

CHAPTER 4. SPECIALIZED LAND PLANNING ANALYSES

- 4-1. NEED FOR SPECIALIZED ANALYSES. The Land Planning personnel are responsible for technically sound determinations involving site planning, civil engineering, sanitary engineering and community planning. The Land Planner for a specific project at a particular time may be a Site Planner, Civil Engineer, Sanitary Engineer, Landscape Architect, or Community Planner depending on the nature of the job to be analyzed, the personnel on hand at the time and other factors. It is the duty of the consulting specialist to recognize whatever problems exist or arise in these Land Planning fields in any stage of development he may be requested to analyze. It is also his duty to initiate a request for specialized Land Planning Analysis at Regional Office level or at Central Office level in connection with any land planning problem which he is not authorized to handle or for which he believes consultation is necessary or advisable.
- 4-2. NEED OR ADVISABILITY OF SEEKING SPECIALIZED LAND PLANNING ADVICE. The need or advisability of seeking specialized Land Planning advice at a higher level depends upon the nature and degree of difficulty of the problem and the background and experience of the consulting Planning personnel. For example, during either standard or special subdivision procedures, the consulting Land Planner is expected to call on the Civil Engineer for specialized analysis of the drainage engineering of sites with high ground water conditions or questionable drainage outfalls. Similarly, specialized site engineering analysis would be used during the feasibility analysis stage on sites involving relocation of water courses or shore lines, and during pre-construction analysis stage on developments involving storm drainage systems for sizable watershed areas. If the consulting Land Planner is a Civil Engineer, he is required to call on the Site Planner for specialized analysis of site planning work, such as the land subdivision design of a new proposal. If the consulting Land Planner is not authorized as a Community Planner, he is required to call for specialized Community Planning Analyses during the two stages mentioned above in considering proposals consisting of complete new neighborhood units or communities, or involving major shopping centers, school sites or thoroughfare systems.

- 4-3. HEAVY ANALYSIS WORKLOADS. When heavy analysis workloads or other circumstances make it advisable, a Civil Engineer or Community Planner functioning as a consulting Land Planner may handle many site planning matters in addition to his specialized field. This applies particularly in the preconstruction analysis stage during which exhibits are checked for compliance with any previous determinations about site planning matters. The same duties and methods pertain to other

specialized analyses in such cases. For example, a Civil Engineer functioning as a consulting Land Planner performs all analysis functions within his authority and ability and calls for specialized site planning assistance on major phases of subdivision design, protective covenants and other site planning features. This teamwork and interplay of talents in Land Planning analysis result not only in better technical determinations but also in the broadening of the experience of all Land Planning personnel and the consequent enlargement of their abilities and usefulness.

4-4. HUD-FHA SUGGESTED REVISED PLANS.

- a. Sponsor to Develop Plans. In recognition of the role of private funds and private enterprise in the development of housing proposals, HUD-FHA requires the sponsor to initiate and develop all proposed plans and exhibits it requires.
- b. Land Planning Review. In complying with requests to review proposals, the HUD-FHA Land Planner, whether Site Planner, Civil Engineer, Sanitary Engineer or Community Planner, in no way acts to replace the services of a private practitioner. He does not under any circumstances initiate a plan for the specific property. In connection with review of a submitted plan, however, he may prepare suggestions and requirements for plan revision as provided below.
- c. On Request. At the request of the Field Office Director the Land Planner confers with the sponsor and his technicians as necessary or desirable at specified stages of analysis to explain HUD-FHA's suggestions and requirements and to reach agreement on land planning matters. Where sponsor conferences are unnecessary or impractical to arrange, these matters are handled by correspondence prepared by the consulting Land Planner for the signature of the Field Office Director.

