency plan that includes means of evacuation for individuals with disabilities.

BUILDING PROCESS

Traffic Logistics

With the help of our CONTRACTORS, we will design a parking plan that is easy to navigate and has sufficient space for patrons' cars. The parking area will be well-lit, have clear signage, and parking spots for handicap registered vehicles.

Tour Velaris will also work to communicate with the Washington Department of Roads and the local police station to create a thoughtful traffic flow plan. Designated lanes will be marked for entry and exit to the attraction and we will establish a one-way flow to keep traffic from congesting. Traffic cones or barriers will be available if needed. Emergency procedures will also be discussed with the Department of Roads and local police to ensure that all staff are trained on how to respond and all patrons have a safe way to exit the facility.

Traffic and parking plans will be well communicated to the police and Department of Roads, but also to our visitors. They can look at our website or social media for descriptions of our traffic management plans, maps for parking and traffic flow lines, and emergency procedure protocol.

FUNDING

INITIAL FUNDRAISING

Crowdsourcing

Crowdsourcing is a way of fundraising that is gaining popularity. Essentially, funds are raised through small contributions from a large number of people instead of large contributions from a small group of investors. This is typically done through an online platform. Since the book series *A Court of Thorns and Roses* already has a massive fan base on all social media platforms, especially TikTok, this option of fundraising is viable for us.

We will be creating a GoFundMe campaign that will be shared with a hashtag on all social media platforms. There will be a vague, yet enticing, description of our plan to open this immersive experience to hook in fans of the series. Fans will then be excited about the project and be willing to donate smaller amounts of money. With momentum, crowdsourcing entices people to continue to donate as the fear of missing out builds excitement and participation.

This option of fundraising will be successful for us because we already have proof that fans of this series are willing to spend money to support it. Sarah J. Maas has sold more than 13 million copies of her book series A Court of Thorns and Roses. That means that millions of people heard about her books, bought the first one, and then continued to purchase the rest of the series. Since this fanbase has already proven to be loyal to the brand, we are excited to see how much we can raise through Crowdsourcing. (source)

If only 2.5% of the 13 million readers donated \$10 to Tour Velaris, the total amount of money raised would be \$3,000,000. This calculation is based on multiplying a number of potential donors (2.5% of 13 million is 300,000) by a suggested, feasibility donation amount (\$10), resulting in the total amount raised.

This hypothetical scenario shows the power of crowdsourcing, even on a small scale. By many people donating a relatively small amount of money, they can make a significant impact and raise millions of dollars. This also highlights the importance of community. The *A Court of Thorns and Roses* series has already brought together millions of people and if even a small portion of them decide to donate, they can make a large difference.

INITIAL FUNDRAISING

Key Investors

Myrna Gotrocks has agreed to donate a third of the start-up cost for the project. This donation is a significant contribution and suggests that Myrna truly believes in the potential for success this project has.

Tour Velaris will honor her donation and recognize her support publicly by installing a statue in her likeness at the entrance of the facility. This statue will serve as a way of thanking Myrna for her generosity and overall support of the project.

Sarah J. Maas has also decided to donate to the project in the amount of one million dollars. The fact that she is willing to donate such a large amount of money shows her true support of the project and expansion of the brand she has created.

Tour Velaris will also honor her donation and recognize her support publicly. She will receive a statue in her likeness. As another form of recognition, Sarah will be able to choose a location of significance, for her statue to be placed, within the facility.

These initial investments from Sarah J. Maas and Mryna Gotrocks will fund the purchase of our land and design of blueprints. Purchasing the land early on is vastly important so that we can begin the process of doing all the necessary testing and preparing of the land for building. Next, getting initial blueprints for the layout of our buildings will be helpful during the Crowdsourcing campaigns. Having the ability to show fans our visual examples will help to validate the project and encourage donations.

Community Development Grants

Evergreen Manufacturing Growth Grants - This program is designed to increase the number of manufacturing, research and development jobs in Washington State. They will be awarding two million dollars in total, but each grantee will be eligible to receive anywhere between \$2000,000 to \$400,000. Tour Velaris applied for this grant and was awarded \$400,000.

OTHER FORMS OF INCOME

Ticketing

Ticket sales are an important portion of Tour Velaris's income. Eight months before opening in May 2026, tickets will go on sale on our website. At this point, we will begin to generate income from ticket sales and it will continue past opening day.

Due to seasonal factors, income from ticket sales will fluctuate and Tour Velaris is mindful of this. Explained in the Longevity Plan Section, we have thought through ways to continue making income throughout the entire year.

Tickets will be priced at \$60 per person. This price point has been determined by various factors, such as Tour Velaris's start up and operating expenses, competition, and perceived value of this experience. Based off of this research, we are confident that this price will generate our desired revenue.

Other Forms of Income

Throughout Tour Velaris there will be other revenue opportunities. We will be making our largest portion of income from these opportunities:

- Selling food, drinks, and alcoholic beverages at our Tavern
- Souvenirs at the souvenir shop
- Art pieces at the gallery
- Art class entry fees
- Items for sale at the Apothecary
- Books for sale at the Library
- Creative writing class entry fees
- Other activities TBD

LONGEVITY

OFF SEASON PLANS

Airbnb

During our off season of November - April, both the Townhouse and Formal House will be listed as Airbnb rentals. This will be a way for us to make a small amount of income during the off season. Guests will not have access to the other buildings except for Fridays and Saturdays. On those two days, the other 5 buildings will be open but with limited functions:

- The Tavern will be open but with a smaller food and beverage menu available.
- The Gallery will be open and have art for sale.
 - Only one painting class option.
- The Apothecary will be open with products for sale.
- The Souvenir Shop will be open with products for sale.
- The Library will be open with products for sale.
 - Only one creative writing class option.

The Townhouse will be listed at \$350 a night with space for 10 guests, while the Formal Home will be \$750 a night with space for 25 guests.

Writing Retreats

Once a month, during the off-season, Tour Velaris is partnering with Lambda Literary to offer writing retreats. These retreats will be available to up to 50 guests, with only 35 of them able to stay in the Town House and Formal House. The rooms are first come first serve. The retreats will last for three days and aim to inspire writers with the beautiful surroundings and high-quality instructors.

Guests who choose to stay at Tour Velaris will be charged \$600 for three days, while those who opt not to spend the night will only be charged \$400. Both packages include two meals a day, two creative writing sessions daily, and access to all of Tour Velaris's breathtaking scenery.

While Tour Velaris is responsible for booking rooms in the Town House and Formal House and providing meals, Lambda Literary will organize all other programming and logistics. This includes providing creative writing session leaders and content. In addition, Sarah J. Maas will attend one day of each retreat to teach a celebrity creative writing session, thanks to her gracious agreement to participate. Lambda Literary will communicate with Sarah J. Maas about those retreats.

EXPANSION & TRANSITION

Expansion Plan

After Tour Velaris opens, our Development Team will initiate the process of fundraising and designing additions to the facility. Depending on the available funding, we plan to construct one or two new buildings in the village each year following the opening. As we did not build the entirety of Velaris initially and Sarah J. Maas is writing more spin-offs to the series, we have numerous buildings referenced in the stories that we can use for expansion.

With this expansion plan in place, Tour Velaris will evolve every year, encouraging patrons to visit us again. This will help us enhance our overall brand and increase ticket sales.

Transition Plan

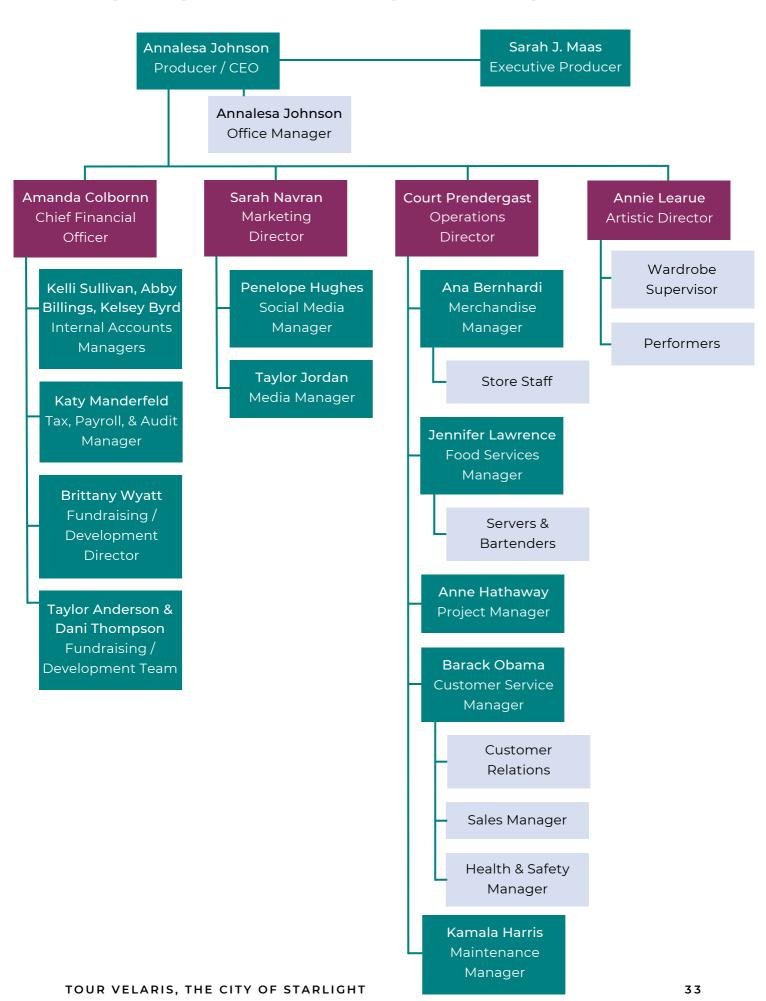
When we feel Tour Velaris is no longer relevant to people's interests and cannot be expanded further, we will transition into selling the venue. After a process of inspecting our facility, we will make sure that everything is still up to code and in a condition to sell.

The plan is to market this facility as a Medieval Village. Potential buyers be able to utilize the same capabilities as Tour Velaris, but will not attach the *A Court of Thorns and Roses* title to it. Therefore they can market it as a completely different experience.

Once the property is sold to a buyer, we will no longer have any attachment to it and negotiations of price will be discussed at that time.

PERSONNEL

ORGANIZATIONAL CHART



ANNALESA JOHNSON

Producer of Tour Velaris, the City of Starlight

Annalesa is a graduate of Oklahoma City University, where she studied Entertainment Business and Stage Management. Since graduating from this reputable university, she has performed on Norwegian Cruise Lines, worked as an Assistant Stage Manager for the international tour of Moulin Rouge, and most recently, stage managed the return of Shrek the Musical on Broadway! She has loved her experiences in stage management and will forever appreciate the connections and skills she has gained along the way.

After reading Sarah J. Maas's *A Court of Thorns and Roses* series, Annalesa saw the potential of expanding on this brand. With her experience, love of books, and desire to create something special, the idea of Tour Velaris, the City of Starlight, was born. Sarah and Annalesa quickly realized that this partnership would be special, and the ideas and planning began to flow.





STAFF & JOB DESCRIPTIONS

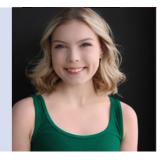


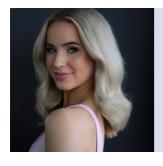
Amanda Colbornn Chief Financial Officer

\$200,000/year

Our CFO is responsible for ensuring Tour Velaris's financial performance is optimized. They will also offer guidance as we make key decisions related to operational efficiency and development.

Kelli Sullivan Internal Accounts Manager \$70,000/year Manage all financial accounts of Tour Velaris, creating accurate and timely reporting, and oversee day-to-day accounting operations.





Abby Billings Internal Accounts Manager \$70,000/year

Manage all financial accounts of Tour Velaris, creating accurate and timely reporting, and oversee dayto-day accounting operations.

Kelsey Byrd Internal Accounts Manager \$70,000/year Manage all financial accounts of Tour Velaris, creating accurate and timely reporting, and oversee day-to-day accounting operations.





Katy Manderfeld Tax, Payroll & Audit Manager \$85,000/year

Prepares and submits tax filings, manages payroll processing, and organizes Tour Velaris's financial records. Brittany Wyatt
Fundraising /
Development
Director
\$85,000/year

Develops and implements fundraising strategies to expand Tour Velaris. Cultivates relationships with potential donars and manages grant suhmissions.





Taylor Anderson
Fundraising /
Development
Associate
\$70,000/year

Supports the fundraising and development efforts by researching donors, managing the donor database, and organizing donor outreach.

Dani Thompson
Fundraising /
Development
Associate

Supports the fundraising and development efforts by researching donors, managing the donor database, and organizing donor outreach.





\$70,000/year

Sarah Navran Marketing Director \$90,000/year Oversees that our marketing strategy aligns with vision and goals. Liaison with marketing firm. Ensure brand consistency across marketing channels.

Penelope Hughes Social Media Manager

\$65,000/year

Build Tour Velaris's social media presence through developing creative content. Work to continue engagement with fans and patrons.

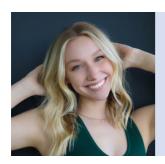




Taylor Jordan Media Manager \$65,000/year Work to develop the Tour Velaris brand through all media forms except social media. This includes interviews, commercials, newsletters etc. Courtney
Prendergast
Operations
Director
\$105,000/year

Oversee day-to-day operations. Develop operational procedures, manage departments, including production and logistics.



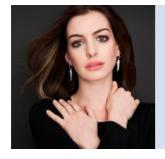


Ana Bernhardi Merchandise Manager \$80,000/year Manages the selection, pricing, and promotion of products sold in stores. Liaison with product distributors to keep stock available and high quality.

Jennifer
Lawrence
Food Services
Manager
\$70,000/year

Manages the selection, pricing, and promotion of food services sold in the Tavern. Liaison with food/beverages distributors to keep stock available and high quality.





Anne
Hathaway
Project Manager
\$120,000/year

Planning and leading any internal projects or activities. Create timelines, identify risks, and manage creative additives to Tour Velaris.

Barack Obama Customer Service Manager

\$85,000/year

Ensure that customers receive top tier service when interacting with Tour Velaris. Analyze consumer feedback and find opportunities for improvement. Create a process for dealing with costomer complaints and escalations.





Beyonce Customer Relations Associate \$65,000/year Build and maintain positive relationships with customers and address their areas of concern. Respond to customer inquiries, work to resolve issues, and implement consistent communication with patrons.

Blake Lively Sales Manager \$100,000/year

Oversees our sales strategy and works to increase revenue growth. Set sales targets for Tour Velaris.





Brittany Spears
Health & Safety
Manager
\$80,000/year

Develop health and safety protocol. Ensures that our company complies with all our health and safety regulations, so our employees and patrons can have a safe experience.

Kamala Harris Maintenance Manager

\$90,000/year

Maintain and repair company's facilities, equipment, and landscape. Ensure that all work is performed safely, efficiently, and to a high standard.





Wardrobe Supervisor \$70,000/year Supervise the maintenance and cleaning of characters' costumes throughout the open season. Organize and run costume fittings.

STORE STAFF

Sell products in the Apothecary, Library, Art Gallery, Souvenir Shop and other locations as Tour Velaris expands. Keep track of inventory. Participate in good customer service practices.



Becca Dehn



Grace Harris



Bailey Davis



Ashlyn Kelley



Lillian Trippe



Jo Trullinger



Sammi Garland



Betty White



Steve Harvey



Howie Mandel

SERVERS & BARTENDERS

Serve food, drinks, and alcoholic beverages to patrons that visit the Tavern. Only serve alcohol to people 21 or older. Keep track of inventory. Participate in good customer service practices.



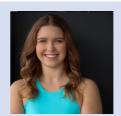
Bridget Norris Server



Sammi Forbes Server



Erica Teeple Server



Amanda Goins Server



Katy Shultz Server



Whitney Floyd Server



Will Smith Server



Anna Johnson Bartender



Annalesa Johnson Bartender



Kevin Hart Bartender

Performers

Cast as a specific character from the book series. Perform in scheduled scenes. Roam the facility and interact with patrons as their character would in the book. More information in the Performance Aspect Section.



Makayla Messaris Feyre



Chloe Collins Feyre



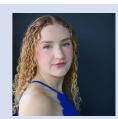
Chadwick Boseman Rhysand



Johnny Depp Rhysand



Claire Ehlers Nesta



Ellie Guzzano Nesta



Sarah Russell Elain



Mary Beth Shore Elain



Tom Holland Azriel



Nicolas Cage Azriel



Peyton Davis Cassian



Jim Carrey Cassian



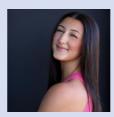
Hannah Hannish Morrigan



Marley Kinsey Morrigan



Vanessa Flynn Amren



Sunny Arricale Amren



Bradley Cooper Tamil



Liam Hemswerth Tamil



Zac Efron Lucien



The Rock Lucien



Sophia Patterson Clotho



Gab Gore Clotho



Annalesa Johnson Emerie



Annalesa Johnson Emerie



Annalesa Johnson Gwyneth



Lindsay Lohan Gwyneth



Tom Hanks Suriel



Michael B Jordan Suriel



Matthew McConahay Jurian



Jason Darulo Jurian

HIRING PROCESS

Staff Hiring Process

01

Job Description

Tour Velaris will start the hiring process by determining all the skills and qualifications required for each position. Thoughtful job descriptions will be written for each position and then all will be posted on job boards, social media, other relevant platforms.

02

Resume Screening & Initial Interviews

All applications and resumes submitted to Tour Velaris will be reviewed and initial interviews on Zoom will be conducted.

03

In-Person Interview

After the initial interviews, cuts will be made and selected candidates will be offered an in-person interview. Also at this point, we will be conducting reference and background checks.

04

Job Offer & Onboarding

Once we have our final selections, a job offer will be extended with terms and conditions. We expect there is be a negotiation period before a contract is signed. The final step will be to provide our new employees with orientation and trainings.

HIRING PROCESS

Performer Audition Process

01

Job Description

Tour Velaris will start the audition process by determining all the skills and qualifications required for each character. Thoughtful job descriptions will be written for each character and then all will be posted on casting websites, social media, other relevant platforms.

02

Pre-Screening

Actors will submit their headshots, resumes, and self tapes to our production team. At this point, the production team will conduct a pre-screen and select the individuals we will invite to do an in person audition.

