

PART 1924 - CONSTRUCTION AND REPAIR

Subpart C - Planning and Performing Site Development Work

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PART 1924 - CONSTRUCTION AND REPAIR

Subpart C - Planning and Performing Site Development Work

§1924.101 Purpose.

This subpart establishes the basic Rural Housing and Community Development Service (RHCDS) policies for planning and performing site development work. It also provides the procedures and guidelines for preparing site development plans consistent with Federal laws, regulations, and Executive Orders.

§1924.102 General policy.

(a) Rural development. This subpart provides for the development of building sites and related facilities in rural areas. It is designed to:

- (1) Recognize community needs and desires in local planning, control, and development.
- (2) Recognize standards for building-site design which encourage and lead to the development of economically stable communities, and the creation of attractive, healthy, and permanent living environments.
- (3) Encourage improvements planned for the site to be the most cost-effective of the practicable alternatives. Encourage utilities and services utilized to be reliable, efficient, and available at reasonable costs.
- (4) Provide for a planning process that will consider impacts on the environment and existing development in order to formulate actions that protect, enhance, and restore environmental quality.
- (5) No site will be approved unless it meets the requirements of this part and all state and local permits and approvals in connection with the proposed development have been obtained.

(b) Subdivisions. RHCDS does not review or approve subdivisions. Each site approved by RHCDS must meet the requirements of §1924.115, on a site by site basis.

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Real Property
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(c) Development related costs.

(1) Applicant. The applicant is responsible for all costs incurred before loan or grant closing associated with planning, technical services, and actual construction. These costs may be included in the loan or grant as authorized by RHCDS regulations.

(2) Developer. The developer is responsible for payment of all costs associated with development.

§1924.103 Scope.

This subpart provides supplemental requirements for Rural Rental Housing (RRH) loans, Rural Cooperative Housing (RCH) loans, Farm Labor Housing (LH) loans and grants, and Rural Housing Site (RHS) loans. It also provides a site development standard, as indicated in exhibit B of RD Instruction 1924-C, which supplements this subpart to provide the minimum for the acceptability of development. All of this subpart applies to Single Family Housing unless otherwise noted. All of this subpart also applies to Multiple Family Housing except §§1924.115 and 1924.120, and any paragraph specifically designated for Single Family Housing only. In addition, RHCDS will consult with appropriate Federal, state, and local agencies, other organizations, and individuals to implement the provisions of this subpart.

§1924.104 Definitions.

As used in this subpart:

Applicant. Any person, partnership, limited partnership, trust, consumer cooperative, corporation, public body, or association that has filed a preapplication, or in the case of RHCDS programs that do not require a preapplication, an official application, with RHCDS in anticipation of receiving or utilizing RHCDS financial assistance.

Community. A community includes cities, towns, boroughs, villages, and unincorporated places which have the characteristics of incorporated areas with support services such as shopping, post office, schools, central sewer and water facilities, police and fire protection, hospitals, medical and pharmaceutical facilities, etc., and are easily identifiable as established concentrations of inhabited dwellings and private and public buildings.

Developer. Any person, partnership, public body, or corporation which is involved with the development of a site which will be financed by RHCDS.

Development. The act of building structures and installing site improvements on an individual dwelling site, a subdivision, or a multiple family tract.

Multiple Family Housing. RHCDS RRH loans, RCH loans, LH loans and grants, and RHS loans.

Single Family Housing. RHCDS Rural Housing loans for individuals for construction of, repair of, or purchase of a dwelling to be occupied by one household.

Site. A parcel of land proposed as a dwelling site, with or without development.

Site approval official. The RHCDS official making the determination that a site meets the requirements in this subpart to be acceptable for site loans. (See §1924.120.)

Street surfaces. Streets may be hard or all-weather surfaced.

- (1) Hard surface - a street with a portland cement concrete, asphaltic concrete, or bituminous wearing surface or other hard surfaces which are acceptable and suitable to the local public body for use with local climate, soil, gradient, and volume and character of traffic.
- (2) All-weather - a street that can be used year-round with a minimum of maintenance, such as the use of a grader and minor application of surface material, and is acceptable and suitable to the local public body for use with local climate, soil, gradient, and volume and character of traffic.

Subdivision. Five or more contiguous (developed or undeveloped) lots or building sites. Subdivisions may be new or existing.

§1924.105 Planning/performing development.

(a) General. Planning is an evaluation of specific development for a specific site. Planning must take into consideration topography, soils, climate, adjacent land use, environmental impacts, energy efficiency, local economy, aesthetic and cultural values, public and private services, housing and social conditions, and a degree of flexibility to accommodate changing demands. All planning and performing development work is the responsibility of the applicant or developer. All development will be arranged and completed according to applicable local, state, or Federal regulations including applicable health and

safety standards, environmental requirements and requirements of this subpart. When a public authority requires inspections prior to final acceptance, written assurance by the responsible public authority of compliance with local, city, county, state or other public codes, regulations, and ordinances is required prior to final acceptance by RHCDS.

(1) RHCDS advice and assistance. When receiving an inquiry about a Single Family Housing site development or a Multiple Family Housing project, the RHCDS official receiving the request will:

(i) Explain the requirements for compliance with 7 CFR part 1970, as well as the limitations on applicants during the application review process as prescribed in 7 CFR part 1970. (Revised 04-01-2016, SPECIAL PN.)

(ii) Discuss the requirements of RHCDS with respect to compliance with local, regional, and state regulations; construction practices; energy efficiency; nondiscrimination; market analysis; good site planning; and location in accordance with §1924.106 of this subpart. Also, when applicable, provide and explain Form RD 400-4, "Assurance Agreement," Form RD 400-1 "Equal Opportunity Agreement," and HUD Form 935.2, "Affirmative Fair Housing Marketing Plan."

(2) Technical services.

(i) Professional assistance is available from the Soil Conservation Service (SCS) and the Cooperative Extension Service.

(ii) An applicant or developer for a Multiple Family Housing project or a Single Family Housing site which requires technical services under §1924.13(a) must contract for the technical services of an architect, engineer, land surveyor, landscape architect, or site planner, as appropriate, to provide complete planning, drawings, and specifications. Such services may be provided by the applicant's or developer's "in house" staff subject to RHCDS concurrence. Technical services must be performed by professionals who are qualified and authorized to provide such services in the state in which the project would be developed. All technical services must be provided in accordance with the requirements of professional registration or licensing boards. At completion of all construction or completion of a phase or phases of the total project, the person providing technical services under this

section must notify the RHCDS field office in writing that all work has been completed in substantial conformance with the approved plans and specifications.

