# YOUR COMPANY NAME

# LAND PURCHASE DUE DILIGENCE CHECKLIST

# PSA Effective Date: Insert Date Here

# Title Objections Due: Insert Date Here

# Due Diligence Expiration Date: Insert Date Here

# Projected Closing Date: Insert Date Here

| **Checklist Item Description** | **Individual Responsible** | **Target****Date for review** | **Actual Date of review** | **Notes, Outstanding Issues,****and Comments** |
| --- | --- | --- | --- | --- |
| **1. PLANNING** |  |  |  |  |
|  |  |  |  |  |
| (a) Existing zoning/DRI/Densities |  |  |  |  |
| (b) Existing master plans/site plans/plats |  |  |  |  |
| (c) Existing resolutions and covenants, - MDO, IDO’s - significant agency correspondence |  |  |  |  |
| (d) Existing developers agreements/dev. order |  |  |  |  |
| (e) Comprehensive plan compliance |  |  |  |  |
| (f) Vested rights |  |  |  |  |
| (g) Site planning process and completion schedule |  |  |  |  |
| (h) Copy of pertinent zoning and subdivision regs |  |  |  |  |
| (i) Prepare land plan |  |  |  |  |
| (j) Golf course plans |  |  |  |  |
| (k) Establish buffer requirements |  |  |  |  |
| (l) Community theme |  |  |  |  |
| (m) Amenities for project |  |  |  |  |
| (n) Joint development opportunities |  |  |  |  |
| (o) Base map  - surrounding land use - physical features |  |  |  |  |
| (p) Political climate/Critical issues |  |  |  |  |
| (q) Phasing analysis |  |  |  |  |
|  |  |  |  |  |
| **2. LEGAL/CLOSING/EASEMENTS/ROW** |  |  |  |  |
|  |  |  |  |  |
| (a) Inspection period |  |  |  |  |
| (b) Review contract and addendums |  |  |  |  |
| (c) Order title binder |  |  |  |  |
| (d) Review title policy/commitment |  |  |  |  |
| (e) Review boundary survey |  |  |  |  |
| (f) Review easements of record/rights of way |  |  |  |  |
|  - dedicated road right-of-ways |  |  |  |  |
|  - improvements within easements (overheads, poles, underground) |  |  |  |  |
| (g) Review mortgages |  |  |  |  |
| (h) Conveyance documents |  |  |  |  |
| (i) Future dedications (city, county, or state) |  |  |  |  |
| (j) Purchase subject to zoning/platting/site plan app |  |  |  |  |
| (k) Review development order (proposed) |  |  |  |  |
| (l) Determine project schedule |  |  |  |  |
| (m) Existing master HOA docs - reviewed and restrictions noted - budgets/financials |  |  |  |  |
| (n) Determine association structures |  |  |  |  |
| (o) Meet w/Association managers |  |  |  |  |
| (p) Prepare operating budget |  |  |  |  |
| (q) Real estate tax bills |  |  |  |  |
| (r) Greenbelt application process / deadlines |  |  |  |  |
| (s) Prepare tax estimates |  |  |  |  |
| (t) CDD possibilities |  |  |  |  |
| (u) CDD structure for master vs. parcel |  |  |  |  |
| (v) Bonds (LOC) |  |  |  |  |
| (w)Architectural guidelines |  |  |  |  |
| (x) Electricity or telephone easements/facilities relocation and costs |  |  |  |  |
|  |  |  |  |  |
| **3. CONSULTANTS** |  |  |  |  |
|  |  |  |  |  |
| (a) List of consultants/contacts |  |  |  |  |
| (b) Hire land planning firm |  |  |  |  |
| (c) Land use attorney |  |  |  |  |
| (d) Civil engineer |  |  |  |  |
| (e) Site engineer |  |  |  |  |
| (f) Drainage engineer  |  |  |  |  |
| (g) Traffic engineer |  |  |  |  |
| (h) Soils engineer |  |  |  |  |
| (i) Other engineer |  |  |  |  |
| (j) Environmental consultant |  |  |  |  |
| (k) Landscape architect |  |  |  |  |
| (l) Golf Course Architect |  |  |  |  |
|  |  |  |  |  |
| **4. ENVIRONMENTAL** |  |  |  |  |
|  |  |  |  |  |
| (a) Obtain old Level 1 Environmental |  |  |  |  |
