## SITE AND BUILDING ASSESSMENT CHECKLIST

### PROPERTY ASSESSMENT

<table>
<thead>
<tr>
<th>Location and Land Use</th>
<th>Site Access and Transportation</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Existing on-site uses (buildings &amp; activities)</td>
<td>□ Access, entry points to site</td>
</tr>
<tr>
<td>□ Historical uses of site</td>
<td>□ Curb cuts</td>
</tr>
<tr>
<td>□ Surrounding uses</td>
<td>□ Road access</td>
</tr>
<tr>
<td>□ Growth and development plans for site and area</td>
<td>□ Need for new streets, sidewalks, lights</td>
</tr>
<tr>
<td>□ Assessment of neighborhood</td>
<td>□ Traffic patterns</td>
</tr>
<tr>
<td>□ Neighborhood compatibility with project</td>
<td>□ Proximity to public transportation</td>
</tr>
</tbody>
</table>

### Size; Any On-site Structures

### Existing Ownership and Any Existing Financing

### Mapping and Legal Issues

| □ Legal description | □ Public schools |
| □ Boundary and site survey | □ Shopping and commercial services |
| □ Rights of way, easements | □ Social services: medical, etc. |
| □ Title | □ Jobs |

### Public Permits and Public Regulations

| □ Existing zoning versus needed zoning | □ Parks and recreational facilities |
| □ Development or impact fees | □ Emergency services: fire, police, ambulance |
| □ Government agencies with jurisdiction | Utility location, availability, capacity, tie-in fees |
| □ Public development approvals: planning, subdivision, site development, historic, etc. |

### Environmental

| □ Sources of on-site and off-site pollution, contaminants | Sanitary and storm sewer or septic |
| □ Historical uses of site | Water |

### Community Approvals and Process

| □ Formal & informational community reviews & approvals | Electricity |
| □ | Gas |
| □ | Telephone |
| □ | Cable TV |
| □ | Internet service |

### Other Features and Issues

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

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**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.
# HOUSING TOOLBOX

## 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 existing units
- Number of units it could contain

### 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

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*Checklist provided with permission by VIVA Consulting*

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