03

Auditions

The production team will make sure that our space is ready for actors on all four of our audition days. This includes organizing the space and materials needed, like forms and paperwork. Each actor at the audition will get the chance to read for characters in front of the production team.

04

Callbacks

The production team will invite actors that impressed them and fit the characters needed to a callback. They may be asked to perform additional scenes or work with other actors.

05

Casting Decisions & Contracts

After all the auditions and callbacks, the production team will select actors for the roles and sends out contracts. We expect there is be a negotiation period before a contract is signed.

HIRING PROCESS

Housing and Pay

Housing will not be provided for any staff members or performers of Tour Velaris. Individuals who are hired in these positions will be in charge of finding their own housing accommodations for the duration of their contract. Tour Velaris does have recommendations and resources for reputable housing facilities in the area if help is needed.

Because housing will not be provided, Tour Velaris will reflect the financial need for housing in their salaries. Salaries and rates will differ from position to position and have been notated with their specific job description. Each position has different levels of responsibilities, requirements, and levels of expertise. Therefore, the specific salary or rate for each position is carefully curated and notated so that everyone has a clear understanding of what they can be compensated for their work.

Travel Arrangements

Staff that is hired for less than six months or are only required to make periodic visits to Tour Velaris, will be provided travel accommodations. All other staff will be responsible for finding and financing their own way to Centralia, WA.

MARKETING

SWOT ANALYSIS

Strengths	Weaknesses	Opportunities	Threats
 We are the only immersive experience for 	 Weather dependency 	 Expansion of buildings 	 Other amusement parks and
this popular book series	 High operating costs 	 Diversification of entertainment options 	immersive experiences as competition
 A variety of 	 Seasonal income 		
attractions and		 New book 	 Changing
activities for	 Safety concerns 	releases mean	consumer
visitors of all ages		more content to	preferences
	 Limited audience 	add to the	
• Brand		experience	 One and done
recognition - A	 High initial cost 		customers
Court of Thorns and Roses		 Partnerships with other 	- Dolove in
ana Roses		organizations	 Delays in development and
• Location -		organizations	permitting
between both		 Other growth 	permitting
Portland and		opportunities on	 Fundraising
Seattle		our 41 acres	during
			economically
• Loyal fanbase		 Transition plan further explained 	challenging times
		in longevity	 Fans not
		section	engaging

SWOT ANALYSIS

Weaknesss

- Weather dependency Procedures for common weather variations in Washington have been considered and added to our Safety & Emergency section. Weather is uncontrollable, but Tour Velaris has completed all the correct planning to keep patrons and staff safe.
- **High operating costs** Ticket sales, activity sales, off season plans, and continuous development and fundraising plans are already in place to continue combatting our high operating costs.
- Seasonal income Off season AirBnb bookings and Writer's Retreat bookings will help bring in income during the off season.
- Safety concerns Procedures for many safety and medical concerns have been thought out and added to our Safety & Emergency section. All guest will have access to these plans on our website and all staff will be trained for these procedures.
- Limited audience To date, 13 million people have purchased the book series. We hope to capitalize on this fact, but have plans in place to market ourselves to people who have not read the book as well.
- **High initial cost** our With two very generous donations at the beginning of our process and the start of the GoFundMe taking off, our original high initial cost is funded!

Threats

- Other amusement parks and immersive experiences as competition Tour Velaris will be using the platform that A Court of Thorns and Roses already has to encourage people to attend our attraction over others.
- Changing consumer preferences With our longevity plan in place, Tour Velaris will be changing each year and re-sparking peoples' interests. Also, our transition plan will allow us to sell the facility after the consumers; preferences have completely changed.
- One and done customers With our longevity plan in place, Tour Velaris will be changing each year and re-sparking peoples' interests.
- Delays in development and permitting Tour Velaris plans to stay in constant communication and schedule routine meets with all personnel involved in our design and build process. This will help to avoid miscommunication and foster better relationships with the local and state governments.
- Fundraising during economically challenging times.- Through relatability, creativity, and care of relationships we will be able to change our persective on how we fundraise during financially wealthy years, and make adjustments for what works during economically challenging times.
- Fans not engaging Tour Velaris will be including the fans on the forum as much as posible. We will also spend time engaging and posting on those forums to prove our credibility and get more people to trust who we are. With these efforts we can combat fans not recipricating excitement.

MARKETING EXPLANATION

The marketing strategy for Tour Velairs aims to spark the same sense of wonder and excitement in our target audience that they felt when they first read this book series. Our goal is to reignite those powerful emotions and compel them to purchase a ticket. The primary focus for this marketing will be to 18-35 year olds who are familiar with the *A Court of Thorns and Roses* series. By leveraging the existing fanbase, across various social media platforms, particularly TikTok, we plan on maximizing our reach.

Key Indicator

- Retain at least 50% of social media engagement from preexisting fanbase.
- Expand media reach by 7% to people who have never heard of A Court of Thorns and Roses.
- Increase social media engagement on platforms by 20%.
- At least 40% of newsletter recipients opening the links within the email.
- Decrease website bounce rate by 45%.
- Decrease the Customer Acquisition Cost by 20%.

MARKETING TIMELINE

September 2024

- Conduct market research to get a full understanding of the target market and their demographics and preferences.
- Analyze competitors' marketing strategies, pricing, promotions, and customer feedback.

October 2024

- Conduct market research to get a full understanding of the target market and their demographics and preferences.
- Analyze competitors' marketing strategies, pricing, promotions, and customer feedback.

November 2024

- Conduct market research to get a full understanding of the target market and their demographics and preferences.
- Analyze competitors' marketing strategies, pricing, promotions, and customer feedback.

December 2024

- Start teaser "rumors" on Facebook, Twitter, Tiktok, and fan club forums to get people talking and speculating about this experience.
- Refine our brand identity and solidify logo, colors, and messaging.
- Website creation and set up tracking tools to measure our website's performance.

January 2025

- Continue teaser "rumors" on Facebook, Twitter, Tiktok, and fan club forums.
- Slowly add in more facts to the teaser "rumors" so it keeps people's interest.
- Refine our brand identity and solidify logo, colors, and messaging.
- Website creation and set up tracking tools to measure our website's performance.

February 2025

- Final month of the teaser "rumors" on Facebook, Twitter, Tiktok, and fan club forums
- Refine our brand identity and solidify logo, colors, and messaging.
- Website creation and set up tracking tools to measure our website's performance.

March 2025

- Official announcement about Tour Velaris opening in May 2026 is made on all social media platforms, fan club forums, newsletter, and website.
- Launch our website with minimal information
 - Location
 - Tentative opening date
 - Basic description of immersive experience
 - Ticket pricing
- Tickets are not available for sale yet

April 2025

- Post promotional graphics on all social media platforms and fan club forums
- Send construction updates with photos in our monthly newsletter
- Implement a customer relationship management system to help track our customer interactions, feedback, and preferences. This will help us adjust our content.

May 2025

- Post promotional graphics on all social media platforms and fan club forums
- Send construction updates with photos in our monthly newsletter
- Use our customer relationship management system to help track our customer interactions, feedback, and preferences.
 This will help us adjust our content.

June 2025

- Post promotional graphics on all social media platforms and fan club forums
- Send construction updates with photos in our monthly newsletter
- Use our customer relationship management system to help track our customer interactions, feedback, and preferences. This will help us adjust our content.

July 2025

- Post promotional graphics on all social media platforms and fan club forums
- Send construction updates with photos in our monthly newsletter
- Use our customer relationship management system to help track our customer interactions, feedback, and preferences. This will help us adjust our content.

August 2025

- Post promotional graphics on all social media platforms and fan club forums
- Send construction updates with photos in our monthly newsletter
- Use our customer relationship management system to help track our customer interactions, feedback, and preferences. This will help us adjust our content.
- Establish partnerships with local businesses, hotels, and tourism organizations to help cross promote the attractions.

September 2025

- Post promotional graphics on all social media platforms and fan club forums
- Send construction updates with photos in our monthly newsletter
- Use our customer relationship management system to help track our customer interactions, feedback, and preferences. This will help us adjust our content.
- Establish partnerships with local businesses, hotels, and tourism organizations to help cross promote the attractions.

October 2025

- Post promotional graphics on all social media platforms and fan club forums
- Send construction updates with photos in our monthly newsletter
- Use our customer relationship management system to help track our customer interactions, feedback, and preferences. This will help us adjust our content.
- Push "call to action" posts on all social media platforms, fan club forums, website, and newsletter to encourage people to purchase tickets

November 2025

- Post promotional graphics on all social media platforms and fan club forums
- Send construction updates with photos in our monthly newsletter
- Use our customer relationship management system to help track our customer interactions, feedback, and preferences. This will help us adjust our content.
- Push "call to action" posts on all social media platforms, fan club forums, website, and newsletter to encourage people to purchase tickets
- Collaborate with influencers to attend sponsored events, complete reviews, and branded posts to increase our brand visibility.
- Job listings posted on all social media platforms, our website, and job board forums.

December 2025

- Post promotional graphics on all social media platforms and fan club forums
- Send construction updates with photos in our monthly newsletter
- Use our customer relationship management system to help track our customer interactions, feedback, and preferences. This will help us adjust our content.
- Push "call to action" posts on all social media platforms, fan club forums, website, and newsletter to encourage people to purchase tickets
- Collaborate with influencers to attend sponsored events, complete reviews, and branded posts to increase our brand visibility.

January 2026

- Post promotional graphics on all social media platforms and fan club forums
- Send construction updates with photos in our monthly newsletter
- Use our customer relationship management system to help track our customer interactions, feedback, and preferences. This will help us adjust our content.
- Push "call to action" posts on all social media platforms, fan club forums, website, and newsletter to encourage people to purchase tickets
- Collaborate with influencers to attend sponsored events, complete reviews, and branded posts to increase our brand visibility.

February 2026

- Post promotional graphics on all social media platforms and fan club forums
- Send construction updates with photos in our monthly newsletter
- Use our customer relationship management system to help track our customer interactions, feedback, and preferences. This will help us adjust our content.
- Push "call to action" posts on all social media platforms, fan club forums, website, and newsletter to encourage people to purchase tickets
- Plan and execute special events and promotions to start attracting visitors.
- Monitor and analyze our market performance using the Key Performance Indicators we set for ourselves and address our marketing strategies off of the results.

March 2026

- Use our customer relationship management system to help track our customer interactions, feedback, and preferences. This will help us adjust our content.
- Plan and execute special events and promotions to start attracting visitors.
- Monitor and analyze our market performance using the Key Performance Indicators we set for ourselves and address our marketing strategies off of the results.
- Content on all social media platforms, newsletters, website, and fan club forums about activities available at Tour Velaris.

April 2026

- Content on all social media platforms, newsletters, websites, and fan club forums about the buildings and sneak peaks of what they look like and what they offer.
- Use our customer relationship management system to help track our customer interactions, feedback, and preferences.
 This will help us adjust our content.
- Plan and execute special events and promotions to start attracting visitors.
- Monitor and analyze our market performance using the Key Performance Indicators we set for ourselves and address our marketing strategies off of the results.
- Promotional videos by our characters on Tiktok, Instagram reels & stories, and Facebook stories.

May 2026

- Tour Velaris Opens!!!
- Post social media content of people at the attraction.
- Select a few patrons to post "day in the life" stories on our Instagram throughout the first week of being open.
- Local interviews
- Social media interviews
- Push lots of content this month of people at the attraction!

VENDOR INFO

LAMBDA LITERARY



Mission Statement

"Lambda Literary nurtures and advocates for LGBTQ writers, elevating the impact of their words to create community, preserve our legacies, and affirm the value of our stories and our lives."

Relation / Logistics

Lambda Literary is a nonprofit out of New York City that Tour Velaris will be partnering with. We are drawn to their mission to bring marginalized writer's to light and give them opportunities to publish their works. Tour Velaris and Lambda Literary will be working together on multiple different aspects of this project.

The Library - As explained in the description of The Library, Lambda Literary will be providing all the books to stock our shelves. There will be selections spanning from all genres and arranged on the shelves accordingly. The shipment of books to fill the Library will be sent from Lambda Literary in April 2026. The initial shopping costs will be covered by Tour Velaris for this book order. Following this, books will be ordered monthly to replenish our stock. The quantity of books ordered will vary depending on the previous month's book sales. Starting from the second order, Lambda Literary will cover all the shipping costs. As mentioned in the Library description section, writers of these books will receive all the proceeds from their books sales, with the exception of any credit card processing fees.

Creative Writing Classes - One of the activities offered at Tour Velaris is creative writing classes in The Library. Lambda Literary will be providing the session leaders for these classes. There will be one, hour long class a day scheduled from 11am-12pm.

Writer's Retreats - During the off season, Tour Velaris will have monthly Writer's Retreats. These are intended for the writers supported by Lambda Literary to have an opportunity to get away and be inspired by the beautiful scenery. Lambda Literary will be in charge of organizing all logistics of these retreats. Tour Velaris will only be providing the housing, two meals a day, and access to the facility.

Advertising - Lambda Literary and Tour Velaris will work together to share each other's advertisements. We plan on using each other's audiences and platforms to promote our shared projects and other campaigns.

Parrish Turner

Office Administrator Phone (213) 277-5755 admin@lambdaliterary.org



LEWIS COUNTY



Mission Statement

"To ensure growth and development occurs in a manner that protects public health, safety, and welfare, supports community prosperity, sustains natural resources, and preserves the quality of life enjoyed by citizens and visitors of Lewis County, Washington. Learn more about how we will provide Great Service Daily through our Strategic Priorities."

Relation / Logistics

Tour Velaris will be located in Lewis County, Washington. Having a partnership with the Lewis County Chamber of Commerce will be a vital part of this project.

Throughout the entire build process, Tour Velaris will be working with Lewis County.

- Mindy Brooks, the Senior Long Range Planner, will help with the planning of Tour Velaris and how to minimize stress on the community and increase economic growth, exposure, and overall growth within Centralia, WA.
- Mollie Hurt, Permit Technician, will assist us to obtain and fill out all of the necessary permits to build our facility on the land.
- Jesse Lilly, Building Inspector, will conduct our inspections at scheduled times throughout the build process and a final one at the end.

Lewis County Chamber of Commerce will also be a source of funding for Tour Velaris. They have a robust Community Development Plan and Tour Velaris will add value to that. We will apply for Community Development Grants and present our plans to the Community Development staff to increase our chances of receiving funding from them.

Again, having a great relationship with this organization is essential for the success of Tour Velaris. We will work hard to have well thought out information and plans and transparency with that information, to make assisting us as easy as possible for Lewis County.

Mindy Brooks

Sr. Long Range Planner Phone (360) 740-2610 mindy.brooks@lewiscountywa.gov



ACOTAR WIKI & FACEBOOK



Mission Statement

"The A Court of Thorns and Roses Wiki is a collaborative community website about the best-selling A Court of Thorns and Roses series by Sarah J. Maas that anyone, including you, can edit! We aim to become a definitive source for all things related to A Court of Thorns and Roses."

Relation / Logistics

There are multiple fan clubs about the *A Court of Thorns and Roses* series, but we will be utilizing the Wikia page and Facebook group most often. Tour Velaris will be enlisting the help from these forums for multiple different reasons.

- Funding As explained in our funding section, crowdsourcing will be our main way of raising money for this project. We will be posting our GoFundMe campaign on these forums and encouraging the members to donate and share with as many people as possible. It is our hope that the members of these groups will have enough interest in the books and this project that they feel inclined to donate and share our plans.
- Design We will also be posting on these forums specific
 questions involving design elements. This will make sure that all of
 our details when building and designing the buildings are exact
 and will encourage the fans to become involved in this project.
 Giving them the opportunity to "have a say" in the design process
 will spark their interest to stay interested in Tour Velaris and
 hopefully buy a ticket or two.
- Word of Mouth Encouraging discussion throughout these platforms will be a good form of exposure for Tour Velaris. By creating excitement, the fans will talk about the project and expand our audience.

Since these groups are either public or can be granted access easily, posting content will not be an issue. The whole premise of these groups is to stimulate conversation about the series, so our postings will complete that goal. Overall, getting these groups involved will be a crucial part to giving us credibility, sparking interest, and support of the project.

JASON WATT



Mission Statement

"Buying and Selling your home is one of the biggest decisions you will make in your lifetime, and as such, you should have a fully educated, knowledgeable and certified professional to represent you. I would be honored to be able to assist you and guide you through the complexities of a real estate transaction!"

Relation / Logistics

Jason is our real estate agent working to find us a property to build Tour Velaris.

There are many factors going into this purchase and Jason will be there to assist us and find multiple property options to look at and select from. Requirements of the land include,

- Location and Size
- Proximity to the mountains
- Flat space or ability to create flat space for building purposes
- Access for vehicles for building and patron purposes
- · Zoning regulations
- Accessibility to water, heating, power and sewer

After we find a property for Tour Velaris to be built on, the sale will be finalized. At this point, Jason will be paid his commission.

Jason Watt
Real Estate Agent
Phone (360) 790-8926
jason.nfrrealty.com



UNIQUE HOME CO



Mission Statement

"Bespoke modern remodel & Interior design, supply & installation across the USA. Using our knowledge of the latest luxury bespoke modern remodel, appliances and design trends, we create bespoke living spaces for private residencies, luxury developments, retail spaces & showrooms."

Relation / Logistics

Unique Home Co will be our Contractor and Interior Designer for all seven buildings in Tour Velaris. They specialize in unique spaces, and Tour Velaris fits that bill.

Our design process is scheduled to take six months. Within this time period, we will be explaining our vision and plans to Unique Home Co. They will then create their first round of designs and discussions and edits will follow. The planning process with this business is extremely important so fewer issues arise during the build period.

Once all designs have been approved, then Unique Home Co will extend bids to construction companies within the area. Selecting a construction company that will do high quality work within our time frame, is up to Unique Home Co. Since they are constantly working with construction companies, we trust their expertise to find a group that will meet our needs. Unique Home Co will oversee the progress of the buildings where they are being constructed and deal with any minor issues. If an issue that would affect our budget, timeline, vision or safety of the project, then Unique Home Co will need to communicate with us to discuss a new game plan.

Finally, Unique Home Co will also be in charge of extending bids to local interior designers to complete our decorating process. All the same logistics during the build process will apply to interior design.

