

**City of Worcester
Department of Administration & Finance
Assessment Division**



Data Collection Manual

(Updated March 1, 2012)

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I. INTRODUCTION

The initial phase of any mass appraisal program is the data collection of real property inventory data. This data is needed to value each parcel of property located within the City of Worcester. It is very important that the data be recorded as accurately and consistently as possible as it will serve as the basis of all future appraisal activity in revaluation programs. Not only will this information provide the specific elements needed to value each parcel of property, it will also become a valuable record of information for future use by the assessor's office, other municipal agencies, real estate professionals and the general public. Therefore, the purpose of this manual is as follows:

1. To describe the City of Worcester property record card.
2. To describe the data collection techniques that should be used in completing the property record card.
3. To define the specific characteristics of real property, which must be collected for parcels.

Once collected, the inventory characteristics may then be processed through the maintenance, report, and valuation programs in Vision Appraisal software. This will enable the City of Worcester to effectively store, edit, and produce values using the applicable valuation technique(s): market, income and replacement cost in the newly converted Vision Appraisal Software System.

COLLECTION PROCEDURE

The data collector is vital to the successful completion of a revaluation program and, as such, must be thoroughly professional in approaching his/her responsibilities. Remember that, in most cases, this is the first time the public will be meeting someone connected with the City of Worcester Assessment Department and so it is extremely important that the collector possesses a complete understanding of what data must be collected and how best to collect it.

DO'S AND DON'TS OF A GOOD DATA COLLECTOR

- a) Initial impressions are lasting. Dress neatly and conservatively. Be well groomed.
- b) Introduce yourself.
- c) You should have proper identification and present it at each contact.
- d) Briefly explain your purpose and how you would like to conduct the inspection.
- e) Do not become involved in lengthy conversations.
- f) Do not argue.
- g) Do not have a lengthy discussion about assessment practices.
- h) Do not discuss property taxes.
- i) Do not smoke during an inspection.
- j) Do not comment on furnishings or personal property.
- k) Be careful of furnishings and property during the inspection.

- l) Conduct the inspection in a professional manner. When the inspection is completed, thank the owner or tenant for their cooperation and leave.
- m) Above all, be courteous.

COLLECTION PREPARATION

Prior to any collection make sure to have all the information and tools needed to make a complete and accurate collection. Before leaving for the field you, as the collector, should:

- a) Discuss the assigned work area with your supervisor (e.g., are there any unusual situations that you should be apprised of?).
- b) Review appropriate tax and street maps.
- c) Review available data (known sales information, neighborhood characteristics, parcel identification) to familiarize yourself with the immediate work area.
- d) Check equipment and supplies (blank cards, measuring devices, etc.).

GENERAL PROCEDURE

Every effort will be made to collect and record an accurate description of all parcels to be collected. Information must be derived from careful on-site inspection for all parcels, including vacant land.

Approach - Make a determination of the general characteristics of the property (e.g., neighborhood, utilities, traffic, out-buildings) and record as much of that information as possible. Consult the tax map for any data that may have been established and recorded for you to enter on the data card.

Contact - Immediately upon arrival make an attempt to contact the occupant. Introduce yourself to the owner, tenant, or other person of authority, and show your identification. State your purpose and ask for permission to inspect the building. If a person of authority is not present, attempt to find out when such a person will be on-site. Return at that time to complete an inspection. Never go through a building without permission.

Refusal - If you are not allowed to conduct an interior inspection, attempt to get as much information about the building as possible from the occupant. Request permission to measure and inspect the exterior of the building site. An attempt should also be made to obtain a signature noting the refusal. You should leave the premises immediately and note the reason for refusal in the notes area of the card.

If you are confronted with a total refusal, be courteous, attempt to obtain a signature, and then leave the premises immediately.

INSPECTION

Once you have been given permission from an adult to inspect the interior, ask the occupant to accompany you through the building. Proceed systematically, making general observations while recording specific data items. Recording all exterior and interior data at time of collection will lead to better work quality and may save a return trip to the building for verification of building items. If you are collecting data for a commercial property, there are additional requirements. Again, a word of caution: ask only pertinent questions designed to get specific answers which you need.

Some examples would be:

How old is (are) the building(s)?

Have sections been built at different times?

Has there been any remodeling done?

Have you recently purchased the property? If the answer to this question is yes, proceed with sales related questions, for instance: Is the condition of the property the same as when purchased? Please list any renovations performed since purchase? Were there any seller concessions at closing like closing costs, give backs etc.? (This question should be one of your last questions, asked only after you have established a rapport with the person being interviewed.)

Inspect the interior floors noting the building occupancy/use, the ground floor area, the building condition; percent air conditioned/sprinkler/elevator, etc. Once you have completed the interior inspection inquire about any additional structures and obtain the appropriate data. Inform the occupant of your intention to inspect and record relevant exterior information.

Prior to leaving you should attempt to secure a signature from the occupant. **Explain that the signature does not constitute agreement with what was collected but merely means that the person allowed entrance and witnessed the inspection of the property.** Thank the person for his/her cooperation and then conduct your exterior inspection. In some cases the person may wish to accompany you on your exterior inspection and this, of course, should be of no concern to you.

Once outside, review and finalize the interior data that is pertinent while the image of the interior is still fresh in your mind. Special notation regarding unusual physical and/or functional defects that would affect value and which may not be readily apparent should be recorded in the notes section of the card. Next, assume a location(s) that offers a good overall view of the building(s). Record required exterior data for the building(s), e.g., building condition, construction quality, number of stories, exterior wall material.

Now proceed to measure the building. In many cases it is advisable to record the measurements on a free-hand sketch using a blank sheet of paper. In this manner dimensions can be checked, changed, erased, etc., for the final sketch. If there are any additional structures, they should also be collected and measured. You should next proceed with a sketch of the building and appropriate structures noting the dimensions and relative position to each other. Make sure that your measurements are accurate to the nearest foot and that the recorded data agrees with the

sketch. Retrace your steps around each structure if necessary. If at this point you find that more information is required, don't hesitate to go back inside to obtain the additional data.

Finally, take an angled photograph of the parcel if you have been assigned to do so. Usually the photo is only of the main structures.

Departure - Prior to leaving the property you should audit your card for accuracy and completeness. The card should be completed at the site as this will reduce the possibility of erroneous data or of data being entirely omitted. A second visit is not only costly but may be an inconvenience to the owner/tenant. You should be perfectly satisfied that you have done the best job possible.

DATA ESTIMATES

If no one is at the site, DO NOT ENTER THE BUILDING. Note on the card the date and time of your visit and indicate that no one was present. Estimate the interior as accurately as possible and make the proper notations on the card. In making estimates, use similar parcels in the neighborhood as a guideline. Measure the exterior of the buildings, ensuring to stay in view of the street.

II. SITE INFORMATION

This section contains information describing each of the sites within a parcel. Characteristics, which determine the type and quality of the site and neighborhood, are collected in this area of the card. It is essential that a very high degree of consistency within the municipality be maintained when making the decisions necessary to complete this section.

Example Site Information Section

Property Location:	MAPID:////	Bldg Name:	State Use:
Vision ID: -3	Account #	Bldg #: 0 of 0 Sec#: 0 of	Card 1 of 1 Print Date: 04/02/2010 11:17

<i>TOPO.</i>	<i>UTILITIES</i>	<i>STRT./ROAD</i>	<i>LOCATION</i>
<i>SUPPLEMENTAL DATA</i>			
Other ID:			

PARCEL IDENTIFIER / MAP ID

MAP, BLOCK and LOT

Used to identify the specific parcel, numbering shall conform to the accepted standard on Tax Map Preparation. Each parcel subdivision or combinations shall create new property record cards and will require completion of this section. SEPARATION CHARACTERS: Use caution when entering this data; use the appropriate separation characters (- or . or /).

SITE/BUILDING NUMBER

This item is used to record the number of the residential site being collected. A site is defined as the land and/or buildings, which comprise a single unit for valuation. A residential site may contain one residence or it may be vacant land. Each residence requires a separate site. If a parcel has two residences, or more, the main residence would be on site 01 and the secondary residence(s) would be on site 02, etc. The first, or only, residential site number on the parcel should be entered as "01". Additional site numbers are recorded as "02", "03", etc.

USE CODE OR PROPERTY CLASS

This item is used to record the numeric code, which categorizes the property by use. This entry should be the best description of the use of each site. If there is only one site on a parcel, the property class for the site should match the property class code found in the Parcel Identification Section of the card. For multi-purpose or mixed-use properties, enter the most appropriate property class code. State supported Use Codes are provided in the Appendix of this manual.

SITE DESIRABILITY

This item is an analysis of the desirability of a particular site in comparison to others in the neighborhood. Items such as view, topography, landscaping, road type, traffic volume, parking, and the size and shape of the lot are collected and recorded.

ROAD TYPE CODE DEFINITIONS

A – Dead End

C- Corner – Property fronts on two streets (public or private)

D - Dirt Street- This indicates a dirt or loose gravel road.

E – Easement – access is via easement across another property

N - Landlocked - This indicates a lot or parcel that is landlocked except for a right-of-way or limited access.

P – Paved Street - This indicates a hard-surfaced, paved road.

R – Right of Way

V – Private Street - The right which one person may have of passing over the land of another in some particular line. Private Streets may also be designated as common right of ways on tax maps.

W – Waterfront

WV – Water View

UTILITIES

SEWER CODE DEFINITIONS

This item is used to record the presence and type of sewage facilities available to the site.

P – SEPTIC This indicates the presence of a septic tank or cesspool on the site. If a septic tank or cesspool is presently being used and a commercial or public sewer system is readily available and could be connected, Code 3 should be used. The present use of a septic tank or cesspool should be noted in the notes section of the card.

S –SEWER This indicates that a sanitary sewer system is provided by a commercial company or the local municipality and it is connected or readily available to the site.

WATER CODE DEFINITIONS

This item is used to record the type of water supply available to the site.

A - ARTESIAN - This indicates that an artesian aquifer exists. An artesian aquifer is a confined aquifer containing groundwater that will flow upward through a well, called an artesian well, without the need for pumping.

L - WELL - This indicates the water supply on the site is a well, spring, lake, river, or stream. If a well or spring is presently being used and a commercial or public water supply is available and could be connected, Code L should be used. The present use of a well or spring should be noted in the notes section of the card.

W – WATER This indicates that a water supply from a municipal or commercial water company is connected or is readily available to the site.

UTILITIES CODE DEFINITIONS

NO - This indicates that no natural gas or electric utilities are available to the site.

G - Gas - This indicates natural gas service, but no electric service, is available to the site.

E - Electric - This indicates that electric service, but no natural gas service, is available to the site.

AL - Gas/Electric - This indicates that public utilities make both electric and natural gas service available to the site.

III. LAND LINE VALUATION SECTION

The data contained in this section describes the individual types of land which comprise the site. The land size, plus any factors that may affect value are recorded for each land type collected.

LAND LINE VALUATION SECTION															
B #	Use Code	Use Description	Zone	D	Frontage	Depth	Units	Unit Price	I. Factor	S.A.	C. Factor	ST. Idx	Adj.	Notes- Adj	
Total Card Land Units:							0.00	AC	Parcel Total Land Area: 0 AC						

LAND

Primary – This describes the main building site for improved or vacant parcels. Improvements to the land such as water, sewer, and utilities are available. There should only be one primary land type per site, but you may have more than one primary land type per parcel. For the City of Worcester, a primary residential lot is a maximum of 20,000 Square Feet.

Residual or Excess- On improved parcels this describes land in excess of the primary land type (usually base lot size). On vacant parcels this describes land which has little or no potential for immediate development.

Subdivision Lot - This describes land which is presently vacant but which is a potential primary site and usually has road frontage. Water, sewer, and other utilities may not be available on site. (Filed subdivisions may or may not have constructed roads.) This is land which is located in areas where development is taking place and further development of vacant parcels is probable. Undeveloped lots should not be less than the local zoning lot size, unless approved by zoning variances.

Rear - This describes vacant land presently without access to a public road, e.g., land-locked parcels.

Wetland - This describes land which has been designated and identified by the Department of Environmental Conservation as being under restrictions and protected as wetland. This code is to be used only if the land is positively identified and positive certification is available and verified. Do not use this for swampland.

FRONT FEET

This item is used to record the actual amount of front footage of the land breakdown entry for square or rectangular shaped lots and the effective front feet on irregularly shaped lots. An entry in this field also requires an entry in Depth. The entry should be to the nearest foot and should be right justified.

DEPTH

This item is used to record the actual depth of the land breakdown entry for square or rectangular shaped lots. An entry in Depth also requires an entry in Front Feet. The entry should be to the nearest foot and should be right justified. Irregular lots are usually measured in acres or square feet.

ACRES

This item is used to record the number of acres, to the nearest hundredth of an acre (such as 1.00), of the land breakdown entry. One acre is 43,560 square feet. Acres are most often used for larger land areas. The entry should be right justified.

SQUARE FEET

This item is used to record the number of square feet of the land breakdown entry. The entry should be to the nearest square foot and should be right justified. The size of each land breakdown should be recorded as: Front Feet and Depth - or - Acres - or - Square Feet.

INFLUENCE FACTOR/ROUTES/VALUATION DISTRICT

Recorded in the land section, this item is available for use as another valuation tool when market conditions require additional grouping(s) of properties, by attribute, within neighborhoods. Influence factor codes help appraisers make additional adjustments to parcels, in that properties with the same district code get the same adjustment factors.

LAND LINE VALUATION SECTION																	
B #	Use Code	Use Description	Zone	D	Frontage	Depth	Units	Unit Price	I. Factor	S.A.	C. Factor	ST. Idx	Adj.	Notes- Adj	Special Pricing	Adj. Unit Price	Land Value
Total Card Land Units:							0.00	AC	Parcel Total Land Area:		0	Total Land Value:		0			

INFLUENCE PERCENT

This item will be determined during valuation using analysis of Influence Code(s), established during field review. It indicates the percentage to account for the factor described by the influence code. A value loss of 10 percent would be entered as .90 and a value gain of 10 percent would be entered as 1.10. When multiplied by the unit value of the land, this will yield the desired percentage of value. Up to three separate Influence Codes can be used to formulate the Influence Percent.

PROPERTY FACTORS / INFLUENCE CODE

This item is usually assigned during field review and indicates that the base land value will be affected by one of the following codes. If this item is used, a corresponding entry must be made in Influence Percent. The property record card provides space for the use of ICs.

A	EXT HIGH
B	EXT LOW
D	LOW
E	EXT ROLLING
G	LEDGE
K	ROCKY
L	LEVEL
R	ROLLING
S	SWAMPY
SL	SLOPING
U	HIGH
H	WET

INFLUENCE CODE DEFINITIONS

Topography - This refers to the contour of the land. It is only used to indicate a value loss attributable to physical land conditions such as unacceptable grade level (steep incline) or poor accessibility. Influence Factor - Negative.

Location - This indicates a value change attributable to the parcel's specific location as compared to other parcels in the neighborhood. Typically this could be a street in a neighborhood that is considerably superior or inferior to the other streets in the neighborhood. Influence Factor - Negative or Positive.

Shape - This refers to the configuration of the perimeter lot lines as described in the deed. It is only used to indicate a value loss attributable to an irregular shape that would reduce the utility of the parcel. Influence Factor - Negative.

Restricted Use - This indicates a value loss to the parcel due to local law or a private agreement restricting the use of the parcel which is binding on present and future owners. Influence Factor – Negative

Easements - Right-of-way, sewer, water, gas, or electric distribution lines.

Open space or scenic - Greenbelt or open space laws prohibiting land from being developed with improvements.

View - This indicates that the view afforded to a particular site would affect the value of the property. This influence could be negative as caused by an unattractive view of a junk yard, or it could be positive as caused by the outlook from the property overlooking a body of water or scenic valley. Influence Factor - Negative or Positive.

These items are also entered in Special Calculations, where adjustment factors are developed during Valuation Processing.

POSITIVE VIEW FACTORS IN CITY OF WORCESTER VISION DATABASE

VISION_LANDSCLC		
LSC_CODE		LSC_DESC
WF1		Lake Quinsigamond
WF2		Indian Lake
WF3		Coes Pond
WF4		Leesville Pond
WF5		Cooks Pond
WF6		Patch Reservoir
VW		View Good
VW2		View Excellent

Wetness - This indicates a value loss attributable to excessive water caused by poor drainage or a high water table. This influence code should not be confused with or used in conjunction with land type. Influence Factor - Negative.

