

# 10

## GLOSSARY #10

Thoughts:

Questions:

## DEFINITIONS OF TERMS AND ACRONYMS

**Administrative Approval** A municipal code will many times permit the planning director the authority to approve a project that is in conformance with the code. Such “administrative” approval or denials in some cases can be appealed to the Planning Commission or governing body – by either applicant or public.

**ACU (Accessory Commercial Unit)**, is a business located on the same property as a residence. Unlike a standalone operation, the business is generally required to be secondary and subordinate to the residential structure and use on the site.

**ADA** Americans with Disabilities Act

**ADU** An accessory dwelling unit is a smaller, independent residential dwelling unit located on the same lot as a stand-alone single-family home. An ADU may be detached or attached to the main dwelling unit.

**Airport Noise Control Land Use Compatibility (ANCLUC)** Per federal law an airport operator must submit a noise exposure map to the FAA including a noise compatibility program which sets forth the measures taken or proposed by the airport operator for the reduction of existing non-compatible land uses and prevention of additional non-compatible land uses within the area covered by the noise exposure maps. A developer of property within the map area, must conform to land use provisions in those areas.

### **American Land Title Association (ALTA) and National Society of Professional Surveyors (NSPS)**

ALTA/NSPS Land Title Surveys are surveys that combine a boundary (property line) survey and topographic survey into a map (survey plat) showing the relationship between the boundary of the property and all the improvements on the property. Buyers and lenders use ALTA/NSPS Land Title Surveys for developed property. Banks and other lenders will not lend money on properties that have not been surveyed to these standards.

Ancillary building means a subordinate building or a portion of the main building the use of which is incidental to that of the dominant use of the building or the premises. For example, a garage to a home or a club house or maintenance building for an apartment complex. Such permitted ancillary uses are typically enumerated in the jurisdiction's zoning code.

**ANSI 119.5** The building code standard for a Park Model RV.

**Best management practices (BMPs)** are methods that have been determined to be the most effective and practical means of preventing or reducing non-point source pollution to help achieve water quality goals. BMPs include both measures to prevent pollution and measures to mitigate pollution.

**CC&Rs**, or the covenants, conditions, and restrictions, are rules that homeowners living in a certain area are required to abide by. They are also sometimes referred to as the association's governing documents.

**Certificate of Occupancy** Your certificate of occupancy (CO) is the document issued by a local building department or zoning department. It states that the residential property or home is appropriate for occupancy. To be considered suitable, it must be compliant with the building code applying to that area. This indicates that

it adheres to all safety standards. A certificate of occupancy is the building's legal stature stating that it can be used as a home.

**Chassis** is the load-bearing framework of an artificial object, which structurally supports the object in its construction and function. An example of a chassis is a vehicle frame, the underpart of a motor vehicle, on which the body is mounted.

**Commercial modular** means a structure transportable in one or more sections, designed and equipped for human occupancy for industrial, professional, or commercial purposes.

**Community Land Trust** A community land trust (CLT) is a private, non-profit organization that owns land on behalf of a community, promoting housing affordability and sustainable development and mitigating historical inequities in homeownership and wealth-building. For more information: <https://community-wealth.org/strategies/panel/clts/index.html>

**Concept Plan** The concept plans provide a visual representation of the vision and development policy for specified areas. The plans help determine how an area could be or is proposed to be developed. A concept plan is a useful tool in laying out a project is sufficient detail for municipal staff or investors to review and comment prior to submittal of a complete application.

**Conditions of Approval** means condition(s) imposed by the Municipality in the approval of a land development application, including any conditions contained in the annexure(s) and/or plans and/or attachment(s) that form part of the approval and/or are referred to in the approval of the land development application.

CUP Conditional Use Permit means a permit issued by the municipality stating that the proposed land uses and development activities meet all criteria and all conditions of approval in accordance with the procedural requirements of the code. The intent of requiring a CUP is to accommodate site-specific allowances while ensuring program requirements are satisfied.

**Disposition and development agreement** means an agreement between the Government Agency and a private developer which sets forth the terms and conditions under which will govern the disposition of land to a private developer.