Communication between Tour Velaris and Unique Home Co will be expected to keep the project running smoothly, within our budget, and respecting the overall vision.

Payment for their design services will be made after the six month design period and all designs are finalized. Unique Home Co will pay their workers through hourly compensations. The final overall payment for the work completed will be made in April 2026, when everything is complete.

Reza Amiri-Sefat

CEO Phone (425) 598-3478 amirisefat@uniquehomeco.com



TRUE SCAPE DEISGN



Mission Statement

"True Scape Design was founded in order to simplify the complicated relationship between concept and reality. We use our installation knowledge to create viable designs that stay on budget, but we remain open to new inspirations even after an installation is underway. We navigate projects through the rules, regulations, and roadblocks from first imaginings to finishing touches."

Relation / Logistics

True Scape Design will be our landscape designer for this project. The landscaping for Velaris is beautiful and complex, especially the garden for the Formal Home.

Similar to the building design process, True Scape Design will have six months to finish the designs. Following the same steps as before, we will be explaining our vision and plans to True Scape Design. They will then create their first round of designs and discussions and edits will follow. The planning process with this business is extremely important so fewer issues arise during the installation period.

Once all designs have been approved, True Scape Design can begin their installation process in February 2026 and finish the process in April 2026. True Scape Design will oversee the progress of the buildings where they are being constructed and deal with any minor issues. If an issue that would affect our budget, timeline, vision or safety of the project, then True Scape Design will need to communicate with us to discuss a new game plan.

Communication between Tour Velaris and True Scape Design will be expected to keep the project running smoothly, within our budget, and respecting the overall vision.

Payment for their design services will be made after the six month design period and all designs are finalized. True Scape Design will pay their workers through hourly compensations. The final overall payment for the work completed will be made in April 2026, when everything is complete.

Phone (206) 701-7714 info@truescapedesign.com



VILLAS YARD SERVICES



Mission Statement

"We do yards right. Yard services from Lewis County to Tacoma, you can count on us."

Relation / Logistics

Once Tour Velaris is open, yard care services will be needed. Villas Yard Services will be completing this task for us. It is important to us to have prescient landscaping, so Tour Velaris will be hiring this service to complete this task.

To avoid interruptions to patrons' experience and warmer climates for workers, we will schedule this service before Tour Velaris opens for the day. A list of tasks for Villas Yard Services to complete will be discussed beforehand and expected to be fulfilled each week. Tour Velaris will be paying a lump sum for the completion of the tasks, instead of an hourly amount. We will start with scheduling Villas Yard Services two mornings a week, but if they need more time to complete these tasks, then we can schedule another day.

During the off season, a new task list will be discussed. Since Centralia will be experiencing colder weather, the required tasks to upkeep our beautiful landscaping will be different.

Tour Velaris will make monthly payments to Villas Yard Services for their work. Workers will be given their hourly compensation from Villas Yard Services.

Luisa Villa Phone (360) 972-4918 Iuisa_villa324@live.com

CORY'S AV



Mission Statement

"Cory's Audio Visual: 60+ years of creating experiences. As Oklahoma's most experienced audio visual team, we believe in the power of a message – and our team works every day to deliver your message loud and clear."

Relation / Logistics

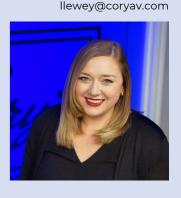
Cory's Audio Visual will be installing all audio/visual elements. The equipment listed below will be permanent installed into the facility. If other temporary needs arise, a new, separate contract will be written to address those specific needs.

Due to personal relationships between Tour Velaris and Cory's Audio Visual, they will be gifting their travel expenses for personnel and equipment and hotel expenses for the days needed for installation.

Cory's Audio Visual will be installing their equipment from February - April 2026, at the same time the interior is being decorated and the landscape is being installed. After installation is complete, if any maintenance needs arise, Cory's AV will also fly out to address these issues.

Payment for equipment, installation, and program coordination will be made after installation is complete.

Lacey Lewey
Event Services Manager
Phone (713) 855-4228



ONCE UPON A THYME



Mission Statement

"Food is meant to nourish, fuel, and inspire, and we only serve dishes that do all three."

Relation / Logistics

Once Upon a Thyme will be the permanent catering service for The Tavern in Tour Velaris.

Once Upon a Thyme will be creating the menus for The Tavern. We want it to all be inspired by the *A Court of Thorns and Roses* book series and make patrons feel like they are eating food from the book. Joy from Once Upon a Thyme will work with Tour Velaris to create this menu for the three months before opening.

Tour Velaris will be hiring the staff needed to make the food and run The Tavern. This will include servers, hosts, bartenders, and grill lines. Workers at The Tavern will get an hourly wage and receive their payment every other Friday. Once Upon a Thyme will work with our staff during April 2026 to train them on how to properly cook the options on the menu.

Payment to Once Upon a Thyme for the menu creation will happen once it is complete and approved by Tour Velaris. Payment for training will happen after training is complete and will be one lump sum for all the work, instead of an hourly rate.

Joy Templeton
Owner & Chef
Phone (360) 740-8944
joysthyme@gmail.com



PACIFIC FOOD IMPORTERS



Mission Statement

"Pacific Food Importers, Inc. is proud to be one of the leading foodservice providers in Western Washington. Family owned and operated since 1971, PFI provides personalized and efficient service to meet the diverse needs of our customer base, which includes pizzerias, bakeries, restaurants, groceries, caterers, and manufacturers."

Relation / Logistics

Pacific Food Importers is the food distribution company that Tour Velaris will be utilizing. They will be supplying The Tavern with all food needed to meet the demand.

Tour Velaris will make monthly orders to restock our supply. Through discussion between Tour Velaris and Pacific Food Importers, a base monthly order will be created that will be filled each time. Anything extra that needs to be added to the base order, will need to be communicated from Tour Velaris at least a month in advance to allot the proper time for Pacific Food Importers to prepare the order.

Payment for the food orders will be made two weeks before an order is delivered to Tour Velaris.



GLOBAL SPIRITS & WINE



Mission Statement

"Our company is dedicated to providing high-quality, carefully selected wines and spirits to retailers, restaurants, bars, and other establishments across the country. We understand that the wine and spirits industry is ever-evolving, which is why we work hard to stay upto-date with the latest trends and industry innovations to offer our clients the best possible selection."

Relation / Logistics

Global Spirits & Wine is the food distribution company that Tour Velaris will be utilizing. They will be supplying The Tavern with all food needed to meet the demand.

Tour Velaris will make monthly orders to restock our supply. Through discussion between Tour Velaris and Global Spirits & Wine, a base monthly order will be created that will be filled each time. Anything extra that needs to be added to the base order, will need to be communicated from Tour Velaris at least a month in advance to allot the proper time for Pacific Food Importers to prepare the order.

Payment for the food orders will be made two weeks before an order is delivered to Tour Velaris.

GSW Distribution Phone (360) 606-8681 gswprint@gmail.com

COCA-COLA



Mission Statement

"Our vision is to craft the brands and choice of drinks that people love, to refresh them in body and spirit. And done in ways that create a more sustainable business and better shared future that makes a difference in people's lives, communities and our planet."

Relation / Logistics

Coca Cola will be our soft drinks distributor. We will be installing a Counter Fountain in The Tavern with different soda, lemonade, and water options.

All the parts of the equipment and different syrups will be purchased from Coca Cola. Everything must be at the facility before a Coca Cola Associate comes to complete the installation.

After the installation, Tour Velaris will make monthly orders to restock our syrup supply from Coca Cola. Through discussion between Tour Velaris and Coca Cola, a base monthly order will be created that will be filled each time. Anything extra that needs to be added to the base order, will need to be communicated from Tour Velaris at least a month in advance to allot the proper time for Coca Cola to prepare the order.

Payment for the equipment will be made to Coca Cola before the installation. Payment for the month restocks will be make two weeks before an order is delivered to Tour Velaris.

PRI Sales Center Phone (844) 725-2653

TOAST



Mission Statement

"We empower the restaurant community to delight guests, do what they love, and thrive."

Relation / Logistics

Toast is our sales kiosk and credit card vendor for The Library, The Souvenir Shop, The Apothecary, The Gallery, and The Tavern. Each building will have a kiosk and credit card reader system to make transactions easy.

Within the monthly package that Tour Velaris will be buying from Toast, reporting & analytics are included. This is an important feature to help track customer purchases and better stock our stores to meet the true demand.

All five kiosk and credit card readers will be purchased and shipped to Tour Velaris. A Toast representative will not be needed in person to set them up, instead all questions will be directed to an online assistant.

Payment for the Toast system is a monthly fee. Tour Velaris will set up an automatic charge on the first of every month.

Sales

Phone (617) 297-1005 jointoast@hello.toasttab.com

RECTANGLE GALLERY



Mission Statement

"Our beautiful, cooperative gallery is proud to display the work of 21 of Southwest Washington's greatest artists. The gallery is open, inviting and an experience for all ages. With our vast variety of styles and mediums and prices for original art ranging from \$10 to \$22,500 we have something for everyone, every price range and every taste."

Relation / Logistics

All the artwork for sale in The Gallery will be provided from Rectangle Gallery and the local artists they support. We are passionate about supporting local businesses and are happy to say that the Rectangle Gallery is one of them.

The Gallery will be completely stocked with various types of artwork and available for sale to patrons of Tour Velaris. All proceeds from sales will go to the artist except for credit card processing fees.

Rectangle Gallery will also be supplying the artists to teach a daily, one hour art class for patrons to sign up for. Artists are allowed to teach any style of art they are passionate about and patrons will get the opportunity to learn more about the form.

Janet Nontell
Principal
Phone (360) 669-5918
rectanglegallery@gmail.com



SMITH WESTERN



Mission Statement

"For over 70 years Smith-Western Co. has been creating and supplying customers all around the world with the newest products, stunning art, and amazing customer service."

Relation / Logistics

Smith Western Co is a well known custom souvenir distributor within the industry. Tour Velaris and Smith Western will work together to create one of a kind and special souvenirs.

The design process for these gift items will happen six months before opening. Tour Velaris will bring ideas to the initial design meeting, but is also looking for some fun ideas and advice from Smith Western. We hope to have the design process complete after two months, to give us four months of production time.

Tour Velaris wants to have a fully stocked Souvenir Shop that has something for everyone. It is important that we create high quality souvenirs for our patrons that are worth them spending money on. We want our guests to leave with something special that reminds them of their visit to Tour Velaris.

Payment for the souvenir designs will be made at the end of the two month design process. Payment for the physical souvenirs will be made before production to fully stock our shop. After that initial purchase, Tour Velaris will make a monthly order to restock our supply. Payment for this restock will happen two weeks before the orders are shipped.

Skip Smith
Owner
Phone (253) 671-2100
sales@smithwesternco.com



CROSS INSURANCE AGENCY



Mission Statement

"Representing many of the top insurance companies in the state so you save time and money. One call shops them all."

Relation / Logistics

Tour Velaris will work with Cross Insurance Agency to discuss what kinds of insurance is necessary for our organization. Since our coverage will be so complex and advanced, our Insurance Agent will need to educate us on our policies.

If Tour Velaris were ever in the position to file a claim, Cross Insurance Agency will assist us with that process. They will act as the liaison between us and other involved parties.

Also, as Tour Velaris begins to expand, Cross Insurance Agency will write up any new policies needed and assist with any other necessary insurance requirements during the expansion process.

Payment to Cross Insurance Agency will happen on a monthly basis. We will set up an automatic billing system at the beginning of each month to ease the transaction process.

Celia Cross
Special Projects/Acquisitions
Phone (360) 438-6708
olympia@crossinsuranceagency.com



BUZZARD O'ROURKE



Mission Statement

"Since 1978, our attorneys have provided a broad range of legal services and resources. At Buzzard O'Rourke, we are advisors, advocates and litigators committed to our clients' goals and interests. We will provide you with high-quality legal representation, applying our experience and knowledge to assist you with simple or complex legal matters."

Relation / Logistics

Marissa Jay will be our attorney from Buzzard O'Rourke Attorneys at Law. There are many aspects of this project that we will need legal assistance for.

Marissa will assist in gaining the book rights from Sarah J.Maas. She will also write and review all contracts between vendors and all contracts for faculty, staff, and performers.

Marissa will also be our go to attorney if Tour Velaris were ever to end up in a legal allegation. We will work to be as equitable as possible and avoid all legal issues. With Marissa, we will hope for the best, but plan for the worst.

Since Marissa will be needed often throughout the year, she will essentially act as a full time staff. She will be on our payroll and receive a salary every other Friday.

Marissa Jay
Attorney
Phone (360) 736-1108



ALDARIS



Mission Statement

"Aldaris CPA Group was founded to help clients take control of their finances and enjoy year-round peace of mind. We work with individuals, families and small to medium-sized businesses. As your trusted advisors, we're available to meet with you in person, answer your questions and discuss sound financial strategies to best protect your wealth and grow your business."

Relation / Logistics

Aldaris will be the accounting firm for Tour Velaris. Although we have internal financial staff, an outside accounting firm will be necessary to overall our finances.

A list of tasks Aldaris is below

- Bookkeeping
- Financial statement preparation and assistance
- Tax planning and preparation
- Auditing
- Payroll management
- · Financial planning and analysis
- · Advisory services
- · Accounting software and technology

Our CPA from Aldaris will be needed throughout the entire year and will get paid as a staff member. They will be on our payroll and receive salary every other Friday.

Edwin del Carpio CPA Phone (206) 588-6941 hello@aldariscpa.com



VISUALWEBZ



Mission Statement

"Having a website that stands out is imperative for a business's success. Like you, we know precisely why our web design services focus on your success and develop a website with a gateway to website traffic, innovation, and user experience. Our agency focuses on customer relationships and success-based solutions. We understand competition and create individualized strategies for each customer."

Relation / Logistics

Visualwebz is the marketing agency for Tour Velaris. This project will require a large quantity of media for all different platforms. Since the book series originally gained popularity on social media, it will be important to cater high quality content to those platforms.

Visualwebz will be designing our website as well. The design and creation of the website will begin in December 2024 and the website will go live with minimal information on the project in March 2025. Ticket sales will need to take place on our website. Because of this, our website will be receiving lots of traffic and will need to be able to withstand this.

Our presence on social media accounts is very important. We expect to have content created for TikTok, Instagram, Facebook, and Twitter. Visualwebz will be creating this content and getting it approved by our internal social media and media managers.

Payment for the website design will be made after it is completed. Payment for the media content will be made on a monthly basis. It will be a lump sum amount for a designated amount of content. Each payment will happen on the first of every month.

Phone (425) 336-0069 info@visualwebz.com

DIRECTOR & ACTING & DIALECT COACH



Mission Statement

"Annie Lareau is a professional director, actor, adaptor and teaching artist and Artistic Director for Seattle Public Theater. She has received two Seattle Times Footlight awards for acting and was nominated twice for California's Elly awards in Direction. Annie earned her B.F.A in Acting and Directing from Syracuse University and her M.Ed in Arts Education from Harvard University."

Relation / Logistics

Annie Lareau will be hired as the Director and Acting & Dialect Coach for the performance aspects of Tour Velaris. She will be in charge of researching the book series to have full understanding of each character's backstory. This needs to be done before the rehearsal process.

Annie will then be leading rehearsals for the actors. During this time she will be working with them on their dialect and mannerisms of each character. This part of the process is extremely important so that our actors are believable as the characters. We want our patrons to truly feel like they are immersed in the book series, so our actors need to act as close to the characters as possible.

Finally, Annie will be directing the specific scenes that will be performed throughout the day.

Annie will be paid for the one month of rehearsals. She will make an hourly salary of \$25 an hour and it will be deposited to her every other Friday.

Annie Lareau
Artistic Director



ASHLEY RUSSELL

Mission Statement

"I work as a costume designer & stylist in the pacific northwest and beyond. My role as a costume designer is to shed light on story and character- by revealing a character's personality and narrative through the visual design of garments and accessories. My talents often leave the field of design to supervisor, key, and costumer to assist in the vision and creation of other designers, established or starting out."

Relation / Logistics

Ashley Russell will be the costume designer for Tour Velaris. There are fifteen characters and two people cast per character. Each cast member will be getting a costume to fit their specific body type.

Ashley will need to research the book series to have a full understanding of each character's background and the clothing they would wear. This will need to be done before the design process.

Once the design process starts six months before opening and final designs for all fifteen characters will need to be completed in two months. This means that Ashley will have four months to work with our Wardrobe supervisor to build all the costumes.

Ashley will also need to be available for costume fittings, so make any adjustments to costuming.

Payment for the designs will be made after final costume designs are made and have been approved. Payment for the physical costumes will come in two parts. The first one happens before the building starts and the other after they are completed.

Ashley Russell

Costume Designer
Phone (206) 769-2305
russell.wardrobe@gmail.com



PERFORMANCE ASPECTS

PERFORMANCE ASPECTS

Performance Aspects

Throughout the day when Tour Velairs is open, performers, cast as characters from the book series, will act out select scenes. When performers are not scheduled to be acting in a specific scene, they will spend the rest of the day roaming the facility and interacting with patrons. They will be in costume and acting as their character would in the book.

Since each scene will require a mix of different characters and locations, they will be carefully scheduled and planned to not overlap each other and to give performers the most logical schedule. Performers are encouraged to roam the facility, but will need to pay attention to the time so they can naturally arrive at their designated performance locations at the time a scene is scheduled to happen.

Performer Requirements

Performers cast as characters will be required to read the entire book series before starting the job. We want our patrons to truly feel like they are visiting Velaris, so our performers need to know their facts. In partnership with the fan clubs, we will create lists of common facts about the series and individual characters that they can reference throughout their contract. Also, we will be conducting a test near the end of the audition process so performers can showcase their understanding of the book. It is required of performers to get at least a 75% to pass the test.

Performers will also be required to attend rehearsals. Specifics on those rehearsals will be explained later.

Since performers will be interacting with multiple kinds of people, we will also require that all performers pass a background check and are first aid certified.

PERFORMANCE ASPECTS

Production Meetings

Production meetings will be scheduled twice a month for the 6 months leading up to opening. During these meetings the Producer, the Director, and the Acting/Dialect Coach will discuss decisions involving the selected scenes. They will also work to perfect the daily performance schedule so it can be as efficient as possible. Sarah J. Maas will also participate in the first 6 production meetings to help with scripting.