Environmental Impact – The detrimental effects of chemical, radiation, noise, and other adverse contaminants on the environment.

Other - Locally Defined (NONE AT THE CURRENT TIME)

CONDITION PERCENT

This item is usually assigned during field review and indicates that the base land value is affected by a site specific issue. If this item is used, a corresponding entry must be made in Adjustment Notes. The property record card provides space for the use of these codes.

It indicates the percentage to account for the factor described by the adjustment. A value loss of 10 percent would be entered as .90 and a value gain of 10 percent would be entered as 1.10. When multiplied by the unit value of the land, this will yield the desired percentage of value. Up to three separate Influence Codes can be used to formulate the Influence Percent.

ZONING CODE

This item is used to record the Official defined code, which describes the use and classification of the property in a specific geographic area. The Appendix contains a current Zoning Map and Table of current Zoning Codes, and size requirements.

Property Factors			
Topo 1	<input type="checkbox"/>	Utility 1	<input type="checkbox"/>
Topo 2	<input type="checkbox"/>	Utility 2	<input type="checkbox"/>
Topo 3	<input type="checkbox"/>	Utility 3	<input type="checkbox"/>
Street 1	<input type="checkbox"/>	Location 1	<input type="checkbox"/>
Street 2	<input type="checkbox"/>	Location 2	<input type="checkbox"/>
Street 3	<input type="checkbox"/>	Location 3	<input type="checkbox"/>

IV. ASSESSING NEIGHBORHOOD SECTION

This item is for office use only and is used to delineate geographic areas within an assessing unit for valuation purposes. A unique code will be assigned for each delineated area.

Geographical neighborhood boundaries are influenced by such factors as:

- a) homogeneity
- b) land use
- c) social trends
- d) economic trends

Locally defined neighborhood codes should be data collected if they are reliable and accurate. A current Neighborhood map is included in the Appendix of this manual.

ASSESSING NEIGHBORHOOD				
NBHD/ SUB	NBHD NAME	STREET INDEX NAME	TRACING	BATCH
/				
NOTES				

V. VISIT / CHANGE HISTORY SECTION

VISIT/ CHANGE HISTORY					
Date	Type	IS	ID	Cd.	Purpose/Result

DATA COLLECTION ENTRY TYPE DEFINITIONS

PLEASE provide brief detailed NOTE IN COMMENTS section.

R – TOTAL REFUSAL - This indicates the data collector was refused interior and exterior information on the property, including measurements.

I- INTERIOR or Interior Inspection - This indicates the data collector was given permission to inspect the interior and the exterior of the property. This indicates that the interior information

was obtained or verified at the door or by interior inspection and the data collector inspected and measured the exterior of the property.

D – AT DOOR or Interior Refusal - This indicates the data collector was refused an interior inspection but was given the necessary information. The data collector was allowed to record exterior measurements and site data. This indicates that no interior information was obtained or verified but the data collector was able to measure the exterior of the buildings for either recording or verifying the assessor's records.

E – Exterior or No Entry - This indicates the property is unimproved (vacant land).

VISIT HISTORY CODE

Code	Description
AR	Abatement Review
BP	Building Permit
CC	Change Class
CM	Ignore
CO	Certificate Occupancy Review
DC	Data Collection
DQ	Data Quality
DR	Desk Top Review
FF	Full Field Review
FR	Fire Review
SB	Sale Review, Building Permit
SD	Ignore
SR	Sales Review
VR	Value Review

VI. Residential Data Collection

RESIDENTIAL BUILDING SECTION

This section of the card will be used to record the pertinent information, which must be collected to describe the residential structure.

<i>Property Location:</i>				<i>MAP ID:////</i>								
<i>Vision ID: -3</i>				<i>Account #</i>		<i>Bldg #:</i>						
CONSTRUCTION DETAIL				CONSTRUCTION DETAIL (CONTINUED)								
Element	Cd.	Ch.	Description	Element	Cd.	Ch.	Description					
Style												
Model												
Grade												
Stories												
Occupancy												
				MIXED USE								
Exterior Wall 1				Code	Description	Percentage						
Exterior Wall 2												
Roof Structure												
Roof Cover												
Interior Wall 1												
Interior Wall 2												
				COST/MARKET VALUATION								
Interior Flr 1				Adj. Base Rate:		0.00						
Interior Flr 2				Replace Cost		0						
Heat Fuel				AYB								
Heat Type				Dep Code								
AC Type				Remodel Rating								
Total Bedrooms				Year Remodeled								
Total Full Bthrms				Dep %								
Total Half Baths				Functional Obslnc								
Total Xtra Fixtrs				External Obslnc								
Total Rooms				Cost Trend Factor								
				Condition								
				% Complete								
				Overall % Cond								
				Apprais Val								
Fdm Type				Dep % Ovr		0						
Bsunt Type				Dep Ovr Comment								
				Misc Imp Ovr		0						
				Misc Imp Ovr Comment								
				Cost to Cure Ovr		0						
				Cost to Cure Ovr Comment								
OB-OUTBUILDING & YARD ITEMS(L) / XF-BUILDING EXTRA FEATURES(B)												
Code	Description	Sub	Sub Descript	L/B	Units	Unit Price	Yr	Gale	Dp Rt	Cnd	%Cnd	Apr Value
BUILDING SUB-AREA SUMMARY SECTION												
Code	Description	Living Area	Gross Area	Eff. Area	Unit Cost	Undeprec. Value						
<i>Ttl. Gross Liv/Lease Area:</i>					0	0	0					

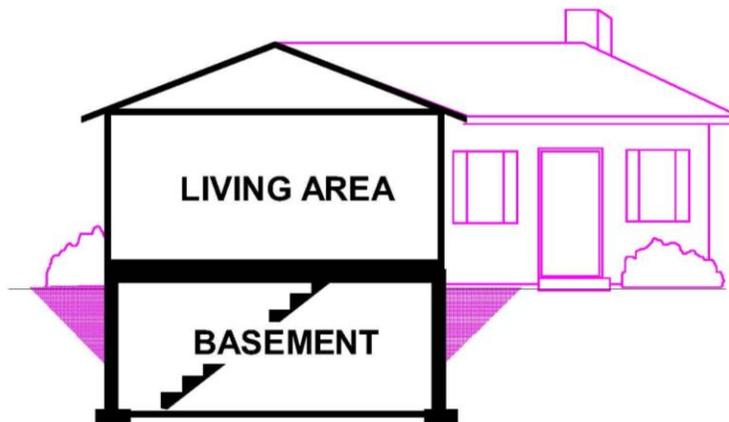
a. CONSTRUCTION DETAIL

RESIDENTIAL BUILDING STYLE

This item is used to classify the residence as to architectural style. There are specific styles defined. Conventional Style, allows for the description of a building style which does not conform to one of the specific styles. When entering the building style code, be sure to enter both characters.

Building Style RA- Ranch

The typical Ranch is a single story structure. There are usually three bedrooms, a kitchen, 1 or 1½ baths, and a living room. There are many variations to the standard ranch. The most common are the Rambler and the L-shaped Ranch. The roof line on this style is usually a low angle gable, a hip style roof, or a flat roof.

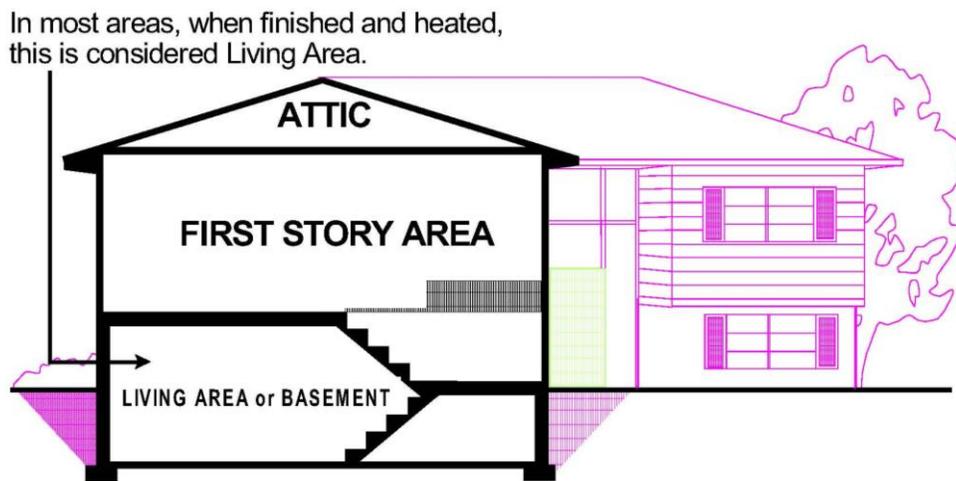


Images of Ranch



Building Style RR - Raised Ranch

The Raised Ranch is similar in appearance to the normal Ranch. It is considered to be a 1 story dwelling and usually has three bedrooms, a kitchen, 1 or 1½ baths, and a living room in the first story area of the residence. The major differences between this style and the normal Ranch style is that the basement walls are usually elevated four feet or more above ground level with full-sized windows, and the basement level is used as living area which is usually finished similarly to the main level. This area is recorded as Superior Finished Basement which is valid only for the Raised Ranch and the Split Level Building Styles. Also, it often includes a basement garage. This building style is commonly referred to as a Bi-Level, High Ranch, Split Entry, or Split Foyer.

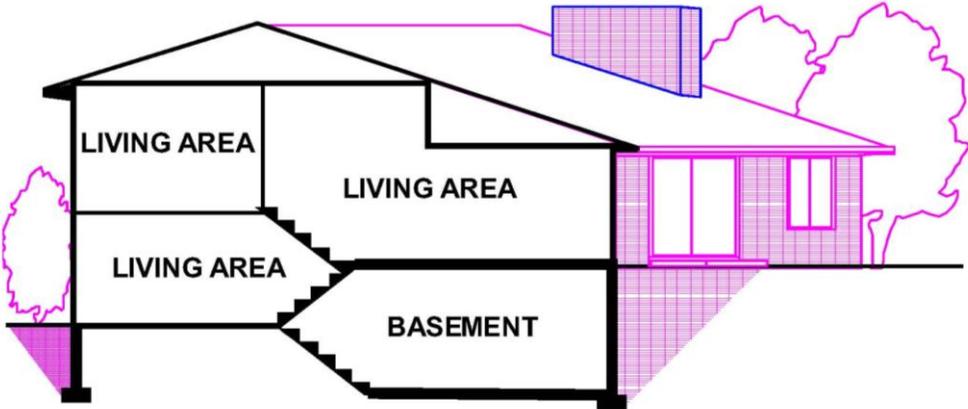


Images of Raised Ranch



Building Style SL - Split Level

The Split Level building style is similar to the Raised Ranch in that it utilizes space in the basement as living area. This area is recorded as Superior Finished Basement which is valid only for the Raised Ranch and the Split Level Building Styles. It normally has living area on 3 or more levels. The story height of a Split Level residence is typically 1 story with an occasional 1½ or 2 story. It frequently has a basement garage with living quarters above it. Kitchen and dining areas are usually a half level above the garage and a half level below the bedrooms and bath. Usually the levels are side by side but they can also be front to back. These levels are accessed by a half flight of stairs as opposed to the full flight found in most other styles.



Images of Split Level



Building Style CC - Cape Cod

The Cape Cod is typically a $1\frac{1}{4}$ to $1\frac{3}{4}$ story dwelling with a high-pitched roof and possibly dormers allowing for additional finished area on the upper floor. (See illustrations of Sample Diagrams- Residential Building Story Heights). It usually has a full basement. Principal rooms such as the kitchen, living room, bath, and two bedrooms are found on the first floor. Additional living area, usually bedrooms, will be found in the upper area. A full shed dormer increases the story area to a $1\frac{3}{4}$ story dwelling. Full Shed dormers on both front and back change the story height to 2 and the style to Colonial.



Images of Cape Cod



Images of Cape Cod (cont'd)



1.75 Story Images



1.75 Story (Cont'd)



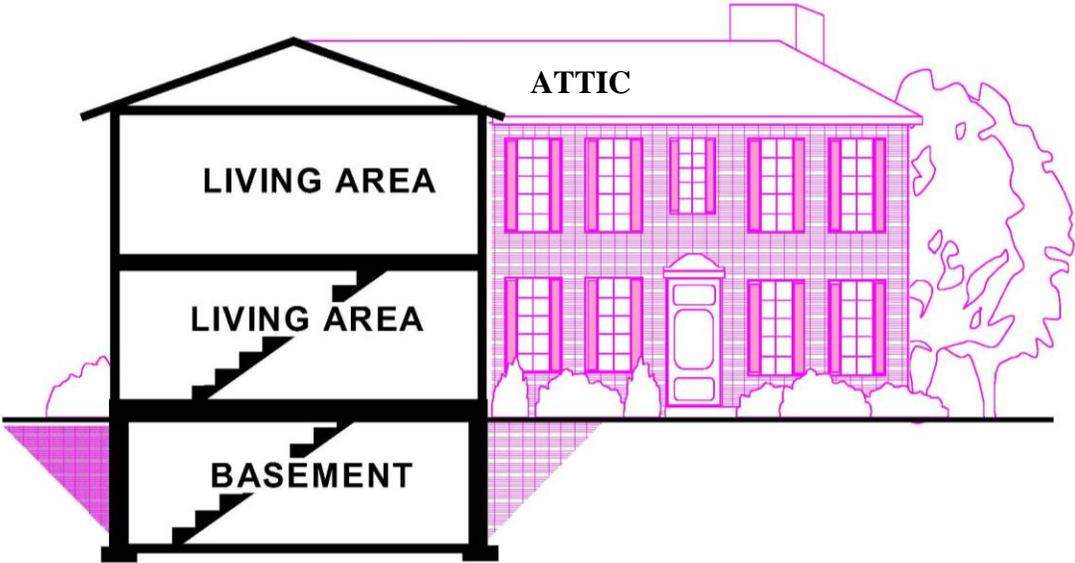
1.25 Story



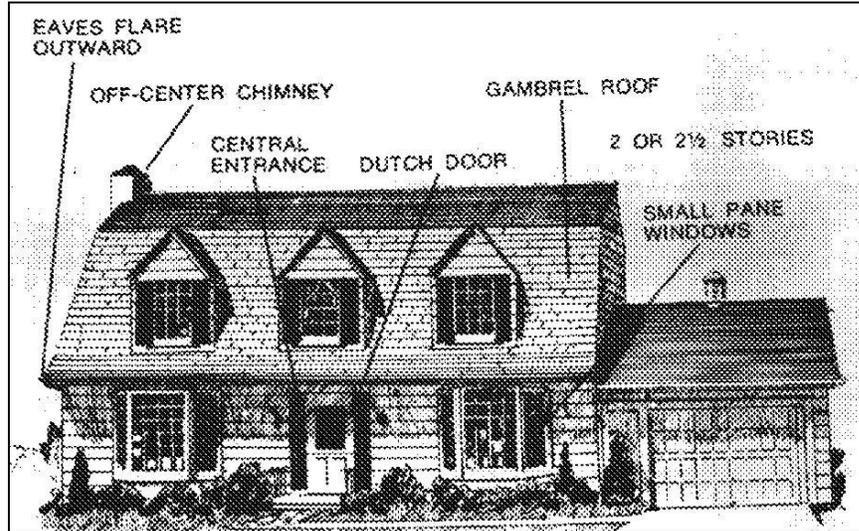
Building Style CO - Colonial

There are many variations to the Colonial style residence. It is a style which has transcended time and has changed to meet the needs of the marketplace. The Garrison Colonial, New England Colonial, Dutch Colonial, Salt Box, Southern, and Modern Colonials are just a few of the various Colonial styles. These varied styles range anywhere from 2 to 2½ stories with an occasional 1¾ story. The only similarities between the varied styles are a balanced floor plan, a symmetrical exterior appearance, a central or offset entrance, and normally a gable roof style. In some instances, like the Dutch Colonial, the roof is a Gambrel style. Newer versions of the Colonial are usually 2 story with a covered front porch, attached garage, and a family room situated behind the garage. The second floor living area frequently extends over all or part of the garage.

