



WILLIAMS REALTY GROUP
10412 Allisonville Road, Suite 200
Fishers, IN 46038
317-574-5480 Office
317-829-2052 Fax
www.wr-group.com

Phase II On-Site Review

The Tour Packet should include the following from Phase I:

- Aerial Photographs
- Property Photographs (360 degree)
- A preliminary site plan or available marketing materials
- Site Summary – Explaining the proposed use which will include an access analysis and an overview of Trade area and Market
- Demographic Information within 1,3,5 miles and/or a drive time analysis
- Traffic Counts
- Existing Zoning plus development atypical fees and costs, development commitments, Delcarations, Covenants and Restrictions (DCR's) and Reciprocal Easement Agreements (REA's). Please include a copy of the relevant local zoning classification ordinance.
- Permits, fees, EDU or environmental impact fees – identify any fees/costs

New Information:

1. In depth Market Survey which shall include rent comparables and recent land comparables (currently on the market and recent sales activity)
2. Existing Topographic, Environmental, Survey, Geotech Reports – to be provided by Seller
3. Gap Analysis/Absorption Analysis with a Lease Analysis – prospect list to be provided by local broker
4. Growth Map of MSA or Submarket
5. Existing Retailer Survey
6. A narrative including lease up projection, reporting any outstanding development or governmental issues, signage evaluation, known contract points (preferred due diligence timeline, seller vs. buyer responsibilities)

Procedural:

Once site is accepted by Williams Realty Group, CTP (Contract to Purchase form to be filled out by local broker) and a Letter of Intent and/or contract shall be generated by Williams Realty Group and submitted to local broker for submittal to Seller. All contract negotiations shall be performed directly with Seller and Williams Realty Group and counsel. Once property is under contract, Williams Realty Group is to enter into due diligence phase (see Due Diligence procedural). Projects shall be assigned a Development Project (DP) Number which shall be referenced on all forms and procedures regarding development and communication of the site from contract date forward.



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Location of Project:

Date of this Report: _____

<u>OUTLOT/EXCESS PROPERTY</u>			<u>SETBACKS</u> Minimum building setbacks for each property				<u>ZONING</u>
Parcel	Size (in Acres)	Square Footage	Front	Left Side	Right Side	Back	Current Zoning

ZONING

1. What is the zoning for the outlot(s)/excess property?

2. Is a restaurant permitted?

3. Is patio seating permitted?

4. Is the drive thru permitted?

5. What jurisdiction is the property in?

City of

6. Is any of the property in a Flood Plain?

7. Is the City or County's parking requirement greater than 1:250 or 1:400?

If yes, what is the requirement?

Restaurant	
Retail	

SIGNAGE:

1. What type of signage is allowed for the property?

A.
B.

2. If other, please define:

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3. What is the maximum height allowed for the signage?

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4. What is the maximum square footage allowed for the signage?

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5. Explain how the square footage is calculated:

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6. How long is the variance process for outlot signage and what is required?

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7. Describe all reviews, hearings, variances and general requirements known at this time:

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PLATTING:

1. Is it required that the property be platted?

1a. If no, please explain:

If platting is not required, a metes and bounds legal description for the property should be furnished to _____ as soon as possible.

1b. If yes, has the plat been recorded?

STREET & HIGHWAY CUTS:

1. Who has jurisdiction on this site?

Name of Agency

2. Is a permit required?

2a. If yes, is a bond required?

3. Permit Requirements

4. Will the D.O.T., City or County allow direct access and curb cuts from the main street or highway in front of the _____?

4a. If no, please explain:

5. If there is a median in front of the property, can it be cut?

5a. Please describe:

5b. At whose expense?:

6. Are any future highway/street changes anticipated?

6a. If yes, please describe along with the time line and location:

7. Are sidewalks required?

7a. If so, what type and size:

8. Was a traffic study made for _____?

8a. What is the estimated traffic for each roadway?

8b. Will an additional traffic study be required for each outlot?

UTILITIES:

UTILITY COMPANY: _____

CONTACT NAME: _____

TELEPHONE NUMBER: _____

Water

1. Is a waterline stubbed to the property line(s)?

2. Is no, please explain where water is accessed and distance from site.

3. What is the Tap Fee?

4. Is an easement required by the jurisdiction for the water line?

4a. Will it be platted?

Sanitary Sewer

UTILITY COMPANY: _____
CONTACT NAME: _____
TELEPHONE NUMBER: _____

1. Is sanitary sewer available at the property line(s)?
2. What is the size of the sewer line?
3. What is the jurisdiction of the sewer line?
4. Is a grease tap required for a restaurant?
5. Are tap fees based on water usage?
6. What is the sewer tap fee?
7. Are there any special assessments?
8. Is there a current moratorium or a chance for one in the future?
9. Is an easement required for sanitary sewer?
10. Has a percolation test been performed?
10a. When?

10b. What were the results? (1' in 30 minutes is required for a restaurant)

Storm Sewer

JURISDICTION: _____
CONTACT NAME: _____
TELEPHONE NUMBER: _____

1. Is storm sewer available or will surface drainage be used?

2. Is the _____ detention pond included?

3. What is the tap fee?

4. Is an easement required for the storm sewer?

Electric

UTILITY COMPANY: _____
CONTACT NAME: _____
TELEPHONE NUMBER: _____

1. What is the location of the electric?
2. Is underground service required?
3. Is an additional utility easement required for electric service to the outlot(s)?

Gas

UTILITY COMPANY: _____
CONTACT NAME: _____
TELEPHONE NUMBER: _____

- 1. What is the location of the gas line?
- 2. What is the jurisdiction of the gas line?
- 3. Will the gas company bring the line to the building?
- 4. Is a meter fee required?
- 5. Is an easement required for gas?

Telephone

UTILITY COMPANY: _____
CONTACT NAME: _____
TELEPHONE NUMBER: _____

- 1. What is the location of the telephone line?

FEES:

- 1. Are there an unusually expensive fees or assessments relating to the future development of this property? If so, please describe in detail and attach a schedule if available.

BUILDING CODES:

- 1. What are the building codes by which the architectural plans must comply with on the
A. Property B. Outlots?

- 2. What is the building permit fee schedule?

- 3. Are there any special fire department requirements in addition to standard plans?

SITE/LANDSCAPING:

- 1. Are there landscaping ordinances in place?
- 2. What type of solid waste disposal is permitted?
 - 2a. Compaction:
 - 2b. Build pick up:
 - 2c. Front loader:
 - 2d. Side loader:
 - 2e. Rear loader:

2f. Who are the service providers of solid waste?

3. Is a drain required in the trash area?

SOILS/ENVIRONMENTAL:

- 1. Will the outlot/excess property be rough graded and the utilities Brought to the property line?
- 2. Current Owners' Phase I completed and copy provided?
- 3. Current Owners' GeoTech available & copy provided?

PLEASE MAKE ANY ADDITIONAL NOTES THAT ARE IMPORTANT TO THIS PROJECT IN THE BOX BELOW:

CONTACTS:

You should attach a document to your e-mail with all the local contacts (from your cover sheet).