

Subdivision and Overall Community Development Planning Checklist

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This checklist includes items that should be assembled and considered during the planning for the development of a new subdivision or overall community. Naturally, every community has its own unique features, so this is not a “one-size-fits-all” list, but it is representative of the basic information that a developer or property owner needs to consider.

General Information for Community

Desired name of project	
Street address (or other location)	
County in which development is located	

Developer Entity

Name of developer entity (including type of business—corporation, LLC, etc.)	
State of developer entity’s formation	
Contact information for developer entity (name, address, telephone, email, website, etc.)	
Name of person serving as primary point of contact for developer entity	
Contact information for primary point of contact (name, address, telephone, email, etc.)	
Brief summary of primary point of contact’s development experience	
Name of authorized signatory for developer documents	
Official title of authorized signatory	
County in which documents will be executed	

Consultants to be Utilized

Name of Surveying Firm	
Contact person	
Surveying firm's mailing address	
Email address	
Telephone Number	
Name of Engineering Firm	
Contact person	
Engineering firm's mailing address:	
Email address	
Telephone Number	
Are preliminary drawings, plats, or other plans available at this time?	

Components of the Community

Residential uses	<input type="checkbox"/> Single-family homes <input type="checkbox"/> Townhomes <input type="checkbox"/> Patio homes <input type="checkbox"/> Estate homes <input type="checkbox"/> Zero-lot lines <input type="checkbox"/> Rental apartments <input type="checkbox"/> Condominiums <input type="checkbox"/> Other _____
Commercial uses	<input type="checkbox"/> Retail <input type="checkbox"/> Hotel or rental units <input type="checkbox"/> Restaurant or bar <input type="checkbox"/> Entertainment complex <input type="checkbox"/> Health club or spa <input type="checkbox"/> Other _____
Community/Governmental Uses	<input type="checkbox"/> School <input type="checkbox"/> Fire/police station <input type="checkbox"/> Parks <input type="checkbox"/> Marina/boating facilities <input type="checkbox"/> Other _____

Recreational components	<input type="checkbox"/> Pool facility <input type="checkbox"/> Cabana <input type="checkbox"/> Locker rooms/restroom facilities <input type="checkbox"/> Meeting room <input type="checkbox"/> Fitness center <input type="checkbox"/> Card room <input type="checkbox"/> Basketball court <input type="checkbox"/> Tennis court <input type="checkbox"/> Racquetball court <input type="checkbox"/> Tot lot <input type="checkbox"/> Clubhouse <input type="checkbox"/> Dining facilities <input type="checkbox"/> Bars (with liquor license) <input type="checkbox"/> Dining room <input type="checkbox"/> Other _____
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Development Considerations and Community Features

Is there a recent title search available to show all instruments of record?	
What unrecorded documents might affect development of the property?	<input type="checkbox"/> Lease restrictions <input type="checkbox"/> Management agreement <input type="checkbox"/> License agreement <input type="checkbox"/> Use agreement <input type="checkbox"/> Private lighting agreement <input type="checkbox"/> Private garbage or recycling pickup <input type="checkbox"/> Assignment of developer rights <input type="checkbox"/> Development order/agreement <input type="checkbox"/> Other _____
What local government-related restrictions exist?	
Is the property contained within a Development of Regional Impact (“DRI”)?	
Is the property a Planned Unit Development (“PUD”) under local	

development/zoning codes?	
Is the community part of a community development district (CDD)?	
If so, what duties and obligations will be imposed upon the CDD?	
Are there any other local government restrictions imposed on the property? If so, a copy of the instrument creating the restriction will be required.	
Are there any environmental concerns?	
Is the property subject to any environmental restrictions or covenants?	
Has any portion of the property contained contamination that has been or will be remediated?	
Are there any special requirements related to the community water management system?	
Are there any special conditions or issues pertaining to the underlying lands or businesses in close proximity to the property that may need to be disclosed to purchasers?	<p>Examples of such conditions or issues are:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Gas pipeline <input type="checkbox"/> Sewage or wastewater treatment plant <input type="checkbox"/> Air traffic corridor <input type="checkbox"/> Significant potential of occurrence of natural disaster (e.g., earthquakes, hurricanes, floods, landslides, tornados) <input type="checkbox"/> Location within Coastal Barrier Resources System (i.e., a "COBRA Zone"), preventing purchase of federal flood insurance
Is there any language required by the county for platting, dedication, or other purposes?	
Are any special reservations or easements required for this development?	