Typical Colonial



Dutch Colonial



Images of Colonial



Images of Colonial (cont'd)

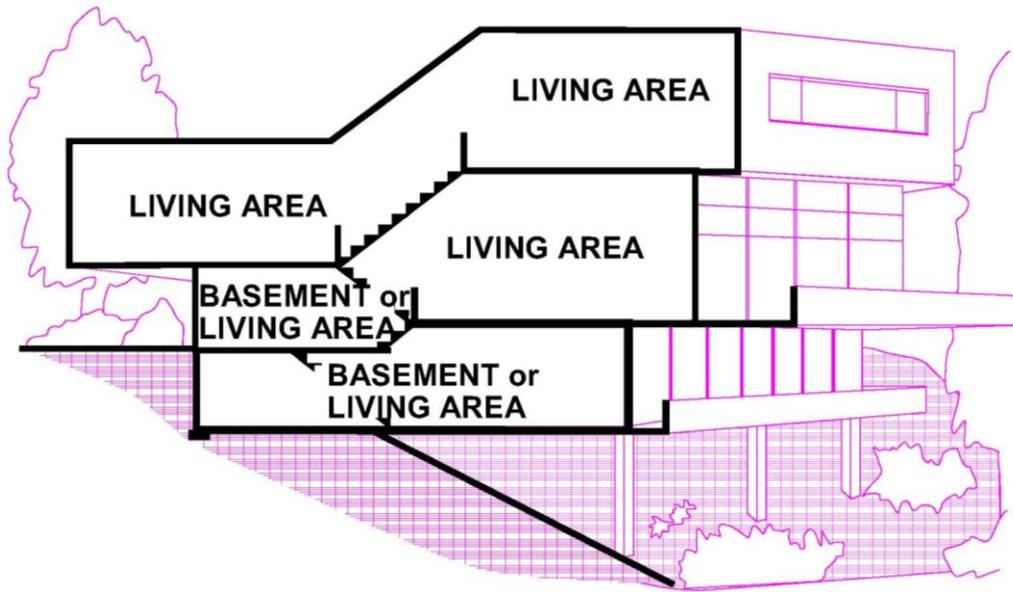


Images of Colonial (cont'd)



Building Style MD – Modern or Contemporary

This classification is used to describe a dwelling style that is somewhat unique in structure. It is usually custom built with any variety of story heights from 1 to 2, varied rooflines, and is a structure given to open living with many combinations of the traditional room layouts. Large overhangs, split and drop floor levels, large amounts of fixed glass, and unique wood and stone facings typify these homes. The roof may be traditional, shallow or steep gable, flat, hip, mansard, or a unique combination of these.



Images of Contemporary/Modern

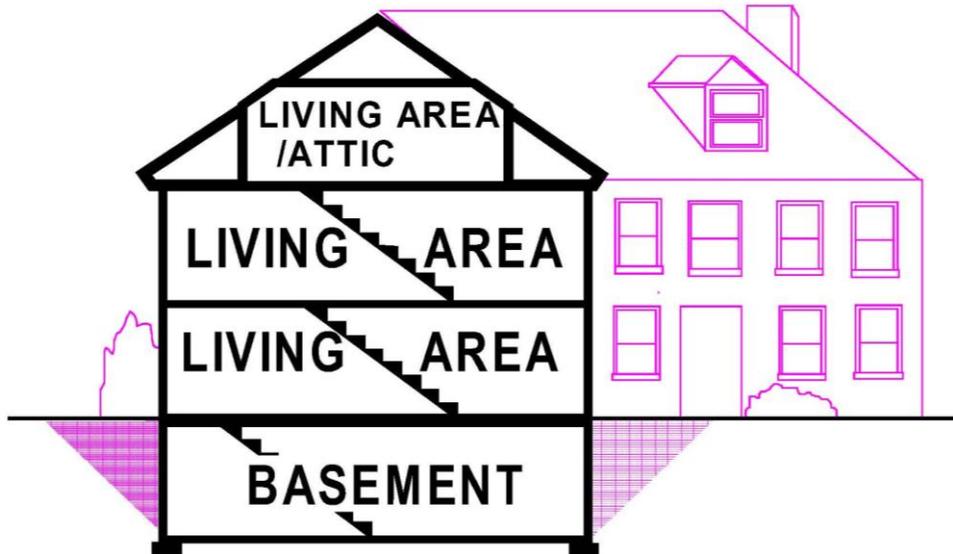


Images of Contemporary/Modern (cont'd)



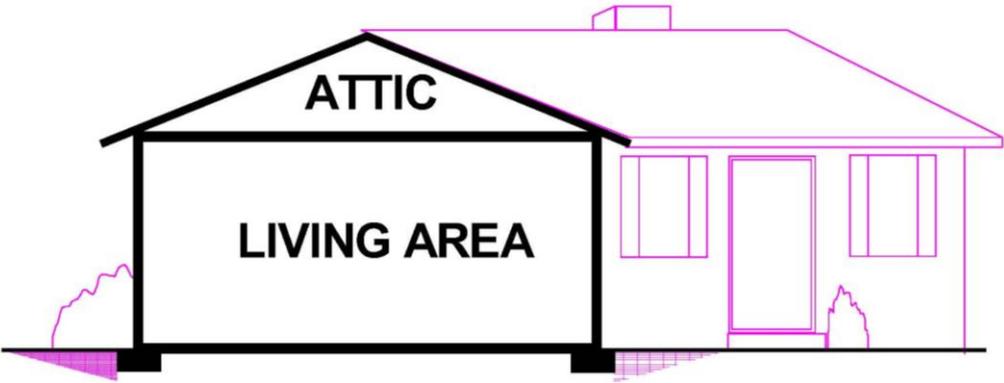
Building Style – Conventional or Old Style

The Conventional residence type is a complex, older structure, typically built prior to 1950 and often exceeds 100 years in age. It encompasses many varied sizes and combinations of typical dwelling styles. (Both single family and multi-family residences are included in this building style.) A typical Old Style shows signs of physical and functional obsolescence throughout and is of average construction quality. Normally there are many rooms and evidence of several expansions with little regard given to design. It is often characterized by a high pitched roof, concrete or brick or stone foundations, originally clapboard siding, and some stone or brick facing. Interiors usually contain hardwood floors and trim, lath and plaster walls, plaster or metal high ceilings, and in many cases, old style plumbing fixtures. Principal rooms such as the kitchen, living room, and dining room are on the first floor, with bath and bedrooms on the second floor. Story height may vary from 1½ stories to 3 or 4 stories. The high interior ceilings, complex floor plan, and lack of insulation make them difficult to heat and maintain.



Building Style BG – Bungalow or Cottage

Cottage style residences will typically not exceed 1,500 square feet in size and will typically be average 900 square feet in size, with almost square dimensions. This residence style has a low roof pitch with either a gable or hip roof. The interior is simply finished and it may or may not have plumbing, electricity, or heat. When originally constructed there are only 4 rooms in most cottages: the living room, kitchen, two bedrooms, and a bath. Normally, this residence was used as a seasonal residence or a starter residence. Due to the constant expansion of these properties they now can have one to two stories in height.



Images of Bungalow or Cottage



Images of Bungalow or Cottage (cont'd)



Building Style DP - Duplex

The Duplex style is defined as a multi-family residence, which was built after 1950. The Duplex Style is usually a horizontal, side-by-side unit. It often resembles the Ranch style or the Colonial style in that it is generally symmetrical with a balanced array of windows, doors, and garages on the front.

Building Style HD - Half Duplex

The Half Duplex style is defined as a semi-detached single-family residence. The property has a party wall agreement in a Duplex Style building and a is usually a horizontal, side-by-side unit with deed rights to the land beneath the unit. It often resembles the Ranch style or the Colonial style in that it is generally symmetrical with a balanced array of windows, doors, and garages on the front.



Building Style - Tudor

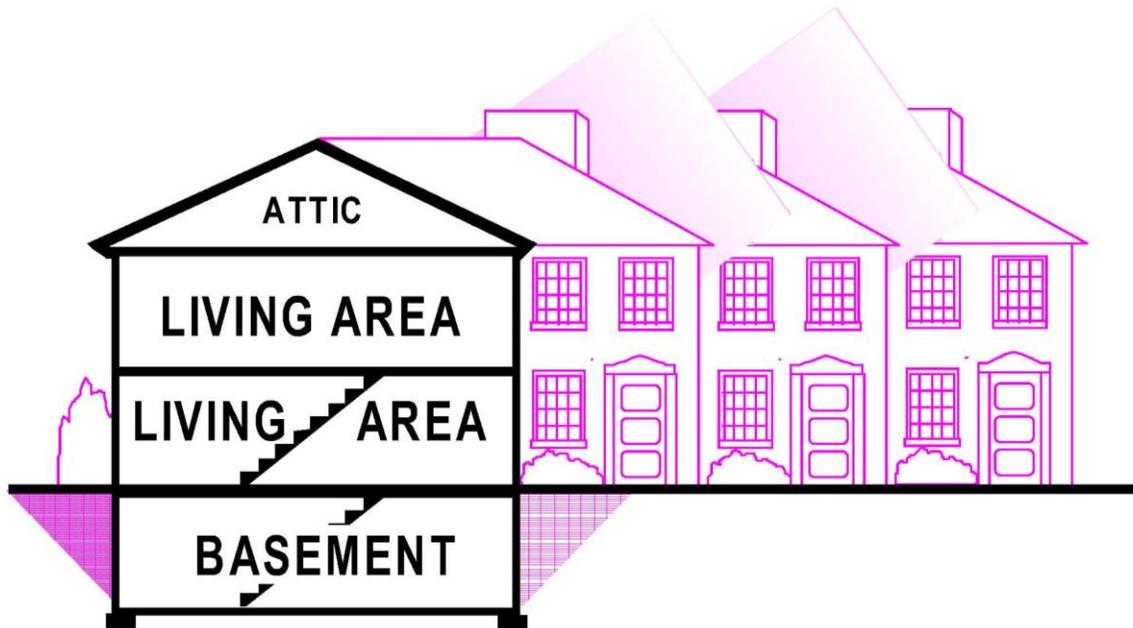
Tudor homes are based on the architecture of England at the end of medieval times. The style evolved during the late 15th century and lasted until shortly after the turn of the 17th century. These varied styles range anywhere from 2 to 2½ stories with an occasional 1¾ story Half-timbered, stucco walls, turrets and steeply pitched roofs with cross gables are characteristics of the style. Windows tend to be very tall and panes very small; they're often leaded in a diamond pattern. Arched entryways and substantial chimneys topped by terra cotta pots are also common Tudor themes. Complicated high peak roof style is common.

Images for Tudor Style



Building Style - Town House

Town Houses are multiple single family dwellings of varied style which are typically 2 stories in height and share common walls. They generally have frame construction and have been built subsequent to 1950. These differ from condominiums in that the land is individually owned.



Images of Townhouse



Building Style - Two Family – 2F

Two Family Houses are dwellings of varied style which contain 2 dwelling units. It encompasses many varied sizes and combinations of typical styles.

Images of Two Family Style



Building Style - Two Family Conversion – F2

Two Family Conversions are dwellings of varied style which contain 2 dwelling units but were typically constructed as a single family. Dwellings in this style will be recognizable as originally built for use as a single family home. It encompasses many varied sizes and combinations of dwelling styles.

Images of Two Family Conversions



Building Style - Three Family – 3F

Three Family Houses are dwellings of varied style which contain 3 dwelling units. It encompasses many varied sizes and combinations of typical styles.

Images of Three Family Styles



Building Style - Three Family Conversion – F3

Three Family Conversions are dwellings of varied style which contain 3 dwelling units but were typically constructed as a single family. Dwellings in this style will often be recognizable as originally built for use as a single family home, with visible additions and outside access stairs are common. It encompasses many varied sizes and combinations of dwelling styles.

Images of Three Family Conversions



CONSTRUCTION GRADE

This is the variable for overall construction grade. This item is used to record the overall construction grade of materials and quality of workmanship found in the residence.

CONSTRUCTION GRADE CODE DEFINITIONS

On the following pages, you will find a definition for the major grades, the system allows for a factor between each major grade.

Grade 70 - Excellent

The Grade "70" residence is a unique structure which has been designed by an architect. The best quality materials and the highest level of workmanship available at the time of construction are found throughout. Typically there will be special features such as unusual shape or design, an imposing entrance, elaborate windows and/or staircases, cathedral ceilings, and archways. Aesthetically pleasing or special purpose features and rooms are often included in such properties even though they add considerably to the construction cost. A residence of this quality often has almost as many bathrooms as bedrooms.

Grade 50 - Good

The Grade "50" residence is a well constructed home which is usually large in size. It is typically custom built to specific plans, either individually or in a group (possibly even in a sub-division). It is usually found in a neighborhood of quality homes with larger lots. A Grade "50" home is best categorized by the utilization of very good workmanship and high quality construction materials. It is designed with greater concern for efficiency and less concern for aesthetic qualities than the Grade "70" home. Rooms will be large and arranged in a most efficient manner. The kitchen will have abundant counter and cabinet space with built-in appliances. Also, abundant closet space, good quality appliances, and good quality heating and plumbing fixtures are common items in this structure.

Grade 40 - Average

The Grade "40" home is the most commonly constructed grade residence. The newer Grade "40" residences are commonly subdivision homes which may be mass produced in many areas. The construction materials and workmanship are standard for the year in which the residence was built, as are the arrangement and quality of doors, windows, plumbing, and heating. The house is generally adequate with regard to reasonable comfort but there are few expenditures for purely ornamental purposes. Vinyl and ceramic floors and walls are common in kitchen and bath. Closet space is usually adequate. While these homes are generally constructed on site, they can be pre-cut or prefabricated in whole, or in part, in order to permit efficient construction.

Grade 30 – Fair

The Grade "30" residence is an economical type of housing which can be characterized by the use of lesser quality construction materials. The design is quite basic with no expenditure for decorative detail. Lightweight materials and inexpensive exterior finish such as fiberboard, concrete block, asbestos siding, or lower grade aluminum siding with no protective backing are common. Gutters and downspouts are eliminated. Insulation is likely inadequate. Interior finish is minimal. Baths and kitchens are usually finished in low cost materials with limited cabinet and counter space. Closet space is generally inadequate. Electricity and plumbing are barely adequate.

Grade 20 - Poor

The Grade "20" residence is the poorest quality residence. It is constructed of inferior quality materials and lacks a full complement of features that are generally considered to be essential in providing year-round living accommodations. It is a structure that may have been designed without heating facilities, with few or no interior walls, single-thickness exterior walls, and single-thickness floors instead of the standard double thickness. The few structures that are built in this fashion (unfinished walls and ceilings and minimal structural components, plumbing, heating, and electrical wiring) are usually seasonal or temporary residences, but some may be year-round homes.

STORY HEIGHT**NUMBER OF STORIES**

This data item is used to record the highest story height in the residence. In order to accommodate less than a full story, this item has been designated as a three position field with two decimal places record in quarter story increments.

