

**COMMON APPLICATION - COVER SHEET**  
for VCDP, VHCB, HOME, and VHFA

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

Sponsor/Developer Name(s): \_\_\_\_\_  
\_\_\_\_\_

Sponsor Address (s): \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-mail: \_\_\_\_\_

Sponsor Status - please check all that apply:

non-profit  501(c)(3)  501(c)(4)  public entity  for-profit  individual  limited  
partnership  other \_\_\_\_\_

Project Address (street number, town/city, county, zip): \_\_\_\_\_

Municipality: \_\_\_\_\_

For VCDP Applicants: Municipal Applicant Info (name, address, phone #, e-mail address): \_\_\_\_\_  
\_\_\_\_\_

Is this a scattered sites project? \_\_\_\_\_ Yes \_\_\_\_\_ No

Project Information (Check all appropriate)

\_\_\_\_\_ Row House/  
Townhouse      \_\_\_\_\_ Detached  
Single Family      \_\_\_\_\_ Detached  
Two-family  
\_\_\_\_\_ Apartment Building      \_\_\_\_\_ Mobile Home Park  
Condominium  
\_\_\_\_\_ Elevator      \_\_\_\_\_ Slab on Grade  
\_\_\_\_\_ # of Stories  
\_\_\_\_\_ Full Basement      \_\_\_\_\_ Partial Basement      \_\_\_\_\_ Crawl Space

List Accessory Buildings (e.g. parking) \_\_\_\_\_

List Recreation and/or Common Area Facilities \_\_\_\_\_

List Commercial Facilities \_\_\_\_\_

Total Number of Parking Spaces \_\_\_\_\_

Other Amenities or Important Design Elements \_\_\_\_\_

Project Type(s) (e.g. multi-family rental, mobile home park, special needs, SRO, homeownership): \_\_\_\_\_  
\_\_\_\_\_

Total Residential Square Footage \_\_\_\_\_

# Total Units \_\_\_\_\_

# Affordable Units \_\_\_\_\_

# Buildings \_\_\_\_\_

# 'Net' New Units \_\_\_\_\_

# 'Preservation' Units \_\_\_\_\_

# Mobile Home Lots \_\_\_\_\_

# Accessible Units \_\_\_\_\_

# Family Units \_\_\_\_\_

# Rehab \_\_\_\_\_

# Homeless Units \_\_\_\_\_

# Adaptable Units \_\_\_\_\_

# Elderly Only Units \_\_\_\_\_

# Elderly/Disabled Units \_\_\_\_\_

# Special Needs Units \_\_\_\_\_

Note: 'Preservation means preserving existing affordable housing stock (i.e, housing already counted on the State of Vermont's Directory of Affordable Rental Housing (DoARH); it does not refer to projects performing historic preservation. 'Net' New Units refers to the creation / addition of new rental housing to this stock.

VHCB Policy on Energy Efficiency and Water Conservation in Multi-Family Residential Properties and the VHFA Green Building and Design Standards

Please provide an explanation of any areas that do not meet these standards. Please note that compliance with the Efficiency Vermont Multi-Family Checklist is a component of the VHCB/VHFA Standards.

\_\_\_\_\_

Proposed Funding (List All Sources & Specify Payment Terms for Each Source):

	\$ Amount	Terms (Years, Deferred/Amortizing)	Approved? Rate	Grant or Loan
VHCB	\$ _____	_____	Y / N _____	_____
Lead Paint Reduction	\$ _____	_____	Y / N _____	_____
HOME	\$ _____	_____	Y / N _____	_____
VHFA-Permanent Debt	\$ _____	_____	Y / N _____	_____
VCDP	\$ _____	_____	Y / N _____	_____
Tax Credit Equity*	\$ _____	_____	Y / N _____	_____
FHLB - AHP	\$ _____	_____	Y / N _____	_____
Rural Development	\$ _____	_____	Y / N _____	_____
Existing Deferred Debt**	\$ _____	_____	Y / N _____	_____
Other _____	\$ _____	_____	Y / N _____	_____
<b>TOTAL SOURCES</b>	<b>\$ _____</b>	<b>_____</b>	<b>Y / N _____</b>	<b>_____</b>

Total Development Cost of Project \$ \_\_\_\_\_ (should equal "TOTAL SOURCES" listed above)

Total Development Cost without cash accounts and reserves: \$ \_\_\_\_\_

Construction Financing Needed (source, amount, term, rate): \_\_\_\_\_

\_\_\_\_\_

\* Itemize Housing Credit equity, state, historic, downtown, federal, other

\*\* This represents prior debt being 'carried over' into this financing and assumed by the new owner. Itemize by amount, lender, and original loan date; include all existing deferred debts.