Are there any master or umbrella associations that govern or will govern the community?	
Are any sub-associations or lower-level associations contemplated?	
Who will have access to and maintain the roads and buffers within the community?	<input type="checkbox"/> All roads should be owned and maintained by the association <input type="checkbox"/> All roads are public and will be maintained by the local government <input type="checkbox"/> All roads will be owned and maintained by a taxing district <input type="checkbox"/> A taxing district will be created to maintain lights, landscaping, etc. adjacent to public roads
How will street-lighting be addressed?	<input type="checkbox"/> Lights will be maintained by the association <input type="checkbox"/> Lights will be maintained by a taxing district <input type="checkbox"/> Lights will be maintained by a sub-association <input type="checkbox"/> A private street-lighting agreement will exist with the utility company <input type="checkbox"/> Other_____
What kinds of walls, fences, dividing lines and monuments will be present in the community?	<input type="checkbox"/> Party walls <input type="checkbox"/> Zero-lot-line walls <input type="checkbox"/> Perimeter walls within lots to be maintained by owners <input type="checkbox"/> Perimeter walls within lots to be maintained by the community association <input type="checkbox"/> Walls within common areas <input type="checkbox"/> Retention walls <input type="checkbox"/> Sign monuments <input type="checkbox"/> Other_____
What community features will be owned by the association?	<input type="checkbox"/> Recreational amenities (please specify) <input type="checkbox"/> Gatehouse <input type="checkbox"/> Electric gates <input type="checkbox"/> Community monitoring system <input type="checkbox"/> Other entrance features

	<input type="checkbox"/> Fountains <input type="checkbox"/> Buffer or landscape areas <input type="checkbox"/> Surface water management system <input type="checkbox"/> Other: _____
What features within the boundaries of the community will be owned by the local government?	<input type="checkbox"/> Lift station <input type="checkbox"/> School <input type="checkbox"/> Park <input type="checkbox"/> Wetland areas <input type="checkbox"/> Mitigation areas <input type="checkbox"/> Other: _____
Is there a marina or boating facility to be developed in connection with the community?	
If so, is there a state submerged lands lease, or are the underlying lands owned?	
Is the developer obligated under any mortgage encumbering the condominium property?	
If so, the following information will be required:	
Mortgagee's name	
Mortgagee's address	
Mortgagee's telephone number	
Recording information for the mortgage and any assignments, modifications, etc.	

Community-Wide Services

Who will paint the exterior of each residence	<input type="checkbox"/> association or <input type="checkbox"/> owner
Who will maintain the roof of each residence	<input type="checkbox"/> association or <input type="checkbox"/> owner
How will landscaping be maintained within the community (more than one may apply)?	
All landscape maintenance for homes and common areas to be performed by the association?	<input type="checkbox"/> yes or <input type="checkbox"/> no

Association to maintain common area only?	<input type="checkbox"/> yes or <input type="checkbox"/> no
Owners to maintain all landscaping within lot?	<input type="checkbox"/> yes or <input type="checkbox"/> no
All home owners charged same assessment for landscape maintenance regardless of lot size?	<input type="checkbox"/> yes or <input type="checkbox"/> no
Association may levy individual assessments for special landscape maintenance?	<input type="checkbox"/> yes or <input type="checkbox"/> no
Association to maintain public rights of way?	<input type="checkbox"/> yes or <input type="checkbox"/> no
Yard landscape maintenance includes which of the following?	<input type="checkbox"/> cutting grass <input type="checkbox"/> edging <input type="checkbox"/> maintaining trees and hedges <input type="checkbox"/> fertilization
How will irrigation be addressed?	
Are sprinkler systems	<input type="checkbox"/> shared or <input type="checkbox"/> independent?
Who will maintain the sprinkler system on each residential lot?	<input type="checkbox"/> association <input type="checkbox"/> owner
How should signage within the development be addressed?	
What signage is desired?	
Will all signage be located entirely within common areas?	
If not, who will maintain that signage?	
How will cable and Internet services be provided?	
An affiliate of the developer will provide these services	
An outside company will provide these services	
The association will enter into a bulk services agreement for these services	
(Other)	
Will access control and alarm-monitoring be provided?	<input type="checkbox"/> An affiliate of the developer will provide these services

