

HOUSING TOOLBOX

SITE AND BUILDING ASSESSMENT CHECKLIST

PROPERTY ASSESSMENT

Location and Land Use

- Existing on-site uses (buildings & activities)
- Historical uses of site
- Surrounding uses
- Growth and development plans for site and area
- Assessment of neighborhood
- Neighborhood compatibility with project

Size; Any On-site Structures

Existing Ownership and Any Existing Financing

Mapping and Legal Issues

- Legal description
- Boundary and site survey
- Rights of way, easements
- Title

Public Permits and Public Regulations

- Existing zoning versus needed zoning
- Development or impact fees
- Government agencies with jurisdiction
- Public development approvals: planning, subdivision, site development, historic, etc.

Environmental

- Sources of on-site and off-site pollution, contaminants
- Historical uses of site

Community Approvals and Process

- Formal & informational community reviews & approvals

Site Access and Transportation

- Access, entry points to site
- Curb cuts
- Road access
- Need for new streets, sidewalks, lights
- Traffic patterns
- Proximity to public transportation

Public Services and Amenities in Relation to this Site

- Public schools
- Shopping and commercial services
- Social services: medical, etc.
- Jobs
- Parks and recreational facilities
- Emergency services: fire, police, ambulance

Utility location, availability, capacity, tie-in fees

- Sanitary and storm sewer or septic
- Water
- Electricity
- Gas
- Telephone
- Cable TV
- Internet service

Other Features and Issues

- Aesthetic quality of site and its surroundings
- Archeological sites
- Noise
- Wildlife
- Climate

Please Note | Effort has been made by the author and sponsoring organizations to provide current and accurate information. However, readers should not rely on the information and are urged to review source material and consult with appropriate funding sources, practitioners and legal counsel before embarking on a particular course of action.

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BUILDING

Site and Exterior Space

- _____ On- and off-site parking
- _____ Recreation and play space
- _____ Green space, garden area

Overall Interior Quality and Conditions

- _____ Unit finishes (floors, walls, ceilings)
- _____ Kitchens and bathrooms
- _____ Common spaces: hallways etc.
- _____ Adequacy of insulation
- _____ Windows and doors

Mechanical, Plumbing and Electrical Systems (MEP)

- _____ Systems in need of replacing/upgrading
- _____ Energy efficiency of existing systems

Environmental Issues

- _____ Sources of environmental issues:
- _____ Lead paint
- _____ Asbestos
- _____ Underground storage tanks

Building Size and Layout

- _____ Square footage
- _____ Storage space for residents
- _____ Adaptability of space:
- _____ Number and layout of rooms
- _____ Size of existing units
- _____ Number of units it contains
- _____ Number of units it could contain with rehab

Public Permits and Public Regulations

- _____ Limits to expand or remodel existing structure

Considerations for Occupied Buildings

- _____ Number, household size, incomes of existing residents
- _____ Existing rent roll
- _____ Number occupied and vacant units
- _____ If non-residential tenants: identity, lease terms, rents

Building Public Spaces and Accessibility

- _____ Adequate means of building egress
- _____ Space for property management and maintenance services
- _____ Space for resident services and community space
- _____ Handicap access

Building Exterior and Envelope

- _____ Aesthetics of exterior
- _____ Condition of exterior
- _____ Adequate insulation of roof and walls

LAND ASSESSMENT

Topography

- _____ Slopes
- _____ Elevations and ridges
- _____ Wetlands
- _____ Rock or ledge
- _____ Views and special features

Soils

- _____ Types and characteristics
- _____ Subsoil conditions
- _____ Soil depths (topsoil, bedrock, groundwater)

Drainage

- _____ Surface drainage features
- _____ Group water table
- _____ Floodplains, wetlands, marshes
- _____ Location of wells
- _____ Depth to groundwater

Checklist provided with permission by VIVA Consulting

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