



KEY ZONING ASSESSMENTS, LLC

Information KZA needs for *The Key Zoning Assessment*

KZA - Corporate Office

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- ✓ *Obtaining this information directly from the property owner/ borrower ensures the most accurate numbers and details about the property*
- ✓ *When information is not available KZA will work around it by qualifying conformance analysis, but in some cases may not be able to confirm conformance to certain zoning requirements*

Helpful when ordering

- ✓ Street address(es) (*essential*)
- ✓ Tax parcel identification number(s)
- ✓ Legal description
- ✓ Date of construction
- ✓ Previous survey
- ✓ Prior zoning letters/municipal documents
- ✓ KZA will inform you if a municipality requires specific information to process the request

Information needed to complete analysis (by use)

*This is a general list and is not intended to be all-inclusive; each municipality requires different information to complete use, density, and parking analysis

- ✓ Shopping center/office
 - Rent roll with tenant square footage and gross floor area (needed as soon as possible in the ordering process to order Certificates of Occupancy)
- ✓ Apartment complex
 - Unit mix (a breakdown of number of 1 bedroom, 2 bedroom, 3 bedroom, etc. units in apartment complex)
 - May need depending on municipality: unit sizes, gross floor area, number of units per building, and information on ancillary uses
- ✓ Self-storage
 - Total number of units
 - Is there a caretaker's quarters on-site?
 - Are there ancillary uses such as retail, auto/boat outdoor storage spaces, or truck rental?
 - May need depending on municipality: number of employees, storage sizes, gross floor area, and office square footage
- ✓ Industrial/warehouse
 - Rent roll with tenant square footage and gross floor area
 - May need depending on municipality: breakdown of office/ warehouse square footage, number of employees on peak shift, and number of vehicles stored on-site
- ✓ Hotels
 - Total number of hotel rooms
 - Are there any ancillary uses such as restaurants/bars, spas, conference rooms, etc.?
 - May need depending on municipality: number of employees on peak shift, square footage of ancillary uses or office, and number of seats in restaurants and meeting rooms
- ✓ Assisted living/ retirement facilities
 - Type of care (assisted living, independent living, skilled nursing, Alzheimer, etc.)
 - Total number of units for each use type
 - May need depending on municipality: number of beds, doctors and employees
- ✓ Medical offices/centers
 - Rent rolls with tenant square footage and gross floor area
 - May need depending on municipality: number of doctors, employees, and exam rooms
- ✓ Mobile home communities
 - Total number of mobile pads/sites
 - May need depending on municipality: square footage of permanent structures (office, clubhouse, etc.)