(iii) For developments not specifically required to have technical services under paragraph (a) (2) (ii) of this section, such services may be required by the state director when construction of streets or installation of utilities is involved.

(3) Drawings, specifications, contract documents, and other documentations. Adequate drawings and specifications must be provided by the applicant or developer to RHCDS in sufficient detail to fully and accurately describe the proposed development. Contract documents must be prepared in accordance with §1924.6 or, in the case of more complex construction, §1924.13.

(b) Single Family Housing. Proposals for development of individual dwelling sites must meet the following requirements:

(1) Site development design requirements. Exhibit B will be used as a minimum by applicants or developers in preparing proposals and supporting documents for Single Family Housing loans, in addition to specific requirements made in this subpart.

(2) Environmental review.

(i) An individual Single Family Housing loan is normally considered a Categorical Exclusion under the National Environmental Policy Act (NEPA). 7 CFR part 1970 Form RD 1970-1, "Environmental Checklist for Categorical Exclusions," must be completed by Agency staff for all Categorical Exclusions listed in 1970.53 and 1970.54 to determine that the specific action complies not only with NEPA, but also with other applicable environmental laws, executive orders, and regulations. Financial assistance for the purchase, transfer, lease, or other acquisition of existing structures when no or minimal change in use is reasonably foreseeable is categorically excluded under 7 CFR part 1970 except in the following cases which require an environmental review: an existing property is located within a floodplain (see 1970 Subpart F - Floodplain Management) or coastal barrier resource area (see 1970 Subpart O - Other Protected Resources and Guides), the property is listed or may be eligible for listing on the National Register of Historic Places (see 1970 Subpart H - Historic Preservation), or if a threatened or endangered species or their critical habitat may potentially be adversely impacted (see 1970 Subpart N - Biological Resources). If the completed Form RD 1970-1 indicates a potential impact to one or

more environmental resources, further documentation will be required to confirm that an impact will not occur. If an adverse impact will occur, the action may be subject to disqualification as a Categorical Exclusion, and may require an Environmental Assessment in accordance with 7 CFR part 1970. If it is obvious at the outset that the action will require an Environmental Assessment review, an environmental assessment document will be completed by the applicant or their consulting environmental professional and submitted to the Agency for review. (Revised 04-01-2016, SPECIAL PN.)

(ii) Form RD 1970-1 contains three signature lines: preparer, State Environmental Coordinator (SEC) or National Environmental Staff, and approval official. If the approval official is also the preparer, they must sign both the preparer and the approval official lines. If the action is classified as a Categorical Exclusion without an Environmental Report as defined in § 1970.53, and no documentation has been required to confirm that an environmental resource will not be affected, the preparer may also sign for the SEC. However, if such documentation is required, the SEC will review this documentation and sign the 1970-1. (Revised 04-01-2016, SPECIAL PN.)

(c) Multiple Family Housing. Exhibit C of this subpart should be used as a guide by the applicant or developer in preparing a proposal and supporting documents for multiple family housing projects.

§1924.106 Location.

(a) General. It is RHS's policy to promote compact community development and to finance projects that avoid or minimize conversion of wetlands or important farmlands, avoid unwarranted alterations or encroachment on floodplains, and avoid unwarranted adverse effects to historic properties (including those listed or eligible for listing on the National Register of Historic Places), when practicable alternatives exist to meet development needs; RHS is prohibited from financing development within the Coastal Barrier Resource System, or on a barrier island. A complete listing of the environmental review requirements is found in 7 CFR part 1970. In order to be eligible for RHS participation: (Revised 04-01-2016, SPECIAL PN.)

RD Instruction 1924-C
§1924.105 (a) (Con.)

(1) The site must be located in an eligible area as defined in the program regulations under which the development is being funded or approved.

(2) The site must comply with the environmental review requirements in accordance with 7 CFR part 1970. (Revised 04-01-2016, SPECIAL PN.)

(b) Single Family Housing. In addition to the general requirements in paragraph (a) of this section, sites must provide a desirable, safe, functional, convenient, and attractive living environment for the residents.

(c) Multiple Family Housing. Multiple family housing projects shall be located in accordance with the requirements in paragraph (r) of §1944.215. Locating sites in less than desirable locations of the community because they are in close proximity to undesirable influences such as high activity railroad tracks; adjacent to or behind industrial sites; bordering sites or structures which are not decent, safe, or sanitary; or bordering sites which have potential environmental concerns such as processing plants, etc., is not acceptable. Screening such

sites does not make them acceptable. Sites which are not an integral part of a residential community and do not have a reasonable access, either by location or terrain, to essential community facilities such as water, sewerage, schools, shopping, employment opportunities, medical facilities, etc., are not acceptable.

§1924.107 Utilities.

All development under this subpart must have adequate, economic, safe, energy efficient, dependable utilities with sufficient easements for installation and maintenance.

(a) Water and wastewater disposal systems.

(1) Single Family Housing. If sites are served by central water or sewer systems, the systems must meet the requirements of paragraphs (a)(2)(i) and (ii) of this section. If sites have individual water or sewer systems, they must meet the requirements of the state department of health or other comparable reviewing and regulatory authority and the minimum requirements of exhibit B, paragraphs V and VI of this subpart. Sites in subdivisions of more than 25 dwelling units on individual systems, or sites that do not meet the requirements of exhibit B, paragraphs V and VI, must have state director concurrence.

(2) Multiple Family Housing. Proposals processed under this paragraph shall be served by centrally owned and operated water and wastewater disposal systems unless this is determined by RHCDS to be economically or environmentally not feasible. All central systems, whether they are public, community, or private, shall meet the design requirements of the state department of health or other comparable reviewing and regulatory authority. The regulatory authority will verify in writing that the water and wastewater systems are in compliance with the current provisions of the Safe Drinking Water Act and the Clean Water Act, respectively.

(i) Sites which are not presently served by a central system, but are scheduled for tie-in to the central system within 2 years, should have all lines installed during the initial construction. Such sites must have an approved interim water supply or wastewater disposal system installed capable of satisfactory service until the scheduled tie-in occurs.

(ii) In addition to written assurance of compliance with state and local requirements, there must be assurance of continuous service at reasonable rates for central water and wastewater

disposal systems. Public ownership is preferred whenever possible. In cases where interim facilities are installed pending extension or construction of permanent public services, the developer must assume responsibility for the operation and maintenance of the interim facility or establish an entity for its operation and maintenance which is acceptable to the local governing body. If a system is not or will not be publicly owned and operated, it must comply with one of the following:

(A) Be an organization that meets the ownership and operating requirements for a water or wastewater disposal system that RHCDS could finance under subpart A of part 1942 or be dedicated to and accepted by such an organization.