Scripting will be as close to the books as possible, but some adaptations may be needed to meet the needs of a live performance.

Directing and Rehearsals

Rehearsals will be held one month before opening. During this time, performers will get training and practice on specific lingo and mannerisms done by their character. They will spend time in discussion about their specific character to gain a better understanding of the backstory. Then they will rehearse the specific scenes that will be performed throughout the day.

Costumes

Costumes will be designed by NAME. They will be in charge of working with Sarah J. Maas, the Producer, and the Director to create pieces that fit the look of each character. It is important that all of the little details are thought through and incorporated into the designs so it is as realistic as possible.

Each character will have costume fittings to make each performer feel confident in their costume.

PRODUCTION SCHEDULE

November 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3 Production Meeting 2pm-3pm	4	5	6	7	8
9	10	11	12	13	14	15
16	17 Production Meeting 2pm-3pm	18	19 Job Posting Posted	20	21	22
23	24	25	26	27	28	29

December 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Production Meeting 2pm-3pm	2	3	4	5	6 Audition #1
7	8	9	10	11	12	13
14	15 Production Meeting 2pm-3pm	16	17	18	19	20 Audition #2
21	22	23	24	25	26	27
28	29	30	31			

January 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3 Audition #3
4	5 Production Meeting 2pm-3pm	6	7	8	9	10
11	12	13	14	15	16	17 Audition #4
18	19 Production Meeting 2pm-3pm	20	21	22	23	24
25	26	27	28	29	30	31

February 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Production Meeting 2pm-3pm	3	4	5	6	7 Callbacks
8	9	10	11	12	13	14
15	16 Production Meeting 2pm-3pm	17 Test Day!!	18 Contracts sent out	19	20	21
22	23	24	25	26	27	28

March 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Production Meeting 2pm-3pm	3	4	5	6	7
8	9	10	11 Contracts Due	12	13	14
15	16 Production Meeting 2pm-3pm	17	18	19	20	21
22	23	24	25	26	27	28
29	30 1st Rehearsal 5pm-9pm	31				

April 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Costume Fittings 3pm-5pm Rehearsal 5pm-9pm	2	3 Rehearsal 5pm-9pm	4
5	6 Production Meeting 2pm-3pm Rehearsal 5pm-9pm	7	8 Costume Fittings 3pm-5pm Rehearsal 5pm-9pm	9	10 Rehearsal 5pm-9pm	11
12	13 Rehearsal 5pm-9pm	14	15 Costume Fittings 3pm-5pm Rehearsal 5pm-9pm	16	17 Rehearsal 5pm-9pm	18
19	20 Production Meeting 2pm-3pm Rehearsal 5pm-9pm	21	22 Costume Fittings 3pm-5pm Rehearsal 5pm-9pm	23	24 Dress Rehearsal 5pm-9pm	25
26	27 Dress Rehearsal 5pm-9pm	28	29 Dress Rehearsal 5pm-9pm	30		

INSURANCE

INSURANCE

Property and Casualty Insurance

Property and Casualty Insurance will be necessary to protect Tour Velaris' assets and cover any potential risks associated with the project. Components included in our comprehensive property and casualty insurance policy will include

- Property Insurance
- Umbrella Liability Insurance
- Crime Insurance
- Equipment Breakdown Insurance
- Special Events Insurance

Liability Insurance

Liability Insurance for Tour Velaris will be contracted to protect Tour Velaris from any claims from any injuries or property damage that occurs on the premises or as a result of our operations. Components included in our comprehensive liability insurance policy will include

- General liability insurance
- Umbrella liability insurance
- Products liability insurance
- Liquor liability insurance

Workers Compensation Insurance

Workers Compensation Insurance for Tour Velaris will provide financial protection to the employees of Tour Velaris. This will cover anyone who is injured or becomes ill as a result of working at Tour Velaris. Components included in our comprehensive liability insurance policy will include

- Medical expenses
- Lost wages
- Disability benefits
- · Vocational rehabilitation
- Death benefits

INSURANCE

Directors and Officers Insurance

Directors and Officers Insurance for Tour Velaris is a specialized liability insurance for Tour Velaris' Directors, Officers, and other high ranking executives. Components included in our comprehensive liability insurance policy will include

- Legal defense costs
- Settlements and judgements
- Indemnification
- · Regulatory investigations

This type of insurance is especially important due to certain risks and challenges associated with the Entertainment Industry. This includes

- Allegations of negligence
- Allegations of wrongful termination, discrimination, or harassment
- Fraud
- Environmental liability
- Or violation of any local, state of federal laws.

Staff Health Insurance

Staff Health Insurance for Tour Velaris is a benefit for our faculty and staff to provide medical coverage. Components included in our comprehensive liability insurance policy will include

- Medical coverage
- Dental coverage
- Vision coverage
- Mental health and substance abuse treatment
- Wellness programs

SECURITY & SAFETY

SECURITY PLAN

The primary objective of this security plan is to ensure the safety and well-being of all visitors and employees at Tour Velaris. This plan will outline the policies and procedures in response to security threats, emergencies, and incidents.

Access Control

• Employees will be issued identification cards to be worn at all times in Tour Velaris, except for performers when they are in costume.

Surveillance and Monitoring

- Cameras will be installed throughout Tour Velaris.
- A monitoring room will be staffed to review life feeds and response to any incidents.

Incident Response and Crisis Management

- A dedicated team of staff will be trained to handle various types of incidents.
- Tour Velaris will have a detailed crisis management plan in place and will be clearly communicated to all staff.

Security Training and Awareness

- All employees will go through security awareness training to familiarize them with our specific procedures.
- Security drills are conducted for our staff to feel prepared.
- Tour Velaris patrons will have access to all the procedures on our website.

WEATHER PLAN

The primary goal of this weather plan is to ensure the safety and well-being of all visitors and employees at Tour Velaris. This plan will outline the policies and procedures in response to various weather conditions common to the region.

Weather Monitoring and Forecasting

- A designated staff member will be responsible for monitoring local weather forecasts everyday.
- Weather updates will be communicated to key personnel to receive the quickest responses.

Weather Preparedness

- All outdoor attractions will be built to withstand the typical weather conditions for Washington State.
- Tour Velaris will have designated sheltered areas for staff and guests to used during inclement weather.

Weather Response Procedures

- Rain
 - In case of light rain, Tour Velaris will stay open.
 - In case of heavy rain or flooding, Tour Velaris will close and guests directed to sheltered areas or advised to leave the facility if necessary.
- Snow and Ice
 - In case of snow or ice, Tour Velaris management will assess if it is safe to have patrons.
 - Snow and ice removal procedures will be put into action to keep Tour Velaris open and safe for guests.

Weather Emergency Plan

• In case of severe weather emergencies, such as tornadoes or flash floods, Tour Velaris will put our emergency response plan into action.

BUDGET

5 YEAR PRO FORMA

The following table outlines a five year projection of our funding needs, operational expenses, and income.

Operation assumptions are based on current average costs (operation expenses) and average profit margins of 30%.

Sales revenues are based on an assumption of 200,000 visitors per year with \$60.00 ticket prices.

More detailed budget justifications for each category are included on the following pages.

	2023	2024	2025	2026	2027
INCOME					
Grants	\$4,700,000	\$0	\$0	\$0	\$0
Crowd Sourcing	\$1,000,000	\$2,000,000			
Sales/Revenues	\$0	\$0	\$2,500,000	\$21,029,000	\$21,029,000
TOTAL INCOME	\$5,700,000	\$2,000,000	\$2,500,000	\$21,029,000	\$21,029,000
EXPENSES					
Building	\$632,000	\$2,500,000	\$0	\$314,075	\$0
Operations	\$0	\$0	\$207,500	\$5,696,828	\$5,696,328
Staff	\$1,828,550	\$2,689,550	\$2,689,550	\$4,066,689	\$4,055,465
Marketing	\$6,000	\$27,050	\$162,050	\$177,050	\$162,050
Insurance	\$143,899	\$233,279	\$264,779	\$334,282	\$334,160
TOTAL EXPENSES	\$2,610,449	\$5,449,879	\$3,323,879	\$10,588,924	\$10,248,003

5 YEAR BUILDING/CONSTRUCTION PRO FORMA

	2023	2024	2025	2026	2027		
Revenue / Income							
Total Revenue	\$0	\$0	\$0	\$0	\$0	Total Revenue	\$0
Expenses							
Buying Process							
Property	\$400,000						
Real Estate Agent Fee (5% of property sale price)	\$20,000						
Feasibility Study	\$20,000						
Canvassing/Rezoning (\$1140 base fee + \$360 per acre)	\$16,000						
Soil Testing	\$1,000						
Environmental Assessment	\$5,000						
Appraisal fees	\$1,000						
Inspection fees	\$1,000						
Permits (2% of total construction cost)							
Total Buying Process	\$464,000	\$0	\$0	\$0	\$0		
Building Process							
Building Process	# FC 000						
Building Design Fees (\$200/hour for 280 total hours)	\$56,000						
Interior Design Fees (\$200/hour for 280 total hours)	\$56,000 \$56,000						
Landscape Design Fees (\$200/hour for 280 total hours)	\$56,000						
Construction Costs (\$150/sq foot)		\$195,000					
Library (1300sq feet)							
Tavern (1500sq feet)		\$225,000					
Apothecary (1000sq feet)		\$150,000					
Art Gallery (1300sq feet)		\$195,000					
Souvenir Shop (1000sq feet)		\$150,000					
Town House (3000sq feet)		\$450,000					
Formal House (6000sq feet)		\$900,000					
Parking Lot (\$3/sq foot, 70,000sq feet)		\$210,000		\$70.000			
Furniture (\$10,000/building)				\$70,000			
Decorations (\$6,000/building)				\$42,000			
Appliances		*** • • • •		\$75.00			
Technology and Equipment		\$15,000					
Accessibility features		\$10,000		4150.000			
Landscaping Installation				\$150,000			
AV Needs				\$50,000			
Signage	*****	40.500.00	A	\$2,000			
Total Building Process	\$168,000	\$2,500,000	\$0	\$314,075	\$0		
Total Expenses	\$632,000	\$2,500,000	\$0	\$314,075	\$0	Total Expense	\$3,446,075

5 YEAR REVENUE/INCOME PRO FORMA

Total Expenses	\$0	\$0	\$0	\$0	\$0	Total Expense	\$0	
Expenses								
Total Revenue	\$5,700,000	\$2,000,000	\$2,500,000	\$21,029,000	\$21,029,000	Total Revenue	\$52,258,000	
Writer's Retreats				0	0			Assumption: Revenue to Partner
AirBnb				99,000	99,000			Assumption: 90 nigts at \$350 & \$750
Creative Writing Classes				10,000	10,000			Assumption: Cover Costs
Art Classes				20,000	20,000			Assumption: Cover Costs
Souvenir Shop				2,600,000	2,600,000			Assumption: 30% Profit
Art Gallery				0	0			Assumption: Revenue to Artist
Apothecary				1,300,000	1,300,000			Assumption: 30% Profit
Tavern				5,000,000	5,000,000			Assumption: \$25/visitor
Library				0	0			Assumption: Revenue to Authors
Other Sales				12,000,000	10,000,000			
Ticket Sales (\$60/ticket)			2,500,000	12,000,000	12,000,000			
Ticket Pre-Sales (\$50/ticket)	(o) visitors	(o) visicors	2,500,000		(200,000 ¥1510	7.5)		
Revenue	(0) Visitors	(0) Visitors	(0) Visitors	(200,000) Visit	(200 000 Vicity	are)		
Community Grants	\$400,000							
Sarah J. Maas Contribution	\$1,000,000							
Myrna Gotrocks Foundation (1/3 of total start up cost)	\$3,300,000							
Crowdsourcing	\$1,000,000	2,000,000						
Income								
Revenue / Income								
	2023	2024	2025	2026	2027			

5 YEAR MARKETING PRO FORMA

	2023	2024	2025	2026	2027		
Revenue / Income							
Total Revenue	\$0	\$0	\$0	\$0	\$0	Total Revenue	\$0
Expenses							
Press Kit Development	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000		
Press Releases	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000		
Analytic Software (\$500/month)		\$6,000	\$6,000	\$6,000	\$6,000		
Domain Name		\$50	\$50	\$50	\$50		
Influencer Fees				\$10,000			
Print Media				\$5,000			
Advertisements		\$15,000	\$150,000	\$150,000	\$150,000		
Total Staff Expenses	\$6,000	\$27,050	\$162,050	\$177,050	\$162,050		
Total Expenses	\$6,000	\$27,050	\$162,050	\$177,050	\$162,050	Total Expense	\$534,200

5 YEAR STAFF PRO FORMA

	2023	2024	2025	2026	2027		
Revenue / Income							
Total Revenue	\$0	\$0	\$0	\$0	\$0	Total Revenue	\$0
Expenses							
Staff							
Producer	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000		
Chief Financial Officer	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000		
Internal Accounts Manager (salary x 3 employees)	\$210,000	\$210,000	\$210,000	\$210,000	\$210,000		
Tax, Payroll & Audit Manager	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000		
Fundraising / Development Director	\$85,000	\$85,000	\$85,000	\$85,000	\$85,000		
Fundraising / Development Associate (salary x 2 employ	\$140,000	\$140,000	\$140,000	\$140,000	\$140,000		
Marketing Director	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000		
Social Media Manager		\$65,000	\$65,000	\$65,000	\$65,000		
Media Manager		\$65,000	\$65,000	\$65,000	\$65,000		
Operations Director	\$105,000	\$105,000	\$105,000	\$105,000	\$105,000		
Merchandise Manager		\$80,000	\$80,000	\$80,000	\$80,000		
Food Services Manager		\$70,000	\$70,000	\$70,000	\$70,000		
Project Manager		\$120,000	\$120,000	\$120,000	\$120,000		
Customer Service Manager		\$85,000	\$85,000	\$85,000	\$85,000		
Customer Relations Associate		\$65,000	\$65,000	\$65,000	\$65,000		
Sales Manager	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000		
Health & Safety Manager	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000		
Maintenance Manager		\$90,000	\$90,000	\$90,000	\$90,000		
Wardrobe Supervisor		7,	,	\$70,000	\$70,000		
Store Staff (\$25/hour, 70 hours/week, 2 employees/day)				\$91,000	\$91,000		
Servers (\$25/hour, 70 hours/week, 2 employees/day)				\$91,000	\$91,000		
Bartenders (\$25/hour, 70 hours/week, 2 employee/day)				\$91,000	\$91,000		
Performers (\$1000/week, 30 actors/day, 25 weeks)				\$750,000	\$750,000		
Art Class Teaching Fee (\$50/class, 1 class/day)				\$8,750	\$8,750		
Creative Writing Class Teaching Fee (\$50/class, 1 class/day)	1			\$8,750	\$8,750		
Buzzard O'Rourke	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000		
Aldaris	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000		
Visualwebz	ψ120,000	\$60,000	\$60,000	\$60,000	\$60,000		
Annie Lareau (25\$/hour, 65 total hours of work)		400,000	400,000	\$1,625	400,000		
Ashley Russell (\$500/design, 15 designs)				\$7,500			
Total Staff Expenses	\$1,485,000	\$2,185,000	\$2,185,000	\$3,304,625	\$3,295,500		
Payroll Expenses	\$341,550	\$502,550	\$502,550	\$760,064	\$757,965		
Other							
Training Fees	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000		
Travel Arrangements	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000		
Total Other Expenses	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000		
				,	+-,- 3 2		
Total Expenses	\$1,828,550	\$2,689,550	\$2,689,550	\$4,066,689	\$4,055,465	Total Expense	\$15,329,804

5 YEAR OPERATIONS PRO FORMA

	2023	2024	2025	2026	2027		
Revenue / Income							
Total Revenue	\$0	\$0	\$0	\$0	\$0	Total Revenue	\$0
Expenses							
The Shops							
Food				\$1,000,000	\$1,000,000		
Alcohol				\$300,000	\$300,000		
Soda				\$400,000	\$400,000		
Dishes / Silverware				\$10,000	\$10,000		
Menu Printing				\$500	\$500		
Menu Design				\$500	\$500		
Soda Machine Maitenance				\$15,000	\$15,000		
Toast (\$69/month)				\$828	\$828		
Credit Card Processing Fees				\$420,000	\$420,000		
Creative Writing Class Supplies				\$10,000	\$10,000		
Art Class Supplies				\$20,000	\$20,000		
Souvenirs Design				\$5,000	\$5,000		
Souvenirs				\$2,000,000	\$2,000,000		
Apothecary Stock				1,000,000	\$1,000,000		
Total Tavern Expenses	\$0	\$0	\$0	\$5,181,828	\$5,181,828		
Maitenance							
Landscape Services (\$2000/week)			\$104,000	\$104,000	\$104,000		
Building Maitenance			\$100,000	\$400,000	\$400,000		
Cleaning Fees			\$2,000	\$9,000	\$9,000		
Cleaning Supplies			\$1,500	\$1,500	\$1,500		
Total Maitenance Expenses	\$0	\$0	\$207,500	\$514,500	\$514,500		
Other							
First Book Shipment				\$500			
Total Other Expenses	\$0	\$0	\$0	\$500	\$0		
Total Expenses	\$0	\$0	\$207,500	\$5,696,828	\$5,696,328	Total Expense	\$11,600,656

5 YEAR MARKETING PRO FORMA

	2023	2024	2025	2026	2027		
Revenue / Income							
Total Revenue	\$0	\$0	\$0	\$0	\$0	Total Revenue	\$0
Expenses							
Insurance							
Property and Casualty Insurance (1.5% of revenue)	\$0	\$0					
Liability Insurance (1.5% of revenue)	\$0	\$0					
Workers Compensation Insurance (\$1.34 per \$100 of sala	\$19,899	\$29,279	\$29,279	\$44,282	\$44,160		
Directors and Officers Insurance (\$2M to \$5M coverage)	\$4,000	\$4,000	\$8,000	\$10,000	\$10,000		
Staff Health Insurance (\$10,000 per employee)	\$120,000	\$200,000	\$200,000	\$250,000	\$250,000		
Total Insurance Expenses	\$143,899	\$233,279	\$237,279	\$304,282	\$304,160		
Safety							
Fire Safety Equipment Inspections	\$0	\$0	\$5,000	\$5,000	\$5,000		
Security Camera Monitoring	\$0	\$0	\$20,000	\$20,000	\$20,000		
First Aid Supplies	\$0	\$0	\$2,500	\$5,000	\$5,000		
Total Safey Expenses	\$0	\$0	\$27,500	\$30,000	\$30,000		
Total Expenses	\$143,899	\$233,279	\$264,779	\$334,282	\$334,160	Total Expense	\$1,310,399

APPENDIX

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PURCHASE ORDER

Purchase Order Number:

Date:

Seller Information:

[Name of Seller] [Street Address]

[City, State, Zip Code]

[Country]

-Contact Name] [Phone Number]

[Email Address]

Buyer Information:

[Name of Seller] [Street Address]

[City, State, Zip Code]

[Country]

-Contact Name] [Phone Number] [Email Address]

This Purchase Order is entered into as of the date set forth above by and between Tour Velaris (the "buyer") and [Name of Seller] (the "seller").