Please attach a pro forma development budget (capital budget and operating budget) in VHFA / VHCB boilerplate spreadsheet format. (Template found at <http://www.vhfa.org/rentalhousing/application-materials>)

**NARRATIVE SUMMARY SHEET**  
for VCDP, VHCB, HOME , and VHFA

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please provide a brief summary of the project. Limit your description to one page whenever possible. Name the entity(s) that will be involved and describe their roles in the project. State when the project will begin and when the project will be completed. Summarize the important goals of the project. Describe how the goals of the Consolidated Plan priorities will be met. (The Consolidated Plan can be found at: <https://accd.vermont.gov/sites/accdnew/files/documents/Housing/Final-Proposed-2018-VT-AAP.pdf>). Describe any other important project attributes.

Include a description of the type of housing, any special populations to be served, the number of buildings and the number of units. If the project involves the acquisition and/or rehabilitation of existing structures, please indicate by building the year of original construction and the year of most recent significant capital improvement. If this is a service-supported housing development, please describe the services to be provided and the entity that will provide them.

For homeownership projects include number and type of units and buildings to be created, and projected sales price. Indicate if the proposed units are part of a larger housing or community development project, and if so, describe the entire project. (If so, narrative need not be limited to one page).

**DEVELOPMENT TEAM INFORMATION**  
for VCDP, VHCB, HOME, and VHFA

<b>PROJECT SPONSOR / DEVELOPER:</b>		
Contact Person:	Phone:	Fax:
Street:	State/City/Zip:	E-mail:
<b>PROJECT SPONSOR / DEVELOPER:</b>		
Contact Person:	Phone:	Fax:
Street:	State/City/Zip:	E-mail:
<b>ARCHITECT:</b>		
Contact Person:	Phone:	Fax:
Street:	State/City/Zip:	E-mail:
<b>REAL ESTATE ATTORNEY:</b>		
Contact Person:	Phone:	Fax:
Street:	State/City/Zip:	E-mail:
<b>DEVELOPMENT CONSULTANT:</b>		
Contact Person:	Phone:	Fax:
Street:	State/City/Zip:	E-mail:
<b>GENERAL CONTRACTOR / CONSTRUCTION MANAGER:</b>		
Contact Person:	Phone:	Fax:
Street:	State/City/Zip:	E-mail:
<b>PROPERTY MANAGER:</b>		
Contact Person:	Phone:	Fax:
Street:	State/City/Zip:	E-mail:
<b>OTHER:</b>		
Contact Person:	Phone:	Fax:
Street:	State/City/Zip:	E-mail:
<b>OTHER:</b>		
Contact Person:	Phone:	Fax:
Street:	State/City/Zip:	E-mail:
<b>OTHER:</b>		
Contact Person:	Phone:	Fax:
Street:	State/City/Zip:	E-mail:
Other Vendors/Professionals (i.e., tax attorney, engineers, homebuyer education/selection entity, service provider, etc.; if known at this time, include the names of the partnership and general partners):		

Please attach resumes and describe any affordable housing experience for the development team members listed above who have not, in the last two years, worked on any developments funded by these agencies. For homeownership applications, describe the organization's experience with developing for-sale homes, stewarding homeownership units, and educating potential homebuyers.