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- (4-4) d. Plan Revision. Suggestions and recommendations for plan revision may be made to the extent revision is desirable and feasible. Although the sponsor is encouraged to make desirable revisions, other revisions and requirements necessary to meet planning objectives considered essential for HUD-FHA mortgage insurance are mandatory. Care is taken to suggest or require plan revision only for objective advantages and not for personal preferences.
- e. Word Descriptions. Plan revisions, whether suggested or required, are presented by word description whenever this expression is in keeping with the needs of conserving processing time and avoiding conflicts with private practitioners.

Otherwise either graphic illustration or word description may be used as circumstances dictate. The following two illustrations serve as guides to application of this policy.

- (1) Subdivision proposals often involve complex problems that require expert technical study prior to submission to the Field Office. This is especially true of large tracts. If a plan submitted to HUD-FHA lacks sufficient competent technical study, the Land Planner recommends to the Field Office the advisability of discussion with the sponsor regarding the need for general revision of the plan and the need to have technically competent plans prepared that meet HUD-FHA standards. If the sponsor fails to provide plans exhibiting technical competence, the Land Planner reports the fact to the ADSF/CU.
- (2) Because experienced planning technicians are generally located in or near larger towns and cities, HUD-FHA may modify its foregoing procedure when small, fairly simple proposals in small distant communities are involved, and when the Land Planner finds that the proposal is reasonably free of problems requiring a high degree of technical skills for their solution. For example, a four acre, 12 or 13 lot proposal in a small community may not interest the planning technician who may be available locally. By means of conferences, publications and correspondence, HUD-FHA's

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- (4-4) planning objectives and requirements are explained to the sponsor and his technician to assist them in preparing a plan for initial submittal to HUD-FHA for analysis. Subsequently, the transmittal of HUD-FHA's planning suggestions as outlined below may be necessary to assist them in developing a fully acceptable plan.
- f. Suggestions to be Kept Sketchy. If produced in initial stages of Land Planning analysis, any HUD-FHA suggested revised plan is kept distinctly sketchy in character. Whenever possible, suggestions are made through discussion and rough sketches in conference with the sponsor and his technician. Suggestions also may be marked on the submitted plan with a distinction in drafting between the original proposal and the Land Planner's suggested improvements. In some cases an entirely new sketch is made on tracing paper overlay. For distribution to the sponsor, suggested revised plans are usually reduced to small 8" x 10 1/2" photostats. Larger copies are distributed only where greater legibility or speed is desirable and can be attained without violating

HUD-FHA's policy and purpose set forth here. HUD-FHA's purpose is to present planning ideas rather than finished plans and wherever practicable, HUD-FHA avoids distribution of planning sketches which are full size and precise and thereby possibly competitive with those prepared by private practitioners.

- g. Statement Required. It is required that the staff Land Planner incorporate in each sketch, print or marked plan containing HUD-FHA preliminary planning or engineering suggestions a notation, typically by rubber stamp, that:

"This study is simply a suggestion to assist the sponsor in meeting HUD-FHA planning objectives. The sponsor's revised plan should be prepared by a competent professional consultant and should incorporate the objectives illustrated. It should also be adapted to and indicate any existing conditions affecting the plan but not shown on this study.

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- (4-4) h. Title. All HUD-FHA suggested revised plans, whether they are a sketch superimposed on the sponsor's plan or an entirely new sketch on tracing paper are completed to show a title as follows: HUD-FHA Suggested Revised Plan, name of the subdivision, location, date and graphic scale. There is also shown on the plan the north point and any appropriate notes.
- i. Additional Data. As a general practice, all suggested revised plans should also show the following:
- (1) The topographic data on which the study is based and the source of the data, e.g. "Topography from July 15, 1972 survey by Joe Doakes, Registered Surveyor."
 - (2) Existing uses of adjoining lands.
 - (3) Differentiation between existing improved streets and unimproved or proposed streets.
 - (4) Other existing conditions affecting the planning suggestions and essential to an understanding of them.
 - (5) Number of lots, typical lot size, acres and other pertinent planning data.
- j. Copies and Distribution. One negative and sufficient positive

photostats are made of the suggested revised plan. The negative and the sponsor's plan are routed to the ADSF/CU for placement, as appropriate in the Subdivision File. Two positives normally are attached for Field Office transmittal to the sponsor. When arrangements have been made for local public agencies, such as planning commissions, to receive copies of the suggested revised plan, an appropriate additional number of positives are made and sent through appropriate channels by the Field Office.