1. Products and/or Services:

The Seller agrees to supply the following products and/or services to the Buyer as described below:

Item Description, Quantity, Unit Price, Total Price

Subtotal:

Shipping & Handling:

Taxes:

Total:

2. Delivery Terms:

The Products shall be delivered to the Buyer at the following address:

Tour Velaris Delivery Address City, State, Zip Code Country

3. Payment Terms:

The Buyer shall make payment for the Products in the amount of [Total Amount] within seven days of receipt of the invoice from the Seller. Payment shall be made by [Payment Method].

4. Inspection and Acceptance:

The Buyer shall have the right to inspect the Products upon delivery. If the Products do not conform to the specifications or are damaged or defective, the Buyer shall have the right to reject the Products and require the Seller to replace or repair the non-conforming Products at the Seller's expense.

5. Warranties and Representatives:

The Seller warrants and represents that the Products shall be free form defects in material and workmanship and shall conform to the specifications agreed upon by the parties. This warranty shall survive deliver, inspection, acceptance, and payment by the Buyer.

6. Entire Agreement:

This Agreement constitutes the entire understanding between the parties with respect to the subject matter herein and supersedes all prior negotiations, understandings, and agreements between the parties, whether written or oral, relating to the subject matter herein.

IN WITNESS WHEREOF, the parties have executed this Purchase Order as of the date first written above.

Annalesa Johnson	[Seller Title]
Tour Velaris	[Name of Seller]
Date	Date

INSURANCE CONTRACT

Policy Number: Date of Issue:

Insurer Information:

[Name of Insurance Company]

[Street Address]

[City, State, Zip Code]

[Country]

-Contact Name]

[Phone Number]

[Email Address]

Insured Information:

[Name of Insured]

[Street Address]

[City, State, Zip Code]

[Country]

-Contact Name]

[Phone Number]

[Email Address]

This Insurance Policy Contract (the "Policy") is entered into as of the date set forth above and between [Name of Insurance Company] (the "Insurer") and Tour Velaris (the "Insured"), collectively refereed to as the "Parties."

1. Coverage:

The Insurer agrees to provide insurance coverage to the Insured for the risks described in the attached Schedule of Coverages (the "Coverages") subject to the terms, conditions, and exclusions set forth in this Policy and any applicable endorsements.

2. Policy Period:

The Policy shall be effective from [Start Date] to [End Date], both dates inclusive (the "Policy Period").

3. Premiums:

The Insured shall pay the Insurer a total premium of [Total Premium Amount] for the Policy Period. Payment shall be made as follows:

Initial payment: [Initial Payment Amount] due upon the inception of the Policy Subsequent payments: {Subsequent Payment Amount] due on [Due Dates] during the Policy Period.

4. Deductibles:

The Insured shall be responsible for the payment of a deductible for each claim made under this Policy as described in the attached Schedule of Coverages.

5. Reporting and Notice of Claims:

The Insured shall notify the Insurer of any event that may give rise to a claim under this Policy as soon as reasonably possible, but not later than [number of days] days after the Insured becomes aware of the event.

6. Policy Cancellation:

- a. By Insured: The Insured may cancel this Policy at any time by providing written notice to the Insurer. Cancellation shall become effective [Number of Days] days after the Insurer's receipt of the written notice.
- b. By Insurer: The Insurer may cancel this Policy by providing written notice to the Insured if the Insured fails to pay any premium when due, or for any other reason permitted by law. Cancellation shall become effective [Number of Days] days after the Insured's receipt of the written notice.

7. Entire Agreement:

This Policy, together with the attached Schedule of Coverages and any applicable endorsements, constitutes the entire understanding between the Parties with respect to the subject matter herein and supersedes all prior negotiations, understandings, and agreements between the Parties, whether written or oral, relating to the subject matter herein.

IN WITNESS WHEREOF, the parties have executed this Insurance Policy Contractas of the date first written above.

Annalesa Johnson	[Insurer's Name]
Tour Velaris	[Insurer's Title]
Date	Date



Submitted By:					
ADO Name:					
ADO Contact Name:					
Title:		Submission Date to Commerce:			
Phone Direct:		to commerce.			
Mobile:					
Email:					
EVERGREEN MANUFACTURING GROWTH GRANT APPLICATION					

EVERGREEN MANUFACTURING GROWTH GRANT APPLICATION BUSINESS TRACK

Company Name:				
☐ Aerospace ☐ Advanced Manufactu	•	5,.		
Communication Technology Life Sc		laritime Military		
☐ Agriculture ☐ General Manufact				
☐ Research and development☐ Pilot☐ Strategic assistance for supply chain		ct Strategic assistance for market analysis Workforce development		
Amount of funding requested:		·		
\$				
Please enter an amount between \$2	200,000 - \$400,00	0*		
	PROJECT HIST	ORY		
Partners in project:	□ ADO	☐ Other third party:		
Capital Investment*:	\$			
New Jobs Projected* within 5 years:				
Number of Incumbent Workers Trained, if applicable:				
Number of New Workers Trained, if applicable:				
Total Number of Current Employees (US/Worldwide):				



Total Number of Current Washington Employees:			
Company Description:			
Please describe the company, its location	ns, its product lines, e	etc.	
Project description and parameters	:		
Please describe the project parameters in operation, labor needed, final product(s)	n detail – site under o		ase, type of
Please describe the expected environment require substantial water usage or waster			
How will this grant enable the appli of doubling the manufacturing and			



How does this company align with Washington's goal of building economic strength through manufacturing? How will the proposed project enhance and grow the manufacturing and research and development workforce within Washington's key economic sectors?
Information about key sectors can be found at https://www.commerce.wa.gov/growing-the-economy/key-sectors/
Please describe how this project promotes equitable economic development and the growth of family wage jobs in Washington.

Explanation of use of funds

Allowable Costs: All expenditures submitted for reimbursement under this grant must be necessary and reasonable for the approved grant project. **Construction costs are not eligible. All funds must be spent by June 30, 2023**

The following expenditures are allowable, as funds from State grants, matching or otherwise, may be used for:

- design, architectural, and engineering work;
- research and development and pilot demonstration work;
- building permits/fees;
- archeological/historical review;
- site preparation;
- information technology infrastructure (cables and wiring);
- consulting fees related to site or property preparation



Please explain how the requested award may be used by listing details in the table below. Reference approved expenses only. Include specific numbers, if available. Note that all expermust be submitted for reimbursement in the current budget cycle.				
Proposed budget (plea necessary)	se attach a separate table v	with this information if more space is		
,,				
Category	Notes	Approximate cost		
,				
Employment Wages In	formation:			
Average Salary:				
Median Salary:				
Benefits paid:				
Other (if applicable):				
		ation or legal action? If a Washingtor re the company does not have any op		



Has the company had any state compliance / regulatory or labor issues within Washington or another state? If yes, please provide details.	
Has the company received any recognition or awards? Please provide any corporate citizenshi	p
examples, if available.	
Does your local community support this project? Does the ADO anticipate any opposition to the project? Note that two local letters of support are required as part of this grant application. Businesses must have a letter of support from their local ADO.	is

Fountain Counter Electric 6v



Key Benefits

- Available with six or eight LEV[™] self-serve lever push button post-mix valves
- Stainless steel cabinet, water bath, product lines, and drip tray assembly; removable refrigeration deck
- Insulation is CFC-free structural foam
- Flex manifold configuration for multiple non-carbonated drinks
- CFC-free R134A refrigerant



Dimensions (inches): H = 25.38

W = 19.19 **D** = 24.00

Shipping Weight (lbs): 150

Counter Weight (lbs): 261

Valves: 6

Please refer to Installation Requirement Summary on the following page for complete installation information.

COCA-COLA FOUNTAIN EQUIPMENT

Increase customer satisfaction by offering the high quality, ice cold <u>Coca-Cola immediate consumption</u> beverages your guests expect.

Fountain INSTALLATION



Installation Requirements Summary

The following items below are required in order to complete your installation on the date scheduled with a minimum amount of disruption to your business.

NOTE If for some reason you will not be ready for the install on the scheduled date, you must contact your install coordinator or sales representative to revise the scheduled date. FAILURE TO PROVIDE AT LEAST 24 HOURS NOTICE MAY CAUSE A DELAY IN THE RESCHEDULING OF YOUR INSTALLATION (i.e., cannot reschedule for the next day).

Water System

- 1/2" dedicated supply line with separate shut-off valve must be located within 6 feet of the carbonator, and within 20 feet of the dispenser for non-carb beverages.
- Shut-off should end with a 3/8" O.D. male flare fitting, a 1/2"
 I.D. female pipe fitting, or a 3/8" compression fitting.
- Use ambient or cold unsoftened water. Minimum of 40 psi and a maximum of 75 psi for incoming water pressure.
- Cross connection backflow prevention assemblies required by some municipalities are the responsibility of the outlet.

CO² System

- CO² must be on location before equipment can be installed.
- Place CO² tank next to solid surface to be chained in place.
- If CO² will be located under the counter, a minimum of 30" under counter clearance is required.

Syrup System

- All products must be on location before equipment can be installed.
- Storage temperature is between 60°F 75°F. Do not store syrup in rooms above 95°F or below 55°F.
- Minimum space for a BIB product and platform rack is 18" X 30".
- Boxes cannot be stacked more than 2 high without the appropriate rack.

Electrical

- A separate 115 volt, 20 amp, grounded duplex outlet is needed for each drink dispenser, carbonator, or air compressor.
- A transformer box occupying about 5" X 5" X 10" will be installed below most dispensers.
- Outlet should be within 3-6 feet of dispenser or carbonator area. Do not use extension cords!

Carbonators

- Minimum space requirements for single carbonator is 15" X 19" X 20", and be accessible for servicing.
- Must have one carbonator for each dispenser; except for Bar Guns, where 2-4 guns are allowed per carbonator depending on volume.

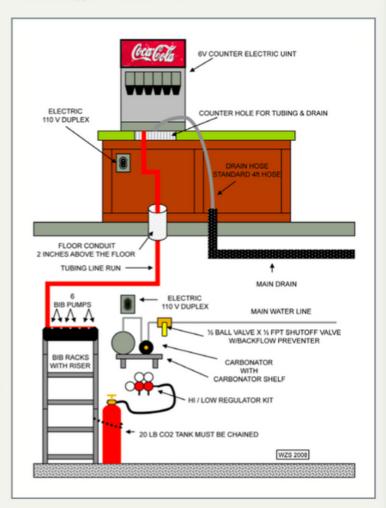
Dispensers

- Counter must support 500 lbs., to include dispenser and water or ice in the dispenser.
- Allow adequate space from heat lamps, ovens, broilers, compressor exhausts and the like.
- If using underground conduit, minimum inside diameter of conduit should be 6" (one for each separate line run with multiple dispensers).
- Use sweeping elbows, not 90° elbows.
- Conduit should end at least 3" above floor surface to prevent any water from entering conduit.

NOTE Ice Combo units must have cubed ice to function properly. If installing an icemaker on top of an Ice Combo, be sure to order the correct width icemaker to match the Ice Combo unit.

Drain:

- Approved 3" or larger floor drain must be located within 3 feet of dispenser.
- The preferred drain is an open floor sink with a center core. Do not use copper for soft drink drains.



UBI	
00.	



Licensing and Regulation
PO Box 43098, 1025 Union Ave SE
Olympia WA 98504-3098
www.lcb.wa.gov
Phone – (360) 664-1600 Fax – (360) 753-2710

Liquor and Cannabis Board Addendum - Retail

This form **must** accompany a Business License Application from the Department of Revenue, Business Licensing Service

Questions? Please call the Liquor and Cannabis Board's customer service desk at (360) 664-1600

FOF	R ALL APPLICANTS:		
1.	Applicant name		
2.	Are you assuming a business that has a current liquor license? If yes, current licensee's liquor license number and class of license	□ YES	□ NO
3.	Are you closing your business and moving to a new location?	□ YES	□ NO
	Address of new location		
4.	Contact person for questions regarding application		
	Mailing address		
	Business Phone _(Home Phone _()		
5.	Is this premises location on: Tribal lands?	□ YES	□ NO
	If yes, name of tribe		
	Federal lands?	□ YES	□ NO
	If yes, name of federal entity		
	Port authority lands?	□ YES	□ NO
	If yes, name of port authority		
	Automotive track?	□ YES	□ NO
	If yes, name of track		

	Fairground property?	□ YES □ NO
	If yes, name of fair authority	
	OVER	
6.	Does any applicant or spouse have any interest, financial or otherwise, in any manufacturer, distributor, or importer of beer, wine, or spirits?	□ YES □ NO
7.	Does a manufacturer, distributor, or importer of beer, wine, or spirits have any interest in your business, financial or otherwise?	□ YES □ NO
8.	Is any applicant or spouse employed by a manufacturer, distributor, or importer of beer, wine, or spirits?	□ YES □ NO
9.	For sole proprietorship or partnership applications: Have the sole proprietor and spouse or each partner and spouse resided in Washington State at least one month prior to filing this application?	□ YES □ NO
FO	R SPIRITS, BEER, AND WINE RESTAURANTS SEASONAL LOCATIONS:	
1.	If this is a declared seasonal operation, check the calendar quarters during which you	will operate:
	□ January - February - March □ July - August - September	
	□ April - May - June □ October - November - Decemb	per
FO	R SPIRITS, BEER, AND WINE RESTAURANT DUPLICATE LICENSES:	
1.	For Spirits, Beer, and Wine restaurants who plan to sell liquor from additional sites on and are applying to operate within an:	the same property,
	□ Airport Terminal □ Civic Center □ Privately owned facility open to the public multiple buildings with separate dining f	-
2.	How many duplicate licenses do you want? (Please see the "Liquor License Fee Information and Description Sheet" for fees)	_

DEPARTMENT OF THE TREASURY ALCOHOL AND TOBACCO TAX AND TRADE BUREAU (TTB)

Alcohol Dealer Registration – For Use On and After July 1, 2008 (Please read instructions carefully before completing this form)

		SECTION 1 – IDE te all fields in section						
NAME (Las	t, First, Middle) or CORPORATI	E NAME (If Corpora	ation)	EMPLOYER II	DENTIFICATION N	NUMBER (See Instr	uctions)
MAILING A	DDRESS (Street address or P.	O. Box)		CITY		STATE	ZIP COI	DE
a. b. DATE OF (INTO BUS	OX a, b, or c: NEW BUSINESS OUT OF BUSINESS CHANGE, OR OF ENTRY INESS, OR OF TERMINATION ESS (mm/dd/yyyy)	CHANGE IN:	(complet E / TRAI RESS / L INESS C	ESS WITH e items below) DE NAME LOCATION LASS	OWNERSH EMPLOYER (OLD: - (NEW: -		CATION	NUMBER))
		- BUSINESS CLA below for each bus						
DEALER	CLASS		SUBCL	-ASS			CLAS	S CODE
	EALER (Anyone who sells, or o		Liquors	(Distilled Spiri	ts, Wine or Beer)			11
	Icohol products to any person of are package stores, restaurants,		Beer O	nly				12
	rnal organizations, grocery store		Liquors (Distilled Spirits, Wine or Beer) – At Large*				15	
which sell s	such beverages.)		Beer Only – At Large*				16	
sale, bever	ALE DEALER (Anyone who se age alcohol products to another	dealer. An	Liquors	(Distilled Spiri	ts, Wine, or Beer)			31
	R must register as a wholesaler i lcohol products to other dealers		Beer O	nly				32
* A retail de	ealer at large is one whose busir	ess requires him to	move fr	rom place to pla	ace, such as a circ	us or carni	val.	
CLASS CODE	TRADE NAME	PREMISES STREET NUMBI			CITY, STATE, ZIP CODE			PHONE IBER
						()	
						()	
						()	
						()	
						()	
Under penalties of perjury, I declare that the statements in this registration are true and correct to the best of my knowledge and belief; that this registration applies only to the specified business and location or, where the registration is for more than one location, it applies only to the businesses at the locations specified on the attached list.								
SIGNATUR	RE	TITLE				DATE		
	- 1 (0 - 10 0 1 - 1)		_					

CIIID NO. 1010-0112						
SECTION 3 – OWNERSHIP INFORMATION						
☐ INDIVIDUAL OWNER ☐ PAR	RTNERSHIP CORPORATION LLC OTHE	R (Specify)				
FULL NAME	RESIDENCE ADDRESS	POSITION				
FULL NAME	RESIDENCE ADDRESS	POSITION				
FULL NAME	RESIDENCE ADDRESS	POSITION				
FULL NAME	RESIDENCE ADDRESS	POSITION				
FULL NAME	RESIDENCE ADDRESS	POSITION				
	INSTRUCTIONS					

GENERAL INSTRUCTIONS

This registration is for use on and after July 1, 2008. If you are engaged in one or more of the alcohol activities listed on this form, you are required to file this form before beginning business. If there is a change in your business, you need to report it on or before the next July 1 (see CHANGES IN OPERATIONS, below). You may file one registration to cover several locations or several types of activity operating under the same Employer Identification Number (EIN).

NOTE: The special (occupational) tax on producers and marketers of alcohol beverages was repealed by Section 11125 of Public Law 109-59, effective July 1, 2008. However, tax liability and the registration requirement for periods before that date remain. If you need to file a delinquent or amended registration for a period through June 30, 2008, please use TTB Form 5630.5a, Alcohol Special (Occupational) Tax Registration and Return – For Periods Ending On or Before June 30, 2008

SIGNING YOUR REGISTRATION

This form must be signed by the individual owner, a partner, or, in the case of a corporation or LLC, an individual authorized to sign on behalf of the corporation or LLC.