| (b) Order new Level 1 Environmental |  |  |  |  |
| (c) Review Level 1 Environmental |  |  |  |  |
| (d) Review wetland delineation |  |  |  |  |
| (e) Review proposed impacts |  |  |  |  |
| (f) Impacts to new wetlands |  |  |  |  |
| (g) ACOE permit requirements |  |  |  |  |
| (h) WMD permit requirements |  |  |  |  |
| (i) Protected species/Native habitat survey |  |  |  |  |
| (j) Upland preservation issues |  |  |  |  |
| (k) Archeological report |  |  |  |  |
| (l) Hazardous material study and certification |  |  |  |  |
| (m) Asbestos/Radon |  |  |  |  |
| (n) Barricade/Silt Screen/Fencing  |  |  |  |  |
| (o) Sovereign lands investigation |  |  |  |  |
| **5. PERMIT REQUIREMENTS** |  |  |  |  |
|  |  |  |  |  |
| (a) Existing permits |  |  |  |  |
|  - Hillsborough County Operating Permit |  |  |  |  |
|  - ACOE Permit |  |  |  |  |
|  - Florida DEP Permit |  |  |  |  |
|  - SWFWMD Water Use Permit |  |  |  |  |
| (b) Permit modifications |  |  |  |  |
| (c) Review WMD conceptual permit |  |  |  |  |
| (d) Vesting vs. future projects |  |  |  |  |
| (e) Concurrency issues |  |  |  |  |
| (f) Permit for sales facilities |  |  |  |  |
| (g) Complete permit transfer papers |  |  |  |  |
|  |  |  |  |  |
| **6. UTILITIES (water, sewer, gas, tele, electric)** |  |  |  |  |
|  |  |  |  |  |
| (a) Existing utilities (on site or adjacent to site) |  |  |  |  |
| (b) Water and sewer plant capacity/reservation |  |  |  |  |
| (c) Reuse water availability |  |  |  |  |
| (d) Capacity of service letters |  |  |  |  |
| (e) Reuse water service agreements |  |  |  |  |
| (f) Water use permits - Onsite wells - Consumptive use |  |  |  |  |
| (g) Development requirements/constraints |  |  |  |  |
| (h) Existing or required developers agreements |  |  |  |  |
| (i) Lift station demands/locations |  |  |  |  |
| (j) Future expansion/moratorium |  |  |  |  |
| (k) Connection fees/impact fees |  |  |  |  |
| (l) Cost sharing agreement for utilities |  |  |  |  |
| (m) Off-site improvements |  |  |  |  |
|  |  |  |  |  |
| **7. SOIL SURVEY/TOPOGRAPHY** |  |  |  |  |
|  |  |  |  |  |
| (a) Topo Survey - Spot elevations (100 ft. on center)/Existing available info (USGS Quad Maps) |  |  |  |  |
| (b) Muck probes/Earthwork estimate |  |  |  |  |
| (c) Soil Borings/Density tests |  |  |  |  |
| (d) Review soils report |  |  |  |  |
| (e) Vegetation/Wetlands survey |  |  |  |  |
| (f) Lake cross sections (existing/proposed) |  |  |  |  |
| (g) Aerial photographs |  |  |  |  |
| (h) Tree Survey |  |  |  |  |
| (i) Floodplain elevations/LOMR Requirements |  |  |  |  |
| (j) Seismic testing |  |  |  |  |
|  |  |  |  |  |
| **8. SITE WORK** |  |  |  |  |
|  |  |  |  |  |
| (a) Vegetation on site/Clearing costs |  |  |  |  |
| (b) Cut/fill balance |  |  |  |  |
| (c) Existing structures on site |  |  |  |  |
| (d) Burn permits allowed |  |  |  |  |
| (e) Wetland protection requirements |  |  |  |  |
| (f) Mining opportunities |  |  |  |  |
| (g) Overall grading plan |  |  |  |  |
| (h) Electricity/Tele easements - facilities relocations/costs |  |  |  |  |
| (i) Off-site improvements and cost estimate (walls, sidewalks, irrigation, landscaping, roads) |  |  |  |  |
|  |  |  |  |  |
| **9. DRAINAGE/GRADING** |  |  |  |  |
|  |  |  |  |  |
| (a) Master plan |  |  |  |  |
| (b) Point of outfall |  |  |  |  |
| (c) Drainage basin adequacy |  |  |  |  |
| (d) Existing easements |  |  |  |  |
| (e) Fill study or mass grading plan |  |  |  |  |
| (f) As-built plans |  |  |  |  |
