

CHAPTER 11, LAND PLANNING DATA

11-1. NATURE AND PURPOSE OF LAND PLANNING DATA

- a. Data. Land Planning Analysis requires the compilation and use of a wide variety of data. Much of these data can be used several times in subdivision analysis in any given locality. The assembly, maintenance and use of the data are essential in the interest of uniformity, accuracy and consistency of Land Planning determinations.
- b. Evaluation and Interpretation. In the evaluation and interpretation of data, the source, nature and probable accuracy of the material are considered. Significance or appropriateness of the data is considered upon application to a specific problem. Land Planning conclusions of all kinds depend upon appropriate use of significant data.

11-2. RESPONSIBILITY FOR LAND PLANNING DATA

- a. Subdivision Data Maintained by Valuation. Much of the data essential in analyzing subdivisions is used both by Land Planning and Valuation personnel, The Valuation Section maintains data consisting of maps, population and housing statistics, land use regulations, taxation and assessment policies, neighborhood information files, cost data and other data useful both in Valuation and in Land Planning analyses of subdivisions. These data should be accessible to both the Valuation Section and Land Planning personnel. Parts of these data may also be of value to the Architectural Section and should be available to them.
- b. Accessibility of Certain Data. Similarly, certain data, particularly subdivision files, maintained by the Land Planning Personnel, are extensively used by the Valuation Section. These data should be accessible to both Valuers and Planners.

Data Maintained in Individual Land Planner's Office. Other than the data originating in and maintained by the Valuation Section, as mentioned above, all data essential to Land Planning functions are prepared, compiled filed, indexed and maintained in the individual land planner's office. If more

than one planner is present the senior planner shall be responsible for Land Planning Data. It is also the responsibility of the senior Land Planner to maintain duplicate essential Land Planning data in the distant Field Offices

which he serves.

11-3. LOCALITY DATA

- a. Maintaining Locality Data. Useful data applicable to each locality in the jurisdiction of the Field Office are maintained readily accessible for subdivision processing. Data such as area and topography maps, zoning maps and ordinances, maps of public utilities, land use maps, school and fire district maps and regulations, population density maps and studies, city plans, planning regulations, and assessment policies are maintained by the Valuation Section. Where any of the above data are not readily accessible to Land Planning personnel, such data will be maintained by the individual Land Planner. However, data will not be duplicated where maintained and accessible to Land Planning personnel.
- b. Area Maps. In a similar manner, the Valuation Section maintains area maps of localities with subdivisions located thereon. Land Planning personnel will refer to these if available and accessible. Otherwise the individual Land Planner will maintain such maps, if feasible to do so.
- c. Technical Data. Technical data referring to localities and of concern primarily during Land Planning analysis may be maintained by Land Planning personnel, if these data in the existing Valuation files are not adequate for Land Planning needs. Among such data are: subdivision regulations, drainage studies, flood area maps and studies, maps of areas where subsidence, fill, high water table or unstable soil exist. Policies on utilities, drainage and street improvements may be secured by Land Planning personnel from city and county engineers or utility companies and recorded under the title, Locality Data: Policies Relating to Utilities and Street Improvements.

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- d. Locality File. Since land development is often on the outskirts of cities and since public authority is generally delimited, it is preferable for the Land Planning personnel to maintain their locality data on a county or equivalent area basis with a file for each county where there is HUD-FHA Land Planning activity. For very large cities extending over more than one county the locality file may refer to the metropolitan area, with separate folders for planning, drainage, and other applicable subjects.
- 11-4. LAND IMPROVEMENT COST DATA. Data on land improvement costs consist of cost of grading and drainage structures, cost of street improvements and utilities, and cost of other off-site

land improvements and landscape work. The Cost Analyst secures these data from city and county engineers, local contractors, and nurserymen. A copy of this land improvement cost data is maintained by Land Planning personnel for ready reference. When requested and if available, Land Planning personnel may assist the Cost Analyst in securing the above data.

11-5. LAND PLANNING LIBRARY OF BASIC REFERENCES

- a. Publications. A Land Planning Library covering publications which have a useful bearing on the land planning activities in HUD-FHA has been supplied to and maintained by the Land Planning personnel in each Field Office in which Land Planning personnel are stationed.
- b. Use. This technical material is used by Land Planning personnel in Land Planning Analysis of subdivision and development proposals presented to HUD-FHA. In addition the material is used for the purpose of training new Land Planning personnel and other personnel of Field Offices needing instruction on phases of the Land Planning activity.
- c. Responsibility. The senior Land Planner or the Civil Engineer, if the latter is the only locally stationed member of the Land Planning staff, is responsible for having the complete set, consisting of one copy of each reference, properly organized in his office. He also makes it available for use by others of the Land Planning staff, if present, as well as by other Field Office personnel.

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- d. Procurement. Procurement of HUD-FHA prepared references needed in the Land Planning Library is accomplished by requisitions through normal channels. Additional assistance and information when needed, may be obtained by addressing the Director, Office of Technical and Credit Standards in the Central Office.
- 11-6. MISCELLANEOUS LAND PLANNING DATA. Files shall be maintained by the Land Planning staff for data which are otherwise unclassified. Such data include circulars, miscellaneous publications, clippings and other collected data of specific use in carrying out the Land Planning functions.

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