

SAMPLE FEASIBILITY & DUE DILIGENCE CHECKLIST

Contact:	Contact #:	Prepared For:
Project Name:	Tax Parcel Number(s):	Address:
Executive Summary:		
Other Relevant Approvals & Guidance		
Applicable Subarea Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No Applicable Design Standards? <input type="checkbox"/> Yes <input type="checkbox"/> No Design Review Approval <input type="checkbox"/> Yes <input type="checkbox"/> No Prior Planned Action Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No Prior SEPA Issued? <input type="checkbox"/> Yes <input type="checkbox"/> No New SEPA Required? <input type="checkbox"/> Yes <input type="checkbox"/> No Final Land Use Approval <input type="checkbox"/> Admin <input type="checkbox"/> HE <input type="checkbox"/> Council		Approved by: Approved by: Approved by: Approved by: Approved by: Approved by:
CLIENT PURCHASE AND SALE INFORMATION		Survey & Title:
PSA Status: <input type="checkbox"/> LOI <input type="checkbox"/> PSA <input type="checkbox"/> Extension Closing Date: Extension Option: Days: Cost: Gross Acres: Net Acres: Seller Post-Closing Work: <input type="checkbox"/> Yes <input type="checkbox"/> No Seller Granted Easements: <input type="checkbox"/> Yes <input type="checkbox"/> No Location: Instrument:		Survey: <input type="checkbox"/> Ordered/Pending Current stamped ALTA <input type="checkbox"/> Yes <input type="checkbox"/> No Aerial or Ground topography <input type="checkbox"/> Aerial <input type="checkbox"/> Ground Flood Study? <input type="checkbox"/> Yes <input type="checkbox"/> No Flood Modifications? <input type="checkbox"/> Yes <input type="checkbox"/> No Title: <input type="checkbox"/> Reviewed <input type="checkbox"/> Pending Any Title Issues Impacting Development? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Title Objection Attached Title Exceptions Status: <input type="checkbox"/> Identified <input type="checkbox"/> Unknown Payoff's Required at Close: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown Past/Current/Pending Litigation? Vacate/Relocate/Granted Easements? <input type="checkbox"/> Yes <input type="checkbox"/> No Title Requirements: Premiums:
Uses:		
Types of Uses	Use Allowed Outright	Special//Conditional Use Permit
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
		Specific Design Guidelines for Property? <input type="checkbox"/> Yes <input type="checkbox"/> No Detail Guidelines Here. If yes, attach. Property Subject to Tax Rollbacks? <input type="checkbox"/> Yes <input type="checkbox"/> No

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Zoning + Use Restrictions:		Tax Map Modifications:		
Current Zoning:	Current Land Use Designation	<input type="checkbox"/> Plat <input type="checkbox"/> Binding Site Plan <input type="checkbox"/> Boundary Lot Adjustment		
Proposed Use Permitted? <input type="checkbox"/> Yes <input type="checkbox"/> No Zoning Verification Letter Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No Legal issues with site: Variances/Deviations Required? <input type="checkbox"/> Yes <input type="checkbox"/> No Rezoning/Annexation Required? <input type="checkbox"/> Yes <input type="checkbox"/> No Construction Hour Limitations <input type="checkbox"/> Yes <input type="checkbox"/> No Hours of Operation Limitations <input type="checkbox"/> Yes <input type="checkbox"/> No Noise Restrictions <input type="checkbox"/> Yes <input type="checkbox"/> No Adjacent to Residential Use? <input type="checkbox"/> Yes <input type="checkbox"/> No Noise Requirements <input type="checkbox"/> Yes <input type="checkbox"/> No Critical Areas On-site? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do separate tax parcels need to be created? <input type="checkbox"/> Yes <input type="checkbox"/> No Any Required Boundary Line? <input type="checkbox"/> Yes <input type="checkbox"/> No Lot Line Adjustments Required? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Bulk Standards, Landscaping & Parking				
		Minimum Lot Size:	Minimum Lot Width:	Minimum Lot Depth:
		Front or ROW Setback:	Side Yard Setback:	Rear Yard Setback:
		Maximum Site Coverage:	Maximum Building Coverage:	Maximum Building Height:
		Max Impervious Surface:	Open Space Requirement:	Corner Lot Setback:
Civil Engineer Review of Zoning: <input type="checkbox"/> Pending <input type="checkbox"/> Complete Architect Review of Zoning: <input type="checkbox"/> Pending <input type="checkbox"/> Complete Signage Requirements: <input type="checkbox"/> Pending <input type="checkbox"/> Complete Legal Counsel Zoning Letter: <input type="checkbox"/> Pending <input type="checkbox"/> Complete Site Plan Approval Process: <input type="checkbox"/> Pending <input type="checkbox"/> Complete		Notes: 		
Parking Ratios:		Parking Stall Size:		Compact Cars:
				% of Total: Stall Size:
		Bicycle Parking:		Electric Vehicle Requirement:

