

**COMMUNITY/COMMERCIAL
GROUP SITE SELECTION CHECKLIST**

SITE ASSESSMENT CHECKLIST:

- Governmental jurisdiction
- Site address (include city, state, ZIP, county)
- Property Appraiser parcel identification number
- Owner/Agent name
 - Contact information
- Location map
 - Aerial
 - GPS Coordinates
- General description of land/structures and surrounding area
 - Existing land uses
- Acreage/dimensions/topography
- Percent of land/structure usable
- Available for lease
 - Owner/agent willing to use as group site
 - Local government approval for group site
- Pads available/size (if MHP)
- Proximity to:
 - Existing housing
 - Schools
 - Services/shopping
 - Employment
 - Medical
 - Public safety
 - Childcare
 - Recreation
 - Places of worship
 - Transportation (mass transit)

REGULATORY CHECKLIST:

- Local official contact
 - Administrator/Manager
 - Building Official
 - Zoning Administrator
 - Public Works/Engineering
 - Homeowner Association (if applicable)
- Future Land Use Map designation/restrictions (map)
- Zoning designation (map)
 - Zoning regulations

Flood zone (map)
 Flood elevation certificate (if applicable)
 Coastal Barrier
Contractor requirements
Permit requirements
 Building
 Electrical
 Plumbing
 Mechanical
 SWFWMD
 Other (towing mobile homes, etc.)
Inspection requirements
Waivers of requirements
Boundary survey
Right-of-Entry
Roadway/access
ADA accessibility
Issues that may impact site control (including title issues, nonconformity, etc.)

UTILITIES CHECKLIST:

Local contacts:
 Water/Sewer utilities (if different from PW/Engineering)
 Electricity
 Gas
 Phone
 Septic/Well
Water connection available
 Permit/Inspection requirements
 Size of water main
Wastewater connection available
 Permit/Inspection requirements
 Size of sewer main
Electrical connection available
 Permit/Inspection requirements
 Capacity
Gas connection available
 Permit/Inspection requirements
Solid waste collection
Utility service available - when (if damaged)
Fire service/hydrants
Utility Transfer of service
Septic/Wells
 DOH requirements

ENVIRONMENTAL CHECKLIST:

- Soils
- Water/Wetlands
 - Proximity
- Vegetative cover
- Buildings
 - Abandoned
 - None
- Debris/Trash
 - Household
 - Abandoned Equipment/Vehicles
 - Demolition
 - Other
- Fauna (observed)
- Identification of hazard materials (or potential)
- Noise hazards – on-site or nearby
 - Airport
 - Industrial
- Historic district/structures/features
 - State Historic Preservation Officer statement
- Other

ENVIRONMENTAL JUSTICE

- Population
 - Low Income
 - Poverty rate
 - Race
 - Disabled
 - Age (elderly)
 - Language proficiency
 - Transportation needs

[Need to account for wrap-around services (services that go beyond physical needs, typically include basic social services and access to utilities, transportation, grocery stores, and medical and employment facilities) when considering community site locations]