Following are examples of how various story heights should be recorded on the card:

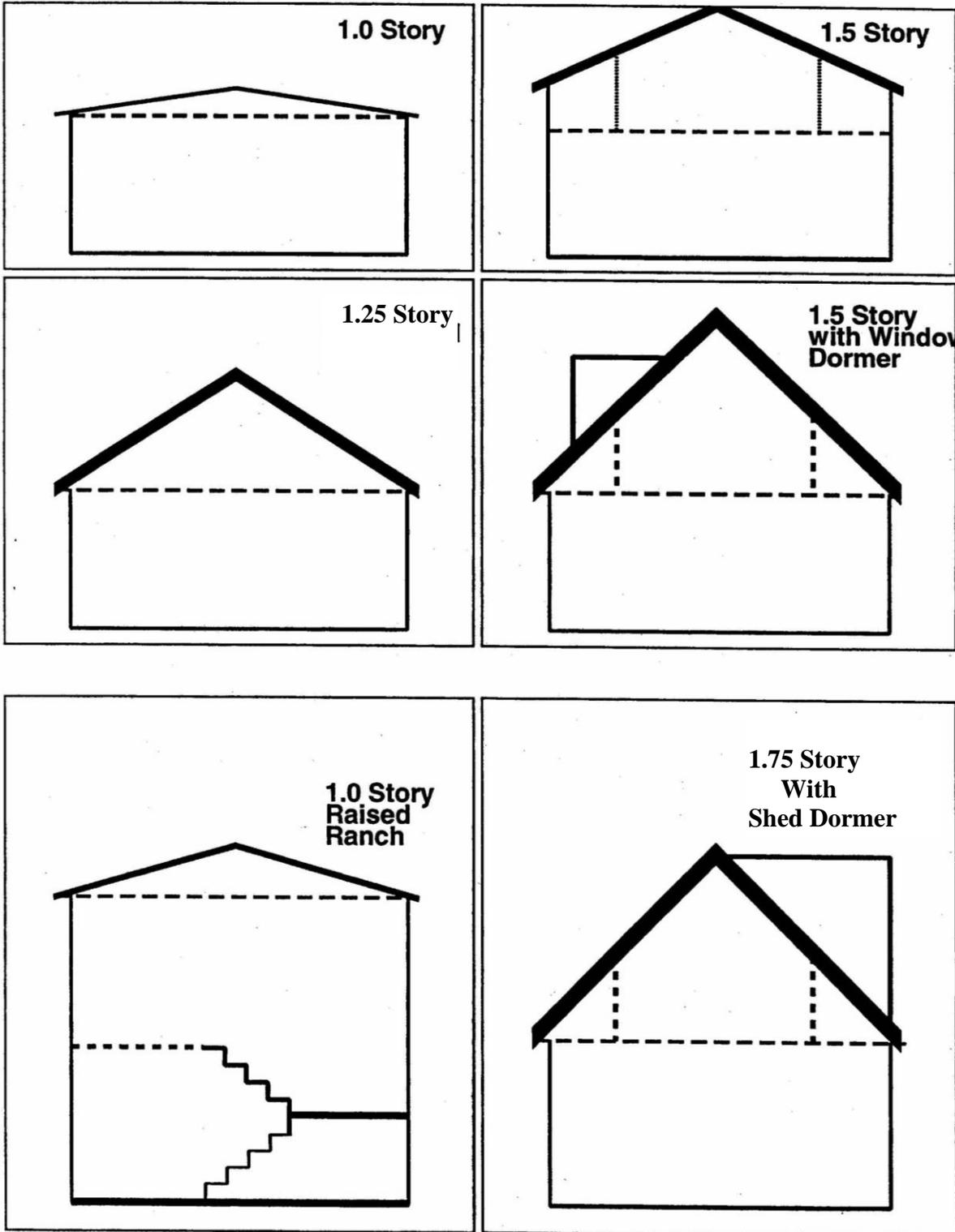
EXAMPLES

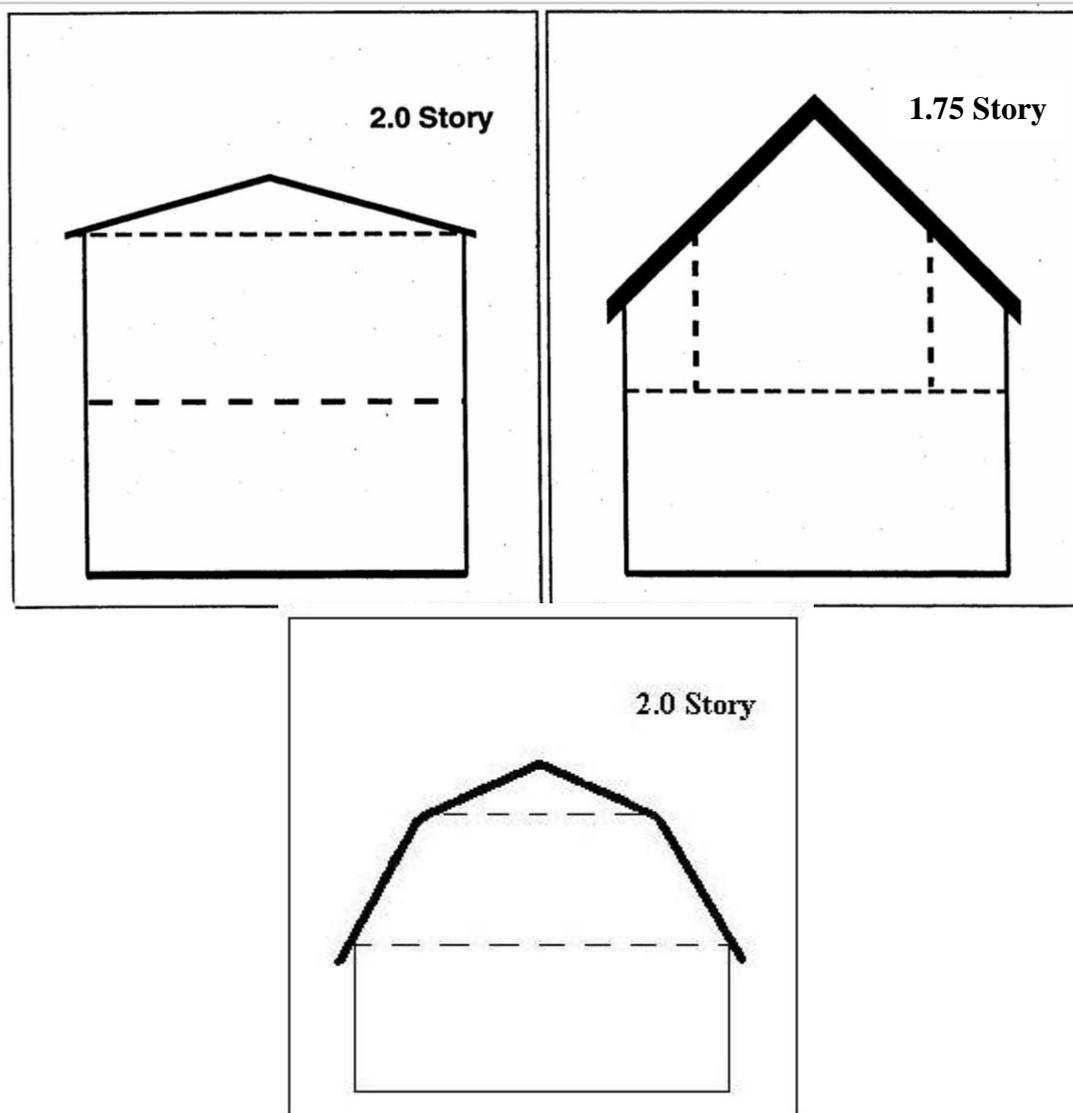
1 story	=	1.00
1 ¼ story	=	1.25
1 ½ story	=	1.50
1 ¾ story	=	1.75
2 story	=	2.00
2 ¼ story	=	2.25
2 ½ story	=	2.50
2 ¾ story	=	2.75
3 story	=	3.00
3 ¼ story	=	3.25
3 ½ story	=	3.50

On the following 3 pages you will find illustrations of assorted story heights, as well as diagrams of common roof types.

NOTE: Building Styles Ranch and Raised Ranch must be collected with a story height = 1.0.

Sample Diagrams - Residential Building Story Heights





EXTERIOR WALL MATERIAL CODE DEFINITIONS

Exterior Wall 1 is used to record the predominately facing material used in the construction of the exterior walls. Exterior Wall 2 is used to record the secondary facing material.

WS Wood Shingle- Indicates use of any wood surface such as clapboard siding, board and batten, wood shakes or shingles; exterior wood panels (commonly referred to as Texture 111), or logs.

BS – Brick or Stone - Indicates use of solid brick or veneer masonry brick construction or use of limestone, sandstone, or cobblestone construction.

AV - Aluminum/Vinyl - Indicates use of aluminum or vinyl siding.

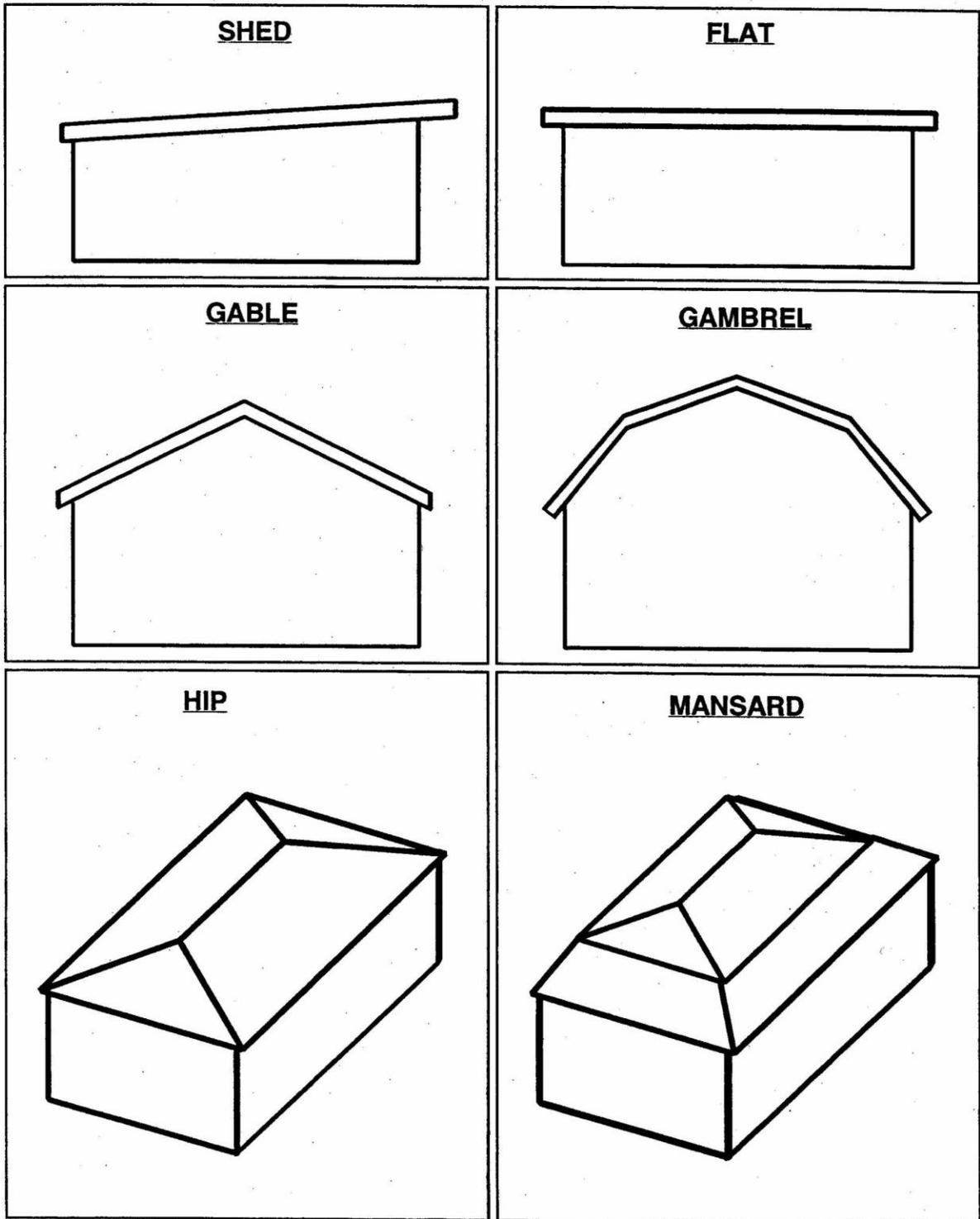
AA – Asphalt or Composition - Indicates use of asbestos shingles, asphalt shingles, masonite siding, or insul-board.

CB - Concrete - Indicates use of concrete block or solid concrete construction.

SC - Stucco - Indicates use of cement stucco applied over an exterior wall of frame or masonry.

GS – Glass or Synthetic Materials – Produced by chemical synthesis (man-made).

Sample Residential Roof Lines



ROOF COVER

01	Metal/Tin
02	Rolled Comp
03	Asph/Fbgl/Comp
04	T&G Resden
05	Corrugated Asb
06	Asbestos Shing
07	Concrete Tile
08	Clay Tile
09	Enam Mtl Shing
10	Wood Shingles
11	Slate
12	Rubber Roofing
13	Arch Shing
14	T&G Comm

INTERIOR WALL COVERING

01	Minim/Masonry
02	Wall Board
03	Plaster
04	Plywood Pnl
05	Drywall/Shtrk
06	Cust/W/d/Panel
07	Knoty/Pine/Ced
08	Skim Coat Plst

INTERIOR FLOOR COVERING

00	NONE
99	Typical
AT	Asphalt Tile
CP	Carpet
HW	Hardwood
SW	Softwood
VT	Vinyl Tile

HEAT FUEL

00	NONE
01	Coal/Wood
02	Oil
03	Gas
04	Electric
05	Solar Assisted
06	Average
07	Propane
99	Typical

HEAT TYPE

This item is used to record whether or not the residence has central heat (e.g., a heating unit which supplies heat to most or all of the living area in the residence). If there is a secondary heating system in the residence, the central (main) system is indicated here and the other system should be detailed as to heat type and fuel source in the notes area.

HEAT TYPE CODE DEFINITIONS

N-None or No Central Heat - This indicates that there is no heat source, or heat is primarily provided by stoves or space heaters.

A – F.H.A. Forced Hot Air - This indicates that heat is primarily provided through a central forced air system.

W - Hot Water - This indicates that heat is provided primarily through a central hot water system.

S - Steam - This indicates that heat is provided primarily through a central hot steam system.

E - Electric - This indicates that heat is primarily provided through an electric baseboard heating system.

G – GHA – Geothermal Heat unit, using the constant temperature of the earth to warm water to a suitable temperature, which is then used as baseboard or forced air

AIR CONDITIONING – AC TYPE

99	Typical
C	Central
H	Heat Pump
L	Partial Wall
N	None
P	Par Central
W	Wall Units
Y	Yes

NUMBER OF BEDROOMS

This item is used to record the number of rooms in a residence that were designed to be used primarily as a bedroom, even though they may currently be used as an office or den. The entry must be made in whole number form (e.g., 01, 02 ... 11, 12).

NUMBER OF FULL BATHS

This item is used to record the number of full bathrooms in the residence. A full bathroom is one that consists of three or more fixtures; usually a water closet, water basin, and bathtub and/or shower stall. This number is recorded as a whole number.

NUMBER OF HALF-BATHS

A half-bath is one that consists of only two fixtures, usually a water closet and a water basin. This entry is recorded as a whole number.

EXTRA FIXTURES

Additional plumbing fixtures, such as a shower and jacuzzi tub in a single bathroom, would have one additional fixture.

TOTAL ROOMS

An overall room count for the structure being data collected., excluding basement rooms, bathrooms, closets, entry hall, and laundry areas. The entry must be made in whole number form (e.g., 01, 02 ... 11, 12).

FOUNDATION TYPE

BR	Brick
CB	Concrete Block
CN	Concrete
PP	Post & Piers
SL	Slab
ST	Stone

BASEMENT TYPE CODE DEFINITIONS

N - None Pier/Slab

This indicates a residence without a basement that is built either on a concrete slab or on individual piers or pilings.

C – Crawl

This indicates a residence that has no basement as described in definitions Partial and Full, but it does have a crawl space. A crawl space consists of the area between the ground and a joisted first floor set on foundation walls. CRAWL SPACES ARE NOT INCLUDED ON THE SKETCH.

Partial

This indicates a residence that has been excavated to provide a basement six or more feet in height beneath 75 percent or less of the first floor area. The remainder of the first floor area is over a crawl space, piers, or a slab.

3 – Three Quarter of Base Area

2 – One Half of Base Area

1 – One Quarter of Base Area

F - Full - This indicates a residence that has been excavated to provide a basement six or more feet in height beneath more than 75 percent of the first floor area.

B. COST / MARKET VALUATION

ACTUAL YEAR BUILT

This is the variable for chronological age. This item is used to record the actual year in which the residence was constructed. If the owner does not know the actual year of construction, estimate to the best of your ability using the General Building Style Characteristics and similar properties with known ages as a guide.

DEPRECIATION CODE - CONDITION - OVERALL CONDITION

This item is used to record the overall physical condition of the residence. Careful consideration should be given to interior walls and ceilings, interior finish, kitchen cabinets and counters, heating, plumbing, and electrical equipment. Also considers exterior foundation, chimneys, porches, siding, and roofing.

DEFINITIONS

V – Very Poor - This indicates that the structure is severely dilapidated and is in need of complete repair. This home is "uninhabitable" and is usually abandoned.

P - Poor - This indicates that the structure is severely dilapidated and is badly in need of repair. This home is "barely habitable" and is often found abandoned. Clutter or un-cleanliness does not always indicate actual deterioration of building components.

F - Fair- This indicates that the structure shows definite signs of deferred maintenance.

The functional utility is somewhat diminished but the house is usable. It could be characterized as "needing work". Clutter or un-cleanliness does not always indicate actual deterioration of building components.

A – Average or Normal - This indicates that the structure shows only minor signs of deterioration caused by normal "wear and tear". The residence is usable and reflects an ordinary standard of maintenance.

G - Good - This indicates that the residence is in "like-new" condition. It shows limit signs of deferred maintenance and reflects above normal upkeep. Older homes may have undergone major remodeling.