	<input type="checkbox"/> No alarms will be installed by the developer <input type="checkbox"/> (Other)
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Parking

Will each residence be provided a parking space?	<input type="checkbox"/> Each home has its own garage <input type="checkbox"/> Some homes have garages, and some homes do not <input type="checkbox"/> The developer will assign to each home a certain number of parking spaces located in the common areas <input type="checkbox"/> The developer will assign a certain number of parking spaces located in the common areas to some homes but not others. <input type="checkbox"/> If a specific parking space is assigned to a residence can it be subsequently assigned to another residence?
Will guest parking spaces be provided in the common areas?	
May an owner park in a guest parking space?	
Will parking for commercial uses need to be provided?	
Are there any other parking-specific concerns?	

Use Restrictions

What architectural control provisions are necessary?	
Should any of the following be permitted?	<input type="checkbox"/> docks <input type="checkbox"/> swimming pools <input type="checkbox"/> tennis courts <input type="checkbox"/> (other specific features)
What residential dwelling setback restrictions are required?	<input type="checkbox"/> front yard _____ <input type="checkbox"/> side yard _____

	<input type="checkbox"/> rear yard _____
Are there any other setback restrictions that should be imposed?	<input type="checkbox"/> driveways <input type="checkbox"/> pools <input type="checkbox"/> walkways <input type="checkbox"/> decks and patios <input type="checkbox"/> outbuildings and accessory structures
Should a minimum garage size be imposed?	
Should fence- or wall-related restrictions be imposed as to height, materials, color, etc.?	
If swimming pools are permitted, should restrictions be imposed on pool screens?	
What landscaping control is necessary?	
Should landscaping plans be approved in advance?	
Should there be a minimum budget for any landscaping plans?	
Are there other landscaping-related restrictions that are appropriate?	
Who will be responsible for architectural control decisions	<input type="checkbox"/> association's board of directors or <input type="checkbox"/> separate architectural control committee
(Other architectural review concerns)	
Should use restrictions be imposed on any of the following?	<input type="checkbox"/> age—for residents <input type="checkbox"/> age—for use of common areas <input type="checkbox"/> pets <input type="checkbox"/> vehicles <input type="checkbox"/> fences <input type="checkbox"/> signs <input type="checkbox"/> satellite dishes <input type="checkbox"/> television antennas <input type="checkbox"/> solar panels

	<ul style="list-style-type: none"> <input type="checkbox"/> other roof structures <input type="checkbox"/> awnings, shutters, or other window coverings <input type="checkbox"/> door coverings <input type="checkbox"/> landscaping <input type="checkbox"/> sales and leasing <input type="checkbox"/> sound barriers <input type="checkbox"/> maximum duration of residency for owner (and the basis for this restriction) <input type="checkbox"/> others
<p>Whether any of the following rights should be reserved for the developer:</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Right to use common elements for sales and marketing purposes <input type="checkbox"/> Right to use unsold units for models, sales offices and other business purposes <input type="checkbox"/> Right to market other developer-owned properties on-site <input type="checkbox"/> Right to conduct tours through the common elements <input type="checkbox"/> Right to restrict portions of the common elements for limited periods of time to enable marketing events to occur <input type="checkbox"/> Right to assign limited common elements in exchange for payment <input type="checkbox"/> Right to construct additional recreational facilities or expand existing facilities <input type="checkbox"/> Right to operate a rental program on the property if desired <input type="checkbox"/> Right to place signs on the property to advertise units for sale or lease <input type="checkbox"/> Right to install cell phone tower or other telecommunications devices on the property <input type="checkbox"/> Right to be exempt from specified use restrictions imposed upon other owners