If this is a turnkey project, please describe the agreement between your organization and the developer. \_\_\_\_\_

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Are there any direct or indirect financial or other interests whom a member of the development team may have with any other member of the development team?  Yes  No

If "Yes," please describe: \_\_\_\_\_

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Building(s) acquired or to be acquired from:

\_\_\_\_\_ Related Party

\_\_\_\_\_ Unrelated Party

**BUILDING, APARTMENT AND UTILITY INFORMATION**  
for VCDP, VHCB, HOME, and VHFA

**Appliances/ Equipment included with Unit**

- |  |  |                                      |
|--|--|--------------------------------------|
| <input type="checkbox"/> Range                           | <input type="checkbox"/> Refrigerator              | <input type="checkbox"/> Dishwasher  |
| <input type="checkbox"/> Laundry Facilities<br>(On site) | <input type="checkbox"/> Washer & Dryer<br>Hook-up | <input type="checkbox"/> Other _____ |

If there are any differences between the appliances or amenities between the income restricted units and any other units, please describe: \_\_\_\_\_

**Monthly Utility Allowance Calculations** (complete for rental housing applications only):

Utilities	Utility Type (Gas, Oil Electric, other)	Utilities paid by:	Utility Allowance for each BR size (only for utilities paid by tenants)				
			0-BR	1-BR	2-BR	3-BR	_ -BR
Heating	_____	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant	_____	_____	_____	_____	_____
Hot Water	_____	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant	_____	_____	_____	_____	_____
Cooking	_____	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant	_____	_____	_____	_____	_____
Lighting		<input type="checkbox"/> Owner <input type="checkbox"/> Tenant	_____	_____	_____	_____	_____
Other (_____)	_____	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant	_____	_____	_____	_____	_____
Water		<input type="checkbox"/> Owner <input type="checkbox"/> Tenant	_____	_____	_____	_____	_____
Sewer		<input type="checkbox"/> Owner <input type="checkbox"/> Tenant	_____	_____	_____	_____	_____
Trash		<input type="checkbox"/> Owner <input type="checkbox"/> Tenant	_____	_____	_____	_____	_____
Total Utility Allowance for units			_____	_____	_____	_____	_____

**Source of data for Utility Allowance Calculation (check as appropriate):**

- Vermont State Housing Authority  
 Local Public Housing Authority (identify) \_\_\_\_\_  
 Utility Company \_\_\_\_\_  
 HUD Utility Allowance Calculator  
 Other \_\_\_\_\_

**Adequacy of Utility Systems (Existing Developments Only):**

Are the following utility systems currently available and adequate for the project for the duration of the loan?  
 (For new construction, check "N/A.")

- |   |                              |                             |                              |                              |
|---|------------------------------|-----------------------------|------------------------------|------------------------------|
| Municipal Sanitary Sewer                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> TBD | <input type="checkbox"/> N/A |
| On-Site Storm Sewer (if appl., e.g. MHPs) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> TBD | <input type="checkbox"/> N/A |
| Municipal Water System                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> TBD | <input type="checkbox"/> N/A |
| Electricity                               | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> TBD | <input type="checkbox"/> N/A |
| Gas                                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> TBD | <input type="checkbox"/> N/A |
| On-site Septic                            | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> TBD | <input type="checkbox"/> N/A |
| On-site Well                              | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> TBD | <input type="checkbox"/> N/A |

How and when was the assessment of the system adequacy done, and by whom? \_\_\_\_\_  
 Please refer to the Green Building and Design Standards / Multifamily Energy Standards adopted by VHFA, VHCB, and DHCA. Are you doing anything unique (including renewables) that exceeds the funders' energy standards that bears special explanation? \_\_\_\_\_

(Complete for rental developments only)

Check all Applicable									A					B						C																				
Building #	Unit #	HOME Unit	Project Based Assistance	Tax Credit Unit	VHCB Restricted	Accessible	Adaptable	Unrestricted	Number of Bedrooms	Proposed Square Footage (Interior)	Proposed Rent	Utility Allowance for Tenant-paid Utilities	Gross Rent (Rent + Tenant-paid Utilities)	Income Restricted To:						Rents Restricted To:																				
														<30%	<50%	<60%	<80%	<100%	>100%	30%	50%	60%	65%	80%	100%+															
<b>Total # Units:</b>									<b>Totals:</b>																															<b>Total # Units:</b>

Common Area Sq. Ft. (halls, stairs, laundry, etc.)	
Subtotal – Residential Sq. Footage	
Commercial Space Square Footage, if any	
Unfinished (e.g. Basement/Crawlspace) Square Footage	
Covered Parking Square Footage	
Total Square Footage	

**SITE INFORMATION**  
for VCDP, VHCB, HOME, & VHFA

**Site Control**

Please complete for *each* property:

Form of site control (check one):

<input type="checkbox"/> Deed (Date acquired __/__/__)	<input type="checkbox"/> Option or Purchase & Sale Contract (Expires __/__/__)
Acquisition Price:	Contract Price:



Please attach evidence of site control. NOTE: If certain Federal funds are to be used an Environmental Review must be done prior to any choice-limiting actions (including the execution of a Purchase and Sales Contract).