(B) Be an organization or individual that meets other acceptable methods of ownership and operation as outlined in HUD Handbook 4075.12, "Ownership and Organization of Central Water and Sewerage Systems." RHCDS should be assured that the organization has the right, in its sole discretion, to enforce the obligation of the operator of the water and sewerage systems to provide satisfactory continuous service at reasonable rates. The advice and assistance of the Regional Attorney should be obtained in preparing any necessary agreement with the organization or individual supplying water and sewerage systems.

(C) Be adequately controlled as to rates and services by a public body (unit of Government or public services commission).

(iii) When central systems are not available, RHCDS will thoroughly evaluate the proposed individual systems for economic feasibility and potential impact on the environment. Information and guidance for evaluation and design of individual water and wastewater systems is contained in Environmental Protection Agency (EPA) publications "Manual of Individual Water Supply Systems" and "Design Manual, Onsite Wastewater Treatment and Disposal Systems," respectively. Multiple family developments of more than 25 dwelling units with individual systems must have the National Office concurrence. A request for concurrence must contain written recommendations and the following:

(A) Information prepared by the local, county or state regulatory authority having jurisdiction indicating whether individual systems are feasible on the proposed sites. Supporting factual data should include evidence that clearly shows that individual systems will perform satisfactorily for a reasonable period of time with reasonable maintenance cost. Reasonable time and reasonable cost can be equated with the cost and expected life of a central system if one were available.

(B) Supporting information for the proposed individual water systems, covering the following points:

(1) Documentation of how individual water supplies can be developed with satisfactory water production at a reasonable cost. In areas where difficulty is anticipated in developing an acceptable water supply, the availability of a water supply will be determined before closing the loan.

(2) Documentation that the quality of the supply meets the chemical, physical, and bacteriological standards of the regulatory authority having jurisdiction. The maximum contaminant levels of U.S. EPA shall apply. Individual water systems must be tested for quantity and bacteriological quality. Where problems are anticipated with chemical quality, chemical tests may be required. Chemical tests would be limited to analysis for the defects common to the area such as iron and manganese, hardness, nitrates, pH, turbidity, color, or other undesirable elements. Polluted or contaminated water supplies are unacceptable. In all cases, assurance of a potable water supply before loan closing is required.

(C) Supporting information for individual wastewater disposal systems with subsurface discharge provided by a soil scientist, geologist, soils engineer, or other person recognized by the local regulatory authority. This data must include the following:

(1) Assurance of nonpollution of ground water. The local regulatory authority having jurisdiction must be consulted to ensure that installation of individual wastewater systems will not pollute ground water sources or create other health hazards or otherwise violate state water quality standards.

(2) Records of percolation tests. Guidance for performing these tests is included in the EPA design manual, "Onsite Wastewater Treatment and Disposal Systems" and the minimum RHCDS requirements are in exhibit B, paragraph VI. (These may be waived by the state director when the state has established other acceptable means for allowing onsite disposal.)

(3) Determination of soil types and description. The assistance of the SCS or other qualified persons should be obtained for soil type determination and a copy of its recommendations included in the documentation.

(4) Description of ground water elevations, showing seasonal variations.

(5) Confirmation of space allowances. An accurate drawing to indicate that there is adequate space available to satisfactorily locate the individual water and wastewater disposal systems; likewise, documented assurance of compliance with all local requirements. Structures served by wastewater disposal systems with subsurface discharge require larger sites than those structures served by another type system.

(6) Description of exploratory pit observations, if available.

(D) Supporting information for individual wastewater disposal systems with surface discharge covering the following points:

§ 1924.107(a)(2)(iii)(D) (Con.)

(2) Program of maintenance, parts, and service available to the system-owner for upkeep of the system.

(3) A plan for local inspection of the system by a responsible agency with the authority to ensure compliance with health and safety standards.

(b) Electric service. The power supplier will be consulted by the applicant to assure that there is adequate service available to meet the needs of the proposed site. Underground service is preferred.

(c) Gas service. Gas distribution facilities, if provided, will be installed according to local requirements where adequate and dependable gas service is available.

(d) Other utilities. Other utilities, if available, will be installed according to local requirements.

§ 1924.108 Grading and drainage.

(a) General. Soil and geologic conditions must be suitable for the type of construction proposed. In questionable or unsurveyed areas, the applicant or developer will provide an engineering report with supporting data sufficient to identify all pertinent subsurface conditions which could adversely affect the structure and show proposed solutions. Grading will promote drainage of surface water away from buildings and foundations, minimize earth settlement and erosion, and assure that drainage from adjacent properties onto the development or from the development to adjacent properties does not create a health hazard or other undesirable conditions. Grading and drainage will comply with exhibit B, paragraphs III and IV, of this subpart.

(b) Cuts and fills. Development requiring extensive earthwork, cuts and fills of 4 feet or more shall be designed by a professional engineer. Where topography requires fills or extensive earthwork that must support structures and building foundations, these must be controlled fills designed, supervised, and tested by a qualified soils engineer.

(c) Slope protection. All slopes must be protected from erosion by planting or other means. Slopes may require temporary cover if exposed for long periods during construction.

RD Instruction 1924-C
§ 1924.108 (Con.)

(d) Storm water systems. The design of storm water systems must consider convenience and property protection both at the individual site level and the drainage basin level. Storm water systems should be compatible with the natural features of the site. In areas with inadequate drainage systems, permanent or temporary storm water storage shall be an integral part of the overall development plan. Design of these facilities shall consider safety, appearance, and economical maintenance operations.

§§ 1924.109 - 1924.114 [Reserved]

§ 1924.115 Single Family Housing site evaluation.

(a) Site review. The site approval official will evaluate each site (developed or undeveloped) to determine acceptance for the program. Information on the site will be provided by the appraiser or site approval official on Attachment 5-B, "Single Family Housing Site Checklist" contained in Chapter 5: Property Requirements of HB-1-3550. The review appraiser (if applicable) and the site approval official will review all the information, complete any required information, and sign the back of Attachment 5-B certifying the site acceptable. If it is acceptable a copy of Attachment 5-B will be given to the applicant as a notice that the site has been approved. **NOTE:** The site cannot be certified as acceptable until the site approval official has satisfactorily completed the appropriate level of environmental review required by 7 CFR part 1970 for the site. (See § 1924.105(b)(2) of this subpart.) (Revised 04-01-2016, SPECIAL PN.)

