

## **Typical Questions the Board May Ask for New Construction, Additions and Renovations**

- Describe the Project.
- Will this be a mixed or single use development?
- Do you have Building Committee? Chairman?
- Have you involved your church leadership?
- If so, what expertise is available??
- Have you developed a construction team?
- Have you checked with local zoning boards to determine the acceptance of your new or revised construction plans?
- Have you discussed with local and state highway departments the requirements, permits, and/or fees associated with the project?
- What is the availability of public water and sewer? (City, county, state requirements, approvals & fees)
- Have you determined the steps necessary to obtain City, County, and State approval? (Initial approval or Occupancy Requirements)
  - Most municipalities in the Washington-Baltimore area take 2-6 months to approve a building permit
- Are you requesting a site modification? (Roads, grading, tree removal, utility). If so, you will need an approved site plan. This can take six months to two years or more depending on size Local requirements.
  - Site plan approval typically requires:
    - a sketch plan submittal and approval
    - a Primary plan and for technically approval
    - a Final plan approval

- Note: Site Plan engineering design & development costs, site construction costs plus permit fees and approval can exceed any actual building cost by a factor or two to three times.
- Caution – watch out for state and county roads Dept. requirements and costs. Utility cost could be factor if utility poles or underground installation is required.
- **Are you removing any trees from your site?**
- If so, a reforestation plan may be required by your state. (MD has this requirement).
  - Reforestation requires any trees which are removed to be replaced by the developer and maintained for a period of years. These can be done on your existing site or by purchasing forest development land from others at a large cost.
- Is an environmental study or a traffic impact data study required?
  - Have you pick a company to perform the study?
- Is excavation required? If yes, who or whom are you recommending?
- Who is your surveyor?
- Are you using a Builder and an Architect or a Design Build Contractor?
- Who is your builder? Design Build Contractor?
- Who is your architect?
- Have you allowed for any “change orders” with contractors?
- Have you consulted with your insurance broker to determine any adjustments needed in your coverage?
- Who is your insurance broker?
- Will you have to displace parishioners during construction? If so, will you have to rent space?
- What is your estimated cost for development?

- Cost defined in Phase I, Phase II, and Phase III?
- What are your operating costs during the construction phase?
- Have you developed a Cash Flow projection for your project?
- What Sources of fund are being considered?
- How will you raise capital for your project? How long are you projecting will it take needed to raise funds?
- Is a lender needed? If so, what sources have been considered?
- Will you use any City, County, or State funds or grant?
- What is the estimated completion time for each Phase?
- Have you used the Proposal to construct a new church or education building or a parsonage, or remodeling of such a building as you guide?