E - Excellent - This indicates that the residence does not require any work at all and appears to be in "new" condition.

YEAR REMODELED

This item is used to record the year in which the subject property was remodeled. Usually this means that there was enough remodeling activity to effect a property value change. This item will be a factor in the calculation of “Effective Year Built”, which is calculated during valuation table adjustments

FUNCTIONAL OBSOLESCENCE

This item is one of the three general causes of accrued depreciation, the other two of which are physical deterioration and economic obsolescence. More specifically, it is a loss in value due to the inability of a structure to adequately perform the function for which it is used. Functional obsolescence results from changes in demand, design, and technology, and can take the form of deficiency (e.g., - one bathroom), need for modernization (e.g. – outmoded kitchen), or super adequacy (e.g. – overly high ceilings). In any case, buyers perceive a loss in utility; therefore, the price offered is lower due to reduced demand. For a complete discussion on this topic, please refer to “Property Appraisal and Assessment Administration”, 1990 Edition, Chapter 8, published by the International Association of Assessing Officers.

This item cannot be data collected, but has to be calculated as part of the analysis phase of the appraisal process.

EXTERNAL OBSOLESCENCE (ECONOMIC OBSOLESCENCE)

External obsolescence is a reduction in value caused by an undesirable factor outside the property. Locational obsolescence, external obsolescence, economic obsolescence, and environmental obsolescence are all types of external obsolescence. External obsolescence is generally not curable. Causes of economic obsolescence are numerous. Noisy or unattractive highways and industrial plants cause a loss in value to nearby residences;; polluted waterways, swamps, and obstructions of views have an adverse effect on the value of nearby property.

The following are examples of external obsolescence

- Construction of a landfill or industrial site next to a residential neighborhood will cause values to decrease (locational obsolescence).
- Construction of a government subsidized apartment complex next to a residential subdivision will cause values to decrease (locational obsolescence).
- An increase in interest rates will cause values to decrease (economic obsolescence).

An expensive private home may drop in value when an industrial plant is built nearby. This is a form of economic obsolescence that must be considered in the value of the property

External obsolescence is rarely (if ever) curable.

VALUE ADJUSTMENTS – CONDITION FACTORS

These items are available in the software to further adjust the value due to construction or an incident like fire.

Physical Damage – When a property is affected by fire or other physical damage. The percent of damage is also calculated during the inspection. The Value adjustment further reduces the value based upon the impact.

Under Construction – Property with ongoing construction, where the percent complete is of the entire parcel. If a major addition is being added or a property is undergoing renovations, the overall percent complete is estimated.

C. BUILDING AREA SECTION

This section is used to record the pertinent information, which must be collected to describe the residential structure. Finished space typically has floor coverings such as wood, vinyl, ceramic, or carpeting. Walls are finished and not studs, finish can be stucco, wallboard or sheetrock. The finished space is usually the heated area of the home, but a heat source may not be necessary due to ambient heat.

BAS - FIRST STORY AREA

This item is used to record the total square footage of all first floor area including finished and unfinished areas.

FUS - SECOND STORY AREA

This item is used to record the total square footage of all second floor area including finished and unfinished areas. To be considered a second floor, the area must have full wall height at the eaves of the house. If judged from the outside of the house, the roofline at the eaves is above the top of a full-sized double-hung window.

FU1 – QUARTER STORY AREA

This item is used to record the total floor area (measured from the exterior) of a one quarter story, including all finished and unfinished areas. To qualify as a one quarter story, there must be at least 4 feet of exterior wall height at the eaves. An exception is when there is sufficient slope of the roof for the area to be approximately 25 percent usable, as is often found in a Cape Cod (CC) style house.

FU2 - HALF STORY AREA

This item is used to record one-half of the floor area (measured from the exterior) of the half story, including all finished and unfinished areas. To qualify as a half story, there must be at least 4 feet of exterior wall height at the eaves. An exception is when there is sufficient slope of the roof for the area to be approximately 50 percent usable, as is often found in a Cape Cod (CC) style house. A half story should have Windows of a size sufficient for light and ventilation.

FU3 - THREE QUARTER STORY AREA

This item is used to record the total floor area, (measured from the exterior) of a three quarter story including all finished and unfinished areas. Usually there will be 5 - 7 feet of exterior wall height at the eaves giving a usable square footage that is approximately 75 percent of the total floor area. This entry can be used to describe floor area in any dwelling style, which meets the above-mentioned criteria. It can also be used with dwelling styles such as a Cape Cod (CC) or Old Style, which have a full shed dormer or sufficient dormers to increase the usable living area. This item is used to record three quarters of the floor area, (measured from eave to eave) of a three quarter story including all finished and unfinished areas. Usually there will be 5 - 7 feet of exterior wall height at the eaves giving a usable square footage that is approximately 75 percent of the total floor area. This entry can be used to describe floor area in any dwelling style, which meets the above-mentioned criteria. It can also be used with dwelling styles such as a Cape Cod (CC) or Conventional (CV), which have a full shed dormer or sufficient dormers to increase the usable living area.

FINISHED AREA OVER GARAGE (FUS, FU2, or FU3 depending on Story height)

This item is used to record the usable interior floor area over an attached garage in those residences where this area was designed to be part of the main living area, and is accessible from other parts of the main living area. This is usually found in newer Ranch style residences.

UNF - UNFINISHED AREA OVER GARAGE

This item is used to record the interior floor area over an attached garage in those residences where this area was designed to be part of the main living area, but is unfinished. It is accessible from other parts of the main living area.

FAT - FINISHED ATTIC AREA

This item is used to record the usable interior floor area of finished attic, not to exceed 40 percent of the total floor area. A finished attic would be characterized by a lack of headroom due to a low angle roof. It will have finished walls, ceilings, and floors and adequate heat, lighting, and electricity. In the event the area finished is less than 100%, the codes FA1 (25% finished), FA2 (50% finished), or FA3 (75% finished) are to be used.

FBM - FINISHED BASEMENT AREA

This item is used to record the square footage of basement area that has been finished with a quality of materials and workmanship consistent with the main living area. In the event the area finished is less than 100%, the codes FB1 (25% finished), FB2 (50% finished), or FB3 (75% finished) are to be used.

SFB - FINISHED BASEMENT AREA - SUPERIOR

This item is used to record the square footage of basement area that has been finished with a high quality of materials and workmanship consistent with the main living area and raised window exposure allowing increased light and air. SFB code is most often seen on Split Level and Raised Ranch style homes.

UNFINISHED FLOOR AREA –

UNF – UNFINISHED AREA

UAT – UNFINISHED ATTIC

UBM – UNFINISHED BASEMENT

This item is used to record the square footage of story area that has been left unfinished. If more than one such room exists, enter the total square footage of all unfinished rooms. The location of unfinished areas should be described in the notes area.

GARAGES

FGR- ATTACHED GARAGE

BGR- BASEMENT GARAGE

PORCHES/PATIOS/CARPORTS/GARAGES - See your supervisor for other available subarea codes.

PORCH TYPE CODES

CAN - Canopy or Covered Porch

FSP - Screened Porch

EPH - Enclosed Porch

BPA – Built-in Porch Area

STP- An open concrete deck with no roof. Smaller in size than a recreational deck. It is used to facilitate entrance to the dwelling.

OPH - Open Porch Usually larger in size than a Stoop

This is the square foot area of the porch recorded in Porch Type. If no entry is made in Porch Type, leave this item blank also.

$$\text{SFLA} = \left[\begin{array}{c} \text{1ST STORY} \\ + \\ \text{2ND STORY} \\ + \\ \text{ADD'L} \\ \text{STORY} \end{array} \right] + \left[\begin{array}{c} \frac{1}{2} \text{ STORY} \\ + \\ \frac{3}{4} \text{ STORY} \end{array} \right] - \left[\begin{array}{c} \text{UNFIN.} \\ \frac{1}{2} \text{ STORY} \\ + \\ \text{UNFIN.} \\ \frac{3}{4} \text{ STORY} \\ + \\ \text{UNFIN.} \\ \text{FULL FLOOR} \end{array} \right] + \left[\begin{array}{c} \text{FIN.} \\ \text{ATTIC} \\ + \\ \text{FIN. OVER} \\ \text{GARAGE} \\ + \\ \text{FIN.} \\ \text{BSMT} \end{array} \right]$$

SAMPLE SFLA CALCULATIONS

EXAMPLE 1 One story ranch house 20' wide and 40' long

Formula: A = L x W
 Area = 20' x 40' = 800 square feet
 1st floor area = 800 sq. ft.
 SFLA = 800 sq. ft.

EXAMPLE 2 One story raised ranch 32' wide and 40' long. Finished basement 32' wide and 20' long

Formula: A = L x W
 Area = 32' x 40' = 1,280 square feet
 1st floor area = 1,280 sq. ft.
 Finished basement = 32' x 20' = 640 sq. ft.
 Finished Basement area = 640 sq. ft.

SFLA = 1st floor area (1280) + finished basement area (640) = 1,920 sq. ft.

EXAMPLE 3 A one and one-half story cape 28' wide and 36' long. Half story is finished.

Formula: $A = L \times W$
 Area = 36' x 28' = 1,008 sq. ft.
 1st floor area = 1,008 sq. ft.
 Half story area = 1,008 sq. ft x .50
 SFLA = 1,008 + (1,008 x .50) = 1,512 sq. ft.

EXAMPLE 4 Two story colonial 20' wide and 48' long with an unfinished room 12' wide by 17' long.

Formula: $A = L \times W$
 Area = 20' x 48' = 960 square feet
 1st floor area = 960 sq. ft.
 2nd floor = 960 sq. ft.
 Unfinished full floor area = 12' x 17' = 204 sq. ft.
 SFLA = 1,716 sq. ft.

D. OUTBUILDINGS AND EXTRA FEATURES

OB-OUTBUILDING & YARD ITEMS(L) / XF-BUILDING EXTRA FEATURES(B)												
Code	Description	Sub	Sub Descript	L/B	Units	Unit Price	Yr	Gde	Dp Rt	Cnd	%Cnd	Apr Value

IMPROVEMENT SECTION

This section is used to record data concerning any improvements to the residence, or to record other structures on the site. Improvements located inside the residence should be listed in Extra Features (e.g., FIREPLACES, SAUNAS, ELEVATORS).

FIREPLACE

This item is used to record the actual number of openings for functional fireplaces which exist in the residence. Woodstoves and freestanding fireplaces are not to be recorded here. This entry must be made in whole number form (e.g., 01, 02 ... 11, 12).

OUTBUILDING AND YARD ITEMS are any detached improvements such as sheds, barns, and in-ground swimming pools.

And last, list any miscellaneous improvements which are not covered by a more specific code with a MSBG structure code.

MEASURE CODE DEFINITIONS – (Note: Data entered but does not appear on PRC)

Units - This indicates that no physical measurements will be entered in Dimension 1 or Dimension 2. When a Measure Code of "1" is used, an entry must be made in Quantity.

Measure - This indicates that there will be some type of measurement entry in both Dimension 1 and Dimension 2. In most cases, the entries will comprise the length and width of the structure, but they could indicate other measurement data (e.g., the length and height of a fence). When a Measure Code of "2" is used, an entry must be made in both Dimension 1 and Dimension 2.

UNITS

This item is used to record the number of identical units that are being accounted for by a single Extra Feature code. If there are two fireplaces, for example, quantity will be "2" and a cost for two identical sheds will be produced.

GRADE

This item is used to record the quality of materials and workmanship for the structure. For attached improvements, the grade is usually the same as the residence.

GRADE and CONDITION CODE DEFINITIONS

E - Excellent - This indicates the use of excellent quality materials and fine workmanship throughout.

G - Good - This indicates the use of above average materials and workmanship.

A - Average - This indicates the use of standard materials and workmanship.

F - Fair - This indicates the use of lightweight, inexpensive materials and average workmanship.

P – Poor - This indicates the use of inferior materials and poor workmanship.

V – Very Poor - This indicates the use of extremely poor materials and poor workmanship.

PERCENT GOOD

This item is an estimate of the value of a property, expressed as a percentage of its replacement cost, after depreciation of all kinds has been deducted. **This item cannot be data collected, but has to be calculated as part of the analysis phase of the appraisal process.** For entry into the database, percent good (also known as a residual) is a whole number with a value between 10 and 100. This item will adjust the final value. Entry is optional and can be left blank.

E. MEASURING, SKETCH, CALCULATIONS GUIDELINES

A sketch with measurements is very important because it gives a visual depiction of the written items on the data collection card. Many people will be working with the sketch on the data collection card because the sketch is used for many purposes. Accurate measurements and a neat sketch, drawn to scale, are important to the collection effort. Included in this section are basic guidelines for measuring and sketching residential structures. Fundamental rules for calculating square foot area are also included in this section of the manual.

MEASURING GUIDELINES

Measuring is the first step in the sketching procedure. Accuracy is the key to measuring, and several techniques exist to achieve this objective.

- a) Familiarize yourself with the measuring device. Cloth tapes (50' and 100') and Roller Tapes or measuring wheels are the most common implements used. Procedures to correctly utilize and maintain each device must be understood and practiced.
- b) Develop a standard measuring procedure using the following guidelines:
 - 1) Always begin at the front of the structure.
 - 2) Pursue a clockwise, or counter-clockwise, course depending on obstacles encountered.
 - 3) Once started, maintain continuity. Measure adjacent sides. Never measure one side, then an opposite side.
- c) When possible, always place the measuring instrument on the surface of the structure being measured. If a measurement cannot be obtained in this manner, place the instrument as close to the structure as possible. Always keep the instrument parallel and taut.
- d) Round all measurements to the nearest foot. If the measurement reads 5'6" or more, round to 6'. If the measurement reads 5'5" or less, round to 5'.
- e) Measurements should be taken from the exterior of the structure. However, interior measurements are recommended when unfinished rooms or partially finished basements are encountered.

SKETCHING GUIDELINES

Sketching the residence and associated improvements is an essential task in the data collection procedure. The sketch provides a basic picture of the structure(s).

To correctly diagram a residence and its improvements the following guidelines should be adhered to:

- a) Use a standard scale of 1 block = 2 feet. If this scale must be adjusted, make sure the new scale is identified in the bottom right hand corner of the sketch area.
- b) Always place the front of the structure being diagramed at the bottom of the sketch area. Before starting the sketch, determine how the structure can best be diagramed in the sketch area. Center the diagram, providing room for improvements.
- c) The sketch will always be completed on the Property Record Card prior to leaving the site. A rough sketch can be drawn on scratch paper as the measuring procedure is underway. Final sketch can be completed at anytime after the rough sketch is checked for closure, etc.
- d) The sketch should be completed line by line as each surface is measured. Measure the surface and then draw the line indicating that surface on the sketch grid. Make sure the line is drawn to the scale depicting the measurement.
- e) Use solid and dotted lines to differentiate between changes in story height, finished and unfinished area, etc. Solid lines are used to indicate differences in story height. Dotted lines will be used to separate finished basement areas from basement garages, to indicate

overhangs, and to separate finished from unfinished areas in one-half or three-quarter story structures. Dormers will be identified by dotted lines drawn inside the sketch perimeter.

- f) Use a straight edge when completing the final diagram - this assures a neat, precise sketch.
- g) Detached improvements will not be sketched.

SKETCH LABELING GUIDELINES

Labeling of a sketch is necessary to designate specific features of the structure.

The sketch must be detailed to achieve a basic picture of the structure. The following guidelines will help obtain the desired results:

- a) Use alpha, alphanumeric, and numeric symbols when labeling. Numeric symbols will be used to indicate story heights and surface measurements. Alpha symbols will be used to indicate basement types, unfinished and finished areas, basement or attached garages, and overhangs.
- b) Alphanumeric symbols will be used to identify and differentiate attached and detached improvements.
- c) Labels should be legible and precise.
- d) Labels must be placed in their correct location on the sketch. For attached improvements place the appropriate structure code within that section of the diagram that depicts the improvement. Detached improvements will simply be identified by placing the correct structure code in the area on the sketch that corresponds to its location with regard to the main residence.
- e) Use standard abbreviations for exterior wall, basement type, finished and unfinished area, basement garage, overhangs and story height. Standard structure codes are to be used to identify all improvements.

SAMPLE SKETCHES

Following are nine sample sketches for various residential dwellings. On the page facing each sketch you will find the Residential Building Area Section of the card as it should be collected for the example shown. Also provided is the Improvement Section of the card as it would be completed for any attached improvements in the sample sketch.