Appraised Value \_\_\_\_\_

Date of Appraisal \_\_\_\_/\_\_\_\_/\_\_\_\_



Please attach copy of appraisal.

Are there any special circumstances that surround the purchase of the property, including but not limited to: deed restrictions on the use of the property, impediments to clear title, or the necessity to acquire easements or voter approval?

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**Site Information**

Briefly describe the site including size, adjacent uses, existing buildings, archeological sites, the presence of prime agricultural soils or soils of statewide significance, proximity to or presence of brownfields, and other significant features.

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Please describe the proximity to services (e.g. grocery store, health services, schools, public transportation, etc.).

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Is the site located in or within walking distance to a designated downtown or village center as determined by the Downtown Development Board? \_\_\_\_yes \_\_\_\_no



(If yes please attach documentation)

Is the site located in or within walking distance to a growth center as determined by the Downtown Development Board? \_\_\_\_yes \_\_\_\_no



(If yes please attach documentation)

Is the proposed development planned to maintain the historic settlement pattern of the town/city? (See VHFA Qualified Allocation Plan for definition.) \_\_\_\_\_ yes \_\_\_\_\_ no



Is the site \_\_\_ eligible for or \_\_\_ on the National Register of Historic Places? (check either if applicable)  
Is it within a National Register historic district? \_\_\_yes \_\_\_no

Is the site \_\_\_ eligible for or \_\_\_ on the State Register of Historic Sites? (check either if applicable)  
Is it within a State historic district? \_\_\_yes \_\_\_no

Is any portion of the site in the 100 year or 500 year floodplain? \_\_\_yes \_\_\_no.  
Please elaborate including a description of any flood resiliency measures being taken or proposed: \_\_\_\_\_  
\_\_\_\_\_



Please submit a floodplain map and identify site boundaries on it.

(for VCDP and HOME applicants only: If yes, also see the Environmental Review Guide “8 Step Process for Flood Plain Management” on the VCDP website  
<http://portal.hud.gov/hudportal/documents/huddoc?id=comp8-stepsprocess.pdf> under Environmental Review or contact the DHCD Environmental Officer.)

Please describe the water and wastewater disposal system of this project including the distribution system? Are there any deficiencies that have been identified with either of these systems? For on site systems and distribution systems, please describe the age and condition. For public systems, please state who owns the on-site distribution system.

For sites with existing roads please describe the condition, ownership, and any plans to upgrade. If new roads will be constructed, to what standard will they be built and who will be the ultimate owner?

For sites with other existing infrastructure (e.g., stormwater, electrical distribution systems in a mobile home park) please describe the condition, ownership, and any plans to upgrade.

Is any portion of the site at risk of erosion, landslides, unstable soils, or other similar hazards? (Consult ANR for tools and resources.)



Please submit site plans indicating planned housing sites, open space, floodplain boundaries, and significant natural resource and archeological features.



Please submit a site location map clearly indicating the location of the building(s).



Please submit the Environmental Review (ER) worksheet.

**PERMITS INFORMATION**  
for VCDP, VHCB, HOME, and VHFA

**Local permits and approvals required:**

Yes       No

If yes, please list the names of the permits and approvals required and the dates you expect these to be issued by the municipality.

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Please identify any issues and/or obstacles you foresee in obtaining the local permits and approvals and strategies for resolution.

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Is the proposed project in conformance with adopted or proposed local and regional plans and zoning?



If yes: please attach documentation. (Either attach relevant pages from local and regional plans, or copy excerpts of the relevant language into the explanation.)

If no: what is being done to assure conformance?

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If applicable, how is the site zoned and what density does it allow?

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**State permits required** (including but not limited to Act 250):

Yes       No



Attach a completed Project Review Sheet from the Department of Environmental Conservation (DEC). Download the most current form from the following address:

[www.anr.state.vt.us/dec/permit\\_hb/prs699gen.pdf](http://www.anr.state.vt.us/dec/permit_hb/prs699gen.pdf). A list of contact information for the regional DEC offices can be found at <https://dec.vermont.gov/about-dec/locations>.

