

## 5.0 DEPUTY PROVIDED SITE CHECKLIST

Proposer's Full Legal Name \_\_\_\_\_

Location Number \_\_\_\_\_


Proposed Site Address \_\_\_\_\_

Proposer's Telephone Number (number where BMV staff can reach you) (     ) \_\_\_\_\_

Proposal Number (*BMV use only*) \_\_\_\_\_

**INSTRUCTIONS:** You must submit one original and one copy of this form and all documents listed on this form **FOR EACH LOCATION YOU ARE PROPOSING**. If you fail to submit a complete set of originals and a complete set of copies **FOR EACH LOCATION**, you will not be evaluated for those locations.

**ATTENTION:** Incumbent deputy registrars applying for contracts at existing license agency locations designated as Deputy Provided Sites are not required to complete and submit all Section 5 forms if the site was approved under the previous RFP and if there have been no changes to the site since the last contract was approved and signed. Under this license agency site provision, page one (1) of the 5.1 Site Questionnaire form must be completed and submitted with all other required forms and documents.

FORM	DESCRIPTION		BMV
5.0	Deputy Provided Site Checklist (this form)		
5.1	Site Questionnaire (page 1 only if incumbent deputy registrar proposing existing license agency site)		
5.2	ADA Checklist (leave blank if incumbent deputy registrar proposing existing license agency site)		
5.3	Lease Option (leave blank if incumbent deputy registrar proposing existing license agency site)		
	– filled out, including complete address		
	– signed and notarized		
5.4	Proximity Attachment [for "Proximity" sites only] (leave blank if incumbent deputy registrar proposing existing license agency site)		
Proposer provided	Site Plan (leave blank if incumbent deputy registrar proposing existing license agency site)		
	– on 8½ x 11-inch paper		
	– with complete dimensions		
Proposer provided	Counter Plan (leave blank if incumbent deputy registrar proposing existing license agency site)		
	– on 8½ x 11-inch paper		
	– with complete dimensions		
Proposer provided	Map (leave blank if incumbent deputy registrar proposing existing license agency site)		
	– with site clearly marked		