- k. Suggested Revisions. Should suggested plan revisions be produced by the HUD Land Planner in late stages of analysis, they typically relate to detail plans and contract drawings and should consist of either an occasional observed minor change or a notation indicating a general need for detailed revision, coupled with a limited number of illustrative examples of the kind of changes needed. Duplication and distribution of such plan revisions are as determined appropriate in each instance at the particular stage of processing.

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- 4-5. LAND PLANNING REVIEW. For general review purposes, Land Planning personnel may visit subdivisions during any stage of construction or at any time after completion. The purpose is to gather information on the over-all results being obtained in processing of subdivisions insofar as land planning matters are concerned, and on the basis of actual operating experience to develop adjustments in practices which should be considered in order to improve results. The land planner summarizes his findings and any recommendations in a single trip memorandum or in separate memoranda or specific subdivisions with copies distributed as appropriate, to the Insuring Office, Area or Regional Office concerned.
- 4-6. SUBDIVISION FILE. The processing Valuation Section or Subdivision Unit initiates a subdivision file for each proposed subdivision or other area involving analysis, immediately upon receipt of Application for Subdivision Feasibility Analysis FHA Form 2250.
- 4-7. LAND SUITABILITY ANALYSIS.
 - a. Site Inspection. The Land Planner may be called upon to inspect the subdivision site. He does so preferably in the company of other underwriting personnel affected. If such other personnel are not represented in the site inspection, the Land Planner on request assembles site data during his site inspection for the use of the other disciplines.
 - b. Site Data. The land planning site data acquired through the inspection includes all data that can be gathered by this means which may have a bearing on Land Planning Analysis

during projected analysis.

- c. Land Planning Conclusions. When requested to complete an analysis, the Land Planner analyzes the sponsor's submissions and site inspection data, and takes into consideration the data of other disciplines to reach Land Planning conclusions which are put in a memorandum to the ADSF/CU. They include identification of land problems needing special attention and, if appropriate, constructive suggestions regarding the preparation of plans, covenants or other requested exhibits.
- d. Neighborhood Improvements. In cases where the development is not under centralized control the consulting Land Planner may be called upon to confer with processing personnel to assist in determining to what extent requirements of neighborhood design and improvements will be made by the Field Office.

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- e. Ineligible Sponsor. The sponsor of a subdivision proposal found to be ineligible due to utility problems, drainage problems, or other land planning factors, is advised by the Field Office that the tract is not eligible under current conditions, or that it has not been possible to reach agreement with him on a feasible program for successful development with HUD-FHA participation at this time. A copy of a letter to the sponsor or an office memorandum regarding verbal transmittal of the advice to the sponsor is placed in the subdivision file as a record of HUD-FHA conclusions as of the stated time.
 - f. Acceptable Program. Where the subdivision program is obviously acceptable and the exhibits on hand are adequate, processing is continued as prescribed in Reference (9) of the Foreword.
- 4-8. PLANNING ADVICE ON PREMATURE SUBDIVISIONS. When the Field Office determines that a subdivision proposal is ineligible due to remote location or other factors, HUD-FHA analysis of the subdivision ends with this finding. If a sponsor indicates that he will proceed in spite of HUD-FHA advice that the subdivision is premature, the ADSF/CU may sometimes furnish advice anyway to the sponsor regarding appropriate planning and covenants. In such cases the Field Office makes available to him pertinent information relating to neighborhood standards. If regular processing workload permits, the Land Planner may also give some general technical advice to the sponsor verbally, but carefully avoids anything which could give the sponsor, prospective lot purchasers or others, an impression that HUD-FHA is favorable to the subdivision or is encouraging it.

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