Please identify any issues and/or obstacles you foresee in obtaining the state permits and strategies for resolution and the dates you expect these to be issued.

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**TARGET POPULATION, MARKET, AND REGIONAL DATA**  
for VCDP, VHCB , HOME, and VHFA

Please describe the target population, the need for the project, the urgency of that need, and how the need was determined. Please cite specific demographic data and submit any market studies and/or waiting list information.

1. If applying for Housing Credits, please refer to VHFA’s Market Study Standards at [www.vhfa.org/documents/developers/market\\_study\\_standards.pdf](http://www.vhfa.org/documents/developers/market_study_standards.pdf)
2. If applying for VCDP or HOME funds, please refer to the Regional Housing Needs Chart from Consolidated Plan Housing Needs Assessment: <https://accd.vermont.gov/housing/plans-data-rules/needs-assessment>.

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Describe why this proposal is the best approach to meet the need described above, and how the proposal will meet this need. Identify other approaches that were considered and explain why they were not pursued.

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Describe the project’s marketing plan.

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For homeownership developments: How are pre-sales estimates or sales projections derived?

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**Note:** For all homeownership applications a market study *is* required.

**Services**

What services will the project provide (e.g. parking, laundry, storage, snow removal, air conditioning, electric surcharge, health/recreation club membership)? Please indicate in the following chart the specific service to be provided, whether it is optional or included, and if optional, what the monthly cost is (if services are required, they must be included in gross rent and cannot be charged for separately). For projects that meet the special needs definition as stated in the Allocation Plan, please instead submit a service plan (with cost information) with your application.

Type of Service (please be specific)	Optional (yes/no)	If optional, monthly cost per unit

**TIMETABLE**  
for VCDP, VHCB , HOME, and VHFA

What is the timetable anticipated for development of the project? Please fill out the following:

	<b>Month/Year</b>
Receipt of funding commitments necessary for completion of the project.	(fill out table below)
Acquisition of the property	
Execution of MOU for supportive services (if applicable)	
Closing date with funding sources (if different from above)	
Construction start date	
Construction completion date	
Date of initial sale or occupancy	
Any other relevant development milestones	

Please describe, if applicable, any particular issues which make funding of this project time sensitive. Is there a risk the project will be unable to move forward if the timetable above cannot be met?

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Does this project involve any relocation of tenants?

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If yes, please describe the proposed relocation assistance if any:

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Funding Commitments (Rental Developments):

	\$ Amount	<u>Anticipated date of approval</u>
VHCB	\$ _____	_____
Lead Paint Reduction	\$ _____	_____
HOME	\$ _____	_____
VHFA-Permanent Debt	\$ _____	_____
VCDP	\$ _____	_____
Tax Credit Equity	\$ _____	_____
FHLB - AHP	\$ _____	_____
Other _____	\$ _____	_____

Funding Commitments (Homeownership Developments):

	\$ Amount	<u>Anticipated date of approval</u>
Proceeds from home sales	\$ _____	_____
VHCB	\$ _____	_____
Lead Paint Reduction	\$ _____	_____
VCDP	\$ _____	_____
FHLB - AHP	\$ _____	_____
Other _____	\$ _____	_____

**MUNICIPAL AND COMMUNITY SUPPORT**  
for VCDP, VHCB , HOME, and VHFA

Describe how the municipality and broader community has supported the project. Were both public and private community members and groups contacted about the project and involved in planning it?

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Has the project been presented at one or more local hearings or public meetings?



(Please attach documentation.)

\_\_\_\_\_ Yes                      \_\_\_\_\_ No

If yes, type of meeting: \_\_\_\_\_ Date: \_\_\_\_\_

## COMMON APPLICATION

### Project Characteristics

Please indicate which of the following characteristics the project demonstrates based on the definitions provided. Provide documentation as needed.

#### Access to Public Transportation

Yes       No

Project is within 0.5 miles of a stop for public transportation, that operates at regular times on fixed routes and are used by the general public.

#### Dense Infill Location

Yes       No

Sites not already in a designated downtown or village center that are intended to provide convenient neighborhood and city-wide oriented goods and services and employment opportunities within walking or biking distance of many of the city's or town's residential areas.

