**Worksheet #4: Due Diligence**

**Project Name/Identifier**

**Property Description**

* Briefly describe the property including size of property and number of buildings.

**All Appropriate Inquiries [Section 4.7.1]**

* Have the requirements for all appropriate inquiries been met? [Y/N/Unknown]. Describe.

**Property History [Section 4.7.2]**

* What are the prior land uses and activities?
* Who were the prior owners and tenants of the property?
* Are there past development or reuse plans prepared for the property that can inform the due diligence or reuse planning process? [Y/N/Unknown]. If yes, summarize relevant information and findings.
* Describe any other relevant factors relating to property history that should be considered during the evaluation and reuse planning process.

**Current Property Status [Section 4.7.3]**

* What is the ownership status (e.g., private, abandoned, publicly owned)?
* Is there clear title to the property? [Y/N/Unknown]. If no or unknown, describe.
* What is the current land use of the property?
* What is the current zoning and relationship of the property to local master plans and other planning studies?
* Are buildings, structures or areas of the property of historical importance? [Y/N/Unknown]. Describe.
* Are there other relevant factors (e.g., physical condition of structures, access to property, ecological issues) relevant to property status that should be considered during the redevelopment planning?

**Property Appraisal [Section 4.7.4]**

* What is the appraised value of the property?
* Describe any other relevant factors (e.g., limitations or conditions associated with an appraisal, significant variability in appraisals) relating to property appraisal that should be considered during the redevelopment planning.

**Regulatory Status [Section 4.7.5]**

* What federal and/or state cleanup statutes are potentially applicable to the property?
* Have federal- or state-mandated cleanup actions already been or are likely to be conducted at the property? [Y/N/Unknown]. Describe.
* Have potentially responsible parties been identified for the property? [Y/N/Unknown]. Describe.
* Is the municipality already or likely to be a potentially responsible party? [Y/N/Unknown]. Describe.
* Describe any other relevant factors (e.g., specific regulatory requirements, permits, violations) relevant to regulatory status that should be considered during the redevelopment planning.

**Environmental Conditions [Section 4.7.6]**

* Is there a known or suspected environmental condition on the property? [Y/N/Unknown]. If yes, provide a brief summary of each known or suspected environmental condition.
* Are there data gaps either identified or indicated in the Environmental Assessments? [Y/N/Unknown]. Describe.
* What regulatory oversight has occurred or is occurring for environmental investigations/studies and cleanup?
* Has the validity of data and other information or conclusions in previous environmental investigations/studies been evaluated? [Y/N/Unknown]. Describe.
* Do existing environmental investigations/studies and cleanups address off-site sources of contamination? [Y/N/Unknown]. Describe.
* Have hazardous substances associated with activities on the property been identified on adjacent properties or are hazardous substances expected to migrate beyond the property boundaries? [Y/N/Unknown]. Describe.
* Do existing environmental investigations/studies and cleanups address asbestos, lead-paint and other hazardous materials that were used in the construction of buildings and other structures? [Y/N/Unknown]. Describe.
* Do existing environmental investigations/studies and cleanup address all areas of the property? [Y/N/Unknown]. Describe.
* Are there known or believed to be serious, immediate threats to human health and the environment associated with the environmental condition identified on the property? [Y/N/Unknown]. Describe.
* For properties where cleanup has occurred, are the existing activity and land use assumptions and cleanup goals consistent with the planned or intended uses of the property? [Y/N/Unknown]. Describe.
* Are there health studies that suggest a possible link between releases from the property and adverse health impacts on humans? [Y/N/Unknown]. Describe.

* Are long-term cleanup-related treatment systems or other engineering controls in place or planned? [Y/N/Unknown]. Describe.
* Are there other factors (e.g., significant additional assessment requirements, restrictions on obtaining additional information) relevant to environmental conditions status that should be considered during the redevelopment planning? [Y/N/Unknown]. Describe.

**Environmental Restrictions [Section 4.7.7]**

* Are there environmental restrictions implemented or identified for the property?

 [Y/N/Unknown]. Describe.

* Describe any other relevant factors (e.g., long-term stewardship requirements, condition of the restriction) relevant to environmental restrictions that should be considered during the redevelopment planning.

**Other Information**

* Has a cleanup action plan been developed for the property? [Y/N/Unknown]. Describe.

If yes, is the proposed cleanup action consistent with the potential future use? [Y/N/Unknown]. Describe.

* Describe any other relevant factors relevant to the property that should be considered during the evaluation and reuse planning process.

**Worksheet Completed By:**

Name: Title:

Representing: Date: