

**Pre-Award Site Visit Review**

This form represents the results of a pre-approved site visit conducted by KHC staff. This form is used to assist staff with articulating their professional opinion relating to site and location qualities as stated in the Rental Guidelines. A more in-depth site review will be conducted during the technical submission stage if a project receives funding.

Please be informed that while KHC will conduct the pre-approval site visit this does not assure approval of an award of funds. Applications submitted to KHC will be reviewed and scored based solely on the project qualifications.

|                      |  |
|----------------------|--|
| Project Name         |  |
| Project Address      |  |
| County/City/Zip code |  |
| Developer Name       |  |
| Date of Site Visit   |  |

**Site Location/General Project Information:**

Check one or more below that best describes the site location:

- |   |   |
|---|---|
| <input type="checkbox"/> Site is located in downtown historical area                | <input type="checkbox"/> Site is located within city limits                   |
| <input type="checkbox"/> Site is located in infill urban development                | <input type="checkbox"/> Site is located in urban area that is not historical |
| <input type="checkbox"/> Site is located in suburban area                           | <input type="checkbox"/> Site is located in developing rural area             |
| <input type="checkbox"/> Site is located in rural area                              | <input type="checkbox"/> Site is in an undeveloped area                       |
| <input type="checkbox"/> Site is covered with trees and non-agricultural vegetation | <input type="checkbox"/> Site is presently being farmed                       |
| <input type="checkbox"/> Existing buildings on-site                                 | <input type="checkbox"/> Other/Unknown _____                                  |

**Surrounding Structures:**

- |   |  |
|---|--|
| <input type="checkbox"/> Residential Single Family    | <input type="checkbox"/> Residential Multifamily |
| <input type="checkbox"/> Business or Office Buildings | <input type="checkbox"/> Mercantile              |
| <input type="checkbox"/> Industrial                   | <input type="checkbox"/> Agriculture             |
| <input type="checkbox"/> Vacant lots                  | <input type="checkbox"/> Other: _____            |

**Proposed Development:**

- |  |  |
|--|--|
| <input type="checkbox"/> Residential Single Family | <input type="checkbox"/> Residential Multifamily |
| <input type="checkbox"/> Duplex                    | <input type="checkbox"/> Tri-plex                |
| <input type="checkbox"/> Four-plex                 |  |

- |   |            |                                       |
|---|------------|---------------------------------------|
| <input type="checkbox"/> Existing Structure         | Prior Use: | <input type="checkbox"/> Residential  |
| <input type="checkbox"/> Age of Building: _____     |            | <input type="checkbox"/> School       |
| <input type="checkbox"/> Number of Buildings: _____ |            | <input type="checkbox"/> Hospital     |
| <input type="checkbox"/> Number of Stories: _____   |            | <input type="checkbox"/> Business     |
| <input type="checkbox"/> Building Condition: _____  |            | <input type="checkbox"/> Warehouse    |
|   |            | <input type="checkbox"/> Other: _____ |

Comments:

**Environmental/Compatibility**

Look for environmental hazards such as elevated noise levels, above ground storage tanks, wetlands, unique topography, standing bodies of water, indications of obvious health and safety issues (undesirable elements), and environmental justice. Consider the effects of incompatible uses located on, adjacent to, or near the site that may adversely affect residents, including but not limited to high power transmission lines, sub-stations, towers, railroad tracks, etc.

| <i>Environmental/Compatibility</i>   | <i>YES</i> | <i>NO</i> |
|--|------------|-----------|
| High noise levels, (planes, trains, automobiles, and factories):   |            |           |
| Above ground storage tanks within visible sight. Signs of possible underground tanks.                          |            |           |
| Steep slopes, severe topography, waterways, natural or man-made, flood prone areas, site in the flood plain:   |            |           |
| High voltage electric lines, electrical substations, water or cell phone towers                                |            |           |
| Railroad tracks/crossings:   |            |           |
| Factories/industrial:  |            |           |
| Landfills, salvage yards, sewage treatment plants, undesirable establishments:                                 |            |           |
| Area of possible high pollutants (heavy industry, oil refineries, power generating plants, gas, smoke, fumes): |            |           |
| Concentrated "low-income" and/or physically distressed housing:  |            |           |
| Undesirable neighborhood elements (junkyards, deteriorated buildings, vacant buildings):                       |            |           |
| High traffic corridors:  |            |           |

Comments:

Definitions: *Exceptional*: A project site’s attributes exceeds the policy objective of the Pre-Approval Site Review Guidelines of the proposed development. A stated determination of “exceptional” will be recognized by KHC staff.