(b) Site access. Each site must be contiguous to and have direct access from:

(1) A hard surfaced or all weather road which is developed in full compliance with public body requirements, is dedicated for public use, and is being maintained by a public body or a home owners association that has demonstrated its ability or can clearly demonstrate its ability to maintain the street; or

(2) An all weather extended driveway which can serve no more than two sites connecting to a hard surface or all weather street or road that meets the requirements of the above paragraph; or

(3) A hard surfaced street in a condominium or townhouse complex which:

(i) Is owned in common by the members or a member association and is maintained by a member association that has demonstrated its ability or can clearly demonstrate its ability to maintain the street; and

(ii) Connects to a publicly owned and dedicated street or road.

(c) Exceptions to street requirements. A site not meeting the conditions in paragraph (b) of this section will be acceptable if:

(1) The applicant is a builder for a conditional commitment (a loan will not be approved until the site meets the conditions in paragraph (b) of this section), or the builder posts an irrevocable performance and payment bond (or similar acceptable assurance) that assures the site approval official that the site will be developed to meet the conditions in paragraph (b) of this section; or

(2) The site is recommended by the site approval official and approved by the state director. A request for state director approval must justify that it is in the best interest of both the government and the applicant to approve the site.

(d) Site layout.

(1) Sites shall be surveyed and platted. Permanent markers shall be placed at all corners.

(2) Sites shall meet all requirements of state and local entities and RHCDS.

(e) Covenants, conditions and restrictions. Sites in subdivisions shall be protected by covenants, conditions, and restrictions (CC&Rs) to preserve the character, value, and amenities of the residential community and to avoid or mitigate potential environmental impacts unless, an exception is granted by the state director after considering the suitability of local ordinances, zoning, and other land use controls.

(1) CC&Rs shall be recorded in the public land records and specifically referenced in each deed.

(2) The intent of the CC&Rs is to assure the developers that the purchasers will use the land in conformance with the planned objectives for the community. In addition, the CC&Rs should assure the purchasers that the land covered by the CC&Rs will be used as planned and that other purchasers will use and maintain the land as planned to prevent changes in the character of the neighborhood that would adversely impact values or create a nuisance.

§§1924.116 - 1924.118 [Reserved]

RD Instruction 1924-C

§1924.119 Site Loans.

Subdivisions approved under subpart G of part 1822 (RD Instruction 444.8) or Exhibit F of subpart I of part 1944, will meet the general requirements of this subpart to insure lots in the subdivision will meet the requirements of §1924.115.

§1924.120 Approval authority.

The state director is responsible for delegating Single Family Housing site review and approval authority to appropriate employees when the employees have had sufficient training and have demonstrated the capability to perform the required actions. The delegation will be in writing in accordance with RD Instruction 2006-F.

§1924.121 [Reserved]

§1924.122 Exception authority.

The Administrator of RHCDS may in individual cases, make an exception to any requirement or provision of this subpart or address any omission of this subpart which is not inconsistent with the authorizing statute or other applicable law if the Administrator determines that application of the requirement or provision would adversely affect the Government's interest. The Administrator will exercise this authority upon the written request of the state director or the appropriate program Assistant Administrator. Requests for exceptions must be supported with documentation to explain the adverse effect on the Government, proposed alternative courses of action, and show how the adverse effect will be eliminated or minimized if the exception is granted.

§1924.123 State supplements.

State directors will obtain prior National office clearance for all state supplements including exhibits. These will be in accordance with RD Instruction 2006-B. State directors may supplement this subpart only to meet state and local laws and regulations and to provide for orderly processing of submittals. State exhibits may be developed for use by applicants or developers if the exhibits to this subpart are not adequate for use in the state. Those exhibits may be developed to further explain the items needed within the various submittals; organization of those items; and coordination of this subpart with the requirements of the RHCDS programs providing the financial assistance.

§1924.124 Exhibits.

State directors may obtain additional copies of the exhibits to this subpart from the Finance Office for use by RHCDS offices in assisting applicants and developers with site development.

§§1924.125 - 1924.149 [Reserved]

§1924.150 OMB Control Number.

The reporting requirements contained in this regulation have been approved by the Office of Management and Budget (OMB) and have been assigned OMB control number 0575-0164. Public reporting burden for this collection of information is estimated to vary from 5 minutes to 10 minutes per response, with an average of .13 hours per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the Department of Agriculture, Clearance Officer, OIRM, Ag Box 7630, Washington, D.C. 20250; and to the Office of Management and Budget, Paperwork Reduction Project (OMB #0575-0164), Washington, D.C. 20503.

Attachments: Exhibits B and C

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SITE DEVELOPMENT DESIGN REQUIREMENTS

This Exhibit prescribes site development requirements to be used in developing residential sites in all housing programs. These requirements cover only those areas which involve health and safety concerns. They are not intended to cover all aspects of site development. Applicants and developers are expected to follow local practice, as a minimum, in all areas of site development not addressed in this Exhibit. When State, local, or other requirements are applicable in addition to FmHA's requirements, the most stringent requirement shall apply.

Proper integration of the natural features of a site with the manmade improvements is one of the most critical aspects of residential development. Poor site planning in large scale subdivisions, rental projects and individual sites, has resulted in a loss of valuable private and public natural resources and caused economic burdens and conditions unsuitable for healthy and pleasant living. Proper site design can preserve desirable natural features of the site, minimize expenses for streets and utilities, and provide a safe and pleasant living environment.

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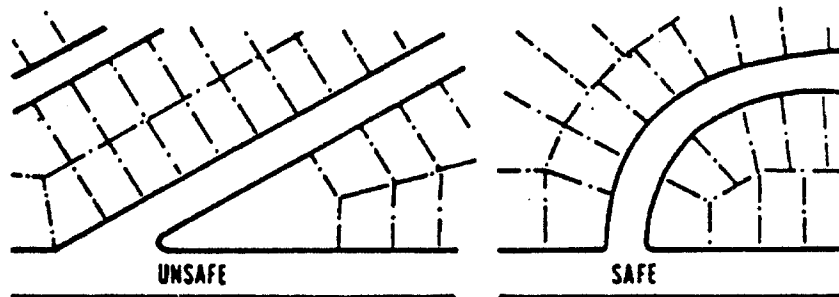
I. STREETS

A. Types

1. Collector streets. Collector streets are feeder streets which carry traffic from local streets to the major system of arterial streets and highways. They include the principal entrance streets of residential developments and streets for circulation within such developments.
2. Local streets. Local streets are minor streets used primarily for access to abutting properties. These include drives serving multi-family housing units.

B. Design Features

1. Emergency Access. Access for fire equipment and other emergency vehicles shall be within 100 feet of main building entrances.
2. Cul-de-sacs. Cul-de-sac streets shall have a turn-around with an outside roadway diameter of at least 80 feet, and a right-of-way diameter of at least 100 feet.
3. Intersection Angle. Streets shall be laid out to intersect as nearly as possible at right angles and no street shall intersect any other street at an angle less than 75 degrees. Curb radii shall be a minimum of 20 feet for street intersections.



4. Intersection Sight Distance. Adequate distances must be maintained at intersections. Vehicles must be visible when within 75 feet of the centerlines of uncontrolled intersecting streets.

C. Street Geometry

1. Definitions. The definitions in Sections I.C.1.a and I.C.1.b. apply to the requirements in Section I.C.2.

a. Terrain Classifications.

- (1) Ordinary - Slope less than 8%
- (2) Rolling - Slope range of 8% to 15%
- (3) Hilly - Slope greater than 15%

b. Development Density. $\frac{\text{(Number of lots)}}{\text{(Land Area minus Undeveloped Areas greater than Average Lot Size)}}$

- (1) Low - Less than 2 lots per acre
- (2) Medium - 2 to 6.0 lots per acre
- (3) High - More than six lots per acre

2. Design Requirements. Collector streets and local streets shall comply with the requirements in Tables 1 and 2 unless an exception is granted by the State Director. These requirements may need modification in localities having winter icing conditions.

TABLE 1 Pavement Widths (feet)

<u>Street Type</u>	<u>On-Street Parallel Parking</u>	<u>Development Density</u>		
		<u>Low</u>	<u>Medium</u>	<u>High</u>
Collector	Prohibited	26	32	36
Collector	No Restrictions	36	36	40
Local	Prohibited	18	18	20
Local	Partial, One Side (1)	18	20	26
Local	Partial, One Side (1)	22	26	32
Local	Total, One Side (2)	22	26	26
Local	Total, Both Sides (2)	26	32	36

(1) At least one parking space per dwelling is provided off-street

(2) No parking spaces are provided off-street

TABLE 2 Street Design (feet)

	Terrain		
	Ordinary	Rolling	Hilly
1) Collector Street			
(a) Minimum centerline radius of curvature	300	225	150
(b) Minimum sight distance	250	200	150
(c) Minimum right-of-way width	60	60	60
2) Local Street			
(a) Minimum centerline radius of curvature	200	150	100
(b) Minimum sight distance	200	150	100
(c) Minimum right-of-way width (1)	50	50	50

(1) For cul-de-sac streets, the minimum right-of-way width is 40 feet

D. Construction

Street configuration and wearing surfaces must provide safe and economical access to all building sites. The design and construction of the street shall be appropriate for all anticipated traffic, climatic and soil conditions. Streets shall meet or exceed all local, county, and State requirements.

II. WALKS AND STEPS

A. Walks

Where walks are provided, they shall be located to assure a minimum vertical clearance of 7 feet from all permanent or temporary obstructions. Walks shall have a slip resistant surface.

B. Exterior Steps Not Contiguous to Dwelling or Building

1. Flight

- a. Single steps or flights of steps exceeding a vertical height of 12 feet shall not be accepted.

- b. Steps shall be set back from an intersecting walk or drive a minimum of 1 foot at a retaining wall and 2 feet at slopes.

2. Risers and Treads

- a. Risers shall be a maximum of 6 inches, a minimum of 3 inches and uniform throughout the flight.
- b. Treads shall be a minimum of 12 inches and uniform throughout the flight.
- c. Treads shall have a slip resistant surface.
- d. Treads shall be pitched appropriately to ensure drainage.

3. Landings

- a. Minimum length shall equal 3 feet or walk width whichever is greater.
- b. A change in direction in a flight of stairs shall be accomplished only at a landing or by a winder which has a tread width at a point 18 inches from the converging end, equal to the full straight stair tread width.

4. Handrails

Stairways having a flight rise exceeding 30 inches shall have a 36 inch high handrail located on one side for stairs 5 feet or less in width and on both sides of stairways over 5 feet wide.

III. GRADING

A. Compaction

All fill for street or home construction shall have compaction of not less than 95 percent maximum density, as determined by proctor or other accepted testing methods. Maximum thickness of compaction layers shall be 6 inches except where compaction equipment of demonstrated capability is used under the direction of a qualified soils engineer. Earth fill used to support a building foundation shall be a controlled fill which is designed, supervised, and tested by a qualified soils engineer in accordance with good practice.

B. Gradients

Grading design shall be arranged to assure safe and convenient all-weather pedestrian and vehicular access to residential buildings and to all other necessary site facilities. Site grading shall be designed to establish building floor elevations and ground surface grades which allow drainage of surface water away from buildings and adjacent sites. Grading design shall conform with the Tables 3 and 4.

TABLE 3 Access and Parking Gradients (1)

	MINIMUM		MAXIMUM	
	Center Line	Crown or Cross Slope	Center Line	Crown or Cross Slope
STREETS	0.5%	1.0%	14.0%	5.0%
STREET INTERSECTIONS	0.5%	1.0%	5.0% (2)	5.0%
DRIVEWAYS (3)	0.5%	1.0%	14.0%	5.0%
SIDEWALKS (4)				
Concrete		0.5%		
Bituminous		1.0%		
Building Entrances & Short Walks	1.0%		12.0%	5.0%
Main Walks	0.5%		10.0%	5.0%
Adjoining Steps			2.0%	
Landings		1.0%		
Stepped Ramp Treads	1.0%		2.0%	5.0%
PARKING		0.5%	5.0%	5.0%

(1) Approximate Equivalents .5% = 1/16"/ft., 1.0% = 1/8"/ft., 2.0% = 1/4"/ft., 5.0% = 5/8"/ft., 10.0% = 1 1/4"/ft., 12.0% = 1 1/2"/ft., 21% = 2 5/8" ft.

(2) Grades approaching intersections shall not exceed 5 percent for a distance of not less than 100 feet from the centerline of the intersection.

(3) Vertical transitions shall prevent contact of car undercarriage of bumper with driveway surface.

(4) Five percent maximum for major use by elderly tenants.

TABLE 4 Slope Gradients (1)

	MINIMUM	MAXIMUM
SLOPE AWAY FROM FOUNDATIONS		
Pervious Surfaces	5.0% (2)	21.0% (3)
Impervious Surfaces	1.0% (2)	21.0% (3)
PREVIOUS SURFACES		
Ground Frost Areas	2.0%	
Non-Ground Frost Areas	1.0% (4)	
IMPERVIOUS SURFACES	0.5%	
SLOPES TO BE MAINTAINED BY MACHINE		33.0% (3:1)

- (1) See Table 3, footnote (1).
- (2) Minimum length of 10 feet or as limited by property lines.
- (3) Minimum length of 4 feet.
- (4) The minimum is 2.0% if the annual precipitation is more than 50 inches.

IV. DRAINAGE

A. General

1. Collection and Disposal. Surface and subsurface drainage systems shall be provided, as appropriate, for collection and disposal of storm drainage and subsurface water. These systems shall provide for the safety and convenience of occupants. They shall protect dwellings, other improvements and useable lot areas from water damage, flooding, and erosion.
2. Concentrated Flow. Where storm drainage flow is concentrated, permanently maintained facilities shall be provided to prevent significant erosion and other damage or flooding on site or on adjacent properties.

B. Drainage Design and Flood Hazard Exposure

1. Storm Frequency. Drainage facilities shall be designed for a 10 year storm frequency of 24-hour duration. Full potential development of all contributing areas shall be used as a basis for this determination.

2. Street Drainage. Streets shall be useable during runoff equivalent to a 10-year return frequency. Where drainage outfall is inadequate to prevent runoff equivalent to a 10-year return frequency from ponding over 6 inches deep, streets shall be made passable for local commonly used emergency vehicles during runoff equivalent to a 25-year return frequency except where an alternative access street not subject to such ponding is available.
3. Foundation Drainage. Appropriate crawl space and foundation drainage shall be provided for the removal of subsurface moisture.

C. Primary Storm Sewer

1. Pipe Size. Pipe size for the primary storm sewer (any storm sewer or inlet lateral located in a street or other public right-of-way) shall have an inside diameter based on design analysis but not less than 15 inches. Where anticipated runoff from the five-year return frequency rainfall will not fill a 15 inch pipe, a primary storm sewer system usually is unnecessary.
2. Minimum Gradient. Minimum gradient shall be selected to provide for self-scouring of the conduit under low-flow conditions and for removal of sediments foreseeable from the drainage area.
3. Easements. Easements for storm sewers shall be a minimum of 10 feet in width.

D. Drainage Swals and Gutters

1. Design. Paved gutters shall have a minimum grade of 0.5 percent. Paved gutters and unpaved drainage swales shall have adequate depth and width to accommodate the maximum foreseeable runoff without overflow. Swales and gutters shall be seeded, sodded, sprigged or paved as appropriate to minimize potential erosion. Side slopes shall be no steeper than 2:1.
2. Easements. Surface channels shall have an easement which is at least the width of the channel plus 10 feet.

E. Downspouts

1. Outfall. Where downspouts are provided, they shall either be connected to an available storm sewer, provided with suitable splash blocks, or empty at acceptable locations onto paved areas so that water drains away from buildings. Downspouts shall not connect to sanitary sewers.

2. Piped Drainage. Piped roof drainage from buildings shall be connected to available storm sewers or empty at locations where no erosion or other damage will be caused.

F. Storm Inlets and Catch Basins

1. Openings. Where inlets are accessible to small children, openings shall have one dimension limited to 6 inch access. Inlet openings in paved areas shall be designed to avoid entrapment or impedece of bicycles, baby carriages, etc.
2. Access. Access for cleaning shall be provided to all inlet boxes and catch basins.

G. Drywells

Drywells for the disposal of water from foundation drains, crawl spaces, and other small quantity sources shall be permissible where the bottom of drywells project into strata of undistributed porous soil at a level where the bottom of the drywell will be above the ground water table at its highest seasonal elevation.

V. WATER SUPPLY SYSTEMS

A. Individual Water Systems

1. General

- a. In this subpart, an individual water system is a system which serves fewer customers or connections than the lower threshold for community systems stated in the Safe Drinking Water Act.
- b. The system for an individual household should be capable of delivering a sustained flow of 5 gpm. A system supplying water to multiple household shall be designed by a Professional Engineer and have sufficient capacity to serve estimated demand. A test of at least 4 hours duration shall be conducted to determine the yield and maximum drawdown for all wells developed as part of an individual water system. This test may be waived by the State Office based on the hydrologic and geologic conditions in the area.

- c. Water that requires continual or repetitive treatment to be safe bacterially is not acceptable.
- d. After installation, the system should be disinfected in accordance with the recommendations of the health authority. In the absence of a health authority, system cleaning and disinfection should conform with the current EPA Manual of Individual Water Supply Systems.
- e. Any method for individual water supply contained herein which is not permitted by the local health authority having jurisdiction shall not be used.

2. Well Location

- a. A well located within the foundation walls of a dwelling is not acceptable except in arctic and sub-arctic regions.
- b. Water which comes from any soil formation which may be polluted or contaminated or is fissured or creviced or which is less than 20 feet below the natural ground surface (subject to the requirements of the local health authority) is not acceptable.
- c. Individual water supply systems are not acceptable for individual lots in areas where chemical soil poisoning is practiced if the overburden of soil between the ground surface and the water bearing strata is coarse-grained sand, gravel, or porous rock, or is creviced in a manner which will permit the recharge water to carry the toxicants into the zone of saturation.
- d. Table 5 shall be used in establishing the minimum acceptable distances between wells and sources of pollution located on either the same or adjoining lots. These distances may be increased by either the health authority having jurisdiction or the FmHA State Director.

TABLE 5 Distance from Source of Pollution

<u>Source of Pollution</u>	<u>Minimum Horizontal Distance (Feet)</u>
Property Line	10
Septic Tank	50
Absorption field	100 (1)
Seepage pit	100 (1)
Absorption Bed	100 (1)
Sewer Lines w/ Permanent Watertight Joints	10
Other Sewer Lines	50
Chemically Poisoned Soil	100 (1)
Dry Well	50
Other	-- (2)

Notes (1) The horizontal distance between the sewage absorption system and the well, or the chemically poisoned soil and the well, may be reduced to 50 feet only where the ground surface is effectively separated from the water bearing formation by an extensive, continuous impervious strata of clay, hard-pan, or rock. The well shall be constructed so as to prevent the entrance of surface water and contaminants.

(2) Other sources of pollution could be fuel oil or gasoline storage tanks, farm yards or chemical storage tanks, etc. The well should be separated from these sources of pollution a distance recommended by the local health authority.

3. Well Construction

- a. The well shall be constructed to allow the pump to be easily placed and to function properly.
- b. All drilled wells shall be provided with a sound, durable and watertight casing capable of sustaining the loads imposed. The casing shall extend from a point several feet below the water level at drawdown or from an impervious strata above the water level, to 12 inches above either the ground surface or the pump room floor. The casing shall be sealed at the upper opening.

- c. Bored wells shall be lined with concrete, vitrified clay, or equivalent materials.
- d. The space between the casing or liner and the wall of the well hole shall be sealed with cement grout.
- e. The well casing shall not be used to convey water except under positive pressure. A separate drop pipe shall be used for suction line.
- f. When sand or silt is encountered in the water-bearing formation, the well shall either be gravel packed, or a removable strainer or screen shall be installed.
- g. The surface of the ground above and around the well shall be graded to drain surface water away from the well.
- h. Openings in the casing, cap, or concrete cover for the entrance of pipes, pump or manholes, shall be made watertight.
- i. If a breather is provided, it shall extend above the highest level to which surface water may rise. The breather shall be watertight, and the open end shall be screened and positioned to prevent entry of dust, insects and foreign objects.

4. Pumps and Equipment

- a. Pumps shall be capable of delivering the volume of water required herein under normal operating pressures within the living unit. Well pump capacity shall not exceed the output of the well.
- b. Pumps and equipment shall be mounted to be free of objectionable noises, vibrations, flooding, pollution, and freezing.
- c. Suction lines shall terminate below maximum drawdown of the water level in the well.
- d. Horizontal segments of suction line shall be placed below the frost line in a sealed casing pipe or in at least 4 inches of concrete. The distance from suction line to sources of pollution shall be not less than shown in Table 5.

5. Storage Tanks

- a. A system for an individual household shall include a pressure tank having a minimum capacity of 42 gallons. However, prepressured tanks and other pressurizing devices are acceptable provided that delivery between pump cycles equals or exceed that of a 42 gallon tank. Storage capacity on a system for multiple households must be sufficient to meet estimated peak demands.
- b. Tanks shall be equipped with a clean-out plug at the lowest point, and if pressurized, a suitable pressure relief valve.
- c. When additional storage is necessary because the well yield will not meet the system peak demands, all nonpressureized intermediate tanks shall be designed and installed in a manner that will prevent the pollution or degradation of the water supply.

B. Community Water Systems

1. Definition. In this Subpart, a community water system is a system which meets the definition in the Safe Drinking Water Act.
2. Design. A community water system shall be designed by a qualified, professional engineer licensed in the state in which the water system will be located. Community water systems shall comply with all Federal and state laws.

VI. WASTEWATER DISPOSAL SYSTEMS

Each dwelling shall be provided with a water-carried system adequate to dispose of domestic wastes in a manner which will not create a nuisance, contaminate any existing or prospective water source or water supply, or in any way endanger the public health.

A. Individual Wastewater Disposal Systems

1. General

- a. In this subpart, an individual wastewater disposal system is a sewage disposal system which serves only 1 dwelling unit.
- b. When service from an acceptable public or community system is not available or feasible, and ground water and soil conditions are acceptable, an individual system may be used.
- c. Each individual wastewater disposal system shall consist of a house sewer, a pretreatment unit (e.g. septic tank, individual package treatment plant), and acceptable absorption system (subsurface absorption field, seepage

pit(s), or subsurface absorption bed). The system shall be designed to receive all sanitary sewage (bathrooms, kitchen and laundry) from the dwelling, but not footing or roof drainage. It shall be designed so that gases generated anywhere in the system can easily flow back to the building sewer stack.

2. Percolation Tests

- a. Percolation tests are required unless a waiver is granted by the National Office. Waivers may be granted on a statewide or local basis in cases where an onsite evaluation of soils would be performed by a qualified soil technician, soil scientist, or engineer. Requests for waivers must describe the qualifications of the person evaluating the soils and discuss the criteria to be used in designing the absorption system.
- b. In uniform soils one percolation test shall be made within each area proposed for an absorption system. If significant soil variations are encountered or expected, additional tests shall be made for each variation.
- c. Percolation tests shall be conducted in accordance with good practice. Guidance for performing these tests is included in the EPA design manual, "Onsite Wastewater Treatment and Disposal Systems."

3. Subsurface Absorption System

- a. Where percolation rates, soil characteristics and site conditions are acceptable, an absorption system may be installed in an area which is well drained, has an acceptable slope, and is acceptable for excavation.
- b. Soils with percolation rates less than 1 minute per inch may be used if the soil is replaced with a layer of loamy or fine sand at least 2 feet thick. (Refer to the EPA Design Manual, "Onsite Wastewater Treatment and Disposal System").
- c. Soils with percolation rates greater than 60 minutes per inch are not acceptable for subsurface wastewater disposal systems.

B. Community Wastewater Disposal Systems

1. Definition. In this subpart, a community wastewater disposal system is any wastewater disposal system which serves more than 1 dwelling unit.
2. Design. A community wastewater disposal system shall be design by a qualified, professional engineer licensed in the state in which the sytem will be located.

U.S. DEPARTMENT OF AGRICULTURE
Farmers Home Administration

CHECKLIST OF VISUAL EXHIBITS AND DOCUMENTATION FOR RRH, RCH, AND ILL PROPOSALS

This Exhibit lists visual exhibits and documentation necessary for FmHA to properly evaluate proposed development. Intermediate consultation by the applicant, builder-developer and others hereafter referred to as the sponsor with the FmHA District or State Offices should be as frequent as necessary to reduce chances of misunderstandings and limit the amount of nonproductive time and expense for all parties concerned.

I PREAPPLICATION SUBMISSION DOCUMENTS: The sponsor will submit the following information to the District Director to determine feasibility of the project and general conformance with FmHA policy:

A. Environmental review requirements. As requested by the Agency, the applicant is responsible for providing details of the project's potential impact on the human environment and historic properties, in accordance with 7 CFR part 1970. Guidance concerning the environmental review requirements is available at any Agency office or on the Agency's website. (Revised 04-01-2016, SPECIAL PN.)