#### Downtown Revitalization

Yes       No

Promote projects in Designated Downtowns, Village Centers, Growth Centers, Vermont Neighborhoods and New Town Centers that are also area-wide low and moderate income benefit communities with façade, streetscape and other infrastructure improvements.

#### Energy Star or LEED Certified

Yes       No

Project is designed and built to a level of energy efficiency that meets or exceeds the levels required to qualify for the Energy Star label. LEED-H: A standard of construction promoted and maintained by the US Green Building Council to encourage green building practices. LEED-H (also known as LEED for Homes) is an abbreviation for Leadership in Energy and Environmental Design – Homes.

#### Federally Subsidized and At Risk

Yes       No

Any development currently occupied by low-income households that faces, within the next five years: 1) a loss of deep rental assistance or other operating subsidy; and 2) faces prepayment of its mortgage or other action by its owner that would terminate federal low income use restrictions.

#### Leveraging of Funding from Outside Vermont

Yes       No

Projects with other non-federal funding sources for leveraging the HOME funds to ensure the overall HOME Program meets the 25% Match Requirement. Projects must demonstrate leverage of resources and cost-effectiveness, including density bonuses, building weatherization, energy efficiency, and fuel switching available from private and public programs, and lead paint hazard abatement. Historically, a majority of the Vermont Housing Conservation Board (VHCB) State appropriation for housing is matched to the HOME Program funds.

**New Rental Assistance**

Yes  No

Project receives new HAP contract from PRAC, RD Rental Assistance, or comparable Federal or State assistance.

**Public Housing**

Yes  No

Project serves families currently on public housing (State or local) waiting lists as defined in the Qualified Allocation Plan.

**Rehab or New with Vacancy < 3.5%**

Yes  No

Project is the creation of new rental housing through new construction or adaptive reuse in a town or city with a vacancy rate of 3.5% or less, as evidenced by a regional market study OR a rehabilitation of an existing residential building.

**Removal of Blight**

Yes  No

A condition that exists when a significant portion of a building or site is uninhabitable or unusable due to neglect, condemnation, or damage from fire or other natural disaster. This definition may be met by: a project in which there is one building which is in a blighted condition (whether it's a project having only 1 building, or if there is at least 1 building within a multi-building scattered site project); or a project which involves the clean-up of a brownfield; or a project which may involve the demolition of unused non-housing structures which may be in a blighted condition or a condition of disrepair which has an adverse effect on the surrounding community, in order to develop a site into affordable housing.

**Universal Design**

Yes  No

A set of design practices as described in the Qualified Allocation Plan intended to make space usable by many people, to the greatest extent possible, at little or no extra cost. Some universal design features include: entrances which do not involve steps; wide doorways; and light switches located at a height more reachable by all (including children and the elderly).

## ENVIRONMENTAL SITE REVIEW CHECKLIST

In completing this checklist, at a minimum, you should visit the property, check the town records, and talk to neighbors and the property owner. If you answer "yes" to one or more of questions #1-16, you should contract with an environmental engineering firm for a Level I and/or II environmental assessment. A Phase I ESA may be submitted in lieu of this checklist.

Date of Review \_\_\_\_\_ Completed by \_\_\_\_\_

Present Owner and Address of Property : \_\_\_\_\_

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

Proposed Use of Property: \_\_\_\_\_

Age of Building(s): \_\_\_\_\_

1. Does the building contain any of the following high-risk construction materials?

Asbestos \_\_\_\_\_ Lead \_\_\_\_\_ Urea formaldehyde \_\_\_\_\_ Other \_\_\_\_\_

2. Is there an on-site water supply? \_\_\_\_\_ Yes \_\_\_\_\_ No

3. What is the distance of the water source from any high risk activity sites as identified on the reverse side?

4. Is the property in a neighborhood that is/was zoned for industrial use? \_\_\_\_\_ Yes \_\_\_\_\_ No

5. Does the property show any of the following signs?

Yes	No		Yes	No	
_____	_____	absence of, or stressed vegetation	_____	_____	oil staining of soils
_____	_____	leaking tank(s)	_____	_____	junked vehicles
_____	_____	leaking septic system	_____	_____	sheen on surface waters
_____	_____	unusual colored or smelling seeps	_____	_____	a buried oil tank

6. Within the property, or on adjacent property, have any of the following materials ever been stored: heating oil, gasoline, diesel, kerosene, waste oils, solvents, chemicals, other (explain)? Please describe the location of the storage unit(s), the material stored, and the condition and status.