**Dry utilities construction in land development** is the installation of electric, telephone, TV, internet, and gas in a community.

**Due Diligence** is an opportunity for the buyer-investor, to both independently research or receive full disclosure of the facts and conditions of a potential asset prior to completing a transaction with the seller.

Dwelling unit means a structure or the part of a structure that is used as a home or residence with provisions for living, eating, sleeping, cooking and sanitation. Generally referred to in state law for permanent habitation, not recreational or seasonal or transitory use facilities (hotel, motel, RV).

**Easement** An easement is a non-possessory right to use and/or enter onto the real property of another without possessing it. It is "best typified in the right of way which one landowner, A, may enjoy over the land of another, B.

**Entitlements Land** entitlement is the legal process of obtaining approvals for your development plans. This process can be lengthy, complicated, and at times, expensive. But it's a vital part of the development phase because it helps determine what can and can't be done with the property. Entitlements are a legal agreement between you and the governing municipality to allow for the development of a certain building type. Entitlements will detail the function, density and the setback requirements for your property.

**ESA environmental site assessment** defined as: the presence or likely presence of any hazardous substances or petroleum products on the property under conditions that indicate an existing release, a past release, or a material threat of a release of any hazardous substances or petroleum products into structures on the property or into the ground, groundwater, or surface water of the property.

**Flatwork** is the poured hardscape for all your patios, walkways, driveways, sidewalks, etc. Flood zones are geographic areas that the FEMA has defined according to varying levels of flood risk. These zones are depicted on a community's Flood Insurance Rate Map (FIRM) or Flood Hazard Boundary Map. Each zone reflects the severity or type of flooding in the area. Moderate to Low-Risk Areas.

**Gantt Chart** Gantt chart is a type of bar chart that illustrates a project schedule, named after its popularizer, Henry Gantt, who designed such a chart around the years 1910–1915. Modern Gantt charts also show the dependency relationships between activities and the current schedule status.

**GEC (Grading and Erosion Control) Plan** A set of plans prepared indicating the specific measures and sequencing to be used to control sediment and erosion on a development site during and after construction. GIS- geographic information system (GIS) is a system that creates, manages, analyzes, and maps all types of data. GIS connects data to a map, integrating location data with all types of descriptive information. This provides a foundation for mapping and analysis.

**HOA Homeowners Association**, is a self-governing organization in "common-interest" communities where homeowners collectively pay fees to maintain the units or neighborhood. HOAs are typically run by resident homeowners, unpaid volunteers who are elected to a board of directors that oversees the HOA's management. Properties within an HOA are governed by a collective set of rules and bylaws that are enforced by the association. Each property owner is required to pay HOA fees that cover use and maintenance of common areas. These areas can include swimming pools, parks, parking lots and roads, as well as communal lawn maintenance and landscaping. HOA's also generally required to have a capital account for the major repair or replacement of items under its control.

**HUD** Federal Department of Housing and Urban Development.

**Hydrant Pressure Test** Hydrant pressure tests ensure this reliability by determining the pressure and rate of flow at any point in a city's water distribution system.

**Hydrology** is the study of the amount and quality of water being stored or conveyed on the land surface, and in soils and rocks near the surface.

**Incremental Development** Development of a community, site, or a building with small increments, allowing for adaptation and innovation over time. Incremental development may have a pinnacle point or allow for adaptation to market demands.

**Infill** The term “infill development” refers to building within unused and underutilized lands within existing development patterns, typically but not exclusively in urban areas.

**IRC International Residential Code** update triennially by the International Code Council. These are the building codes generally used by municipalities for stick build homes or modular homes. Most recent version is the 2021 IRC code.

**IRC Appendix Q or AQ** The International Residential Code 2018 has an approved Appendix Q for Tiny Homes (<400SF). The most recent IRC is 2021 and includes an Appendix AQ for Tiny Homes.

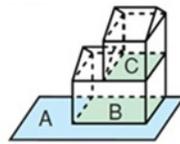
**Land Disturbance Activity** means any land change which may result in increased soil erosion from water and wind and the movement of sediments into community waters or onto lands and roadways within the community, including but not limited to clearing, dredging, grading, excavating, transporting, and filling of land, except that the term shall not include agricultural activities, exempted under the Clean Water Act.

**LOI** A Letter of Intent is a document that outlines the general terms and conditions of an agreement between parties before the agreement is finalized. In real estate deals, a Letter of Intent are typical before entering large leases or an agreement to buy or sell real estate for development.

Lot Coverage is usually presented in zoning codes as either Building Coverage Ratio (BCR) or Floor Area Ratio (FAR). See formulas below:

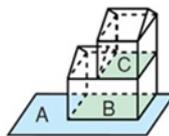
● **Building Coverage Ratio (BCR)**

$$\text{BCR (\%)} = \frac{\text{building area (B)}}{\text{site area (A)}} \times 100$$



● **Floor-Area Ratio (FAR)**

$$\text{FAR (\%)} = \frac{\text{total floor area (B+C)}}{\text{site area (A)}} \times 100$$



**Management and Systems Engineering** is a deliverable-oriented breakdown of a project into smaller components. A work breakdown structure is a key project deliverable that organizes the team’s work into manageable sections.

**Manufacture Home** means a structure that was constructed on or after June 15, 1976, is transportable in one or more sections, is eight body feet or more in width, or 40 body feet or more in length, in the traveling mode, or, when erected on site, is 320 or more square feet, is built on a permanent chassis and designed to be used as a single-family dwelling with or without a foundation when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems contained therein. “Manufactured home” includes any structure that meets all the requirements of this paragraph except the size requirements and with respect to

which the manufacturer voluntarily files a certification and complies with the standards established under the National Manufactured Housing Construction and Safety Act of 1974.

**Mitigation** Environmental mitigation is the process of addressing impacts to the environment caused by human action e.g. those resulting of highway, energy, water, and your proposed building projects — and follows a hierarchy. First, negative environmental impacts should be avoided, for instance by re-siting the project to a more suitable location. If relocation is not feasible, science-strong measures should be deployed to minimize harms. Finally, if environmental impacts are inevitable, there should be appropriate compensation or replaced elsewhere.

**Modular home aka factory-built home** - Modular homes are constructed to the same state, local or regional building codes as site-built homes but are built using a system in a factory. Modular homes are factory-built homes that meet or exceed local building codes.

**Movable tiny homes aka Tiny Homes on Wheels** Are units which are under 400 SF in size and constructed on a chassis and can be built to IRC, ANSI 119.5, NFPA 1192 or HUD (320 SF or more) building standards. NEPA The National Environmental Policy Act (NEPA) was signed into law on January 1, 1970. NEPA requires federal agencies to assess the environmental effects of their proposed actions prior to making decisions. <https://www.epa.gov/nepa/what-national-environmental-policy-act>  
NFPA 1192 Building standards for recreational vehicles. <https://www.nfpa.org/codes-and-standards/all-codes-and-standards/list-of-codes-and-standards/detail?code=1192>

**Opportunities and Constraints Analysis** As part of one's due diligence on a property being considered for development, a site analysis will review items on and off the property that could affect its development. For example, a stream is a constraint in terms of building setbacks for potential flooding. But, with quality planning, this constraint can be turned into an asset or opportunity because it can be used for open space, hiking, picnicking etc. to add value to the project. All such constraints need to be noted and mapped so they can intelligently be worked into the overall plan.

**Option agreement** An option to purchase is an agreement that gives a potential buyer (“optionee”) the right, but not the obligation, to buy property in the future. The optionee must decide by a certain time whether to “exercise” the option and thereafter be bound under the contract to purchase.

**Overhead Utilities** Those utilities that are most commonly distributed over a system that is suspended above ground through the use of poles. Overhead utilities typically include electrical power, telecommunications and cable.

**Perk Test** is a soil test that measures water absorption. “The tests are required in order to properly design an adequate septic system for the building being planned.

**Plat** is map, drawn to scale, showing the divisions of a piece of land – legal boundaries between properties. A topographic survey shows in addition to boundaries, the topography and unique features and manmade items e.g., buildings, roads, easements.