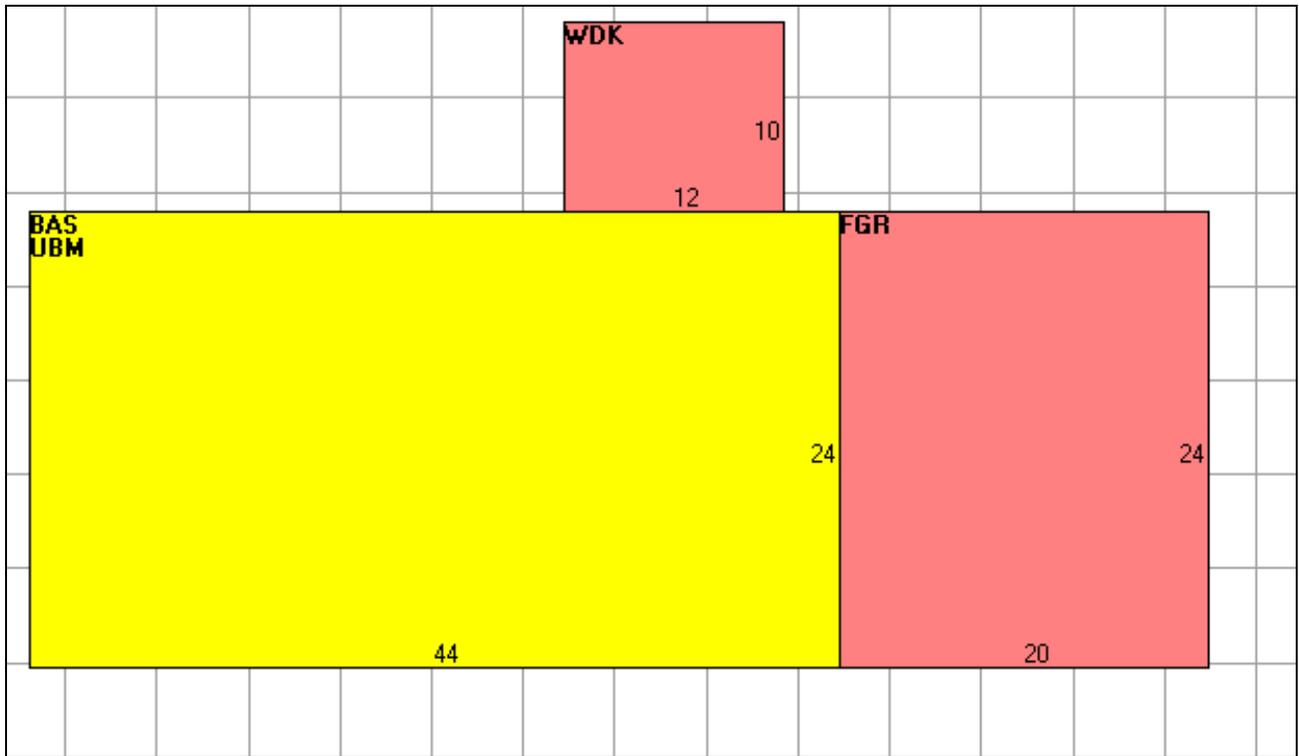
EXAMPLE 1

This is a one story brick ranch with a full unfinished basement (24 x 44) and an attached one story brick garage (20 x 24). There is a deck (10 x 12) off the rear of the house.

Grade - Good

Built - 1979

Exterior Condition – Normal



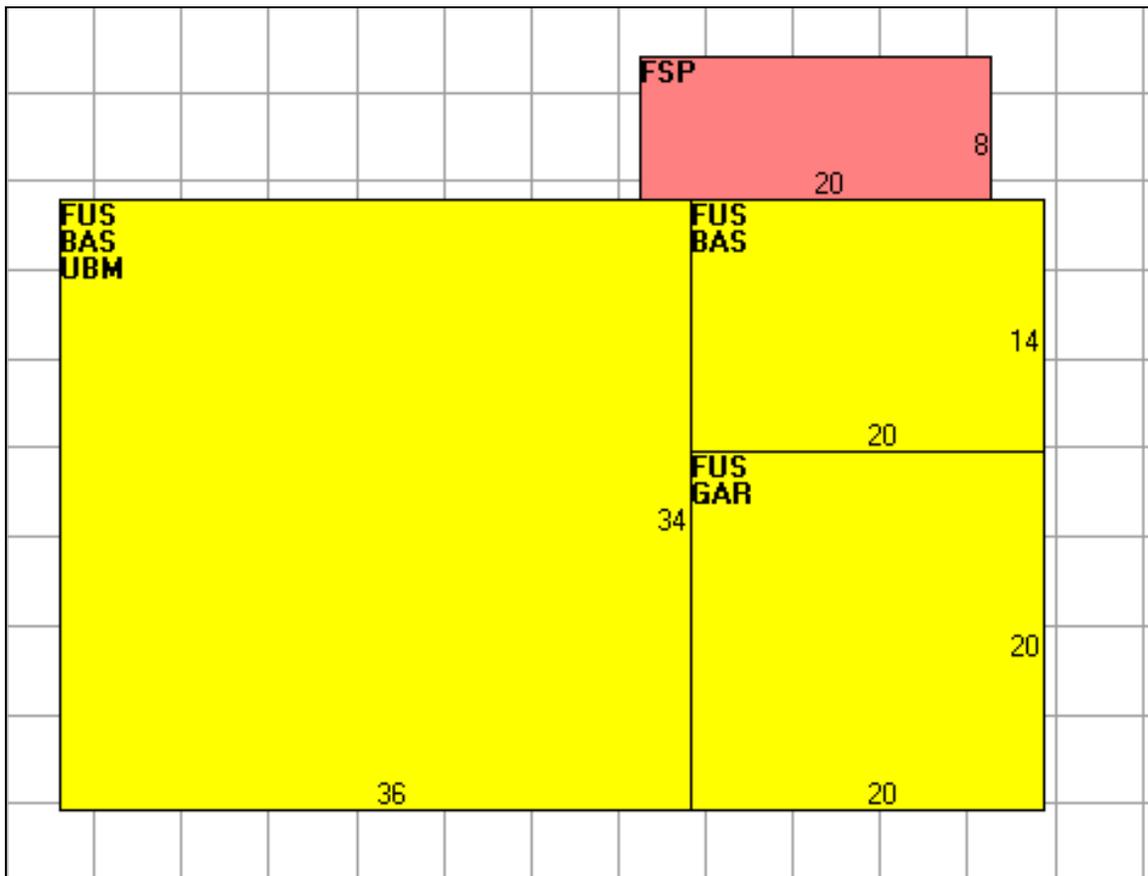
EXAMPLE 2

This is a two story wood colonial house (34 x 36) with an attached garage (20 x 20), a family room behind the garage (14 x 20), and second floor living area above the garage and family room. There is an unfinished basement under the main area of the house but the garage area is on concrete slab. The screened porch (8 x 20) which extends off the family room and the gunite pool (20 x 40) in the back yard were both built in 1980.

Grade - Average

Built - 1974

Exterior Condition – Normal



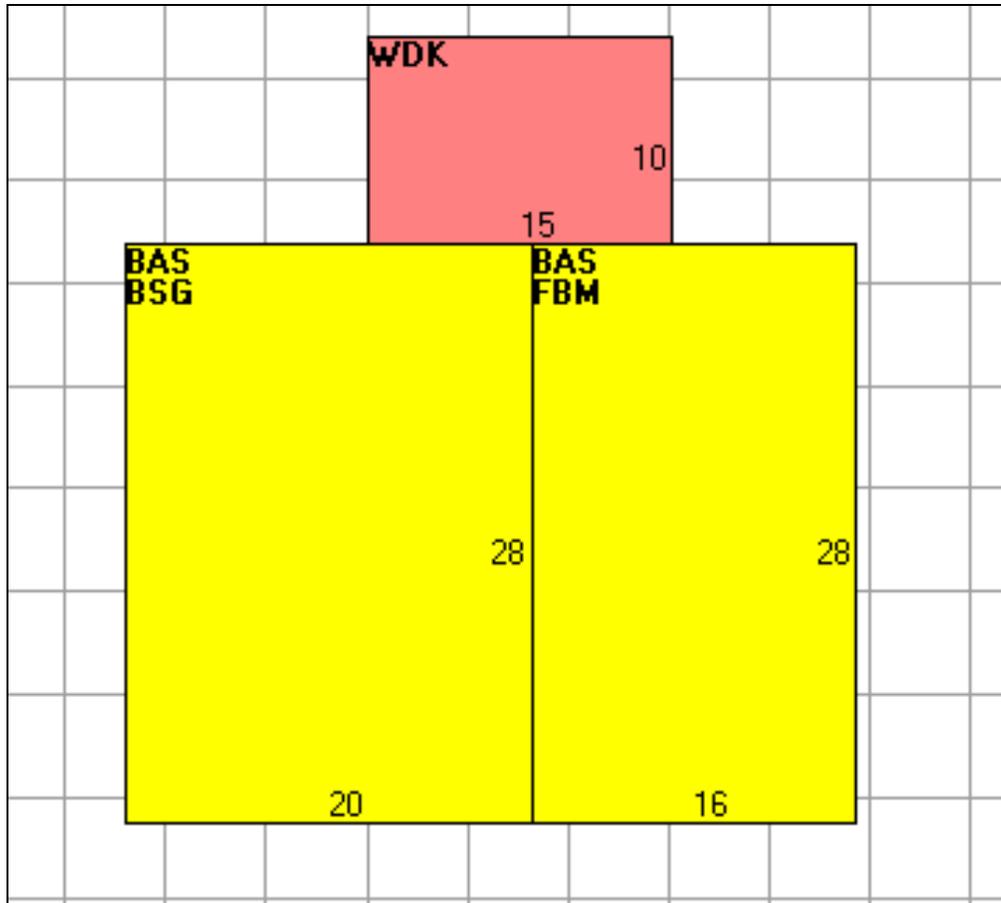
EXAMPLE 3

This is a raised ranch style home (28 x 36) with aluminum siding. There is a two car basement garage (20 x 28) with living area in the remaining basement area. There is a deck (10 x 15) extending off the rear of the house.

Grade - Average

Built - 1968

Exterior Condition – Normal



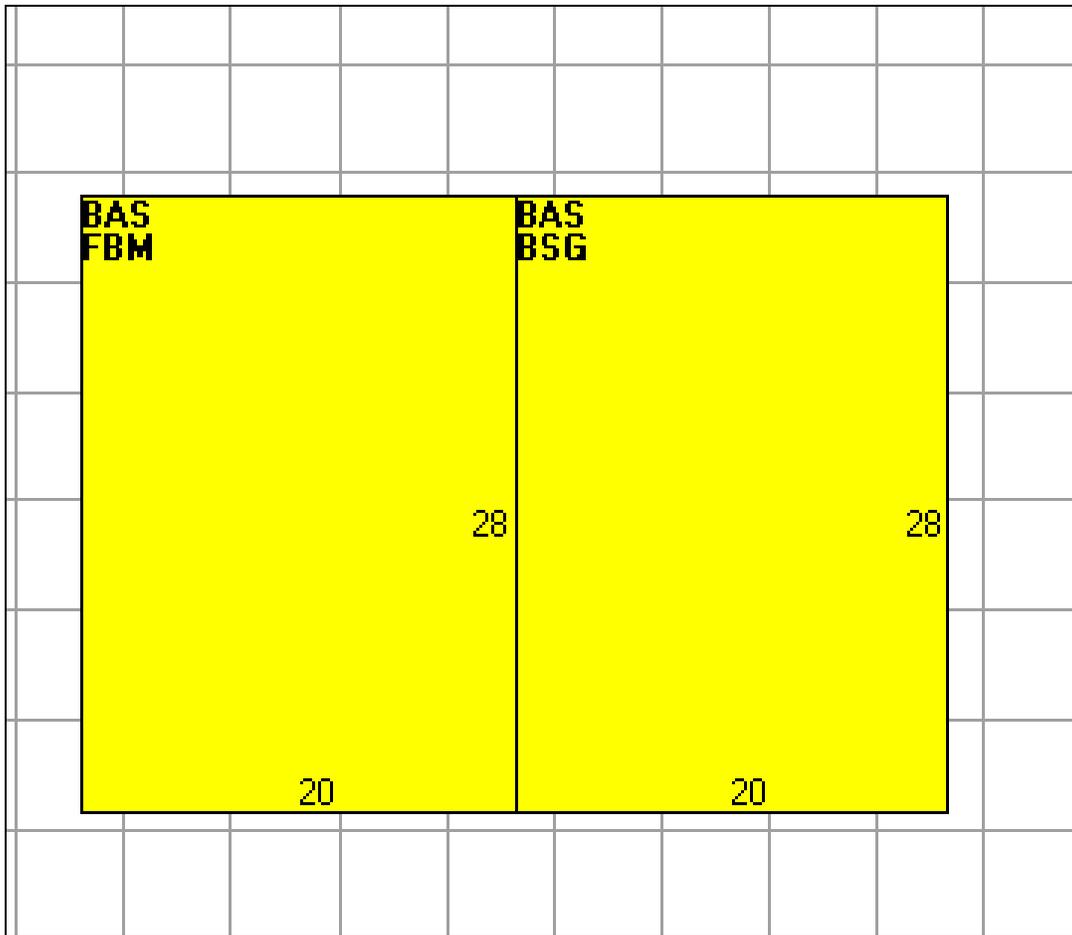
EXAMPLE 4

This is a wood split level home (28 x 40) with four levels, the bottom two of which are at least partially below ground level. One of the lower levels is a garage (28 x 20) and the other is finished living area.

Grade - Average

Built - 1972

Exterior Condition – Normal



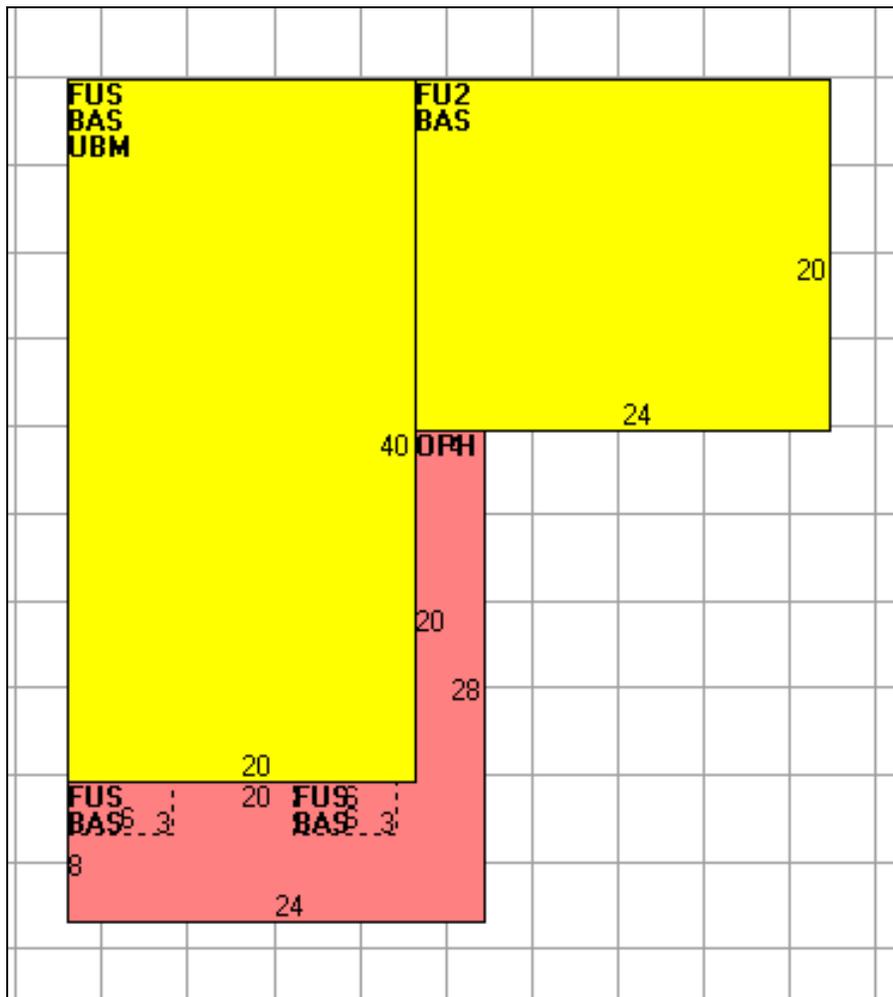
EXAMPLE 5

This is a two story, wood old style house (20 x 40) with two bay windows (3 x 6) on each floor. There is a 1 ½ story addition (20 x 24) with a completely finished half story area. The two story section is over an unfinished basement and the 1 ½ story has crawl space beneath it. A covered porch extends across the front (20 x 4) and partially around the side (24 x 4) of the two story section. The two story detached wood garage (24 x 24) has a finished, heated room upstairs which contains a sink and toilet; the garage is average grade, normal condition, and was built in 1958.