7. Is the property within one half mile of any state or federal hazardous waste sites?

8. Has there ever been any problem with the septic system backing up or seeping out?

9. Have there ever been any chemical septic system cleaners used at this site?

10. Is there on-site discharge of wastewater to waterbodies?



11. Has there ever been any area within the property, or on adjacent property that has been used as a dumping ground for materials, including:

- |  |   |
|--|---|
| <input type="checkbox"/> automobiles     | <input type="checkbox"/> industrial cleaners or solvents            |
| <input type="checkbox"/> PCBs            | <input type="checkbox"/> industrial, commercial, or household trash |
| <input type="checkbox"/> waste oils      | <input type="checkbox"/> agricultural chemicals                     |
| <input type="checkbox"/> asbestos        | <input type="checkbox"/> batteries                                  |
| <input type="checkbox"/> other (explain) | _____   |

12. **SITE HISTORY:** Has the property or adjacent property ever been used for any of the following "high risk" activities?

Site	Adjacent Site	Site	Adjacent Site
<input type="checkbox"/>	<input type="checkbox"/> service station	<input type="checkbox"/>	<input type="checkbox"/> battery storage
<input type="checkbox"/>	<input type="checkbox"/> industrial cleaning	<input type="checkbox"/>	<input type="checkbox"/> medical laboratories
<input type="checkbox"/>	<input type="checkbox"/> pest control	<input type="checkbox"/>	<input type="checkbox"/> septic system cleaner
<input type="checkbox"/>	<input type="checkbox"/> dry cleaners	<input type="checkbox"/>	<input type="checkbox"/> lubricant mfg/sales
<input type="checkbox"/>	<input type="checkbox"/> wood manufacturing	<input type="checkbox"/>	<input type="checkbox"/> junk/salvage yard
<input type="checkbox"/>	<input type="checkbox"/> paint removal	<input type="checkbox"/>	<input type="checkbox"/> printing
<input type="checkbox"/>	<input type="checkbox"/> wool processing	<input type="checkbox"/>	<input type="checkbox"/> ag. supplies/operations
<input type="checkbox"/>	<input type="checkbox"/> testing laboratories	<input type="checkbox"/>	<input type="checkbox"/> paper processing
<input type="checkbox"/>	<input type="checkbox"/> plastics	<input type="checkbox"/>	<input type="checkbox"/> chemical/solvent use
<input type="checkbox"/>	<input type="checkbox"/> metal plating	<input type="checkbox"/>	<input type="checkbox"/> roofing
<input type="checkbox"/>	<input type="checkbox"/> fuel oil dealer	<input type="checkbox"/>	<input type="checkbox"/> equipment rental
<input type="checkbox"/>	<input type="checkbox"/> adhesive and sealant production	<input type="checkbox"/>	<input type="checkbox"/> waste disposal/removal
<input type="checkbox"/>	<input type="checkbox"/> hog farming	<input type="checkbox"/>	<input type="checkbox"/> computer industry
<input type="checkbox"/>	<input type="checkbox"/> tire repair	<input type="checkbox"/>	<input type="checkbox"/> leather tanning
<input type="checkbox"/>	<input type="checkbox"/> sandblasting/stonecutting	<input type="checkbox"/>	<input type="checkbox"/> textile manufacturing
<input type="checkbox"/>	<input type="checkbox"/> automotive repair	<input type="checkbox"/>	<input type="checkbox"/> railroad
<input type="checkbox"/>	<input type="checkbox"/> electrical transformers	<input type="checkbox"/>	<input type="checkbox"/> boat yard
<input type="checkbox"/>	<input type="checkbox"/> paint or stain mfg.	<input type="checkbox"/>	<input type="checkbox"/> hospital
<input type="checkbox"/>	<input type="checkbox"/> film/photo processing		

13. Do you have any other comments or remarks on this property?

14. Do you intend to have a professional phase I or II study completed?

15. Please describe the process you went through to complete this survey.