**Building Site Location Checklist**

**Buildiing site information**

Boundary and topography maps –

Surveyor- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property size - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Follow up questions:

* If there is not an existing Boundary and Topo map, who is responsible to track down or schedule?
* Is there an Existing Development Agreement? If so review to understand the terms/requirements of the agreement.
* Are there any lease agreements in place? If so review to understand the terms/requirements of the agreement.
* Clearly identify the relationship and responsibilities of all parties involved. (Create responsibility Matrix).

# Site Constraints and Opportunities:

**Answer the following questions to determine if a property is appropriate for a development/project.**

* What is the reason for the interest in this property or project?
* What government entities have jurisdiction over the property?
* Has the property been recently surveyed?
* What is the gross and net size of the property? Area that can be developed
* What is the price of the property and requirements of the transaction?
* What is the zoning for the property?
* What is the zoning/land use of the surrounding properties?
* Are there any physical encroachments from the neighboring properties?
* Are there existing easements or covenants on this property? Is ALTA survey completed or is one required?
* Has the owner put any other conditions on the land?
* Will there be right-of-way dedication required?
* Are there power lines or transmission lines crossing the property?
* Are utilities available from government entities or utility companies?
* Do utilities serve the property, or do they need to be extended?
* How would you rate the location for the intended market/use of the property?
* Is the landowner willing to sign an option agreement?

# Evaluate all information collected to determine if the development/project should move forward.

**Site Constraints and Opportunities - if still moving forward:**

Walk the property and take site photos. Consider the following:

* Rock Outcroppings
* Low Areas
* Slopes
* Floodplains
* Wetlands
* Water Elements
* High points and ridgelines
* Landforms/unique natural features
* Sounds and Smells
* Cultural and historic resource
* Is the land characterized by or exposed to the following?
* Poor Soils
* Soil Erosion
* Subsidence (Sink Holes)
* Geological Hazards
* Unusual noise, vibration, smells
* Ingress and Egress limitations
* Poor surface drainage
* Proximity to industrial facilities
* Unsightly views
* Upstream dam
* Railroad tracks
* Heavy air travel
* Heavy vehicular traffic
* Any apparent safety concerns
* Any special consultants required
* Topography
* Forest Cover
* Natural or man-made bodies of water
* Wetlands delineation
* Floodplains
* Wildlife
* Soils and Rock
* Steep Slopes
* Plant species

# Site Investigations to complete or verify already completed:

Are there any waters of the U.S./Regulatory on site or running through the site?

Have soil borings been conducted to determine depth?

What are the potential access points or routes? (to site and on site)

What is the frontage and depth relative to the roads?

Are there adequate stormwater outfalls?

Has an Environmental Phase I assessment been completed?

Are there any Hazardous materials that require cleanup?

Have preliminary perc tests been conducted?

Is there utility capacity available to serve the property?

Will utility relocation be required?

Are there wells on the land? If so, how deep and are they active?

Will the property require septic?

Are Police and Fire services provided?

Trash pick services in place?

Are there any special local environmental regulations?

**Site Investigations to complete or verify (cont’d)**

Is the property subject to Core of Engineer regulations?

Is the property subject to Fish and Game regulations?

Are there any threatened or endangered species on the site?

Has any of the site been classified as historically or archeologically significant?

# Governmental Constraints and Opportunities:

What are the development review and approval procedures in the municipality where the property/project reside?

What is the local attitude towards new development?

Is there a Comprehensive plan? (Master Plan, Growth Management Plan, Neighborhood Plan, Community Vision).

Have we obtained all the relevant codes and ordinances (subdivision, zoning, energy, building, etc.) for the property/project?

What is the existing zoning and is it appropriate for the project?

Is there an overlay district over this property? (additional layer of standards)

What is the time frame for approvals?

Will the municipality require a donation of land or fee-in-lieu for open space - parks, schools, etc.?

Does the municipality have inclusionary zoning or other special requirements? (incentives)

Will an Archeological study be required?

Will a Threatened and Endangered Species study be required?

Will a traffic capacity or impact study be required?

Are there natural or historic protected areas?

Will the site require a rezoning? special exception? Variance?

Does design need to be reviewed by -

* Review board?
* Planning board?
* Fire District?
* Public Works?
* Others\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Timing of each review?

What taxes will be excised on the project?

What Fees will be required on the project?

Will an impact fee be assessed? (one-time governmental fee)