

SITE & BUILDING REPORT
Small Cities CDBG ADA, Housing Rehab, & Construction Projects

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 mi 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 **Simeon Stevens (Simeon.stevens@ct.gov)** for further assistance. Contact should be made prior to applying 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

I.A. CEPA

Submit completed form with DOH scoping determination Form is located on DOH website. Attach as 4.4CEPA

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II. Unusual Site Conditions:

- Does the municipality require underground utilities? Yes No
- Will the project expand existing public utilities?
(e.g. Main sewer line or Main water line?) Yes No
- 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.

Note: A current Phase I Environmental Site Assessment is **less than one year old**. If an Environmental Site Assessment is 1-3 years old, a Site Assessment Update should be submitted with the original 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.”

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Section 3 – Building Conditions

Environmental Building Conditions

Please also check box when appropriate indicating an uploaded document

Check all that exist **IN** or **ON** the building(s).

- Asbestos PCP's/PCB's Lead Paint Radon
- Mold Storage Tanks Toxic Chemicals (Boilers) Other

Hazardous Materials Reports: (if applicable)

Submit surveys, inspections, clearance, closure reports, remediation action plans and other pertinent documentation, especially if they were recommended by the Environmental Site Assessment. Attach as 4.4HAZREPORT.

Hazardous Materials Notifications & Requirements

If your buildings are currently 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 Construction _____

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

State Historic Preservation Office (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 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 4.4SHPONOT (submit if no SHPO determination letter)

Submit SHPO response letter as Exhibit 4.4SHPODET

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Section 5 - Building(s) Assessment

Provide age for each building component and check one level to describe condition. Provide a chart for each building. (if applicable)

Building # _____

Existing Condition	Age	Good	Fair	Poor
Roof	___	___	___	___
Exterior	___	___	___	___
Interior	___	___	___	___
Windows	___	___	___	___
Mechanical Systems	___	___	___	___
Insulation	___	___	___	___
Electrical Systems	___	___	___	___
Floor	___	___	___	___
Structural Systems	___	___	___	___

Interior & Exterior Site and Building Photographs.

For all buildings, submit a minimum of six for both interior and exterior. Attach as 4.4INPICS and 4.4XPICS

Capital Needs Assessment (CNA).

Required for all Housing Authority Projects. Attach as Exhibit 4.4CNA