*Adequate*: When it is determined that a project’s attribute is deemed lawfully and reasonably sufficient (i.e., safe, decent and sanitary) for its intended purpose and adequately meets the policy objective of the Pre-Approval Site Review Guidelines, a stated determination of “adequate” will be recognized by KHC staff.

*Poor*: When it is determined that a project site’s attributes is deemed less than adequate, inferior in quality or value thus falling short of the objective and intent of the Pre-Approval Site Review Guidelines, a stated determination of “poor” will be recognized by KHC staff.

**Visibility/Accessibility, Ingress/Egress**

Visibility of the site should be maximized in order to enhance its marketability (while high traffic corridors may improve the visibility they may also prove as a deterrent). Sites are to provide appropriate levels of accessibility for the future residents. Posted speed limits and the appropriate number of lanes on publicly maintained roadways should provide safe routes to traverse at all times.

| <i>Visibility/Accessibility, Ingress/Egress</i>                                       | <i>Exceptional</i> | <i>Adequate</i> | <i>Poor</i> | <i>N/A</i> |
|---|--------------------|-----------------|-------------|------------|
| Visibility from the main thoroughfare:  |                    |                 |             |            |
| Visibility from the nearest traffic light or intersection:                            |                    |                 |             |            |
| Visibility in relation to obvious future development:                                 |                    |                 |             |            |
| Visible water meters or structures that indicate the presence of available water:     |                    |                 |             |            |
| Visible transformers or power poles that indicate the presence of available electric: |                    |                 |             |            |
| Visible indications of available sewer:   |                    |                 |             |            |
| Natural hindrances:   |                    |                 |             |            |
| The general condition of the road(s) to the site is/are:                              |                    |                 |             |            |
| The public sidewalks to the site are adequately maintained:                           |                    |                 |             |            |
| The observed speed of traffic along the accessible route is:                          |                    |                 |             |            |
| Approaches to the project site are convenient, safe, and attractive:                  |                    |                 |             |            |
| The site is easily accessible from a nearby street or public highway:                 |                    |                 |             |            |

Comments:

**Public/ Community Services**

Availability of and access to appropriate public services, including public transportation; public safety (police/fire department); schools, daycare/after school programs; library; and community center. Availability of and access to appropriate community services, including: shopping (gas, grocery, banking, pharmacy, etc.), restaurant, parks, recreational facilities, and hospital/health care facilities. The area and population to be served will be considered in the evaluation of the site.

| Public/Community Services   | Exceptional | Adequate | Poor | N/A |
|---|-------------|----------|------|-----|
| Proposed project is in close proximity to hospitals and basic health care and pharmacies:   |             |          |      |     |
| Proposed project is in close proximity to grocery store/mall/strip center:  |             |          |      |     |
| Proposed project is in close proximity to community/senior center:  |             |          |      |     |
| Proposed project is in close proximity to schools, daycare, after school care:  |             |          |      |     |
| Proposed project is in close proximity to gas stations, police station, fire station:   |             |          |      |     |
| Proposed project site will offer public transportation options ( i.e., bus ) or offers private transportation options (i.e., taxi service). |             |          |      |     |
| Proposed project site is in close proximity to recreational facilities and parks.   |             |          |      |     |
| Proposed project site is in close proximity to restaurants and other public services. (explain below)                                       |             |          |      |     |

Comments:

**Site Design**

Appropriate design and layout features of the actual property is most likely to enhance the peaceful living enjoyment of the residents. These features should promote the long-term marketability and sustainability of the housing. They may vary based on the population served and on the geographic area or particular location of the development. A site plan must be present for review at the time of the visit. The design and layout of the buildings, green spaces, and pedestrian areas on the site should be appropriate for the area (urban, suburban or rural) and population (i.e., families, seniors, permanent supportive housing, etc.) to be served.

| <i>Site Design</i>   | <i>Exceptional</i> | <i>Adequate</i> | <i>Poor</i> | <i>N/A</i> |
|--|--------------------|-----------------|-------------|------------|
| Placement of the parking lot(s) provide convenient and safe access from the car to the project:                |                    |                 |             |            |
| Planned community spaces are placed well within the development:   |                    |                 |             |            |
| The planned placement and amount of green space(s) will enhance the development:                               |                    |                 |             |            |
| Planned outdoor amenities such as walking paths and picnic areas appear to be well suited for the development. |                    |                 |             |            |

Comments:

Reviewer: \_\_\_\_\_

Title: \_\_\_\_\_

Overall Rating:  Excellent  Adequate  Poor

Developer: \_\_\_\_\_

Date: \_\_\_\_\_

Is project site approved to moved forward:  Yes  No Concerns

Reason for not approved or concerns:

Applicant will receive a copy of the site review sheet and will be notified if current site is approved by the business development officer. A copy will be forward to KHC's Multifamily Finance Department.