**PUD – Planned Unit Developments** are housing developments that are not subject to the standard zoning requirements, but instead work with the local government to develop criteria that will determine common areas, private areas and building guidelines. Each community has its own rules and regulations regarding PUD's but generally permit mixed use housing and, at times, supporting commercial development. Usually, PUD have common amenities that are overseen and paid for through a HOA – Home Owners Association, e.g., pool, recreation, open space, etc.

**Purchase agreement** A real estate purchase agreement is a legally binding agreement that governs the purchase and sale of a property. Made between a buyer and seller, it defines the terms of the transaction, and the conditions under which a sale will occur.

**ROW (Right-of-Way)** is a type of easement granted or reserved over the land for transportation purposes, this can be for a highway, public footpath, rail transport, canal, as well as electrical transmission lines, oil and gas pipelines. A right-of-way can be used to build a bike trail.

**ROI Return on Investment** ROI tries to directly measure the amount of return on a particular investment, relative to the investment's cost. ROI is expressed as a percentage and is calculated by dividing an investment's net profit (or loss) by its initial cost or outlay.

**RV Recreational Vehicle** can be a motor home, travel trailer, truck camper, or camping trailer, with or without motive power, designed for human habitation for seasonal, recreational, or emergency purposes. Schematic Plan translates the project program into physical drawings of space, e.g. the relationship of buildings and other project elements onto the land it is to be placed.

**Setbacks** a setback or setback requirement for a property refers to the distance that the house or structure must be from the front, sides, and back of the property line.

**Site Development Plan** A plan depicts the general layout and configuration of a site, including building footprints, parking and street layout, conceptual landscaping and lighting, site cross section drawings, and building elevations.

**Slab on Grade a slab** is a single layer of concrete, several inches thick. The slab is poured thicker at the edges, to form an integral footing; reinforcing rods strengthen the thickened edge. The slab normally rests on a bed of crushed gravel to improve drainage. Casting a wire mesh in the concrete reduces the chance of cracking. A slab on grade is suitable in areas where the ground doesn't freeze.

**SMSA - Standard metropolitan statistical area** Much of the USA is divided into over 900 SMSA. They are a great source of data for a region and are used extensively for federal and state program funds and rules and regulations. For example, definition of low- and moderate-income housing is based of the "medium household income" for the SMSA. Low income is 50% and moderate income is 80% of medium family income. Rent is then determined based on 30% of that income. For example, if the Medium Family Income for the SMSA is \$100,000, low income would be 50% or \$50,000. 30% of \$50,000 is \$15,000 that one can spend annually for rent.

**Staging** - Home staging is the activity or practice of styling and furnishing a property for sale in such a way as to enhance its attractiveness to potential buyers.

**State EPA** Many states have their own EPAs that oversees the protection of the environment. Many may have rules and regulations your project may have to meet or procedures to follow for your project to be approved.

**Underground Utilities** Those utilities that are most commonly distributed over a system that is buried in the ground. Virtually any utility can be placed underground, examples include water, sewer, storm water, natural gas, electrical, communications and cable.

**Utility vault** A utility vault is an underground structure providing access to subterranean public utility equipment, such as valves for water or natural gas pipes, or switchgear for electrical or telecommunications equipment.

**Variance** is a waiver for a zoning regulation, granted on a case-by-case basis for specific requests. Once a zoning variance is granted, it runs with the land. It means that, if a requested real estate variance is granted, it will stay in place, even if the property changes hands. Also, Variance is a request for relief from strict application of zoning regulations to alleviate an unusual hardship to a particular property.

**Wet Utilities** Water, sewer and storm water utilities serving one's project.

**Will Serve Letter** is typically written by a utility company to the applicant for service. Within the letter, the utility company generally detail its understanding of the scope of work, and whether or not ample service can be provided to meet the demands of the proposed construction. For example, if you require water service from the local water provider, you want to obtain a "will serve" letter that they can and will provide service to your property if it is approved for development.

**Zero Lot Line** means the buildings are built onto at least one of the property boundaries.





# THANK YOU!

Your name

Company name

Street name

City name

Date here

Email

Website