

**PROJECT DEVELOPMENT WORKSHEET / QUESTIONNAIRE**

1) General Information:

Contact Information:

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

2) Please circle the items that are applicable to your project (Circle all that apply)

Addition	Remodel	Kitchen	Bathroom	Deck / Porch
Finished Basement/Attic	Doors & Windows	Siding	Roofing	Other
Entertainment Room	New Home Construction	Commercial Renovation		

3) Please provide a brief outline of your project. What are your goals, vision, and intended use? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4) Do you currently have plans or have you consulted with an Architect/Designer?      Y      N

5) If your project involves expanding upon your existing structure, there is certain information needed that will be helpful in determining if your existing structure conforms to current zoning requirements and what options you have for expansion. Do you currently have a certified plot plan?      Y      N

*“Unlock your home’s potential”*

## Project Development Worksheet

If yes, you may be able to provide the following information:

Lot Area: \_\_\_\_\_ SF      Frontage: \_\_\_\_\_ FT

Side Yard Setbacks - Left: \_\_\_\_\_ FT

Right: \_\_\_\_\_ FT

Front Yard Setback: \_\_\_\_\_ FT

Rear Yard Setback: \_\_\_\_\_ FT

- 6) In order to determine how much room you have to expand upon your existing structure, you will also need to know the zoning requirements for your property. (This information is available by contacting your local building department or visiting their website). If you have or are able to obtain this information, please complete the following:

Zoning district for your property: \_\_\_\_\_

Required minimum lot area: \_\_\_\_\_ SF

Required side yard setbacks: \_\_\_\_\_ SF

Required front yard setback: \_\_\_\_\_ SF

Required rear yard setback: \_\_\_\_\_ SF

Other known limitations: \_\_\_\_\_

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- 7) Does your project involve the addition of any bedrooms to your home? Y      N

If yes, how many bedrooms do you currently have? \_\_\_\_\_

How many bedrooms will you be adding? \_\_\_\_\_

- 8) What is your existing waste disposal system?      Town Sewer      Septic      Other

- 9) If septic or other, do you have plans or engineered drawings? Y      N

- 10) What is the source of your water supply?      Town Water      Well

## Project Development Worksheet

11) Have you been involved with any other remodeling or construction projects in the past?    Y

N    If yes, please briefly describe your experience and the type of project(s)\_\_\_\_\_

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12) Briefly describe your primary concerns, issues, or reservations as you prepare to take the next step in moving forward with your project:\_\_\_\_\_

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13) If you have a target budget set aside for this project, please indicate your anticipated investment to bring your project to fruition.    \_\_\_\_\_

14) Do you have a desired start date for your project?    \_\_\_\_\_

15) Anticipated completion date?    \_\_\_\_\_

16) Finally, selecting the right contractor for your project is vital to its success and it's important for you and your potential candidates to understand your priorities. Please indicate the level of importance of the following items in your decision-making process (1-lowest; 5-highest)

Quality / Workmanship	1	2	3	4	5
Customer Service	1	2	3	4	5
Price	1	2	3	4	5
Promptness / timeliness of completion	1	2	3	4	5