SECTION 1 - IDENTIFYING INFORMATION

Complete Section 1, Identifying Information, as specified on the form. Your registration must contain a valid Employer Identification Number (EIN). The EIN is a unique number for business entities issued by the Internal Revenue Service (IRS). You must have an EIN whether you are an individual owner, partnership, corporation, LLC, or a government agency. If you do not have an EIN, contact the Internal Revenue Service immediately to obtain one. While TTB may assign a temporary identification number (beginning with XX) to allow initial processing of a return which lacks an EIN, do not delay submission of your registration pending receipt of your EIN. If you have not received a number by the time you file this return, write "number applied for" in the space for the number. Submit your EIN by separate correspondence after receipt from the IRS.

SECTION 2 - PREMISES LOCATIONS

Enter the requested information in Section 2 for each premises location even if this repeats the business information listed in Section 1. If you are reporting a change, enter the date of the change in the appropriate space in Section 1. If additional sheets are needed, make a copy of page 1 of this form or enter the requested information on a separate sheet of paper with your EIN and Company's name.

SECTION 3 - OWNERSHIP INFORMATION

Please complete the ownership information in Section 3. Supply the information specified for each individual owner, partner or responsible person. For a corporation, partnership or association, a responsible person is anyone with the power to control the management policies or buying or selling practices pertaining to alcohol. For a corporation, association, or similar organization, it also means any person owning 10 percent or more of the outstanding stock in the business.

CHANGES IN OPERATIONS

If there is a change of your company's name, trade name, address, premises location, telephone number, ownership information, type of business, or EIN, complete TTB F 5630.5d and submit it no later than the next July 1 after the change. Check the box, Existing Business with Change(s), complete all fields in Section 1, and complete Sections 2 and 3 as necessary to show any changes there. Upon going out of business, submit TTB F 5630.5d within 30 days, checking box b in Section 1. If you are still in business but there are no changes since your last registration, this form does not need to be submitted.

MAILING INSTRUCTIONS

Please sign and date this registration and mail it to:

Alcohol and Tobacco Tax and Trade Bureau 550 Main Street, Suite 8002 Cincinnati, OH 45202-5215.

CONTACT INFORMATION

For further assistance, contact TTB National Revenue Center at 1-800-937-8864 or 1-877-882-3277; or email to ttbtaxstamp@ttb.gov. Additional information is also available at our Web site, www.ttb.gov.

PAPERWORK REDUCTION ACT NOTICE

This request is in accordance with the Paperwork Reduction Act of 1995. This information is used to ensure compliance with Section 11125 of Public Law 109-59, and the Internal Revenue Laws of the United States.

The estimated average burden associated with this collection of information is .8 hour per respondent or record keeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be addressed to the Reports Management Officer, Regulations and Rulings Division, Alcohol and Tobacco Tax and Trade Bureau, 1310 G Street, NW., Box 12, Washington, DC 20005.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a current, valid OMB control number.



Form 700 028

Business Licensing Service PO Box 9034 Olympia WA 98507-9034 360-705-6741

For Validation - Office Use Only	

Business License Application

Legal Entity/Owner Name:	
Unified Business Identifier (UBI):	
Federal Employer Identification Number (FEIN):	

For faster service apply online at dor.wa.gov/businesslicense

Online applications are typically processed within ten business days.

It may take up to three weeks if you file by paper.

If you have city, county or state endorsements, it may take an additional 2-3 weeks to receive your business license due to approval time.

Processing fee instructions:

A Business License Application processing fee is required for each application received in addition to applicable endorsement or trade name fees. See below to determine the processing fee.

Open/reopen a business - \$50 (non-refundable)

If you are opening the first location of a new business/UBI or re-opening a business/UBI that has no active locations, enter \$50 in the Processing fee box in the Endorsement and fee section. No other processing fee is required.

Adding an additional location - \$0

If you are adding an additional location to your current business, enter \$0 in the Processing fee box in the Endorsement and fee section. No processing fee is required.

Adding a city or county Non-Resident Business endorsement to an existing location - \$0

If your business is not physically located inside the city limits or in unincorporated areas of a county but you will be traveling into or doing business with the city's limits or unincorporated areas of a county, a city or county Non-Resident Business endorsement is required. (Unincorporated areas are not in the city limits of any city in the county.) If you are adding a city or county's Non-Resident Business endorsement to an existing location account, enter \$0 in the Processing fee box in the Endorsement and fee section. No processing fee is required.

Any other purpose - \$10 (non-refundable)

If you are filing for any purpose other than those listed above, enter \$10 in the Processing fee box in the Endorsement and fee section. No other processing fee is required.

Examples: Hiring employees, registering a trade name, adding additional endorsements to an existing location, Domestic Employer, etc.

To ask about the availability of this publication in an alternate format for the visually impaired, please call 360-705-6705. Teletype (TTY) users may use the WA Relay Service by calling 711.



Purpose of application (check all that apply)				
Open/reopen business	Business has or will have	employees		
Open additional location	Business has or will have	employees under age 18		
Add endorsement to existing location Change ownership If ONLY requesting to add a minor work permit to your account business location has an active Worker's Compensation account L&I, and there were no business changes since the last Business Application was filed, complete only sections 2, 3a, 3c, 3d (and				
Change trade name	Hire persons to work in or	r around your home		
Name(s) to be cancelled:				
Change location				
Old address to be closed:				
Other:				
Mark registrations needed (fees are listed on the Tax Registration (DOR) Do you want a separate tax return for each bu		\$0.00		
Industrial Insurance (Worker's Compensation)	- Required if you will have emplo	yees \$0.00		
Unemployment Insurance - Required if you wil		\$0.00		
Minor Work Permit - Required if you will have	employees under age 18	\$0.00		
New trade name (doing business as):		\$5.00		
List additional trade names (\$5 each name) or other				
Trade names and endors	sements	Fee		
1.		\$		
2.		\$		
3.		\$		
4.		\$		
5.		\$		
J.				
	Processing fee:			
	Total amount due:	>		

How to pay: Enclose check for total amount due, including the non-refundable processing fee, which must be submitted with this form. Make check payable to Department of Revenue.



Owner information

a.	a. *Select an ownership structure (choose one):					
	Sole Proprietorship - If married, should spouse's name a (If you answer no, you must still enter the spouse information in	∐Yes ∐No				
	Corporation* Nonprofit Corporation* (educational, religious, charital)					
	Limited Liability Company* Partnership	(# of partners:)			
	Limited Partnership*	bility Partnership*				
	Limited Liability Limited Partnership* Joint Ventu					
	*These ownership structures must contact the Secretary of State of	fice for additional filing red	quirements.			
	Name of Corp., LLC, Partnership, LLP, LLLP, or Joint Venture:					
		orporated/formed: unicipality	Tribal Government			
		лпстранту	I I I I I I I I I I I I I I I I I I I			
	Name of Organization:					
b.	*Business open date (MM/DD/YY): This is the ownership structure's first date of business at this location	on. Out-of-state businesses	should use the first date of			
	operation in WA. If unknown, please estimate date.					
c.	*Business name/trade name:					
	Is this location inside city limits? Yes No					
d.	*Business mailing address:					
	City:	State:	Zip:			
	*Business street address (if different than mailing.) Do not use PC	D Box or PMB:				
	(
	City:	State:	Zip:			
		State.	Διμ.			
e.	Business phone number:					
	Email:					
f.	List all owners and spouses:		.1			
	This includes any Sole Proprietor, partners, officers, or LLC m	embers (attach addition	al pages if needed)			
	*Name (last, first, middle):					
	Title: Home phone:	Date	of birth:			
	Social Security Number*:	% Owned*:				
	Home address:					
	City:	State:	Zip:			
	Are you married? Yes No If yes, enter	spouse information belo	ow.			
	Spouse name (last, first, middle):					
	Spouse Social Security Number:	Spouse date of birth:				



Ow	ners and spouses continued			
Nai	me (last, first, middle):			
	Title:	Home phone:	Date of	birth:
:	Social Security Number*:	% Owned	*:	
	Home address:			
	City:		State:	Zip:
	Are you married? Yes No	If yes, enter spouse in	nformation below	
	Spouse name (last, first, middle):			
_	Spouse Social Security Number:	Spouse	date of birth:	
Nai	me (last, first, middle):			
	Title:	Home phone:	Date of	birth:
:	Social Security Number*:	% Owned	*:	
	Home address:			
	City:		State:	Zip:
	Are you married? Yes No	If yes, enter spouse in	nformation below	
	Spouse name (last, first, middle):			
*Th	Spouse Social Security Number: ne Social Security Number, home phon tners, corporate officers, and LLC mem AC 192-310-010) Not fully completing	e number and percentage own obers of businesses that will have	ve employees.	or Sole Proprietors,
Lo	cation/business information			
a.	Are you an out of state business with working in Washington?	no Washington location and ha	ve employees or	representatives
	Employees: Yes No	Representatives:	∐ _{Yes} ∐ _{No}	
	If yes, provide one of their Washingto	on addresses (we will not use th	is address for mai	iling purposes):
	Business street address:			
	City:		State:	Zip:
b.	Do you plan to hire independent cont Check "Independent Contractors" definiti			
c.	*Provide the estimated gross annual is \$0 - \$12,000 \$12,001 - \$28,00		ne): 50,001 - \$100,000 [\$100,001 and above
d.	Mark the business activities in Washin Wholesale Retail	ngton State (check all that apply		
e.	*Describe in detail the principal produ	ucts or services you provide in \	Washington State:	
f.	Did you buy, lease, or acquire all or pa	art of an existing business?	All Part	None



	Date bougl	ht/leased/acq	uired (MM/DD/YY):		Prior business name	:	
	Prior owne	er's name:			Phone:		
g.							
h.							
	Entity nam	e:		U	BI number:		
	Entity nam				BI number:		
i.			business structure (such			ship to Corporation) and	
			sed, provide the UBI num			П., П.,	
	You must r	e-register all t	the trade names register rade names you use unde	er the new b	usiness structure.	∟ Yes ∟ No	
j.	-		other business?	res LIN			
		ness name:			I number:		
k.	Your bank's	s name:		Branch	:		
Er	mplovmer	nt/elective	coverage				
		_	ng employees and/or mir	nors.			
En	nployment a	ccounts canno	ot be established unless y	ou plan to e		-	
			iployment Security and La	abor and Ind	ustries reports will be	e required quarterly even	
	if you have not hired. a. *Date of first employment or planned employment at this location (MM/DD/YY):						
a	 *Date of file 	rst employmer	nt or planned employmer	nt at this loca	ation (MM/DD/YY):		
а				nt at this loca	ation (MM/DD/YY):		
b	First date	wages paid (M f persons you	IM/DD/YY): employ or plan to emplo	y at this loca	tion (do not include o		
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e. Describe in detail the activities of your workers. Then estimate the total workers' hours for a 3-month period. (One full-time worker = 480 total hours for 3 months) No. of Worker hours Position and activities workers (include minors) Example: Office Staff - reception accounting, data entry 2 960 f. If you have more than one Washington location, how do you wish to receive the following quarterly reports? All locations combined Each location separately (multiple reports) **Unemployment Insurance:** All locations combined \[Each location separately (multiple reports) Worker's Compensation: Additional Coverage is available as noted below. (See Business Endorsement Fee Sheet for more information.) g. If you are a Profit Corporation, do you want Unemployment Insurance coverage for corporate officers? Yes – Go to esd.wa.gov to obtain a Voluntary Election form. This form is required for coverage. No – The Corporation must inform officers in writing that they are not covered for Unemployment Insurance. h. Do you want Workers' Compensation coverage for owners (Sole Proprietor, partners, corporate officers, LLC members/managers)? (In an LLC with managers, you may elect to cover those persons who are both members (owners) and managers. In an LLC with members only, you may elect to cover those members.) Yes – Prior to coverage, Form F213-042-000 is required. This form will be sent to you by the Dept. of Labor & Industries. Do you want elective Workers' Compensation coverage for excluded employment? (See Business Endorsement Fee Sheet for descriptions.) Yes – Prior to coverage, Form F213-112-000 is required. This form will be sent to you by the Dept. of Labor & Industries. No **Signature** (Signature of Sole Proprietor or spouse, partner, corporate officer, or LLC member/manager) I declare under the penalties of perjury that: I am a governing person or authorized representative of this business making this change; and The answers contained, including any accompanying information, have been examined by me and are true, correct, and complete. I certify that I understand a misrepresentation of fact is cause for rejection of this application or revocation of any license issued.

Signature:			Date:
Application prepared by:	Title:		
Phone:	Date:		
Some agencies provide language assistance.	Would you like assistance?	L Yes	∟ No
What language?			

2025 NE Kresky Ave, Chehalis, WA 98532 • Phone: (360) 740-1146 • Fax: (360) 740-1245

SITE ADDRESS APPLICATION

Property Information:	
Tax Parcel Number:	Owner's Name:
Phone Number:	Email:
Owner's Mailing Address:	
Applicant's Information:	
	Phone Number:
	Email:
Site Information: Road Name:	showing: ads dresses vate road from the County road to the parcel
For Official Use Only:	
Арј	plication Type
☐ New Address ☐ Change of Ad	dress ☐ Secondary Address ☐ Verification
Permit Tech: Date Received:_	Application Number:
Road Approach Permit: Existing approach	☐ New Approach Required
Address Assigned:	City:



Lewis County Community Development 2025 NE Kresky Ave, Chehalis, WA 98532 • Phone: (360) 740-1146 • Fax: (360) 740-1245

BUILDING PERMIT	Permit Number:
This Project is: Residential Commercial	MSR:
Select all that apply:	Date Submitted: Permit Technician:
□ Building □ Plumbing □ Mechanical □ Demolition □ Other	Permit recimician.
Project Description: Please attach additional sheets if nee	ded)
Property Owner Information:	
Tax Parcel Number: Site Address:	
Name: Phone	Number:
Mailing Address: Email:	
Applicant Information (if different): \Box Owner \Box Contractor \Box A	Authorized Agent
Name:Phone	Number:
Mailing Address: Email:	
Contact when permit is ready or more information is required: Over	wner Applicant
Project Information: Self-Built Contractor	
Contractor's Name: L&I Lice	nse #:
Address:Phone Number:	Exp Date:
Valuation / Bid Price: Bedrooms: Bathrooms: C	onstruction Type: Occupancy:
Square Feet:	
Main: Second: Decks:	Deck Open Deck Roof Only
Basement: ☐ Finished ☐ Unfinished Garage/Sho	op: Wood Frame Pole Type
Pre Fab Metal Building: Open Sides Enclosed	☐ Finished ☐ Unfinished
Other:	
Acknowledgment and Permission to I	Enter
I understand that County regulations require owner permission for County person processing, review, and inspections. I also understand that my failure to grant permis of a permit or approval. By my signature below, permission is granted for rep Environmental Services, and Public Works Department to enter and remain on a processing such permits and performing required inspections or reviews.	ssion to enter may result in denial or withdrawal resentatives of the Community Development,
I/We certify that all plans, specifications and other submissions required in support of all federal, state, and local codes and applicable laws and ordinances; and I certify property or their authorized representative. With this document, I take full respon allows.	that I am either the current legal owner of this
I certify that I have read and understand the limitations and conditions of Lewis Cour of approval. I understand that any permits issued by Lewis County, consistent construction is in according to this plan and all other conditions of the permit are for the information and documents provided with this application are true and accurate	with the attached site plan, are valid ONLY if ollowed. By my signature below, I affirm that all
Signature: Date:	Fees Due:
Check one: Owner Authorized Agent	

FOR OFFICIAL USE ONLY:				
Zoning:Flood Zone:FIRM Panel #:Lo		Lot:_	Blk:	Division/Short Plat:
Quarter Section, Section		North,	Range	East/West (Circle One)
Plumbing	Mechani	cal	Fees	
Supplemental Fee	Supplemental	Fee B	Building Permi	t Base Fee
Non Supplemental Fee	Non Supplem	ental Fee	Plan Review	
Plumbing Fixtures:	Mechanical Fixtures:	Р	Plumbing Fees	
		N	Mechanical Fe	es
		S	State Building	Code
		A	Additional Fee	s
		C	Oversized Cop	y Charge
		1	Total Buildi	ing Fees
	Additio	nal Reviews		·
Geo tech Report Received: Yes No Driveway Review Required: Yes No Conditions / Inspection added to Adept: Yes No Reviewed By:				
Sewer Availability Received:	ewer Availability Received: Municipal WAN Received:			
New Septic Approval:	ic Approval: Public Water Supply:			
Permit #:Date Issued: Individual Well:				
Number of Bedrooms: Well Log Rece		Well Log Receive	ed: Gallo	ons Per Min:
Septic Reconnect Approval: Date Well Dr		Date Well Drille	/ell Drilled:	
Permit #: Date Issued: WRIA:		WRIA:		
Original Permit #: Covenant R		Covenant Requi	red: Yes	No AFN:
Number of Bedrooms:				
		bullullig Flatis A		
Notes:			Date:	

2025 NE Kresky Ave, Chehalis, WA 98532 ● Phone: (360) 740-1146 ● Fax: (360) 740-1245

BUILDING PERMIT HANDOUT

Building permits are required in Lewis County, Washington. Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure (including decks) must obtain the required permit. Failure to obtain a required permit may result in enforcement action(s) being taken by Lewis County.

Building Code

The 2018 Edition of the various International Codes were adopted by Washington State on July 26, 2019. They were adopted by Lewis County on June 22, 2021 becoming effective July 1, 2021.

Exemptions

- Work exempt from permit includes (but not limited to):
- One-story detached accessory structures, provided the floor area does not exceed 200 square feet (residential) and 120 square feet (non-residential or commercial). Not to include habitable space.
- Fences not over 7 feet high.
- Retaining walls not over 4 feet in height measured from bottom of footing to top of wall, unless supporting a surcharge.
- Water tanks supported directly upon grade if the capacity does not exceed 5,000 gallons and the ratio
 of height to diameter or width does not exceed 2 to 1.
- Sidewalks and driveways. (Fill/Grade permit may be required for a driveway).
- Painting, papering, tiling, carpeting, cabinets, countertop and similar finish work.
- Prefabricated swimming pools that are less than 24 inches deep.
- Swings and other playground equipment (residential only).
- Window awnings (residential only) supported by an exterior wall which do not project more than 54 inches from exterior wall and do no require additional support.
- Shade cloth structures constructed for nursery or agricultural purposes and not including service systems (non-residential only).
- Nonfixed and movable fixtures, cases, racks, counters and partitions not over 5 feet 9 inches in height (non-residential only).
- Uncovered decks, less than 30" above grade at any point, are not attached to a dwelling, and less than 200 square feet and does not serve the exit door required by code.

