

# 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?  
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\_\_\_\_\_

\_\_\_\_\_ Who needs to be associated with a property purchase?  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Does the Project Meet Current Zoning Regulations?  
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\_\_\_\_\_ Are There Variance/Special Exceptions Needed?  
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\_\_\_\_\_ Is the Property Located Within a Historic District?  
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\_\_\_\_\_

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

\_\_\_\_\_ Is an Archeological or Section 106 Review Needed?  
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\_\_\_\_\_

\_\_\_\_\_ Does the City Need to Complete an Environmental Review Record?  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Is the Property Located within the Floodplain?  
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\_\_\_\_\_

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

\_\_\_\_\_ Does the Property Have an Existing Certificate of Occupancy?  
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\_\_\_\_\_

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

\_\_\_\_\_ Is a Building Code Walkthrough Needed?  
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\_\_\_\_\_

\_\_\_\_\_ What 3<sup>rd</sup> 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?  
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\_\_\_\_\_

\_\_\_\_\_ Does the Property Need Public Water Hook-Up?  
\_\_\_\_\_  
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\_\_\_\_\_ Does the Development Meet Current Stormwater Management Regulations?  
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\_\_\_\_\_ Are There Variance/Special Exceptions Needed?  
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\_\_\_\_\_ Does the Property Need Natural Gas Hook-Up?  
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\_\_\_\_\_

\_\_\_\_\_ Does the Property Need Electricity Hook-Up?  
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\_\_\_\_\_

\_\_\_\_\_ Does the Property Need Telephone / Internet Hook-Up?  
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\_\_\_\_\_

**Environmental Testing / Cleanup**

\_\_\_\_\_ Is a Phase I / II ESA Required?  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Is an Environmental Site Cleanup Necessary?  
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\_\_\_\_\_

**Site Demolition / Clearance**

\_\_\_\_\_ Is a Demolition Permit Needed?  
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\_\_\_\_\_ Does the Property Owner Need the City to Help with Demolition Process?  
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\_\_\_\_\_

\_\_\_\_\_ 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?  
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\_\_\_\_\_

**Planning Commission**

\_\_\_\_\_ Has the Site Plan Been Submitted?  
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\_\_\_\_\_ Has the Site Plan Been Reviewed?  
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\_\_\_\_\_ Are There Any Necessary Changes for the Site Plan?  
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\_\_\_\_\_

\_\_\_\_\_ Is a Subdivision Application Necessary?  
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\_\_\_\_\_ Does the Cambria County Planning Commission Need to Review the Site Plan?  
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\_\_\_\_\_

\_\_\_\_\_ Does the Development Need to Be Presented to Johnstown Planning Commission?  
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\_\_\_\_\_ Does the City Have the Review Responses from Johnstown and Cambria County Planning Commissions?  
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**Financing Package**

\_\_\_\_\_ Is the Property Located Within the LERTA?  
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\_\_\_\_\_ Is the Development Going to Apply for LERTA?  
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\_\_\_\_\_ Is the Development Going to Apply for Any State Tax Programs?  
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\_\_\_\_\_

\_\_\_\_\_ Is the Development Going to Apply to Any Local Loans / Grants?  
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\_\_\_\_\_ Is the Development Going to Apply for City Loans/Grants?  
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**Building Permit**

\_\_\_\_\_ Has a Building Permit Application Been Submitted?  
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\_\_\_\_\_ What 3<sup>rd</sup> Party Agency Does the Property Owner Want to Use?  
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\_\_\_\_\_ Has the 3<sup>rd</sup> Party Inspection Agency Reviewed the Building Permit Application?  
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\_\_\_\_\_

\_\_\_\_\_ Is a Building Code Walkthrough Needed?  
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\_\_\_\_\_ Has the Building Code Official Reviewed the Building Permit Application?  
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\_\_\_\_\_ Does the Project Meet Current Zoning Regulations?  
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\_\_\_\_\_ Are There Variance/Special Exceptions Needed?  
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\_\_\_\_\_ Is the Property Located within the Floodplain?  
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\_\_\_\_\_ Is More Than 50% of the Fair Market Value Being Spent on Rehab?  
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\_\_\_\_\_

\_\_\_\_\_ Do the Renovations/Upgrades Meet FEMA Regulation Standards?  
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\_\_\_\_\_

\_\_\_\_\_ Does the Development Meet Current Stormwater Management Regulations?  
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\_\_\_\_\_ Are There Variance/Special Exceptions Needed?  
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\_\_\_\_\_ Does the Property Have an Existing Certificate of Occupancy?  
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