B. Location Map. A general site location map of the area indicating the adjacent land zoning and uses, the present and future access roads to the site as well as the proximity to shopping, schools, churches, and major transportation facilities with note of traffic volumes. If a satisfactory map of the locality is not available, a clear and preferably scaled rough sketch map that provides the required information will be sufficient.

C. Property Survey Map. A current survey map of the project site showing the boundaries as well as all existing known features specifically including utilities, easements, access roads, floodplains, drainageways, rock outcroppings and wooded areas of specimen trees. If a current survey does not exist, the most accurate document which is available will be submitted.

D. Soils Map and Report. A complete soils map and report, including "site specific" interpretations and recommendations, from the local or county representative of the U.S. Department of Agriculture, Soil Conservation Service (SCS) Office will be included with the location and feasibility submission. A determination of whether or not any lands described in USDA Regulation 9500-3 are impacted by the proposed development should also be included. The local SCS office may provide recommendations for the development of suitable drainage and landscaping plans later in the planning process.

E. Market Survey. A market survey will be submitted in accordance with the requirements of the respective loan program as indicated in Part , 1944, Subparts D and E of this chapter. (Revised 02-21-91, SPECIAL PN.)

(6-22-87) SPECIAL PN

I (Con.)

F Request for Exceptions. Any need for State or National Office exception(s) should be identified at this stage in the processing. Appropriate exception(s) should be requested and obtained before proceeding to the preliminary submission:

G. Other. The applicant will need to submit any additional information that may be needed as indicated in Subpart D or Exhibit A-7 of Subpart E of Part 1944 of this chapter. This may include but is not limited to: (Revised 02-21-91, SPECIAL PN.)

1 Schematic design drawings showing the proposed plot plan, typical unit plans, and elevations. If available, the proposed preliminary drawings and specifications may be submitted. This would be of assistance if it is determined that the loan must receive National Office authorization.

2 Type of construction.

3 The total number of living units and the number of each type of living unit proposed.

4 Type of utilities such as water, sewer, gas, and electricity and whether each is public, community, or individually owned.

II APPLICATION SUBMISSION DOCUMENTS: After it is determined by FmHA that the project is feasible and the location conforms with the intent of the funding program, the sponsor will submit the following information to the District Director in addition to those materials submitted previously.

A Property Survey. A survey (where 1 inch represents no more than 100 feet) of the property lot showing the exact boundaries and corners of the property accompanied by a written description of said boundaries. Also, locations of predominant features such as utilities, easements, access points, floodplains, drainageways, rock outcroppings and wooded areas or specimen trees affecting the proposed development must be included. This document shall bear the seal of a professional licensed to provide surveying services in the State in which the project will be located. This survey could be a part of item D below.

B Topographic Map. An accurate topographic map showing existing and proposed contours with a scale compatible with the size of the project. The site shall be shown at a reasonable scale with 5-foot contour intervals. Where the site is unusually level or steep, the contour intervals may be varied accordingly.

C Preliminary Site Plan. A line drawing, to scale, showing proposed street locations with profiles and widths, lot layouts, major drainageways, and other development planned. Preliminary sections and details shall be provided for the street construction, curbs and gutters, drainageways, and other physical improvements.

D Preliminary Dwelling Drawings and Specifications. Drawings of the dwelling units, preliminary floor plans and specifications, elevations and sample site plans showing the placement of the individual buildings should be submitted.

E Statement of Planning and Zoning Compliance. Local, county and State approvals as applicable. If change of zoning or variance is required, the status of the variance or change of zoning shall be documented.

F Technical Service Contracts. Executed contracts for the professional services of a architect, engineer, land surveyor, landscape architect, site planner and/or soil engineer will be submitted as appropriate for the planning of the proposed development.

G Utility Approvals. Statements of approval and feasibility for utility systems as follows:

1 Verification of adequate capacity and approval to tie-in with local existing water, wastewater disposal, electric, telephone, and other utility systems, as appropriate.

2 Tentative approval of local or State health authority for individual water and/or wastewater disposal systems when it is clear that central systems are unfeasible at this time. Use §1924.108 (a)(5) of this subpart when preparing information required.

H Facility Acceptance. Evidence that the appropriate public body is willing to accept and maintain streets, common areas, lighting, fire hydrants, sidewalks, drainageways, and utilities, as appropriate, when dedicated to said body.

I Preliminary Specifications. Outline specifications describing all the proposed materials to be used and how they are to be applied. These are only the materials used in the land development and construction of the streets, drainage, and utility work.

J Incremental Slopes Plan. If areas of common slope are not identified elsewhere in adequate detail, this information should be provided in a separate plan.

K Preliminary Grading Plan. This plan will indicate degree of work required to provide positive drainage of all building sites and control measures to be taken to eliminate soil erosion. Dwelling locations may be shown if they can be predetermined.

L Other. The applicant will need to submit any additional information that may be needed as indicated in the respective loan program regulations as indicated in Part 1944, Subparts D and E and Part 1822 Subpart F this chapter (FmHA Instruction 444.7). This may include but, not be limited to:

1 A detailed trade-item cost breakdown of the project for such items as land and right-of-way, building construction, equipment, utility connections, architectural/engineering and legal fees, and both on- and off-site improvements. The cost breakdown also should show separately the items not included in the loan, such as furnishings and equipment. This trade-item cost breakdown should be updated just prior to loan approval.

2 Information on the method of construction, on the proposed contractor if a construction contract is to be negotiated and on the architectural, engineering, and legal services to be provided.

3 For all projects containing over four units the applicant will submit an Affirmative Fair Housing Marketing Plan for approval by FmHA in accordance with §1901.203 of Subpart E to Part 1901 of this chapter. The Affirmative Fair Housing Marketing Plan must be prepared in a complete, meaningful, responsive and detailed manner.

4 A description and justification of any related facilities (including but not limited to workshops, community buildings, recreation center, central cooking and dining facilities, or other similar facilities to meet essential needs) to be financed wholly or in part with loan funds.

III TECHNICAL DOCUMENTS NECESSARY FOR THE OBLIGATION OF FUNDS. All decisions regarding the conceptual design of the proposed project should be made prior to this submission. This effort is mainly to demonstrate that those agreed upon concepts have been transformed into construction documents and the necessary approvals have been granted. All items requiring revision or more detailed information as determined by the review of the preliminary submission will be resolved before the sponsor prepares the final submission. All documents shall be executed in a professional manner and shall carry the appropriate designation attesting to the professional qualifications of the architect, engineer, land surveyor or site planner. All documents will be accurately drawn at an appropriate scale.