The listing above is not a complete list of all exemptions. For the complete listing refer to the 2018 International Building Code 105.2 for exemptions for commercial use and to the 2018 International Residential Code 105.2 for exemptions for residential use.

Applying for a permit

Prior to submitting a building permit, a Master Site Review is required to be approved. The Master Site Review reviews the proposal in relation to zoning regulations and the critical areas ordinance. See the Site Plan Requirements Checklist and Master Site Review application for more information.

After submittal

Once the Master Site Review is approved, the building plans can be submitted. If the building will be connecting to a private well, a well report will be required (well log or flow test results showing gallons per minute the well produces). After submittal, the permit center will forward the information to the building department to review the building plans. Information and permit applications may also be forwarded to several agencies/departments for their review/approval depending on the scope of the project (i.e., Environmental Health). Generally, two (2) to four (4) weeks will be required for issuance of single-family residential use permits (home, storage building, garage, etc.). Commercial or industrial buildings, and multifamily residential use permits may require a minimum of four (4) weeks depending on the project and scope of reviews involved. However, during the peak building season (May thru October) the processing time for all permits can take much longer. It is recommended you submit your permit applications as early as possible to ensure you have an approved permit when you are ready to begin construction.

Expiration

Permits are valid for 180 days (6 months) after date of issuance and remain valid for 180 days after each inspection. The Lewis County Building Official may grant an extension. Requests for extensions must be made prior to the date of expiration of any permit.

Requirements for Building Plans

The construction plans will be reviewed for compliance with current building codes. Submittal of two (2) complete sets of building plans, to include:

- Foundation plan: Show size, materials and reinforcement (re-bar or steel, mud sill, j-bolts, etc.).
- Floor plan of each floor: Show all plumbing fixtures, and heating system locations. Include all door and window sizes on the plan. Include total square footage for each floor. The use of each room also needs to be labeled.
- Wall cross section(s) to show details of construction.
- Exterior elevations (all sides) to include windows/doors.
- Roof plan.
- Architect's name, address, and phone number (if applicable).

Any additions require a set of plans showing the existing layout of the structure in addition to the constructions plans. Additional fees may apply if the set of plans do not meet this criteria. All plans need to be legible.

Electrical Permit

All electrical permits and inspections are obtained through the Washington State Department of Labor and Industries, Electrical Inspection Division.

Engineering

- The Building Official may require plans, computations and specifications to be prepared and designed by an engineer or architect licensed by the State of Washington
- All commercial projects require a Washington State licensed architect or engineer.
- Residences or accessory buildings (garage, storage, etc.) with a wall height 14 foot eve height or taller must be reviewed and stamped by a licensed structural engineer.
- Building with a roof clear span of 40' must be prepared (or reviewed) and stamped by a licensed structural engineer.
- Pole buildings with a floor area of 3000 sq ft or greater.

Requirements Prior to Final Inspection for a Single Family Residence

- Septic system final approved (As-Built and/or installers checklist submitted).
- Road approach constructed and final approved.
- A current satisfactory bacteria water test result (completed within the last year) and a nitrates water test result will need to be submitted.
- Any other conditions listed on the Building Permit or Inspection Record must be met prior to scheduling a final inpection
- Any associated permits must be approved

Setback from Property Lines

Residential Setback:

From County Road, 25 feet from right of way (minimum of 55 feet from centerline).

Front, 0 feet from private right of way easement

Side, 5 feet from property line

Rear, 15 feet from property line

Commercial Setback:

Front, As defined in Chapter 15.15 LCC

Side, 10 feet from property line

Rear, 0 feet, except 25 feet from property line when abutting a residential zone.

Industrial Setback:

Front, 10 feet from right of way

Side, 10 feet from property line

Rear, 0 feet, except 50 feet from property line when abutting a residential zone.

Height Limits

Residential, 35 feet

Commercial, 50 feet, except 35 feet when abutting (or within 50 feet of) a residential zone Industrial, 50 feet plus one foot for every foot from property lines

Agriculture, resource, communication, and public utility uses, none

Cell Towers

150 feet in rural areas

120 feet in urban non-residential and non-school areas

85 feet in urban residential and school areas

Wind Load Requirements

Basic Wind Speed is 85 miles per hour, with a 110 mile per hour 3 second gust. The exposure is determined by the following definitions: Exposure B has terrain with buildings, forest, or surface irregularities, covering at least 20 percent of the ground level area extending one mile or more from the site.

Exposure C has terrain that is flat and generally open, extending one-half mile or more from the site in any full quadrant.

Note: Lewis County is within Seismic D-1

Snow Load Requirements

These requirements have been determined by the Building Official based on local conditions and the Second Edition of the Snow Load Analysis for Washington published in July 1995, by the Structural Engineers Association of Washington. Contact the Building Official for more information.

City Limits or Town of	Actual Elevation	Minimum Roof Snow Load (PSF) – With a 4/12 or greater pitch
Centralia	189	25
Chehalis	226	25
Mineral	*1770	(Consult Building Official)
Morton	940	45
Mossyrock	698	30
Onalaska	505	25
Packwood	*1051	(Consult Building Official)
Pe Ell	412	30
Randle	880	(Consult Building Official)
Toledo	110	25
Vader	175	25
Ashford (Paradise Estates)	*1770	(Consult Building Official)
White Pass	*4600	(Consult Building Official)
Burnt Ridge	*1100	(Consult Building Official)

^{*} For non-residential structures, elevations 1000 feet or over have a frost depth of 18 inches minimum from finish grade to the bottom of the footing. Any elevation less than 1000 feet will have a frost depth of 12 inches. Residential structures will have a frost depth of 12 inches minimum countywide. The Building department will assist you with the calculations for snow load if the actual elevation is known.



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Feasibility Study

Customers regularly have questions about whether a lot is buildable (or not buildable) for the purposes of sale or purchase, or for challenging the tax assessment of the property. Unfortunately, it is not possible to provide an answer to these questions by simply looking at maps. A review of the property and a specific development proposal must be completed through the permitting process, requiring submittal of a development permit application to the Lewis County Permit Center. Application fees and possibly other costs will be associated with this review.

The review includes at a minimum:

- Planning land use Review. To determine whether a site is buildable requires submittal of a
 development application (including soil evaluation, septic permit or building permit application).
 Additional information and documentation (i.e., wetland determination/delineation, geotechnical
 report, etc.) may be required prior to issuance of a determination.
- Soil evaluation(s). The review requires a Sewage Permit/Soil Evaluation application, site
 preparation (test holes) and a proposed site plan. Multiple test holes may be required. Fees vary
 depending on the type project proposed.
- **Floodways.** If the property is located within a floodway, a Hydrologic and Hydraulic (H & H) study may be required to be completed by a licensed Professional Engineer.

The reviews completed by the County will be done for the specific development area identified on the site plan and based on current regulations and conditions.

Additional reviews may be required depending on the specifics of the parcel or the proposed use.

For additional information regarding the application and permit process, please contact the Lewis County Permit Center at 2025 NE Kresky Avenue, Chehalis or call 360-740-1146.



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Master Site Plan Application

For a complete Master Site Reivew application, you will need:

- · Completed 'Master Site Plan Application'
- Site plan that includes all items listed on the 'Site Plan Requirements' handout (attached)
- Associated fees (\$200 or \$50 depending on the project)

Full Project Description:	
	Owner's Email:
Applicant Information:	
Name:	
	E-mail:
Acknowledgment	
conduct permit processing, review, and inspection result in denial or withdrawal of a permit or approof the Community Development, Environmental S	er permission for County personnel to enter private property to as. I also understand that my failure to grant permission to enter may oval. By my signature below, permission is granted for representative ervices, and Public Works Department to enter and remain on and sing such permits and performing required inspections or reviews.
requirements of all federal, state, and local codes	r submissions required in support of this application conform to the and applicable laws and ordinances; and I certify that I am either the prized representative. With this document, I take full responsibility for
all conditions of approval. I understand that any pare valid ONLY if construction is in according to the	ations and conditions of Lewis County Code and agree to comply with ermits issued by Lewis County, consistent with the attached site plan is plan and all other conditions of the permit are followed. By my and documents provided with this application are true and accurate t
Signature: Authorized Ac	

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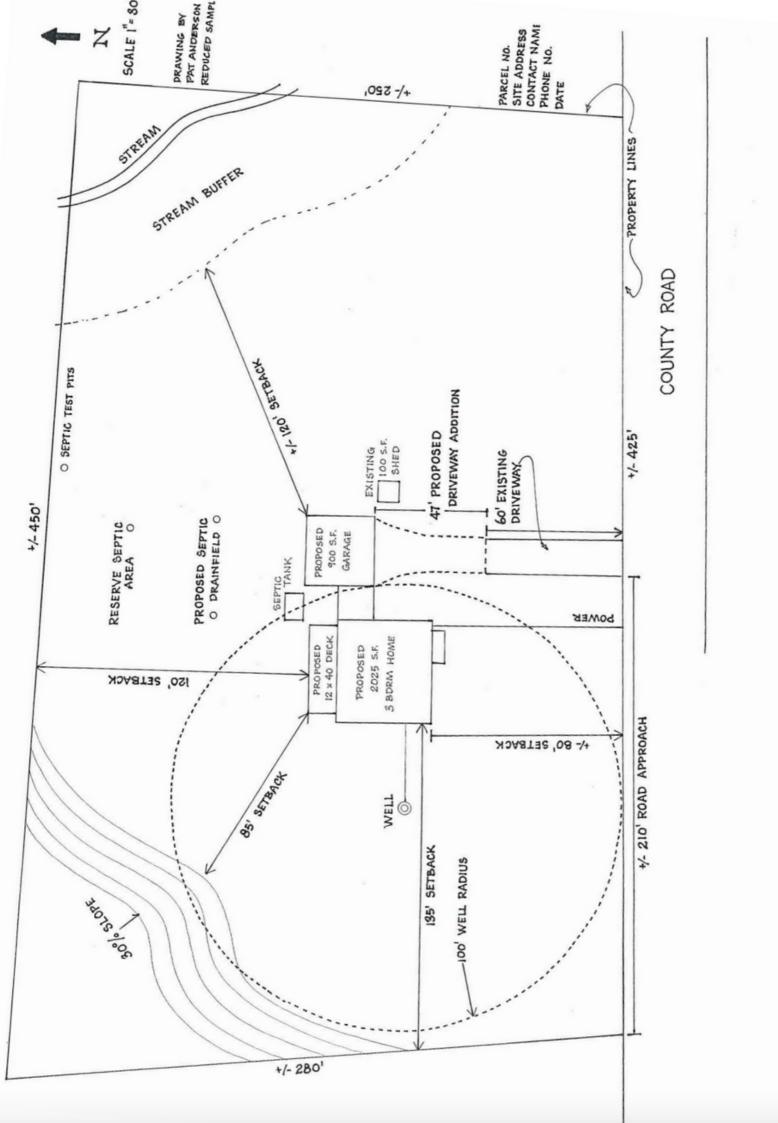
SITE PLAN REQUIREMENTS

This checklist is intended to give a general idea of the information required for a site plan. The application should NOT be submitted unless all points below are addressed. The checklist must be submitted with the application. Submit multiple maps if necessary. Additional information may be requested.

Any additional information which the applicant feels will assist in evaluating the proposal is encouraged.

Minimum size is 8.5x11-Maxiumim size is 11x17

	North arrow
	Vicinity map with location and name of all roads surrounding the property
	All property lines (if the parcel is large, provide a close up)
	Setbacks from property lines for all proposed structures if an accurate scale is not
	provided
	Location and identification of all existing and proposed structures with dimensions.
	Examples include, but are not limited to: houses, sheds, barns, fences, culverts, bridges,
	retaining walls, and decks
	Distance from other structures if within 10 feet
	Test holes, septic tanks, septic lines, drainfields, and reserve areas
	Wells, well circles with a 100-foot radius, water lines, etc. and all utility easements
	Distance between existing and proposed septic systems, wells, and buildings
	Location of all existing or proposed driveways and dimensions, easements, access roads
	etc. If there is an access easement, please provide a copy
	Location and identification of any known critical areas on site. Examples include, but
	are not limited to: wetlands, streams or other surface waters, steep slopes, etc.
	Location of any known or proposed stormwater facilities
	Location, depth, and extent of any clearing, grading and filling
	For all projects other than a single family dwelling, a description of the proposed use is
	required. Examples include, but are not limited to: personal storage, commercial uses,
	agricultural uses, garage, etc.



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City Approval Form

This form is for buildings proposed inside city limits of Morton, Mossyrock, Pe Ell, and Toledo. This form is to certify that a proposed project complies with the city's development regulations prior to the applicant submitting a building permit at the Lewis County Community Development Office. The applicant is required to bring the following to the City with Jurisdiction for pre-approval and is responsible to pay any associated fees adopted by the city. Completed 'City Pre-Application' form Completed site plan meeting the 'Site Plan Requirements' handout (attached) Completed Lewis County Building Permit Application (attached) City of Jurisdiction: _____ Full Project Description: Tax Parcel Number (s): Owner's Name: Owner's Address: Owner's Phone Number: _____ Owner's Email: ____ **Applicant Information:** Name: _____ Mailing Address: Acknowledgment I, the property owner, applicant or authorized official, have read and understood the information of this form and the associated 'City Pre-Application Project Details' form attached and the information is correct to the best of my knowledge. Signature:_____ For Official Use Only **Zoning and Critical Areas:** Yes Zoning:_____ Is this project in compliance with the zoning regulations? Does this project meet setbacks from property lines? Yes No If no, what exemption applies?

WAC 197-11-800 or locally adopted modification Yes No Was SEPA Completed? No critical areas were identified Critical Areas on property: Wetlands Streams Critical Aquifer Recharge Geologically Hazardous Areas Flood Plain Shoreline Other:

Critical area reports submitted:

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Vater Service:		
No water service required		
Preexisting water service		
New water service or add	tional connection required:	
	monthly service fee explained Shut	
	non-payment explained	
☐Water hook fee up		
sewer Service:		
No sewer service required	I	
Preexisting sewer service	Septic	
installation required		
New sewer service or add	itional connection required:	
Installation and bi	monthly service fee explained	
Shut off procedur	es for non-payment explained	
☐ Sewer hook up pa	id	
Other:		
Additional Comments:		
		and the attached building permit application
or development standards inside	the City Limits and the project as descr	ibed meets the requirements for the following
Zoning and Critical Areas	A also assisted and booth a Discoving	Committee on: Not require
☐ Water Service	Acknowledged by the Planning (committee on: Not require
Sewer Service		□ Note the second second
Other:	Site inspection completed on:	Not required
Approval of Authorized Ci	ty Official	
Signature:	Title:	Date:
Signature:	Title:	Date:

The application is not authorized by the city with jurisdiction unless signed and dated by a City Official.

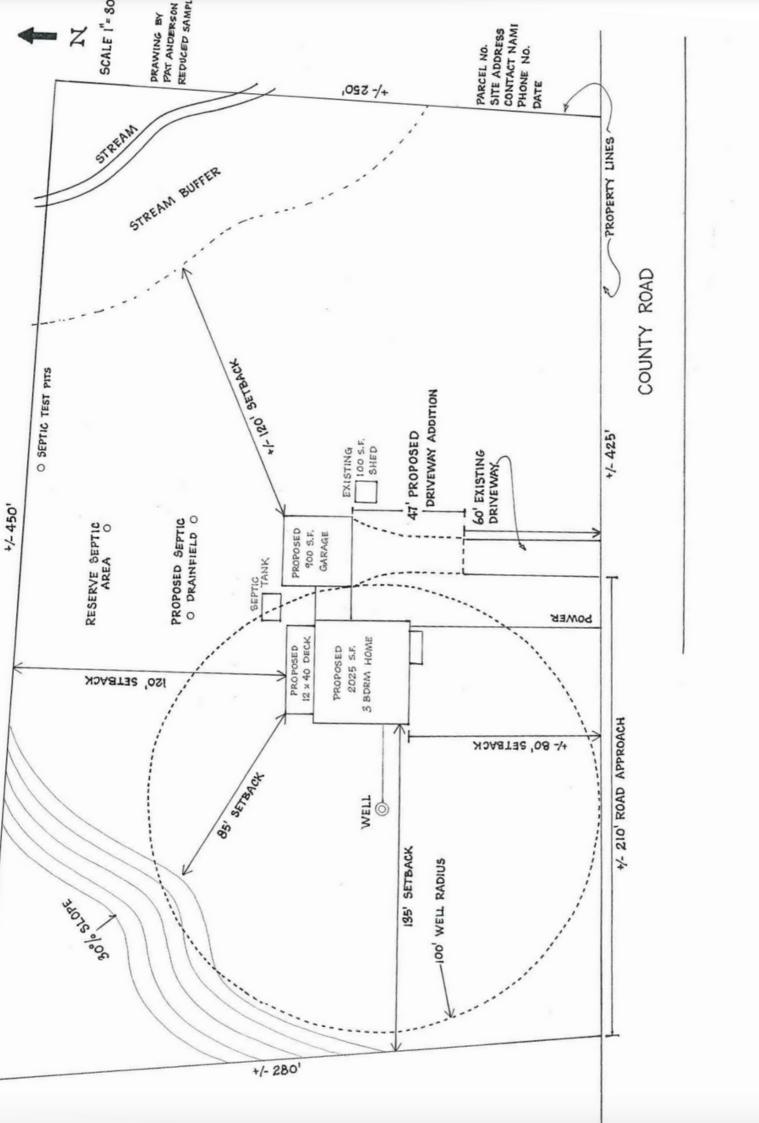
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Minimum size is 8.5x11-Maxiumim size is 11x17

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	Location and identification of all existing and proposed structures with dimensions.
	Examples including, but not limited to: houses, sheds, barns, fences, culverts, bridges,
	retaining walls, and decks
	Distance from other structures if within 10 feet
	Test holes, septic tanks, septic lines, drainfields, and reserve areas
	Wells, well circles with a 100-foot radius, water lines, etc. and all utility easements
	Distance between existing and proposed septic, wells, and buildings
	Location of all existing or proposed driveways and dimensions, easements, access roads
	etc. If there is an access easement, please provide a copy
	Location and identification of any known critical areas on site. Examples including, but
	not limited to, wetlands, streams or other surface waters, steep slopes, etc.
	Location of any known and proposed stormwater facilities
	Location, depth, and extent of any clearing, grading and filling
	For all projects other than a single family dwelling, a description of the proposed use is
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Lewis County Public Health & Social Services Environmental Services Division

2025 NE Kresky Ave, Chehalis, WA 98532 • Phone: (360) 740-1146 • Fax: (360) 740-1245

	SEPTIC	PERMIT	
Project Description:	Residential Com	mercial	
Fax Parcel Number:			Application Expiration: Incomplete applications or
Site Address:			applications that do not result in
Owners Name:	Phone N	lumber:	permit issuance shall expire one (1) year from the date of application as
Mailing Address:			specified in Lewis County Code Chapter 8.40.(4)(e)
Email Address:			Right to Appeal: Any person aggrieved by a decision
Applicant Information:	Same as Owner A	uthorized Agent	of an inspection or notice made by the health officer shall have the
Name:	Phone Number	er:	right to appeal the matter as specified in Lewis County Code
Mailing Address:			specified in Lewis County Code
Email Address:			_
Project Information:			
Acreage: Number of	Bedrooms:	Detailed Directions	s to Site:
New Construction / Expa	ansion		
Repair / Alteration			
Soil Evaluation			
Operation / Maintenanc	e		
Connect / Reconnect:			
Other:		Is Access Blocked b	oy Gate? Yes No
Water Source	_		
Individual Well Share	ed Well Public/Municip	al/ID #:	Other:
Acknowledgment and Pe	rmission to Enter		
understand that any permits issu construction is in according to this			
Further I understand that County			enter private property to conduc
nspections. By my signature below, permissio	n is granted for representative	s of Environmental Serv	ices to enter and remain on and
about the property for the sole pu	-		
By my signature below, I certify the epresentative. With this docume	_		
		Permit N	lumber:
ignature:	Date:		Site Review:
Owner Aut	thorized Agent		ceived:
		Permit T	ecn:

oved: By
d: By
_
nit Issued:
ments/information/conditions:
_

Lewis County Public Health & Social Services Environmental Services Division

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SEPTIC APPLICATION HANDOUT

Once a complete application is received it will be forwarded to the Environmental Health Specialist for review and processing. You will be notified by phone or mail of any additional requirements. Incomplete applications may not be accepted and could result in a delay in permit issuance.