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Site Description, Studies & Requirements					
Surrounding Land Uses:			General Soil Conditions:		
West:					
East:					
North:					
South:					
Wetlands & Development:					
ACOE JD	<input type="checkbox"/> Req <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A or Unknown	Obtained?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		
DOE Admin Order	<input type="checkbox"/> Req <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A or Unknown	Obtained?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		
Local Wetland Permit	<input type="checkbox"/> Req <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A or Unknown	Obtained?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown		
Topography Flooding Water Resources					
Highest Elevation:					
Lowest Elevations:					
Steepest Slope:					
Traffic & Transportation:					
Proximity to Commercial Airport:			Airport:		
Proximity to Rail:			Railroad Operator:		
Proximity to Port:			Port Name:		
Proximity to Interstate:			Interstate(s):		
Area Roads with Weight Restrictions? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Area Bridges with Weight Restrictions? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Height Restrictions Under Area Overpasses? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Haul Route & Other Truck Route Limits? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Commute Trip Reduction Measures Required? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Transportation					

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Economic Development Incentives:		Local Political Review:	
Non-Disclosure Agreement in Place? <input type="checkbox"/> Need <input type="checkbox"/> Complete <input type="checkbox"/> N/A Available Incentives? <input type="checkbox"/> Yes <input type="checkbox"/> No Requirements: Description of Approval Process: Contracting/Local Participation Requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No Other Incentive Information?		Local Opposition Groups: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown Potential Agency/Citizens: <input type="checkbox"/> Comments <input type="checkbox"/> Concerns <input type="checkbox"/> Appeals Local Lobbyist Registration Requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Client or Tenant Site Plan Requirements:			
		Parking Required Stalls # # Needed By Project # Concerns/Need for Variance? <input type="checkbox"/> Yes <input type="checkbox"/> No Setback Conflicts? <input type="checkbox"/> Yes <input type="checkbox"/> No Concerns/Needs Variance: <input type="checkbox"/> Yes <input type="checkbox"/> No Height Restrictions: <input type="checkbox"/> Yes <input type="checkbox"/> No Conflict with Proposed Building? <input type="checkbox"/> Yes <input type="checkbox"/> No Concerns/Needs Variance <input type="checkbox"/> Yes <input type="checkbox"/> No Proximity to Airport: <input type="checkbox"/> Yes <input type="checkbox"/> No FAA Approval Required? <input type="checkbox"/> Yes <input type="checkbox"/> No "Air Rights"/Aviation Easements Required? <input type="checkbox"/> Yes <input type="checkbox"/> No Special Landscaping or Screening Requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Architect & Building Official:			
Building/Fire Code Conflict? <input type="checkbox"/> Yes <input type="checkbox"/> No Location Specific Conditions/Regs? <input type="checkbox"/> Yes <input type="checkbox"/> No Pre-Meeting w Bldg Dept. and Fire? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Site Entitlements:			
Local Permits:			
<u>Name</u> Grading Permit Site Plan Review Civil Plan Review Design Review Building Plan Review Mechanical and Equipment Review Other 1: _____ Other 2: _____	<u>Timing/Status:</u>	<u>Concerns?</u>	
Other Permits:			
<u>Name</u> Enter Here	<u>Timing/Status:</u>	<u>Concerns?</u>	
State Permits:			
<u>Name</u>	<u>Timing/Status:</u>	<u>Concerns?</u>	
Federal Permits:			
<u>Name</u>	<u>Timing/Status:</u>	<u>Concerns?</u>	

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Utility:	
Utility Relocations Required? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> TBD Utility Extensions Required? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> TBD ROW or Easements Required? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> TBD	Credits for Upsizing or Extending Utilities? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> TBD Occupancy or Temporary Occupancy Contingent on Completion of Offsites? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> TBD Design and Schedule for Offsites (if known):
Describe: Cost Estimate:	

