Development Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION 1 - GENERAL INFORMATION**

Site Name (if any):\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Town/City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Activity**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Acreage: \_\_\_\_\_\_\_\_\_\_\_\_ Shape: \_\_\_\_\_\_\_\_\_\_\_ Dimensions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Frontage: \_\_\_\_\_\_\_\_\_\_\_\_

Size of Open Space: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Buildable Space Size:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Easements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Liens: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ R.O.W.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Present Zoning:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Required Zoning:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Assessors Map: \_\_\_\_\_\_\_\_\_\_\_ Section: \_\_\_\_\_\_\_\_\_\_\_ Parcel: \_\_\_\_\_\_\_\_\_\_\_\_ Lot: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Submit the following:**

* **Location Map** showing directions to the site from a major highway and from DOH. Attach as 4.4LM
* **Street Map** ¾ mile radius around site including public & community facilities. 1" = 500" (min.) to 1" = 200' (max.) Attach as 4.4SM
* **Zoning Map:** Evidence of existing Zoning and eligible uses or applicable zoning regulations and ordinances. Attach as 4.4Z (New Construction/addition)

**SECTION 2 – SITE CONDITIONS**

**I. Flood Plain**

**Submit \*FEMA FIRM** (Flood Insurance Rate Map) The map must be at a scale to clearly identify the project area and surrounding neighborhood(s). **Attach as 4.4FEMA**

***A Town with a project located in a flood area***, as indicated by the most recent FEMA Flood Insurance Rate Maps, should **contact JaCinta Frazier 860-270-8129** for further assistance. Contact should be made prior to submitting an application to determine which course of action should be taken for Flood Management Certification pursuant to Connecticut General Statute 25-68b.

If your project is in a flood plain/way, has the evaluation/certification process begun? \_\_Y \_\_N

**II. Unusual Site Conditions:**

Does the municipality require underground utilities? \_\_\_Yes \_\_\_No

Will the project expand existing public utilities? \_\_\_Yes \_\_\_No

(e.g. Main sewer line or Main water line?)

Will road(s) need to be provided for the project? \_\_\_Yes \_\_\_No

If “Yes, will it be a public or private road? \_\_\_Public \_\_\_Private

Ledge or rock outcroppings? \_\_\_ Yes \_\_\_ No

**III. Environmental Site Conditions**:

Endangered species \_\_\_Yes \_\_\_No

Above/below ground storage tanks \_\_\_Yes \_\_\_ No

Soil Contamination \_\_\_Yes \_\_\_ No

Toxic Chemicals \_\_\_Yes \_\_\_ No

Sediment/Soil erosion \_\_\_Yes \_\_\_ No

Water Contamination \_\_\_Yes \_\_\_ No

**Phase I Environmental Site Assessment**

It is HUD policy that all properties be free of hazardous materials, contamination, toxic chemicals and gases, and radioactive substances, where a hazard could affect the health and safety of occupants or conflict with the intended utilization of the property. In order to satisfy HUD Environmental Standards, a current Environmental Site Assessment must be submitted.

 A current Phase I Environmental Site Assessments is not more than one year old.

If an Environmental Assessment is 1 – 3 years old, an Environmental Site Assessment Update should be submitted with the 1-3 year old Environmental Site Assessment. A new Phase 1 Environmental Site Assessment may be required (depending on the property status/type) if the most current one is greater than 3 years old.

If the Phase I Assessment recommends a Phase II Assessment, it must be submitted if completed. Attach copies of each as Exhibit 4.4ESA

All Phase I Environmental Site Assessment must be in accordance with the American Society for Testing and Materials (ASTM) Designation E 1527-05 “Standard Practice for Environment Site Assessments: Phase I Environmental Site Assessment Process.”

**SECTION 3 – BUILDING CONDITIONS**

**Environmental Building Conditions**, check all that exist **IN or ON** the buildings.

\_\_\_Asbestos \_\_\_PCP’s/PCB’s \_\_\_Lead Paint \_\_\_Radon

\_\_\_Mold \_\_\_Storage Tanks \_\_\_Toxic Chemicals (Boilers) \_\_\_Other

**Hazardous Materials Reports:** (if applicable)

Surveys, inspections, clearance, closure reports, remediation action plans if available must be submitted if completed, especially if they were recommended by the Environmental Site Assessment. Attach as 4.4 HAZREPORT.

**Hazardous Materials Notifications & Requirements**

If your buildings are occupied and hazardous materials exist, residents must be notified. Submit all notification materials and documents that will be issued to residents. Attach as 4.4HAZNOT.

**SECTION 4 - BUILDING INFORMATION**

Total number of existing buildings on site: \_\_\_\_ Age of building(s) on site: \_\_\_\_\_\_\_\_\_

Building Types (check all that apply):

\_\_Single Family \_\_\_ Duplex \_\_\_Townhouse \_\_Multi 3-4 units \_\_\_Multi >4 units

\_\_\_Office \_\_\_Retail \_\_\_Municipal \_\_\_Community

If Other, Describe\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of stories: \_\_\_\_ Elevator: \_\_\_Yes \_\_\_No Type of Const\_\_\_\_\_\_\_\_\_\_\_\_

**Total square footage of the buildings**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_t.s.f.

Residential: \_\_\_\_\_\_\_\_\_\_\_ s.f. Commercial: \_\_\_\_\_\_\_\_\_ s.f. Other: \_\_\_\_\_\_\_\_\_\_\_ s.f.

**Are buildings currently occupied?** \_\_\_Yes \_\_\_ No

If NO, how long has it been vacant?Months/Years:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Historic Requirements** SHPO must be contacted for work proposed for any building that is greater than 50 years old or located in an historic district.

Are any structures 50 years or older? \_\_\_Yes \_\_\_No

Has the federal, state, or local Historical Commission determined that the building has historical significance? \_\_\_Yes \_\_\_No

If building is >50 yrs old has SHPO been notified of impending rehab? \_\_\_Yes \_\_No

If yes, **submit SHPO notification letter** as Exhibit 4.4SHPO-NOTICE

**Submit SHPO response letter** as Exhibit 4.4SHPO-RESP

**SECTION 5 - BUILDING(S) ASSESSMENT**

*Provide age and check one to describe bldg component condition. Provide a chart for each building.*

**I. Existing Conditions Age Good Fair Poor**

Roof \_\_\_ \_\_\_ \_\_\_ \_\_\_

Exterior \_\_\_ \_\_\_ \_\_\_ \_\_\_

Interior \_\_\_ \_\_\_ \_\_\_ \_\_\_

Windows \_\_\_ \_\_\_ \_\_\_ \_\_\_

Mechanical Systems \_\_\_ \_\_\_ \_\_\_ \_\_\_

Insulation \_\_\_ \_\_\_ \_\_\_ \_\_\_

Electrical Systems \_\_\_ \_\_\_ \_\_\_ \_\_\_

Floor \_\_\_ \_\_\_ \_\_\_ \_\_\_

Structural Systems \_\_\_ \_\_\_ \_\_\_ \_\_\_

**Interior & Exterior Site and Building Photographs**. Submit a minimum of six for both interior and exterior. Attach as 4.4INPICS and 4.4XPICS

A **Capital Needs Assessment** (CNA) is required for all Housing Authority Projects.

Attach as Exhibit 4.4CNA