

## CHAPTER 1. GENERAL

- 1-1. FUNCTIONS OF LAND PLANNING PERSONNEL. Land Planning Analysis is performed when requested in accordance with procedures set forth Reference (9) of the Foreword. Its purpose is to reduce mortgage risk by stimulating the adoption and use of proper land planning standards and techniques for individual properties, groups of properties and complete neighborhoods and communities.
- 1-2. FIELD PERSONNEL. The work of Land Planning field personnel may involve all phases of the physical planning and improvement of land to create sites to be used for building purposes, including analysis and requirements for water-supply and sewage disposal. Building improvements and all compliance inspections are the responsibility of others. The relationship of this work to the functions of processing sections is discussed in subsequent paragraphs. The work of Land Planning personnel may also involve analysis to assure appropriate lot grading and lot improvements on group submissions under special subdivision procedures.
- 1-3. LAND PLANNING PERSONNEL FUNCTIONS IN FIELD OFFICES. When their services are provided, the functions of land planning personnel serving Field Offices are as follows:
  - a. Analysis of land planning and land improvements involving site planning, civil engineering, sanitary engineering, traffic engineering, and community planning. This includes consideration of water supply and sewage disposal, land suitability, street and lot layout, recreation areas, shopping centers, and the design and specifications for grading, drainage, storm sewers, streets, driveways, sidewalks, lawns and planting;
  - b. Advice and assistance to sponsors, builders and their technicians with regard to technical phases of land planning and land improvements;
  - c. Advice and assistance if requested by the Valuation Section in discharging its responsibility to make appraisals of properties in HUD-FHA-analyzed subdivisions;

- d. Advice and assistance if requested by the Architectural staff of a Field Office in discharging its responsibility to achieve suitable variety in house types, appropriateness of house design and construction, adaptation of house to site conditions and in the inspection of construction to assure compliance with requirements;
- e. Development of local HUD-FHA standards for land planning

and improvements for the consideration of the Assistant Director for Single Family Mortgage Insurance/Chief Underwriters (ADSF/CUs), and Central Office.

- f. Maintenance of a working relationship with local governmental agencies, departments, boards and commissions responsible for administering land planning and engineering controls over site, neighborhood and community design and improvements.
  - g. Advice and assistance to local planning authorities in considering local subdivision regulations and other planning and engineering standards of mutual interest.
- 1-4. TYPES OF PROFESSIONAL LAND PLANNING PERSONNEL. Knowledge, techniques and skills from separate professions are used to accomplish Land Planning Analysis. These professions are site planning, a specialized field of landscape architecture; civil engineering, including streets, drainage, and soils engineering; sanitary engineering including water supply and sanitary sewerage systems; and community planning, a specialized field of town and city planning.
- a. Service as requested. Through very close teamwork of qualified technicians serving Field Offices, the benefit of each of these professional fields is applied as requested to each property or project analyzed.
  - b. Personnel shortage. Staff size, leave, and service to distant offices may result periodically in a shortage of available consultants. For efficiency of operations and to handle analysis workloads when sufficient Land Planning personnel are not available, the Assistant Regional Administrator for HPMC (ARA/HPMC) may establish an assignment schedule covering service to the Field Offices in his jurisdiction.

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- c. Office Sharing of Distantly Stationed Land Planning Personnel. Whenever a Field Office does not have Land Planning personnel stationed therein, it receives planning service as required from Land Planning personnel stationed elsewhere and shared with one or more other offices.
- 1-5. PERIODIC TRIPS. Land Planning personnel provide service in the office or in the area of jurisdiction in accordance with a definite service assignment established by the ARA for HPMC. Scheduled visits may be supplemented when needed by special additional visits by other professionals having a land planning function. During duty in the Field Office and its area, Land Planning personnel function under the rules of the office being served, the same as though regularly stationed in that office.

Land Planning work and related reports and memos are completed before leaving the office, whenever practicable. Jobs which require considerable time and can be done satisfactorily at the consultant Land Planner's official station may be taken or sent there.

- 1-6. DUPLICATE SUBDIVISION FILE. For each subdivision analyzed by Land Planning personnel, a duplicate subdivision file is established. The duplicate file is kept in the home office of the Land Planning personnel assigned to the Field Office originating the subdivision file. The originating office retains its official file in its own office for reference at all times. The duplicate file facilitates telephone or wire consultation with the originating office and sponsor consultation by the assigned land planner while at his official station in another city.
- 1-7. TRANSMITTAL OF WORK TO ASSIGNED LAND PLANNER. When the Field Office has land planning work to be performed and no land planner is present in the office, or expected at an early date, the work is sent to the assigned land planner at his current location. The transmittal is by memorandum or route-slip addressed to the land planner and signed or initialled by appropriate Field Office personnel requesting service in substantially the same manner as though the land planning personnel were on duty in the originating office. In appropriate instances, the transmittal may be directly to the

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sanitary engineer, civil engineer or other specialized land planning personnel at a third location, with an information copy to the land planner initially assigned to provide professional consultation. If the urgency of the situation and the nature of the work justify a special trip by the assigned land planner, the distant office makes a request to the ARA for HPMC for a special trip at the earliest convenient date.

- 1-8. PRACTICE AND INSTRUCTIONS OF ORIGINATING OFFICE. When the land planning work is done at a location other than in the originating Field Office, the assigned land planner does the work in the same manner as though he were located in the originating office. The work is done in conformity with the practices of that office and under the direction of its ADSF/CU.
- 1-9. WORK FACILITIES. To provide for expeditious handling of the land planning work, the requesting office arranges for secretarial assistance, conference facilities and other work space and facilities as may be appropriate and feasible in each particular office. Insofar as practicable, the arrangements are on a definite and continuing basis, rather than being a haphazard or time-consuming concern during each office visit. To facilitate necessary inter-disciplinary collaboration, Land

Planning work-space should be located in the Field Office near Valuation and Architectural processing personnel.

1-10. REGIONAL AND HEADQUARTERS ASSISTANCE.

- a. Need For Additional Professional Assistance. Instances will occur where a problem is extremely difficult or important, or where specialized Land Planning analyses are not otherwise obtainable, or where the consulting land planner, or the ADSF/CU desires additional technical advice or consultation. Technical advice of the appropriate available Regional Land Planning Advisory personnel is requested through the ARA for HPMC. The Land Planner incorporates and coordinates such advice and consultation in the work of the Field Office being served.
- b. Request For Assistance. The advice and consultation of the Regional Site Planning Advisor or Civil Engineering Advisor are obtained by conference or telephone, if appropriate, or by written request direct to the Regional specialist, with a copy to the ARA for HPMC.

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- 1-11. CENTRAL OFFICE TECHNICAL ASSISTANCE. When difficult problems require additional Land Planning Analyses and appropriate regional Land Planning personnel are not available, or when the assigned Land Planner, or ADSF/CU desire additional technical advice or consultation, a request for assistance is made to the Director, Office of Technical and Credit Standards in Central Office. The request is forwarded to Central Office through the ARA for HPMC.

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