Grade - Average

Built - 1915

Exterior Condition – Fair



The two story detached wood garage would be entered in the Outbuilding Section, unless there was a separate living unit, and then it would be a second site.

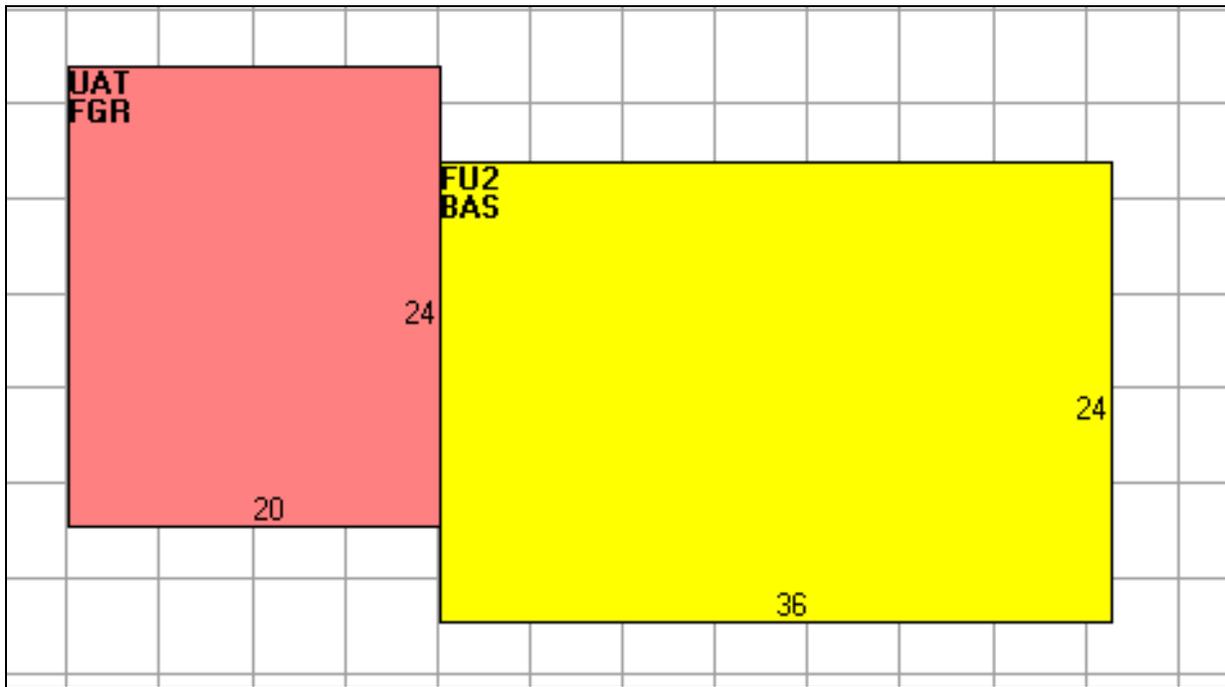
EXAMPLE 6

This is a 1 ½ story brick cape cod house (24 x 36) over a crawl space. There is an attached 1½ story garage (20 x 24). The half story area in the residence is finished, but the area over the garage is unfinished.

Grade - Average

Built - 1937

Exterior Condition – Good



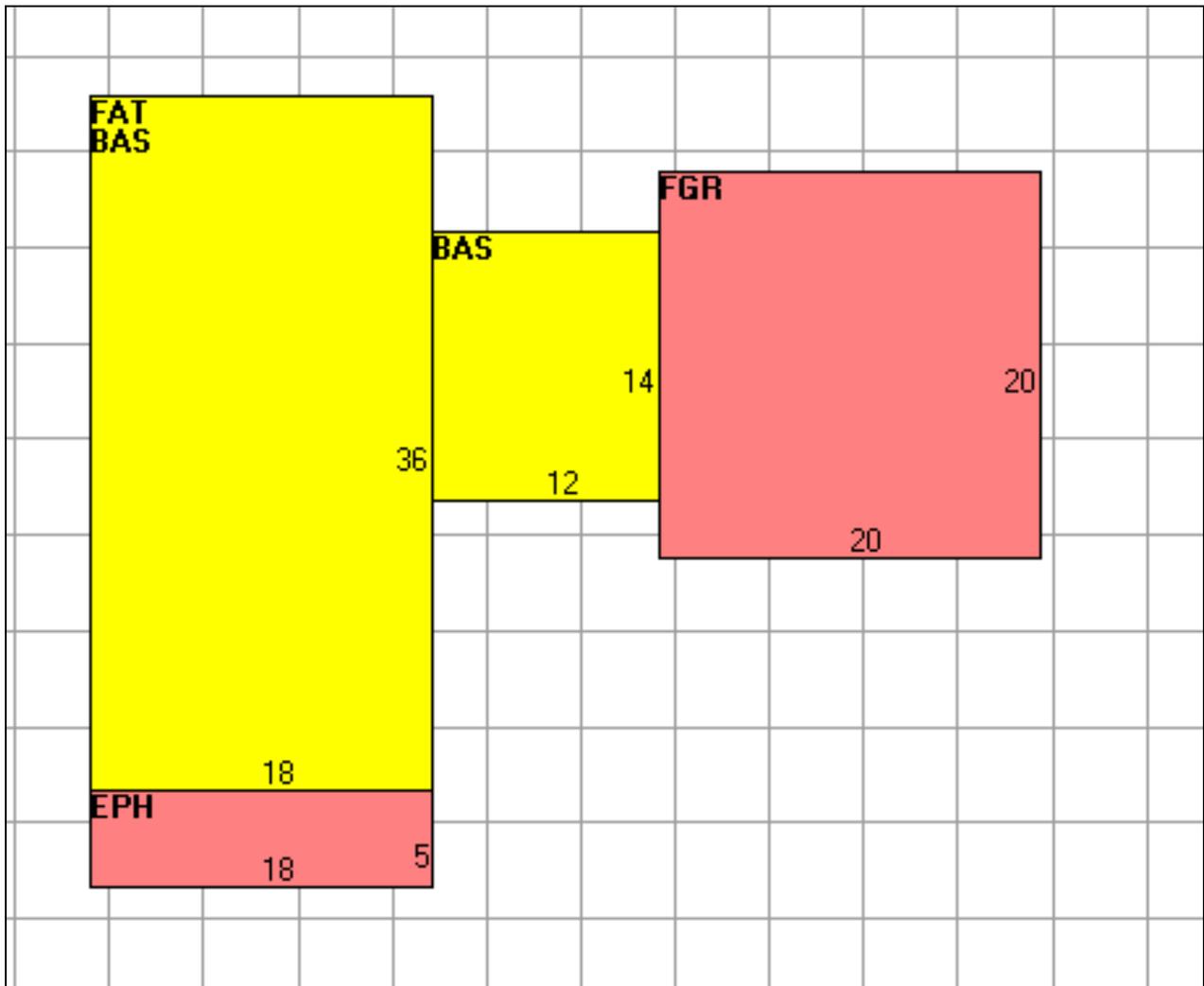
EXAMPLE 7

This is a one story, composition sided bungalow (18 x 36) with a finished attic. The attic allows about 30 percent of the floor area to be used as living area. The small, one story addition (12 x 14) which connects the main area to a 1 story garage is of economy grade, was built in 1940, and is in normal condition. The main area is built over crawl space and the addition and garage on cement slab. There is a heated, enclosed porch (5 x 18) on the front of the house.

Grade - Economy

Built - 1925

Exterior Condition – Fair



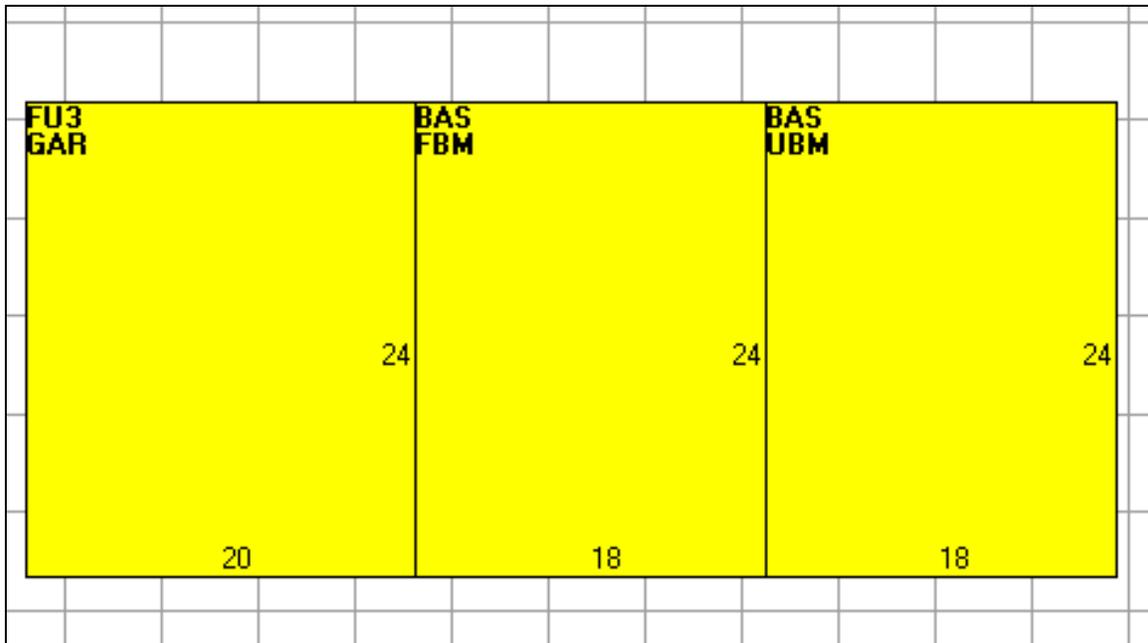
EXAMPLE 8

This is an aluminum sided ranch (24 x 36) with a full basement, half of which is a finished REC room. There is an attached garage (20 x 24) over which is living area accessible from the main living area. The usable area over the garage, measured by the interior walls, is 18 X 20 or three-quarter of the exterior dimensions.

Grade - Average

Built - 1976

Exterior Condition – Good



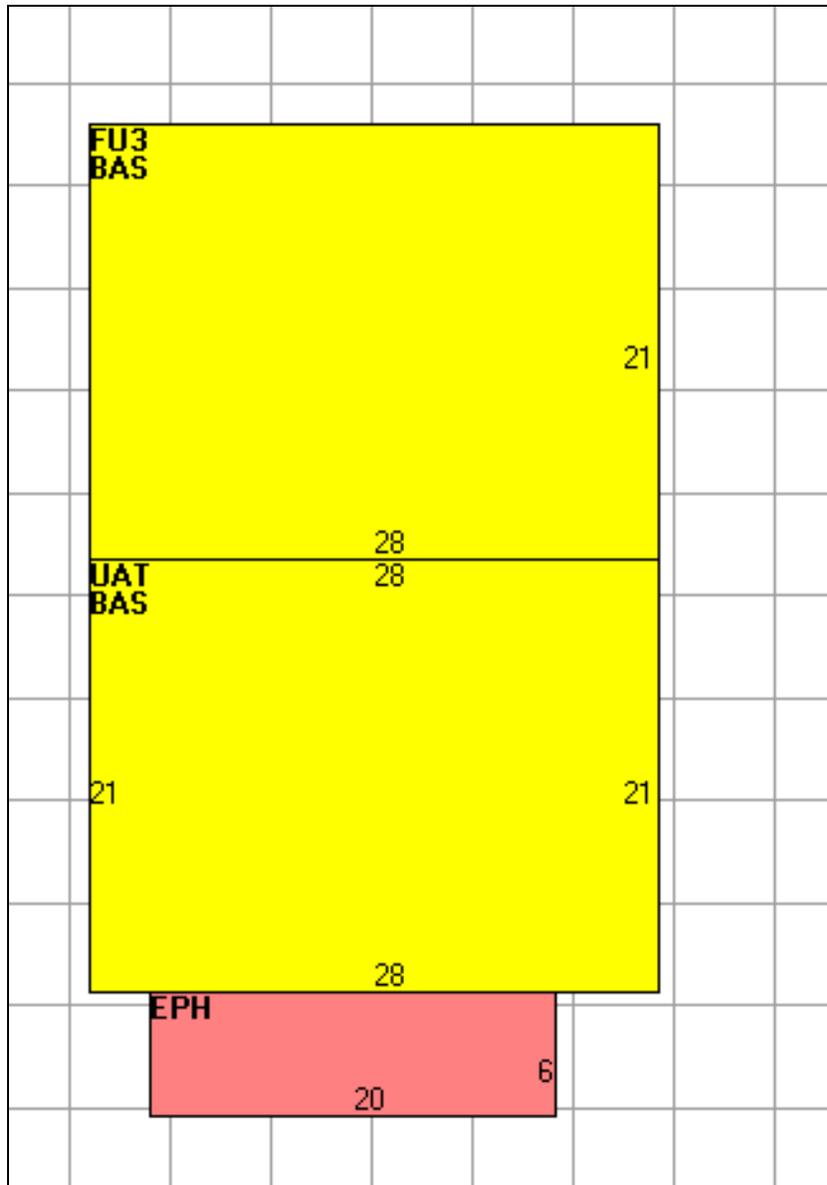
EXAMPLE 9

This is a 1 ³/₄ story, composition sided old style house (28 x 42) built over a crawl space. The upstairs area is half finished. There is an enclosed porch (6 x 20) in front of the house. The wood frame work shed (8 x 12) has a masonry floor and electricity; it is an fair grade, was built in 1950, and is in fair condition.

Grade - Average

Built - 1910

Exterior Condition – Normal



COMMON AREA CALCULATIONS

The following formulas can be used to calculate area size for the basic geometric shapes encountered during data collection.

$A = L \times W$ [Area equals length multiplied by width] This formula will be used when calculating area size for rectangular shaped structures.

EXAMPLE $A = L \times W$
 $A = 20 \times 10$
 $A = 200$ Square Feet

$A = s^2$ or $A = s \times s$ [Area equals one side squared (multiplied by itself)] This formula will be used to calculate area size for a square shaped structure.

EXAMPLE $A = s^2$
 $A = 10 \times 10$
 $A = 100$ Square Feet

$A = \frac{1}{2} B \times H$ [Area equals one half the base times the height] This formula will be used to calculate area size for a triangular shaped structure.

EXAMPLE $A = \frac{1}{2} B \times H$
 $A = \frac{1}{2} (20 \times 15)$
 $A = \frac{1}{2} (300)$
 $A = 150$ Square Feet

$A = BR^2$ [Area equals (3.14) times the radius squared] This formula is used to calculate the area of a circle.

EXAMPLE $A = B R^2$
 $A = 3.14 \times 400$
 $A = 1256$ Square Feet

VII. CONDOMINIUM DATA COLLECTION

CONDOMINIUMS

The valuation of condominiums is broken down into the components of the Condo Main and the individual Condo Unit. Items of the building structures like exterior, roof type, parking areas and amenities such as pools, tennis courts, and workout area are recorded in the Condo Main.

Inventory items (i.e. Bedroom Bathroom counts, condition of kitchens and bathrooms, and heat or air conditioning are recorded in the individual Condo Unit.

A. CONDO MAIN

Notes should include any details of the building not able to be documented under the schedule of inventory. The additional details of any conversion information, historical relevance of the building can be recorded as well.

LAND

Total land of the entire complex is recorded

1. CONSTRUCTION DETAIL

CONSTRUCTION DETAIL			
<i>Element</i>	<i>Cd.</i>	<i>Ch.</i>	<i>Description</i>
Style			
Model			
Grade			
Stories			
Occupancy			
Exterior Wall 1			
Exterior Wall 2			
Roof Structure			
Roof Cover			
Interior Wall 1			
Interior Wall 2			
Interior Flr 1			
Interior Flr 2			
Heat Fuel			
Heat Type			
AC Type			
Total Bedrooms			
Total Full Bthrms			
Total Half Baths			
Total Xtra Fixtrs			
Total Rooms			

STYLE

Identifies the particular style of the buildings based upon architectural style, size and number of stories.