Note: Applications expire one year from the date of submittal if a permit cannot be issued. Fees cannot be refunded on expired applications.

Site Preparation:

Do **NOT** clear the property. It is okay to cut down the brush (except wetland plants or streamside buffers), but do not disturb the soil or drive equipment over it when it is wet. Disturbing the soil (scraping off the topsoil, bringing in fill material, making ruts, etc.), changes the structure and/or the amount of soil. It is the amount, type, and structure of soil that is looked at when determining potential for sewage treatment. Every inch of soil counts, drain-fields cannot be permitted in disturbed soil and/or fill material.

Be sure that the development site is located at least 125 feet from any mapped wetland or hydric soils. If any part of your proposal (including structures or the septic system) is located within 125 feet of wetlands or hydric soils, you may be required to hire a wetland consultant to confirm and/ or map wetlands in order to maintain setbacks. The Permit Center can provide more information about your property and the potential for wetland or hydric soils.

Drain-fields must be located 100 feet from all wells and surface water (tanks 50 feet). Make sure the test holes are dug accordingly.

Test hole requirements: (See attached examples)

Test holes must be a minimum of 6 feet deep, 3 feet wide, and graded at an angle no less than 35 degrees. An inspector will be walking into the holes to determine the soil characteristics. Test holes must allow for safe entry and egress.

- Dig at least three (3) test holes
- 50 feet apart from each other.
- Two (2) in the primary drain-field area
- One (1) in the reserve drain-field area.

It is OK to dig more than three test holes. We are looking at the depth of unsaturated, original, undisturbed soil between the bottom of the proposed disposal component and the highest seasonal water table, restrictive layer, or a gravelly, sandy soil.

Submit application with fee payment

- A Master Site Review approval will be required prior to submittal of a Septic Permit Application.
- Sewage permit application \$375 for residential site and \$455 for a commercial site*
- Design Review fee \$225 for residential site (required if sewage system must be designed) and \$450 for a commercial site*
- Other fees may apply depending if your site is located in a flood zone, shorelines, etc.
- * Contact PERMIT CENTER at 360-740-1146 for current fees.

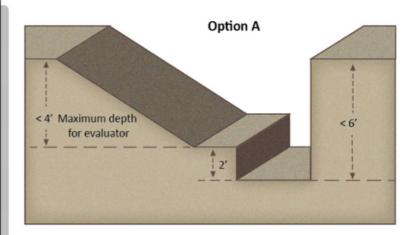
Guidelines for Test Pit Construction for On-site Sewage Systems

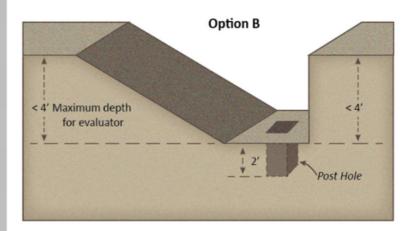


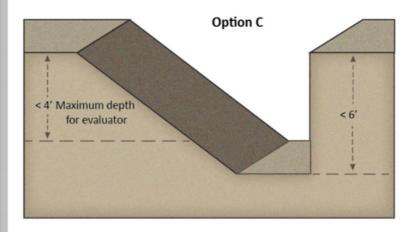
Safety and soil characterization are both important when constructing a test pit for an on-site sewage system soil review. The three test pit options in this guidance will meet the Washington State Labor and Industries (L&I) safety requirements in Chapter 296-155 WAC. The three options can be used for all soil types listed in On-Site Sewage Systems Chapter 246-272A WAC and Chapter 246-272B WAC except as noted below. Local Health Jurisdictions may have more specific guidance for their local area. The reviewing agency should be consulted before test pits are constructed.

Test Pit Construction

- Call 811 to locate underground utilities prior to digging.
- All test pits must be evaluated for stability by a competent person per WAC 296-155-657. <u>Test pits</u> shall not be entered if deemed unstable.
- Use the least stable soil for evaluating test pit stability when there is a layered soil profile.
- Regardless of soil type, a test pit that shows distress such as fissures or cracks is deemed unstable.
- Benching for test pit stability can only be done in unsaturated soils with greater than 15% fines (silt and clay). This means some DOH Type 1, Type 2, and Type 3 soils and soils seeping freely may not qualify for Test Pit Option A.
- The three test pit options do not allow an evaluator to enter the test pit to a depth greater than 4 feet. To enter to a depth greater than 4 feet, additional requirements in WAC 296-155-657 must be followed.
- Every test pit must have a ramp that provides for entry and exit into the test pit without the need of aid.
- All spoils must be placed at least 2 feet from the edge of the test pit.
- All equipment within 20 feet of the test pit should be shut down when a person is in the test pit.
- For Large On-site Sewage Systems (LOSS) an excavator must be on site.
- Test pits shall not be left open for an extended period unless properly barricaded per L&I regulation. An example of a properly barricaded test pit is orange construction fencing surrounding the entire test pit and secured by metal fence posts.







For more information contact Washington State Department of Labor and Industries, your local health jurisdiction, or the Washington State Department of Health.

DOH 337-110

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Permit Number:

MSR: _____

Date Submitted:

PLACEMENT PERMIT

oject Description: ___

s project is : Residential Commercial

			Date Submitted:	
ect one: New	Replacement C)ther:	Permit Tech:	
operty Information:				
x Parcel Number:		Site Address:		
vner's Name:			Phone Number:	
ner's Mailing Address:				
oplicant Information (i	f different):	Owner Contrac	tor Other:	
me:			Phone Number:	
iling Address:			Email:	
oject Information: ntact when permit is ready o	r more information i	s required: Owner	Applicant	
Contractor's Name:		_		
			n Date:	
		·		
tallers Name and WAINS#: _ obile Home Information uke:	on: Home purchase	d from:		
fial Number:				Occupancy:
nderstand that County regular scessing, review, and inspection thdrawal of a permit or approvironmental Services, and Public th permits and performing requi	tions require owner p ns. I also understar oval. By my signature t Works Department to	nd that my failure to g below, permission is gran o enter and remain on and	ersonnel to enter private pr grant permission to enter ted for representatives of the	may result in denial of Community Developmen
e certify that all plans, specific eral, state, and local codes and ir authorized representative. W	applicable laws and or	dinances; and I certify that	nt I am either the current lega	l owner of this property
ertify that I have read and und approval. I understand that any ording to this plan and all other cuments provided with this appliance.	permits issued by Lewi er conditions of the p	is County, consistent with ermit are followed. By m	the attached site plan, are val y signature below, I affirm th	id ONLY if construction is
nature:	Date	e:	Check one: Owner	Authorized Agent

FOR OFFICIAL USE ONLY:				
Zoning: Flood Zone:FIRM Panel #:Lot: Blk: Division/Short Plat:				
Quarter Section Section Township North Range East/West (Circle One)				
	Commercial – FAS			
Fee	Туре	Fee		
\$325	Storage Unit (Single Wide)	\$200		
\$490	Commercial Coach	\$300		
\$590	Classroom Unit	\$465		
\$225	Office Unit	\$465		
\$325				
\$325				
d / Geo Teo	h / Driveway Review			
Snow Load: Yes No Geo Tech Review Required: Yes No Conditions / Inspection added to Adept: Yes No Snow Removal Agreement Required?: Yes No No Reviewed By:				
Sewer Availability Received: New Septic Approval: Permit #:				
	Fee \$325 \$490 \$590 \$225 \$325 \$325 \$d / Geo Teo	North Range East/West (Circle One)		

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SIMPLE SEGREGATION SUBDIVISION

Type I Application

Base fees:

Simple Segregation Application Fee \$355
Public Works Review Fee \$200
Land Development Review \$200
Final Map Review Fee \$150

Additional Fees

Total Base Fees

If within WRIA 23, 11, or 13 \$500

NOTICE: LOTS CREATED BY A SIMPLE
SEGREGATION SUBDIVISION HAVE NOT BEEN
REVIEWED FOR BUILDING PERMIT OR
NVIRONMENTAL HEALTH PURPOSES AND MAY
NOT BE SUITABLE FOR DEVELOPMENT.

or a determination of suitability for current development, the owner of the tracts to be solar applicant for a building permit on a lot must show:(a) The tract has access to water a equired by state law. (b) The tract has a suitable building site outside of critical areas and onsistent with criteria in the critical areas ordinance. (c) The tract has a conforming septend reserve area consistent with Health Department requirements, Chapters 8.40 and 8.41 LCC (d) the tract has legal access recorded and (e) The tract has physical access meeting the equirements for fire apparatus road (including private road review and stormwater review rading permit, and the SEPA Checklist.

Prior to recording final documents for this activity, all property taxes, assessments and recording fees must be paid.

Contact the Lewis County Treasurer's office and the Lewis County Auditor's Office for complete information.

\$905

2025 NE Kresky Ave, Chehalis, WA 98532 Phone: (360) 740-1146 ● Fax: (360) 740-1245

SIMPLE SEGREGATION SUBDIVISION Type | Application

Process:

Simple segregations may contain up to (4) four lots with each lot being 5 acres or greater in size and is required to meet the zoning requirements. No lot in a recorded segregation may be further divided within a period of five years from the date of recording without filing for a plat, short subdivision, or large lot subdivision, and meets the zoning requirements.

- 1. Applicant submits a complete application, including a preliminary plat map drawn by a Washington State Licensed Professional Land Surveyor.
- The Planning Department reviews the application for completeness. If additional information is needed, the planning staff will notify the applicant.
- 3. The complete application will be routed to different departments to review . When the review is finished, the departments will notify the Planning Department of comments or conditions.
- 4. Approval will be granted with conditions or will be denied.
 - i) If the proposal is denied, the applicant will be informed, in writing, the reason(s) for denial.
 - ii) If approval is granted with conditions, the applicant will need to complete those conditions.
- 5. Once the conditions are met, the final plat map shall be submitted to Planning Department for final signatures.
- 6. After the conditions are reviewed and the Public Works and Planning Department sign the final map, the applicant or applicants surveyor will be notified to pick up their final map for recording in the Lewis Count Auditors Office.

Recording of Approved Simple Segregation Subdivision Map:

All costs associated with the recording of the final map shall be paid by the applicant. All property taxes and assessments shall be paid in full for the year in which the Simple Segregation map is recorded. Within 30 days of the final map approval of the final Simple Segregation map, it will need to be recorded at the Lewis County Auditor's Office

Other Disclaimers:

If your parcel is in a special tax program such as Open Space Farm and Agricultural Land, Open Space Timber, or Designated Forest Land, or if you are getting a Senior Exemption on your taxes, you are encouraged to discuss any considered land divisions with the Assessor's Office BEFORE making those changes. Land divisionss may involve undesired tax consequences. You may reach the Assessor's Office at (360) 740-1392.



APPLICANT

STAFF

Lewis County Community Development

2025 NE Kresky Ave, Chehalis, WA 98532 Phone: (360) 740-1146 • Fax: (360) 740-1245

SIMPLE SEGREGATION SUBDIVISION Type | Application

Type I applications involve decisions that do not require public notice and are decided by the administrator.

The following are required to be submitted for the Simple Segregation Subdivision application to begin the review process:

			Professional Land Sur	p drawn by a Washington State veyor (PLS)-With all the requirements on the Development 'Simple Segregation Map Requirements'				
			Completed 'General Ir	formation' Application				
			Completed 'Simple Seg	gregation Subdivision' Application				
			Original Legal Descript	tions				
			Documentation of a le County Code Chapter 16.03	egal lot of record and meet the criteria in the Lewis 2.050				
			Lot Closure Notes for Professional Land Sur	each lot prepared by a Washington State veyor				
			Application Fees					
			Other					
Any appeals will be heard by the Lewis County Hearing Examiner per the Lewis County Code Chapter 17.05.								
	For Official Use Only:							
Date of Completed Application: Application Number:								
Associated Permits:				Permit Technician:				

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Simple Segregation Survey Map Requirements

Survey Maps: For electronic submittal, PDF from mapping program (preferred method). If hard copy, then one (1) copy of a map 18" by 24" Survey) meeting all the requirements for recording by the Lewis County Auditor to the Administrator for review with, permanent black ink, and meeting the requirements of WAC 332-130-050 and RCW 58.58.09.

\sqcup	Ш	A label identifying the map as a "Simple Segregation"
		Reference the Simple Segregation number on the face of the map
		Original legal description and proposed legal descriptions on the face of the map
		A vicinity map, the date, and north arrow
		The names and addresses of the owner
		The acreage of the proposed lot
		A number assigned to each lot. Lot numbers are to begin with number one (1) and proceed in a consecutive sequence
		The location, width, and names of all existing streets, ingress, egress, or easements within o adjacent to the proposal, including, but not limited to, existing or proposed easements to provide access to each lot, and indication as to whether they be public or private and the Auditor's File Nu
		The location of existing structures, fences, buildings and improvements
		The location of natural features such as water bodies, rivers, steep slopes and wetlands
		The location of all existing and proposed wells and septic systems including reserve areas, water I sanitary control areas, and other utility lines
		Point of proposed access for each lot to the public road, whether each lot shall use a common acc or have individual access;
		Location (to the extent possible) of all section and section subdivision lines referenced in the legal description of the entire property to be subdivided;
		Survey maps shall also contain
		 i. Name of professional land surveyor (PLS), stamp and signature of PLS; ii. Any monuments and markers of record, a minimum of two corners must be set or found iii. A signature block for the approval and signature of the Administrator, and the date signed;

iv. Signature block for Treasurer with a statement that property taxes for the parcel within

this map have been paid through the year of recording; and

v. Signature block for Auditor

TAFF APPLICANT

☐ The following WARNINGS and Certification must be on the face of the final Simple Segregation	:
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WARNING

- Lewis County has no responsibility to build, improve, maintain or otherwise service the private roads contained within or providing access to the property described in this Simple Segregation Subdivision
- The Approval of this Simple Segregation Subdivision does not guarantee the issuance of any other permit or approvals.
- County Road Right-of-Way shown on Plat is not guaranteed by Lewis County, nor does Lewis County
 assume any liability for misrepresentation of County Road Right-of-Way locations, widths and title
 shown on the Plat.
- Access to this Simple Segregation Subdivision is not guaranteed by Lewis County.
- The Lots within this segregation shall not be re-divided for five (5) years from the date of recording
 without filing for plat, short subdivision, or large lot subdivision as provided in Lewis County Code an
 the future division is consistent with the zoning in effect at the time of future application.

CERTIFICATION

I/We, [print name(s)], being the sole vested owner(s) of the land contained within this Simple Segregation Subdivision, do hereby represent and warrant that the Subdivision has lawful access to a public road, for the purpose of satisfying requirements of LCC 16.12.520.

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GENERAL INFORMATION

Property Owner Info	rmation:				
Name:					
Mailing Address:					
Phone Number:		E-mail:			
Tax Parcel Number (s):			Zoning: _		_ Acreage:
Site Address:					
Quarter Section,	Section	, Township	North,	Range	East/West (Circle One)
Applicant (if different					
Mailing Address:					
Tax Parcel Number (s):			Zoning:		Acreage:
Site Address:					
					East/West (Circle One)
					it necessary):
denial or withdrawal of a per Community Development, Environment, Envi	lations require owned inspections. I also remit or approval. Extremit or approval. Extremits an approval of the standard of th	o understand that By my signature be and Public Works I ad performing require place is: Rephone number whe submissions require and applicable law presentative. With the mitations and concrmits issued by Levand all other conditions.	my failure to pelow, permiss Department to red inspections quired Nere applicant/red in support of and ordinant this document, ditions of Lewis County, collitions of the permission of the perm	grant pernion is grant enter and resourced for reviews. Not Required epresentative of this applicates; and I cell take full resources County Consistent with permit are for	e can be reached)
Signature:				Date:	

Authorized Agent

Check one: Owner

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