| (g) Engineering plans |  |  |  |  |
| (h) Permits |  |  |  |  |
| (i) Maintenance and monitoring provisions |  |  |  |  |
|  |  |  |  |  |
| **10. TRAFFIC ENGINEERING/ROADWAYS (& railways)/ACCESS** |  |  |  |  |
|  |  |  |  |  |
| (a) Hire a traffic engineer |  |  |  |  |
| (b) DOT |  |  |  |  |
| (c) Traffic analysis/levels of service |  |  |  |  |
| (d) Future county/state road improvements and schedule of completion \* |  |  |  |  |
| (e) Roadway cross-section requirements |  |  |  |  |
| (f) Intersection improvements |  |  |  |  |
| (g) Signalization improvements |  |  |  |  |
| (h) Off-site improvement costs |  |  |  |  |
| (i) Interchange |  |  |  |  |
| (j) Railway issues |  |  |  |  |
| (k) Condemnation revenues |  |  |  |  |
| (l) Driveway connection/Drainage Rq |  |  |  |  |
|  |  |  |  |  |
| **11. COST ESTIMATES** |  |  |  |  |
|  |  |  |  |  |
| (a) Report from engineer |  |  |  |  |
| (b) Engineering/survey costs (hard & soft) |  |  |  |  |
| (c) Summary of permit/review fees |  |  |  |  |
| (d) Entry/walls costs |  |  |  |  |
| (e) Amenity costs |  |  |  |  |
| (f) Landscaping |  |  |  |  |
| (g) Power line bury costs |  |  |  |  |
| (h) Power service costs |  |  |  |  |
| (i) Off-site water |  |  |  |  |
| (j) Off-site sewer |  |  |  |  |
| (k) Off-site grey water |  |  |  |  |
| (l) Off-site roadway improvements |  |  |  |  |
| (m) Off-site intersection improvements |  |  |  |  |
| (n) DRI modification costs |  |  |  |  |
| (o) Streetlights |  |  |  |  |
| (p) Water |  |  |  |  |
| (q) Sewer |  |  |  |  |
| (r) Storm |  |  |  |  |
| (s) Roadways |  |  |  |  |
| (t) Earthwork |  |  |  |  |
| (u) Sod/seed |  |  |  |  |
| (v) Geotechnical |  |  |  |  |
| (w) Environmental |  |  |  |  |
| (x) Mitigation |  |  |  |  |
| (y) Traffic monitoring costs |  |  |  |  |
| (z) Shared infrastructure w/Sellers tract |  |  |  |  |
| (aa) Other exactions |  |  |  |  |
|  |  |  |  |  |
| **12. MARKETABILITY** |  |  |  |  |
|  |  |  |  |  |
| (a) Market Study |  |  |  |  |
| (b) Determine product mix |  |  |  |  |
| (c) Competitors land basis |  |  |  |  |
| (d) Future competition |  |  |  |  |
| (e) Recent land transactions |  |  |  |  |
| (f) Investigate adjoining properties |  |  |  |  |
| (g) Review schools/districts servicing site |  |  |  |  |
| (h) Parks |  |  |  |  |
| (i) Libraries |  |  |  |  |
| (j) Shopping |  |  |  |  |
| (k) Churches |  |  |  |  |
| (l) Identify partners |  |  |  |  |
| (m) Meet w/partners |  |  |  |  |
| (n) Meet w/interested builders |  |  |  |  |
| (o) Identify users |  |  |  |  |
| (p) Meet w/users |  |  |  |  |
| (q) Sales center strategy |  |  |  |  |
| (r) Architectural guidelines |  |  |  |  |
|  |  |  |  |  |
| **13. OTHER** |  |  |  |  |
|  |  |  |  |  |
| (a) Impact fees – roads, schools, parks, etc.  |  |  |  |  |
| (b) Prepaid fees or credits: |  |  |  |  |
|  - Transportation (impact)  |  |  |  |  |
|  - School |  |  |  |  |
|  - Fire |  |  |  |  |
|  - Park |  |  |  |  |
| (c) If railroad: |  |  |  |  |
|  - Schedule |  |  |  |  |
|  - Type and number of cars |  |  |  |  |
|  - Crossings |  |  |  |  |
|  - Noise type and level |  |  |  |  |
|  - Noise abatement |  |  |  |  |
| (d) Purchase options/Development schedule |  |  |  |  |
| (e) Inspection period |  |  |  |  |
| (f) Overall cost projection per unit based in ultimate density |  |  |  |  |
| (g) Growth Management Act |  |  |  |  |
| (h) Contact adjacent property  |  |  |  |  |
| (i) FHA or VA approval status |  |  |  |  |
| (l) Airport location |  |  |  |  |