Electric Utility:			
Provider:	Adequate Capacity to Serve?	Service Available to Site?	Status of Will Serve Letter
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Pending <input type="checkbox"/> Issued <input type="checkbox"/> Attached
Fees: <input type="checkbox"/> Yes <input type="checkbox"/> No	Installation Costs:	Timing for Engineering and Delivery:	
<input type="checkbox"/> Negotiable <input type="checkbox"/> Regulated <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Gas Utility:			
Provider:	Adequate Capacity to Serve?	Service Available to Site?	Status of Will Serve Letter
Text Here	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Pending <input type="checkbox"/> Issued <input type="checkbox"/> Attached
Fees: <input type="checkbox"/> Yes <input type="checkbox"/> No	Installation Costs:	Timing for Engineering and Delivery:	PSI:
<input type="checkbox"/> Negotiable <input type="checkbox"/> Regulated <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Communications/Fiber			
Provider:	Adequate Capacity to Serve?	Service Available to Site?	Status of Will Serve Letter
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Pending <input type="checkbox"/> Issued <input type="checkbox"/> Attached
Fees: <input type="checkbox"/> Yes <input type="checkbox"/> No	Installation Costs:	Timing for Engineering and Delivery:	
<input type="checkbox"/> Negotiable <input type="checkbox"/> Regulated <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Water:

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Provider:	Current Fire Flow Test?	Upsizing Credit?	Status of Will Serve Letter
Text Here	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Pending <input type="checkbox"/> Issued <input type="checkbox"/> Attached
Size/Location of Existing Main:	Offsite/Onsite Easement Req.?	System Development or Connection Change?	PSI:
Size:		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Location:			
Sanitary Sewer:			
Provider:	Upsizing Required?	Upsizing Credit?	Status of Will Serve Letter
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Pending <input type="checkbox"/> Issued <input type="checkbox"/> Attached
Size/Location of Existing Main:	Gravity Flow/Force:	System Development or Connection Change?	
Size:		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Location:			
Septic (If Applicable):			
Who Approves/Regulates?	Any Limitations	Process/Timing for Approval:	
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Stormwater Utility Details:			
Location of Closest Service (if applicable):			
Regional Detention?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Regional Detention Connection Charge:	
Open Pond?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other Stormwater Fees (if known):	Notes/Details:		
Civil:			
Special Requirements?	Grading or Drainage Issues?	Flood Plan Certificates Req.?	Presence of 100-year Flood Plain? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> TBD	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> TBD	
Will Site Balance? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> TBD Amount of Import	Drainage Easements Required? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> TBD	Flood Studies Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Amount of Export		Flood Plain Certificate Required: <input type="checkbox"/> Yes <input type="checkbox"/> No Flood Plain Certificate Requested: <input type="checkbox"/> Yes <input type="checkbox"/> No Date Certificate Requested:	

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Architectural:	Structural:
Any Special Building Features?	Slab on Grade Recommendations?
Any Variances, Performance Based Design or Other Modifications Required for Proposed Building Plan?	Foundation Design Recommendations?
	Any Other Improvements Required?

Landscaping:
Landscaping Requirements?
<input type="checkbox"/> Parking Lot
<input type="checkbox"/> Perimeter/Screening
<input type="checkbox"/> Site

Bonding:
What Construction, Performance or Monitoring Bonds are Required for Site?
Construction:
Performance:
Monitoring:

Notes:

PROJECT FINANCING (TO BE COMPLETED BY CLIENT)
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<input type="checkbox"/> Equity <input type="checkbox"/> Conventional <input type="checkbox"/> Commercial <input type="checkbox"/> Debt	Details:
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Lender:	Contact:	Phone #:

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CONSULTANT ROSTER	
Developer:	Name: Phone: Email:
Developer Representative:	Name: Phone: Email:
Owners Representative:	Name: Phone: Email:
Civil Engineer:	Name: Phone: Email:
Surveyor:	Name: Phone: Email:
Geotech:	Name: Phone: Email:
Transportation:	Name: Phone: Email:
Sound:	Name: Phone: Email:
Structure:	Name: Phone: Email:
Architectural:	Name: Phone: Email:
Wetland/Biology:	Name: Phone: Email:
Environment/Remediation:	Name: Phone: Email:
Cultural Resources:	Name: Phone: Email:
Project Management Firm:	Name: Phone: Email:
Other 1:	Name: Phone: Email:
Other 2:	Name: Phone: Email: