

The Moote Group

COMPREHENSIVE CHECKLIST

Project Name: _____

Acres: _____

Seller: _____

of Lots: _____

APN#: _____

Location: _____

Page # & Source: _____

| A) Initial Physical Overview | √ = Area of Concern | Comments |
|---|---------------------|----------|
| 1 Walk Property | | |
| 2 Topo Map | | |
| 3 Aerial Photo | | |
| 4 Powerlines | | |
| 5 Evidence of Unlawful Entry | | |
| a. Prescriptive Easment | | |
| 6 Existing Structures | | |
| a. Drainage, channels, basins, etc. | | |
| b. Wells, Septic Tanks | | |
| c. Homes, Out Buildings | | |
| d. Industrial/Commercial Buildings | | |
| 7 Access (Market Window, Aesthetics) | | |
| 8 Area Map | | |
| 9 Adjacent Uses | | |
| a. Quarry | | |
| b. Railroad | | |
| c. Other | | |
| d. Dry Cleaners | | |
| e. High Pressure Oil/Gas Lines | | |
| 10 Current Land Use | | |
| a. Existing Lease/Leases (See Title) | | |
| b. Vendor Service Agreements | | |
| c. All Association Documents, if applicable | | |
| d. Legal Review of Material Agreements | | |
| e. Estoppel Certificates, where applicable | | |
| 11 Former Land Use | | |
| 12 Noise Level | | |
| B) Entitlements | √ = Area of Concern | Comments |
| 1 Proposed Use | | |
| 2 Jurisdiction | | |
| a. City | | |
| b. Coastal Commission | | |
| c. Air Quality Control Commission | | |
| d. Airport Land Use Commission | | |
| e. Other | | |
| 3 Annexations | | |
| a. City | | |
| b. Sewer & Water District | | |
| c. CSA, LMD, LLMD | | |
| 4 "Will Serve" Provider Letters | | |
| 5 Existing Maps, Plans, & Studies Filed | | |
| a. Lot Yield Study | | |
| b. Engineering Approvals | | |
| c. Engineering Studies & Layouts | | |
| (I) ALTA | | |
| (II) Aerial Topo | | |
| (III) Boundary Survey | | |
| (IV) Record of Survey | | |
| d. Appraisals | | |
| e. Biological Study (Assessment) | | |
| (I) Focused Survey - Flora | | |
| (II) Focused Survey - Fauna | | |
| f. Archeological Study | | |
| g. Paleontological Study | | |
| h. Cultural Resource Study | | |
| 6 Existing Zoning | | |
| a. Relationship to General Plan | | |
| b. Zoning Report (for properties not requiring rezoning) | | |
| c. Zoning Compliance Letter | | |
| 7 General Plan | | |

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Project Name: _____

| B) Entitlements (continued) | √ = Area of Concern | Comments |
|---|---------------------|----------|
| 8 Specific Plan | | |
| 9 Negative Declaration | | |
| 10 Environmental Impact Report | | |
| 11 Adjacent Property Zoning | | |
| 12 Adjacent Property Owner Agreement | | |
| a. Drainage Acceptance | | |
| b. Grading | | |
| c. Stockpiling | | |
| d. Temporary Access | | |
| 13 Growth Issues | | |
| 14 Special Studies Zones | | |
| 15 Assessment District/Mello Roos/CFD | | |
| 16 Williamson Act | | |
| a. Scope & Duration of the Agreement | | |
| b. Notice of Non Renewal | | |
| c. Application for Disestablishment | | |
| 17 School District | | |
| a. School Fee Verification Letter | | |
| 18 Traffic Studies | | |
| 19 Tentative Tract Map/Conditions of Appr. | | |
| 20 Vesting Tentative Tract Map | | |
| 21 Final Map | | |
| 22 City's Comprehensive Plans | | |
| 23 Lot Fit Analysis | | |
| 24 Development Agreement | | |
| 25 Subdivision Ordinance | | |
| 26 Building Ordinance | | |
| 27 Architectural Review Board | | |
| 28 Moratorium, Growth Control Ordinance | | |
| 29 Growth Management Plan | | |
| 30 Redevelopment Area | | |
| 31 Workforce Housing Requirements | | |
| 32 Dev. Agreement Assignable | | |
| 33 Reimbursement Agreements | | |
| 34 Third Party Agreements/Leases | | |
| 35 Existing/Pending Moratoriums | | |
| 36 Covenants, Restrictions & Conditions | | |
| a. Existing | | |
| b. Proposed | | |
| (I) Developer Attorney Review | | |
| (II) Governing Agency Attorney Rev. | | |
| 37 Jurisdiction Support for Project (Political) | | |
| 38 Citizen Groups/Neighborhood Issues | | |
| 39 Home Owner Associations | | |
| 40 Regional Groups (Sierra Club, etc.) | | |
| 41 Special Sound Attenuation | | |
| 42 Solar/Energy Requirements | | |
| 43 Nuclear Plant Zone | | |
| 44 Hazardous Waste/Material | | |
| 45 Project Labor Agreement | | |
| 46 Public Bids Required | | |
| 47 Prevailing Wage | | |

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COMPREHENSIVE CHECKLIST

Project Name:

| C) Engineering & Grading | √ = Area of Concern | Comments |
|--|---------------------|----------|
| 1 Soils & Geology (Soil Engineer) | | |
| 2 Civil Engineer (Office, Staking) | | |
| 2 Cut & Fill Map | | |
| a. % of Shrinkage & Subsidence | | |
| 3 Water Table | | |
| 4 Boundary survey | | |
| 5 Acoustical Study (Acoustical Engineer) | | |
| 6 Setbacks | | |
| 7 Grading Plans | | |
| a. Erosion Control Plan | | |
| (i) Special Slope Protection | | |
| i. Mira Mat | | |
| ii. Bonded Fiber Matrix | | |
| iii. Turf Reinforcement Mats | | |
| iv. Geo-Web | | |
| v. Other | | |
| 8 40 Scale Street, Sewer, Water, Storm Dr. | | |
| 9 Utilities Plan (Composite) | | |
| 10 Quantity Estimates | | |
| 11 Prelim. Construction Schedule | | |
| 12 Rock (Blasting) | | |
| a. Potential Bulking Percentage | | |
| 13 Import/Export | | |
| 14 Water (During Grading Operation) | | |
| 15 Alluvial Removals, Deep Fills | | |
| a. Wet Alluvium | | |
| 16 Buttrressing | | |
| 17 Over-Ex (Pads & Streets) | | |
| a. Accomodate Slope Planting (Rock) | | |
| 18 Lot Finish & Recertification | | |
| 19 Soil type | | |
| a. Expansive | | |
| b. Sandy | | |
| 20 Special Grading | | |
| a. Corrective, Special Mixing of Soils | | |
| b. Long Hauls | | |
| c. Selective Grading/Spec. Pad Cap | | |
| d. Other | | |
| 21 Retaining Walls | | |
| 22 Landslides | | |
| 23 Seismic Issues | | |
| a. Faults | | |
| b. Alquist Prielo | | |
| 24 Liquefaction | | |
| 25 Hydro collapsible soils | | |
| 26 Undocumented Fill | | |
| 27 Settlement Monitoring Required | | |
| a. Verify quantities | | |
| b. Verify unit prices | | |
| c. Verify fees | | |
| 28 Special Compaction (95%) | | |
| 29 Over Sized Materials | | |
| a. Bury in Deep Fills - Volume Available | | |
| b. Crush & Haul Offsite | | |
| 30 Landscape Plans (Landscape Architect) | | |
| 31 Soil Testing Lab (Soil Nutrient Tests) | | |
| 32 Traffic Engineer | | |

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COMPREHENSIVE CHECKLIST

Project Name:

| D) | Public Agencies and Utilities | √ = Area of Concern | Comments |
|----|---|---------------------|----------|
| 1 | Gas | | |
| | a. Capacity | | |
| | b. Location - Stubbed to Site | | |
| | c. Meter Relocation/Abandonment | | |
| | d. Moratoriums | | |
| 2 | Water & Sanitation Service | | |
| | a. Capacity | | |
| | (I) Pressure Zone | | |
| | (II) Pump Station | | |
| | b. Location - Stubbed to Site | | |
| | c. Water Rights/Stock | | |
| | d. Moratoriums | | |
| | e. Water Quality | | |
| | f. Construction Water | | |
| | g. Reclaimed/Grey Water Requirements | | |
| | h. Meter Relocation/Abandonment | | |
| 3 | Electric Service | | |
| | a. Provider: City, Edison, SDG&E | | |
| | b. Capacity | | |
| | c. Location - Stubbed to Site | | |
| | d. Meter Relocation/Abandonment | | |
| | e. Moratoriums | | |
| | f. Pole Relocation/Undergrounding | | |
| 4 | Sewer Service | | |
| | a. Capacity | | |
| | (I) Pump Station | | |
| | b. Location - Stubbed to Site | | |
| | c. Moratoriums | | |
| | d. Septic Tanks | | |
| | (I) Percolation | | |
| 5 | Storm Drains | | |
| | a. Capacity | | |
| | b. Improved to Site | | |
| | c. Moratoriums | | |
| | d. Off Property Improvements | | |
| | e. Retention/Detention Basins | | |
| 6 | Telephone | | |
| 7 | CATV | | |
| | a. Special Franchise Requirements | | |
| 8 | Streets and Roads | | |
| | a. Street Structure | | |
| | (I) Private | | |
| | (II) Public Local/State Hwy (Cal Trans) | | |
| | b. Street Furniture (Benches, Kiosks) | | |
| | (I) Relocations | | |
| | c. Street Lighting (Public/Private) | | |
| | (I) Relocations | | |
| 9 | Trash & Garbage Service | | |
| 10 | Mail Delivery | | |
| 11 | Flood Plain | | |
| | a. Elevation | | |
| | b. Development Constraints | | |
| | c. Review FEMA Flood Hazard Maps | | |
| 12 | Police Capacity | | |
| | a. Police Reports | | |
| 13 | Fire Capacity | | |
| | a. Sprinklers Required | | |
| | b. Fire Hazard Area | | |
| | c. Fuel Modification Requirements | | |
| 14 | School Capacity | | |
| | a. School District | | |
| | (I) Unified | | |
| | (II) Elementary & High School | | |
| | b. District Quality/Reputation | | |

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COMPREHENSIVE CHECKLIST

Project Name:

| D) Public Agencies and Utilities (continued) | √ = Area of Concern | Comments |
|---|---------------------|----------|
| 15 Fees/Assessments (Amount/Due Date) | | |
| a. Planning | | |
| b. Plan check | | |
| c. Water Connection & Treatment | | |
| d. Sewer Connection & Treatment | | |
| e. Storm Drain | | |
| f. Transportation Mitigation | | |
| g. Traffic Impact | | |
| h. Parks (Quimby) | | |
| (I) Regional Park | | |
| i. Special Facilities | | |
| j. School (Level I, II or III) | | |
| k. Child Care | | |
| l. Low Income Housing | | |
| m. Fire | | |
| n. Police | | |
| o. Library | | |
| p. Regional Trail | | |
| q. K-Rat | | |
| r. Occupancy | | |
| s. Front Footage | | |
| t. Inspection Fees - City | | |
| u. Inspection Fees - County | | |
| v. Inspect. Fees - Sewer & Water District | | |
| w. Lafco/Annexation | | |
| x. Fee Increases | | |
| y. Reimbursements | | |
| 16 Utility Consultant | | |
| a. Electrical | | |
| (I) Elect - U. G. vs. O. H. | | |
| (II) Gas | | |
| (III) Telephone | | |
| (IV) Cable | | |
| E) Land Plan | √ = Area of Concern | Comments |
| 1 Streets Public or Private | | |
| 2 HOA, MASTER HOA/SUB HOA | | |
| 3 Community Service Area (CSA) | | |
| 4 LMD/LLMD | | |
| 5 Gated Community | | |
| F) Marketing | √ = Area of Concern | Comments |
| 1 Marketing Studies | | |
| 2 Comparable | | |
| 3 Land Values | | |
| 4 Home Prices | | |
| 5 Competitors | | |
| a. Product | | |
| b. Detach/Attached | | |
| c. Entry, 1st, 2nd, Moveup | | |
| 6 Demographics | | |
| 7 Future Lot Inventory | | |
| 8 Quality/Reputation of School District | | |
| 9 Special VA/FHA Requirements | | |
| 10 Master Marketing Program | | |

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COMPREHENSIVE CHECKLIST

Project Name:

| G) Building Department | | √ = Area of Concern | Comments |
|----------------------------------|---|---------------------|----------|
| 1 | Special Code Requirements | | |
| | a. Sprinklers | | |
| | b. Solar | | |
| | c. Architectural Restrictions | | |
| | d. FHA/VA Requirements | | |
| | e. Other | | |
| 2 | Fees | | |
| H) Environmental | | √ = Area of Concern | Comments |
| 1 | Environmental Impact Report (EIR) | | |
| 2 | Negative Declaration | | |
| 3 | Multi-Species Habitat Cons. Plan (MSHCP) | | |
| 4 | Wetlands Delineation (Creeks, Ponds, Streams, Lakes) | | |
| 5 | Endangered Species Habitat | | |
| 6 | Focused Surveys - Occupied Habitat | | |
| 7 | Calif. Dep't of Fish & Game | | |
| 8 | U.S. Department of Fish & Wildlife | | |
| 9 | Army Corps of Engineers | | |
| 10 | Focused Animal and Plant Surveys | | |
| 11 | Calif. Coastal Commission Issues | | |
| 12 | Regional Water Quality Control Bd. | | |
| 13 | Evidence of Scale Broom Weed | | |
| 14 | Oak Tree Preservation | | |
| 15 | Mitigation Monitoring | | |
| 16 | Open Space Requirements | | |
| 17 | Park Dedication | | |
| 18 | Conservancy Dedication | | |
| 19 | Agriculture Preserve | | |
| 20 | Other Land Dedications | | |
| I) Historical / Landmarks | | √ = Area of Concern | Comments |
| 1 | Historical Sites | | |
| 2 | Archaeological / Paleontologic Issues | | |
| 3 | Cultural Resources/Tribal Appeals | | |
| 4 | Existing Landmarks | | |
| J) Toxics/Hazardous Waste | | √ = Area of Concern | Comments |
| 1 | Phase I Report | | |
| 2 | Building Material Survey | | |
| | a. Lead Point | | |
| | b. Asbestos | | |
| | c. Other | | |
| 3 | Odors, Smoke, Fumes, Dead Veg. | | |
| 4 | Evidence of Methane Gas | | |
| 5 | Tanks - Above & Below Ground | | |
| 6 | Drums, Paint Cans, Trash & Debris | | |
| 7 | Oil Wells, Natural Gas Wells, | | |
| | a. Capped Per State Guidelines | | |
| 8 | High Pressure Oil & Gas Lines | | |
| 9 | Electrical Transformers (PCB's) | | |
| 10 | Contaminated Groundwater | | |
| | a. Volatile Organic Compounds (VOCS) | | |
| | b. Lead | | |
| | c. Other: | | |
| 11 | Groundwater Remediation Program | | |
| 12 | Radioactive Materials | | |
| 13 | Explosives Residue | | |
| 14 | Disel Fuel, Gasoline & Hydrolic Oil | | |
| 15 | Special Agency Review | | |
| | a. County Health | | |
| | b. Water Quality Control Board | | |
| | c. Dep't of Toxic Sustances Control | | |

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COMPREHENSIVE CHECKLIST

Project Name:

| J) <i>Toxics/Hazardous Waste (continued)</i> | √ = Area of Concern | Comments |
|--|---------------------|----------|
| 16 Health Risk Assessment (Long Term) | | |
| 17 Environmental Insurance | | |
| 18 Special Construction Requirements | | |
| a. Protective Liner | | |
| b. Sub Slab Vent System | | |
| 19 Existing Environmental Reports | | |
| 20 Pesticide Screening, if applicable | | |
| 21 Phase II Reports, if applicable | | |
| K) <i>Title</i> | √ = Area of Concern | Comments |
| 1 Title Co. | | |
| 2 Preliminary Title Report | | |
| 3 Plotted Easements/Encumbrance Map(s) | | |
| 4 Legible Exception B Documents | | |
| 5 Future Easement Obligations | | |
| 6 ALTA | | |
| 7 Right of Way Issues | | |
| 8 Condemnation Proceedings | | |
| 9 Easements | | |
| a. Prescriptive | | |
| b. Avigation | | |
| c. Conservation | | |
| 10 Encroachment(s) | | |
| 11 Mineral, Oil & Gas Rights | | |
| 12 Out Parcels "Spite Stips" | | |
| 13 Existing Leases | | |
| 14 Chain of Title | | |
| 15 Liens/ Restrictions | | |
| a. Existing 1st Trust Deed | | |
| b. Existing 2nd Trust Deed | | |
| c. Other TD Liens | | |
| d. Judgment Liens | | |
| e. Property Taxes (Review Tax Bills) Real Property Tax Protests | | |
| f. Assessment District - Existing | | |
| g. Assessment Districts - Proposed | | |
| h. CFD's Existing/Proposed | | |
| i. Restrictions | | |
| I. CC&R's | | |
| II. Architectural | | |
| III. Lot Site | | |
| IV. Other | | |
| 16 Existing Title Policy and Endorsements, if avail. | | |
| 17 Endorsements | | |
| 18 Legal Review of Title/Survey | | |
| 19 Title Proforma | | |
| 20 Real Estate or Mortgage Transfer Taxes | | |
| L) <i>DRE</i> | √ = Area of Concern | Comments |
| 1 Reports | | |
| a. Pink Report | | |
| b. Conditional Report | | |
| c. Final Report | | |
| d. HOA Budget | | |
| 2 Phasing | | |
| 3 Restrictions | | |
| 4 Public Report Status | | |
| M) <i>Proximity - Amenities</i> | √ = Area of Concern | Comments |
| 1 Shopping Center | | |
| 2 Park | | |
| 3 Recreation Center | | |
| 4 Hospital | | |
| 5 Transportation | | |
| 6 Schools | | |
| 7 Employment Center | | |
| 8 Other amenities | | |

The Moote Group

COMPREHENSIVE CHECKLIST

Project Name:

| L) | Insurance | √ = Area of Concern | Comments |
|----|--|---------------------|----------|
| 1 | 5 years' Historical Claims History | | |
| 2 | Summary of Proposed New Insurance Coverage/Premium Allocation | | |
| 3 | Insurance Certificate naming entity as additional insured, named insured or loss payee, as applicable prior to closing | | |