

Sample Development Checklist

THE PRELIMINARIES

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|---|--------------------------|---|--------------------------|
| Assessment of Community Needs | <input type="checkbox"/> | Review of Local Zoning and Building Codes, | |
| Review of Strategic Plan/Staff Capacity | <input type="checkbox"/> | Subdivision Ordinances and Land | <input type="checkbox"/> |
| Project Conceptualization | <input type="checkbox"/> | Federal and State Environmental Laws and | |
| Market Study | <input type="checkbox"/> | Land Use Policies | <input type="checkbox"/> |
| Goal Setting/Time Line Development | <input type="checkbox"/> | Identification of Financing/Subsidy Sources . | <input type="checkbox"/> |
| | | Site Requirements of Permanent Lenders ... | <input type="checkbox"/> |

THE LAND SEARCH

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|---|--------------------------|------------------------------------|--------------------------|
| Set up Land Inventory Record System | <input type="checkbox"/> | Set up Site Comparison Chart | <input type="checkbox"/> |
|---|--------------------------|------------------------------------|--------------------------|

Initial Site Screening

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|--|--------------------------|--------------------------|--------------------------|
| Zoning, Density and Use | <input type="checkbox"/> | Boundary Survey | <input type="checkbox"/> |
| Preliminary Title Work | <input type="checkbox"/> | Topographical Maps | <input type="checkbox"/> |
| Public Utility/On-Site Utility Feasibility | <input type="checkbox"/> | Soil Survey | <input type="checkbox"/> |

SITE FEASIBILITY ANALYSIS

Physical/Environmental Feasibility Determinations

- | | | | |
|---|--------------------------|---|--------------------------|
| Appraisal of Value | <input type="checkbox"/> | Septic/Well Feasibility | <input type="checkbox"/> |
| Wetlands/Flood Plain Determinations | <input type="checkbox"/> | Environmental Assessment For Toxics | <input type="checkbox"/> |
| Toxic Clearance | <input type="checkbox"/> | Environmental Protection Compliance | <input type="checkbox"/> |
| Environmental Protection Compliance | <input type="checkbox"/> | Soil/Water Tests | <input type="checkbox"/> |
| Natural Environment | <input type="checkbox"/> | Architectural & Engineering Drawings/ | |
| Historic/Archeological | <input type="checkbox"/> | Specifications | <input type="checkbox"/> |

Legal/Socio-Political Feasibility Determinations

- | | | | |
|---|--------------------------|-------------------------------|--------------------------|
| Subdivision Review/Approval Process | <input type="checkbox"/> | Building Permit Process | <input type="checkbox"/> |
| Impact Fees | <input type="checkbox"/> | | |

Financial/Cost Feasibility Determinations

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|---|--------------------------|---|--------------------------|
| Preliminary Cost Estimates | <input type="checkbox"/> | Interim (Construction) Loan-Application | |
| Numbers Run/Pro Forma | <input type="checkbox"/> | Submission/Approval | <input type="checkbox"/> |
| Pre-Development Loan-Application/Approval | <input type="checkbox"/> | Permanent Mortgage Loan-Application | |
| Negotiation and Site Option | <input type="checkbox"/> | Submission/Approval | <input type="checkbox"/> |

SITE OPTION AND SITE PURCHASE

- | | |
|------------------------|--------------------------|
| Site Acquisition | <input type="checkbox"/> |
|------------------------|--------------------------|

Construction/Asset Management

- | | | | |
|---------------------------------|--------------------------|--------------------------------|--------------------------|
| Construction Loan Closing | <input type="checkbox"/> | Permanent Loan Closing | <input type="checkbox"/> |
| Site Development | <input type="checkbox"/> | Certificate of Occupancy | <input type="checkbox"/> |
| Unit Construction | <input type="checkbox"/> | Rent-Up/Sale | <input type="checkbox"/> |
| "As-Built" Survey | <input type="checkbox"/> | Occupancy | <input type="checkbox"/> |
| Final Inspection | <input type="checkbox"/> | | |

Source: Rose, A., Holt, J., & Collings, A. (2001). *A rural land acquisition and pre-development guide*. Washington, D.C.: Housing Assistance Council. Retrieved from <http://www.ruralhome.org/storage/documents/predevguide.pdf>