Sales Process

Is a reservation program desired or already in existence?	
When are sales scheduled to commence?	
Whether there will be a sales broker or salesperson involved on behalf of the developer.	
If so, the name of and contact information for the company or person will be needed.	
For the escrow agent being used to hold purchaser deposits, the following information will be needed:	
Name	
Contact information (address, email, and phone number)	
Copy of the escrow agreement (if one exists)	
Whether the escrow agent will also be issuing title insurance	
If the escrow agent is not issuing title insurance, the following information will be needed:	
Name	
Contact information (address, email, and phone number)	
Will any financing programs be available?	<input type="checkbox"/> HUD/VA <input type="checkbox"/> FHA <input type="checkbox"/> FNMA <input type="checkbox"/> Other

Water-Related Concerns

Are there any lakes within the property?	<input type="checkbox"/> This community does not contain lakes <input type="checkbox"/> This community contains lakes that will be owned by the community association <input type="checkbox"/> This community contains lakes that will be
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	<p>owned by a water management district</p> <input type="checkbox"/> This community contains lakes that will be owned by a taxing district
	<input type="checkbox"/> Plats will reflect governmentally required lake maintenance easements
If lakes are present, who is responsible for maintenance?	<input type="checkbox"/> Owners are responsible for maintaining lake slopes adjacent to homes <input type="checkbox"/> The community association will maintain lake slopes <input type="checkbox"/> Each sub-association will maintain lake slopes
Will any of the following be permitted in the lakes or other water features within the community?	<input type="checkbox"/> sailboats <input type="checkbox"/> gas-powered boats <input type="checkbox"/> electric-powered boats <input type="checkbox"/> jet skis <input type="checkbox"/> swimming
Can water from the lakes be used for irrigation?	

Commercial Uses

Will there be commercial uses in the community?	
If so, the following issues need to be considered:	
Will commercial owners be members of the association?	
If so, what voting rights should they receive?	
How will commercial owners be assessed?	

Association Formation

What is the desired name of the association?	
What is the mailing address of the association?	
As to the board of directors	

How many directors will there be initially (at least three are required)	
What is the maximum number of directors that may exist?	
Who will serve as the initial directors of the association (names and addresses will be required for incorporation)?	
Who will serve as the initial officers of the association (full names required)?	president _____ vice president _____ secretary _____ treasurer _____
Who will be the registered agent for the association (full name and address required)?	

Association Management, Governance, and Finances

Will there be a professional community management firm that is hired by the association?	
If a professional management company is hired, the following information is needed:	
Name and contact information	
Copy of the written management contract	
Is the manager affiliated with the developer?	
Copy of the Community Association Manager (CAM) license for the management company	
Will there be a resident manager?	

Voting

Will each residence have one vote?	
If not, what voting system is planned?	

Community Association Budget and Financial Issues

How will the community budget be determined?	
Will the budget be based on maximum density (which is appropriate only for smaller communities) or the number of homes for which the developer will provide deficit funding?	
Will the association need to maintain reserves for deferred maintenance and replacement? If so, which items need to be covered?	
Has a draft budget been prepared already?	
How will assessments be allocated among the residences?	<input type="checkbox"/> Each pays an equal share. <input type="checkbox"/> Each pays a proportionate amount according to square footage of the lot. <input type="checkbox"/> Other _____
How frequently will assessments be collected?	<input type="checkbox"/> monthly <input type="checkbox"/> quarterly <input type="checkbox"/> twice a year <input type="checkbox"/> once a year
Will the association's board of directors have the ability to change the frequency of collecting assessments?	
Who will provide accounting services for purposes of preparing the budget and any annual financial reporting obligations?	
Will the developer provide deficit funding to the association instead of paying assessments?	
Will a working capital charge be collected at closing?	
Should the charge be collected upon the initial purchase from the developer or upon every sale of the property (i.e., an initial charge and a resale charge)?	

What amount should be collected?	<input type="checkbox"/> one month's assessment <input type="checkbox"/> two months' assessments <input type="checkbox"/> three months' assessments <input type="checkbox"/> some fixed amount
Who will collect the charge?	<input type="checkbox"/> developer <input type="checkbox"/> association