

Appendix C

SAMPLE FIELD NOTES CHECKLIST

INSTRUCTIONS

This checklist is to be completed by the Appraiser during the field visit and attached to the Environmental Assessment (Form HUD-4128). It will constitute full documentation for many factors on the EA, and partial documentation for others. Some factors on Form 4128 require other kinds of documentation (e.g. contact with the SHPO, adequacy of services); so those factors are not included on this checklist.

Provide answers to all questions that can be observed during the field visit. Use spaces provided for any supplemental information and/or for recording any recommended mitigation measures. Use back or additional sheets if necessary but key answers to the relevant questions.

Several different types of maps will be useful on the field visit, such as project plan or plot map, location map showing major features and facilities in the vicinity, USGS topographic map, zoning map, and land use map. Many of the conditions observed can and should be recorded directly on the project plan. Distances to major features and facilities (e.g., schools and fire stations) and a description of the surrounding area are examples. The plan can then be referenced as "source/documentation" on the assessment form.

Project Number _____ Project Name _____

Location _____
(street) (city) (county)

Field inspection on _____ by _____
(date) (signature)

Brief Description of project _____

General Project Information

Project is in a location described as: ☐ Central city ☐ Suburban
☐ Infill
urban development ☐ In developing rural area ☐ In undeveloped area

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Project is served by: ☐ Paved access ☐ Public water system
☐ Public
sanitary sewer system ☐ Other utilities, such as gas, electric,
telephone

Is the project an addition to existing development? ☐ Yes ☐ No
Are there existing buildings on the site? ☐ Yes ☐ No

Is the site covered with trees and non-agricultural
vegetation? () Yes () No
Is the site presently being farmed? () Yes () No

Section E. Compliance Factors

CF 1. Noise

Is the project within 1000 feet of a major
road/highway/freeway? () Yes () No
Is the project within 3000 feet of a railroad? () Yes () No
Is the project within 15 miles of a military airfield? () Yes () No
Is the project within 5 miles of a civil airport? () Yes () No

If "yes" to any of above, do NAG assessment or, for airports, use adopted
DNL contours

Comments: _____

CF 3/4. Floodplains/Wetlands

Are there drainageways, streams, rivers, or coastlines
on or near the site? () Yes () No

Are there ponds, marshes, bogs, swamps or other wetlands
on or near the site? () Yes () No

Are there soils or vegetation characteristic of wetlands
on or near the site? () Yes () No

(Observations are useful only when the site is not identified on a
floodplain map as being in a floodplain; if it is, compliance will also
require the WRC 8-step process)

Comments: _____

CF 5. Hazards

Are industrial facilities handling explosive or fire-prone materials such
as liquid propane, gasoline or other storage tanks visible from the project
site?

() Yes () No

If "Yes," check for compliance with 24 CFR Part 51C, using the HUD Hazards
Guidebook.

Is the project within 3000 feet from the end of a runway at a civil airport? () Yes () No

Is the project within 2 1/2 miles from the end of a runway at a military airfield? () Yes () No

If "Yes" to either of the above, check for compliance with 24 CFR Part 51D.

Is the project near dump or landfill site? () Yes () No

Is the project near an industry disposing of chemicals or hazardous wastes? () Yes () No

If "Yes" to either of the above, contact the EPA per instructions contained in Notice 79-33.

Comments: _____

Section F. Underwriting/Environmental Factors.

U/EF 1. Compatibility with surrounding development

Is the project compatible with surrounding area in terms of:

	Yes	No		Yes	No
Land use	()	()	Texture, materials	()	()
Height, bulk, mass	()	()	Building type (lo/hi rises)	()	()
Building density	()	()	Building arrangement	()	()
Population density	()	()	Light/shadow and ventilation	()	()
Setback	()	()	Landscaping	()	()

Comments: _____

U/EF 3. Demographic/neighborhood character

Will the project be unduly influenced by:

	Yes	No		Yes	No
Building obsolescence	()	()	Transition of land uses	()	()
Vacant buildings	()	()	Transition in density	()	()
Building deterioration	()	()	Non-conforming conversions	()	()
Postponed maintenance	()	()	Incompatible land uses	()	()
Obsolete public facilities	()	()	Inadequate off-street	()	()
Buildings crowding land	()	()	parking		

Comments: _____

U/EF 2. Site accessibility - U/EF 5. Parks and recreation
U/EF 10. Commercial/Retail - U/EF 11. Transportation

Are the approaches to the project convenient, safe and attractive? ☐ Yes ☐ No

Is the project accessible to employment, shopping and services? ☐ Yes ☐ No

Are parks and play spaces available on site or nearby? ☐ Yes ☐ No

Are commercial/retail shopping center nearby? ☐ Yes ☐ No

Is public transportation service available? ☐ Yes ☐ No

Comments: _____

Section G. Environmental Factors.

EF 1.1 Physical site suitability

Slopes: ☐ Not Applicable ☐ Steep ☐ Moderate ☐ Slight

Is there evidence of slope erosion? ☐ Yes ☐ No
(Such as; Extensive gullies/small ravines?
Bowed-retaining walls? Washing away of top-soil
and grasses? Tree movement? Fire scars?)

Is there evidence of unstable slope conditions? ☐ Yes ☐ No
(Such as; Trees perpendicular to slope?
Vertical cracks at top of slope?
Tilted utility poles? Hummocky-undulations
on mid to lower slopes?)

Is there evidence of ground subsidence on the site? ☐ Yes ☐ No

Is there evidence of other unusual conditions on site? ☐ Yes ☐ No

Comments: _____

EF 1.2. Soil Stability and Erodibility

Soils: ☐ Loose, fine grained silts ☐ Gravel/Sands
☐ Clay (Hard/Dry)
☐ Non-expansive ☐ Moderately expansive ☐ Highly expansive

() Mix-of-each (check appropriate box if finding can be made by the reviewer)

Are there visual indications of filled ground? () Yes () No
(Materials loosely piled on ground? Loose vegetation?
Earth has graded appearance or topography appears
unnatural in grade as related to vicinity?)

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Are there active rills and gullies on site? () Yes () No

Is there off-site drainage to site? () Yes () No

Comments: _____

(Is a soils report needed? () Yes () No;
geological study needed? () Yes () No)

EF 1.3 Natural hazards

Will the project be affected by:

	Yes	No		Yes	No
Faults, fractures	()	()	Fire hazard materials	()	()
Cliffs, bluffs, crevices	()	()	Wind/sand storm concerns	()	()
Slope-failures from rains	()	()	Poisonous plants,		
Unprotected water bodies	()	()	insects, animals	()	()
Hazardous terrain features	()	()			

Comments: _____

EF 1.3 Man-made hazards and nuisances

Hazards

Will the project be affected by:

	Yes	No		Yes	No
Hazardous street conditions	()	()	Railroad-crossing hazards	()	()
Dangerous intersections	()	()	Inadequate screened drainage catchment structures	()	()
Through traffic problems	()	()	Hazards in vacant lots	()	()
Inadequate separation of pedestrian/vehicle traffic	()	()	Chemical tank-car terminals	()	()

Children's play areas located next to freeways or other high volume traffic ways	() ()	Trucking terminals	() ()
Inadequate street lighting	() ()	Other hazardous chemical storage	() ()
		High-pressure gas transmission lines on site	() ()
Unscreened quarries or other excavations	() ()	Overhead transmission lines	() ()
Sanitary landfills or mining operations	() ()	Hazardous cargo transportation routes	() ()
Industrial operations	() ()	Oil or gas wells	() ()

Comments: _____

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Nuisances

Will the project be affected by:

	Yes	No		Yes	No
Gas, smoke, fumes	()	()	Unsightly land uses	()	()
Odors	()	()	Front-lawn parking	()	()
Vibration	()	()	Abandoned vehicles	()	()
Glare from parking areas	()	()	Rodent or vermin problems	()	()
Billboard encroachment	()	()	Industrial nuisances	()	()
Vacant/boarded-up buildings	()	()	Other	()	()

Comments: _____

EF 1.5 Air quality

Are there air pollution generators nearby which would adversely affect the site?

	Yes	No		Yes	No
Heavy industry	()	()	Large parking facilities	()	()
Incinerators	()	()	(1000 or more cars)		
Power generating plants	()	()	Heavy travelled highway	()	()
Oil refineries	()	()	(6 or more lanes)		

Comments: _____

EF 3.1. Unique natural features and areas

Is the project near natural features such as bluffs
or cliffs?

() Yes () No

Is the project near public or private scenic areas?

() Yes () No

Are other natural resources visible on site or in
vicinity?

() Yes () No

Comments: _____

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