

Development Project or New Business Checklist

Project Name: _____

Developer & Contact: _____

Architect & Engineer: _____

Lead City Staff Member: _____

Property Location

_____ Has a Property/Building Been Identified?

_____ Are CDBG Funds Being Used for Acquisition?

_____ Has an Appraisal Been Completed?

_____ Has a Sales Agreement Been Established?

_____ Who needs to be associated with a property purchase?

_____ Does the Project Meet Current Zoning Regulations?

_____ Are There Variance/Special Exceptions Needed?

_____ Is the Property Located Within a Historic District?

_____ Is the Building Over 50 Years Old, or a Historic Property?

_____ Is an Archeological or Section 106 Review Needed?

_____ Does the City Need to Complete an Environmental Review Record?

_____ Is the Property Located within the Floodplain?

_____ Is More Than 50% of the Fair Market Value Being Spent on Rehab?

_____ Does the Property Have an Existing Certificate of Occupancy?

_____ Does the Current Certificate of Occupancy Allow for This Development Occur?

_____ Is a Building Code Walkthrough Needed?

_____ What 3rd Party Agency Does the Property Owner Want to Use?

On-Site Infrastructure

_____ Does the Property Need Sanitary Sewage Hook-Up?

_____ Was the Property Purchased/Transferred?

_____ Is a Certificate of Sewage Compliance, or Temporary Certificate of Compliance Needed?

_____ Does the Property Need Public Water Hook-Up?

_____ Does the Development Meet Current Stormwater Management Regulations?

_____ Are There Variance/Special Exceptions Needed?

_____ Does the Property Need Natural Gas Hook-Up?

_____ Does the Property Need Electricity Hook-Up?

_____ Does the Property Need Telephone / Internet Hook-Up?

Environmental Testing / Cleanup

_____ Is a Phase I / II ESA Required?

_____ Is an Environmental Site Cleanup Necessary?

Site Demolition / Clearance

_____ Is a Demolition Permit Needed?

_____ Does the Property Owner Need the City to Help with Demolition Process?

_____ Are Federal or State Dollars Being Used for Demolition?

_____ Is the Property Located Within a Historic District?

_____ Is the Building Over 50 Years Old, or a Historic Property?

_____ Is an Archeological or Section 106 Review Needed?

Planning Commission

_____ Has the Site Plan Been Submitted?

_____ Has the Site Plan Been Reviewed?

_____ Are There Any Necessary Changes for the Site Plan?

_____ Is a Subdivision Application Necessary?

_____ Does the Cambria County Planning Commission Need to Review the Site Plan?

_____ Does the Development Need to Be Presented to Johnstown Planning Commission?

_____ Does the City Have the Review Responses from Johnstown and Cambria County Planning Commissions?

Financing Package

_____ Is the Property Located Within the LERTA?

_____ Is the Development Going to Apply for LERTA?

_____ Is the Development Going to Apply for Any State Tax Programs?

_____ Is the Development Going to Apply to Any Local Loans / Grants?

_____ Is the Development Going to Apply for City Loans/Grants?

Building Permit

_____ Has a Building Permit Application Been Submitted?

_____ What 3rd Party Agency Does the Property Owner Want to Use?

_____ Has the 3rd Party Inspection Agency Reviewed the Building Permit Application?

_____ Is a Building Code Walkthrough Needed?

_____ Has the Building Code Official Reviewed the Building Permit Application?

_____ Does the Project Meet Current Zoning Regulations?

_____ Are There Variance/Special Exceptions Needed?

_____ Is the Property Located within the Floodplain?

_____ Is More Than 50% of the Fair Market Value Being Spent on Rehab?

_____ Do the Renovations/Upgrades Meet FEMA Regulation Standards?

_____ Does the Development Meet Current Stormwater Management Regulations?

_____ Are There Variance/Special Exceptions Needed?

_____ Does the Property Have an Existing Certificate of Occupancy?

_____ Does the Current Certificate of Occupancy Allow for This Development Occur?

_____ Are There Variance/Special Exceptions Needed?