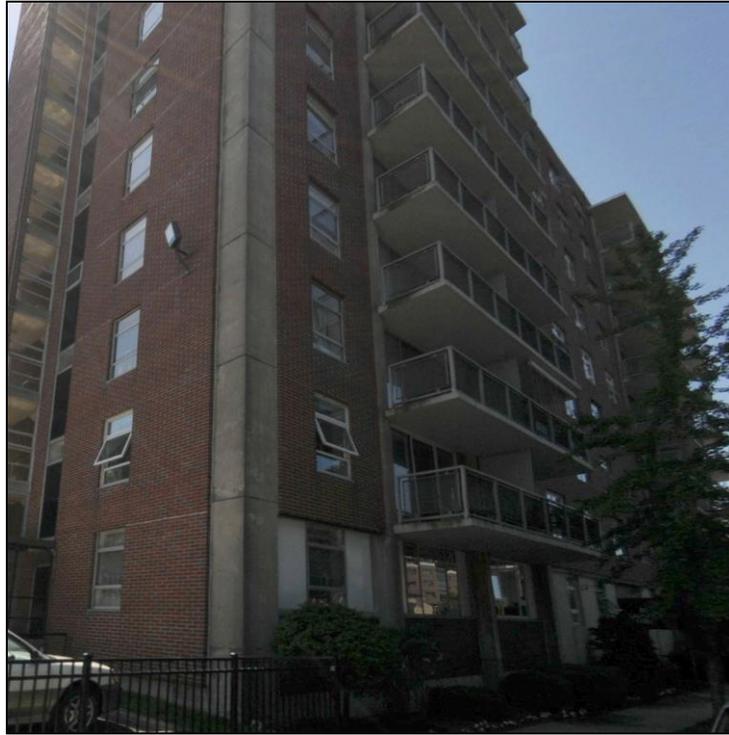
Townhouse – TNC – A one to three story attached dwelling held in condominium form of ownership.



Midrise – MRC – Three to five story buildings with condominium form of ownership. Typically converted from some other use, ether midrise apartments, school or mill buildings.



Highrise – HRC – Condominium apartment building in excess of five stories.



Small Converted Apartment – C3T – Converted two to five family structures, varying number of stories from one to three.



MODEL

Two digit model code, usually determined by the use code table. Residential condominium complex code is 04

GRADE

This is the variable for overall construction grade of the building or building associated with the condominium. This item is used to record the overall construction grade of materials and quality of workmanship found in the complex.

CONSTRUCTION GRADE CODE DEFINITIONS

On the following pages, you will find a definition for the major grades, the system allows for a factor between each major grade.

Grade 70 - Excellent

The Grade "70" condominium project is a unique complex. The best quality materials and the highest level of workmanship available at the time of construction are found throughout. Typically there will be special features such as unusual shape or design, special amenities, cathedral ceilings, and archways. Aesthetically pleasing or special purpose features and rooms are often included in such properties even though they add considerably to the construction cost.

Grade 50 - Good

The Grade "50" condominium project is a well constructed home which is usually large in size. A Grade "50" condominium is best categorized by the utilization of very good workmanship and high quality construction materials. It is designed with greater concern for efficiency and less concern for aesthetic qualities and luxury than the Grade "70" complexes. In units the rooms will be large and arranged in a most efficient manner. The kitchen will typically have abundant counter and cabinet space with built-in appliances. Also, abundant closet space, good quality appliances, and good quality heating and plumbing fixtures are common items in this structure.

Grade 40 - Average

The Grade "40" condominium is the most commonly constructed grade condo project. The construction materials and workmanship are standard for the year in which the residence was built, as are the arrangement and quality of doors, windows, plumbing, and heating. The house is generally adequate with regard to reasonable comfort but there are few expenditures for purely ornamental purposes. Vinyl and ceramic floors and walls are common in unit kitchens and baths. Closet space is usually adequate. While these condominiums are generally constructed on site, they can be pre-cut or prefabricated in whole, or in part, in order to permit efficient construction.

Grade 30 – Fair

The Grade "30" condominium project is an economical development or conversion, which can be characterized by the use of lesser quality construction materials. The design is quite basic with no expenditure for decorative detail. Lightweight materials and inexpensive exterior finish such as fiberboard, concrete block, asbestos siding, or lower grade aluminum siding with no protective backing are common. Gutters and downspouts are eliminated. Insulation is likely inadequate. Interior finish is minimal. Baths and kitchens are usually finished in low cost materials with limited cabinet and counter space. Closet space is generally inadequate. Electricity and plumbing are generally barely adequate.

Grade 20 - Poor

The Grade "20" condominium is the poorest quality development or conversion. It is constructed of inferior quality materials and lacks a full complement of features that are generally considered to be essential in providing year-round living accommodations. It is a structure that may have been designed without heating facilities, with few or no interior walls, single-thickness exterior walls, and single-thickness floors instead of the standard double thickness.

The few structures that are built in this fashion (unfinished walls and ceilings and minimal structural components, plumbing, heating, and electrical wiring) are usually seasonal or temporary residences, but some may be year-round homes.

STORIES

Records the maximum story height of all buildings associated to the condominium development.

RESIDENTIAL UNITS

The count of residential units in the building or complex.

EXTERIOR WALL MATERIAL

This item is used to record the predominately facing material used in the construction of the exterior walls.

WS – Wood Shingle– Indicates use of any wood surface such as clapboard siding, board and batten, wood shakes or shingles; exterior wood panels (commonly referred to as Texture 111), or logs.

BS – Brick or Stone – Indicates use of solid brick or veneer masonry brick construction or use of limestone, sandstone, or cobblestone construction.

AV – Aluminum/Vinyl – Indicates use of aluminum or vinyl siding.

AA – Asphalt or Composition – Indicates use of asbestos shingles, asphalt shingles, masonite siding, or insul-board.

CB – Concrete – Indicates use of concrete block or solid concrete construction.

SC – Stucco – Indicates use of cement stucco applied over an exterior wall of frame or masonry.

GS – Glass or Synthetic Materials – Produced by chemical synthesis (man-made).

ROOF STRUCTURE

01	Flat
02	Shed
03	Gable/Hip
04	Wood Truss
05	Salt Box
06	Mansard
07	Gambrel
08	Irregular
09	Rigid Frm/BJst
10	Steel Frm/Trus
11	Bowstring Trus
12	Reinforc Concr
13	Prestres Concr
14	Dutch

ROOF COVER

01	Metal/Tin
02	Rolled Comp
03	Asph/Fbg/Comp
04	T&G Resden
05	Corrugated Asb
06	Asbestos Shing
07	Concrete Tile
08	Clay Tile
09	Enam Mtl Shing
10	Wood Shingles
11	Slate
12	Rubber Roofing
13	Arch Shing
14	T&G Comm

COMMERCIAL UNITS – CMRCL UNITS

The count of commercial units in the building or complex

RESIDENTIAL/COMMERCIAL UNITS – RES/COM UNITS

The count of Mixed Use Units in the building or complex

SECTION NUMBER

In complexes with multiple buildings, if there exists multiple styles, story heights, exterior materials, to create different values within the complex, then the complex should be divided into sections. This category is a numeric field which identifies the particular section to which the data refers.

PARKING

The overall number of space for the complex, especially when the spaces are not currently designated or conveyed through deed. Where a garage is built into the townhouse style unit, the garage is recorded in the sketch area as part of the individual unit, not on the Condo Main parcel.

SECTION STYLE

If a Section Number exists, then the style of the specific section should be identified. Used when an older converted midrise then has townhouse style units built within the same complex.

SECURITY

Describes the presence of security within the complex or building (Y/N)

2. COST / MARKET VALUATION**DEP CODE**

This item is used to record the overall physical condition of the unit. Careful consideration should be given to interior walls and ceilings, interior finish, kitchen cabinets and counters, heating, plumbing, and electrical equipment.

3. OUTBUILDING & YARD ITEMS**EXTRA FEATURES AND OUT BUILDINGS**

Entries in the outbuildings and extra features section for Condo Main is typically limited to Elevators, Tennis Courts, Swimming Pools, Pool House, Club House and lighting within parking areas. All codes are available in the system as pull down fields.

B. CONDO UNIT

CONSTRUCTION			
<i>Element</i>	<i>Cd.</i>	<i>Ch.</i>	
Style			
Model			
Grade			
Stories			
Occupancy			
Interior Wall 1			
Interior Wall 2			
Interior Floor 1			
Interior Floor 2			
Heat Type			
AC Type			
Ttl Bedrms			
Ttl Bathrms			
Ttl Half Bths			
Xtra Fixtres			
Total Rooms			
Bath Style			
Kitchen Style			

1. CONSTRUCTION DETAIL

UNIT STYLE

Identifies the particular style of the complex the unit is associated with based upon architectural style, size and number of stories as outlined in the Condo Main Style descriptions above.

INTERIOR WALL COVERING

01	Minim/Masonry
02	Wall Board
03	Plaster
04	Plywood Pnl
05	Drywall/Shtrk
06	Cust/Wd/Panel
07	Knoty/Pine/Ced
08	Skim Coat Plst

INTERIOR FLOOR COVERING

00	NONE
99	Typical
AT	Asphalt Tile
CP	Carpet
HW	Hardwood
SW	Softwood
VT	Vinyl Tile

HEAT TYPE

This item is used to record whether or not the residence has central heat (e.g., a heating unit which supplies heat to most or all of the living area in the residence). If there is a secondary heating system in the residence, the central (main) system is indicated here and the other system should be detailed as to heat type and fuel source in the notes area.

HEAT TYPE CODE DEFINITIONS

N-None or No Central Heat - This indicates that there is no heat source, or heat is primarily provided by stoves or space heaters.

A – F.H.A. Forced Hot Air - This indicates that heat is primarily provided through a central forced air system.

W - Hot Water - This indicates that heat is provided primarily through a central hot water system.

S - Steam - This indicates that heat is provided primarily through a central hot steam system.

E - Electric - This indicates that heat is primarily provided through an electric baseboard heating system.

G – GHA – Geothermal Heat unit, using the constant temperature of the earth to warm water to a suitable temperature, which is then used as baseboard or forced air

AC TYPE

C	Central
H	Heat Pump
L	Partial Wall
N	None
P	Par Central
W	Wall Units
Y	Yes

TOTAL BEDROOMS

This item is used to record the number of rooms in a residence that were designed to be used primarily as a bedroom, even though they may currently be used as an office or den. The entry must be made in whole number form (e.g., 01, 02 ... 11, 12).

NUMBER OF BATHS

This item is used to record the number of full bathrooms in the residence. A full bathroom is one that consists of three or more fixtures; usually a water closet, water basin, and bathtub and/or shower stall. This number is recorded as a whole number.

NUMBER OF HALF-BATHS

A half-bath is one that consists of only two fixtures, usually a water closet and a water basin. This entry is recorded as a whole number

XTRA FIXTURES

This item is the total number of additional bathroom fixtures beyond the typical three fixtures in any bathrooms such as an extra

TOTAL ROOMS

An overall room count for the structure being data collected., excluding basement rooms, bathrooms, closets, entry hall, and laundry areas. The entry must be made in whole number form (e.g., 01, 02 ... 11, 12).

BATH STYLE

Field identifies whether renovations to the unit have kept pace with the standard for units within the complex. The standard will be 02 "Average" with upgrades categorized as 01 "Modern and older un-renovated designated as 03 "Old Style."

KITCHEN STYLE

Field identifies whether renovations to the unit have kept pace with the standard for units within the complex. The standard will be 02-"Average" with upgrades categorized as 01- "Modern" and older un-renovated designated as 03-"Old Style".

PCT COM INT

Field identifies the percent of interest of ownership in common elements of the condominium. This percentage is entered from information on the condominium master deed as a number to the nearest tenth of a percent between 0.1 and 100.

FLOOR NUMBER

This field indicates the lowest level above ground living area for the individual unit. Data is entered as a whole number, such as 1, 2, 3, etc.

END UNIT

Determines whether the unit is an End Unit (Y)

FINISHED ATTIC PERCENT

Percent of finished attic area

SPECIAL FEATURES

This item allows entry for additional special features that distinguish a unit from other units in the same complex.

- 0 No Features, no distinguishing features
- CDC Affordable Housing with an enforceable deed restriction
- PV Park View, Unit offers a Park View
- W/D Washer/Dryer
- Y Water View, Unit offers a water view in a complex where Water Views are available to some units
- Botany Ext- Unit extension feature in the Botany condominium complex

2. CONDO DATA

UNIT TYPE

Unit type refers to model configurations particular to a development and is entered at the time of construction or conversion in reference to complex plan and construction.

For example 330 Sunderland Rd was developed with four model types

Complex	Unit Count	Model Type
00390	31	P
00390	16	1B
00390	29	D
00390	20	2B

UNIT LOCN

This item is currently blank reserved for future.

3. COST / MARKET VALUATION

DEP CODE

This item is used to record the overall physical condition of the unit. Careful consideration should be given to interior walls and ceilings, interior finish, kitchen cabinets and counters, heating, plumbing, and electrical equipment.

REMODEL RATING

01	Cosmetic
02	Minor
03	Moderate
04	Major
05	Total

YEAR REMODELED

This item is used to record the year in which the subject property was remodeled. Usually this means that there was enough remodeling activity to effect a property value change. This item will be a factor in the calculation of "Effective Year Built", which is calculated during valuation table adjustments

DEFINITIONS

V – Very Poor - - This indicates that the unit is severely dilapidated and is in need of complete repair. This home is "uninhabitable" and is usually abandoned.

P - Poor - This indicates that the unit is severely dilapidated and is badly in need of repair. This home is "barely habitable" and is often found abandoned. Clutter or un-cleanliness does not always indicate actual deterioration of building components.

F - Fair- This indicates that the unit shows definite signs of deferred maintenance.

The functional utility is somewhat diminished but the house is usable. It could be characterized as "needing work". Clutter or un-cleanliness does not always indicate actual deterioration of building components.

A – Average or Normal - This indicates that the unit shows only minor signs of deterioration caused by normal "wear and tear". The residence is usable and reflects an ordinary standard of maintenance.

G - Good - This indicates that the residence is in "like-new" condition. It shows limit signs of deferred maintenance and reflects above normal upkeep. Older homes may have undergone major remodeling.

E - Excellent - This indicates that the residence does not require any work at all and appears to be in "new" condition.

4. OUTBUILDINGS & YARD ITEMS

EXTRA FEATURES AND OUT BUILDINGS

Entries in the outbuildings and extra features section for condo units is typically limited to FPL-Fireplaces, with entry of a new line for every additional fireplace.

CONDOMINIUM SKETCHES

In contrast to residential sketches condominium sketches are entered as designated areas from information drawn from the master deeds and condominium plans.

VIII. Commercial, Industrial and Apartment Data Collection

COMMERCIAL BUILDING SECTION

This section will be used to record the pertinent interior and exterior information relating to the commercial, industrial and apartment building section. This information will be used in the computation of the replacement cost new (RCN) and the replacement cost new less depreciation (RCNLD) in the cost module of the Vision Appraisal Software System. In addition the Income Valuation derives the square footages from the data entered in other sections. Therefore, it is of the utmost importance that the data be collected thoroughly and accurately. The building section should be measured whenever possible and estimated otherwise. All measurements and estimates are to be made from the exterior of the building.

Additional cards may be used if more sections are needed. For cost purposes, this manual is not recommending sectioning for anything but the extreme case. We have found, through testing, that in most cases sectioning based on differences in number of stories, year built, construction type, and, even in some instances, occupancy, makes no more than a 10% difference; in most cases the difference is less than 5%. The cases that require sectioning are those where but for a connecting wall, the sections could be and almost should be separate buildings. The question to ask yourself would be, "If the building were reconstructed, could it be built as two separate buildings?" If the answer is YES, then you probably should section it.

The whole issue of sectioning versus non-sectioning raises many questions, sectioning at the most detailed level will not have an adverse effect on the cost value, but it will add a considerable amount of time to the data collection effort and will increase the file size. You will discover vast differences among commercial buildings in the field. It is up to the data collector to weigh the pros and cons of sectioning and decide what is appropriate for the subject property.

A. LAND LINE VALUATION SECTION

BUILDING NUMBER

This item is used to record the number of the commercial building being collected. A site is defined as the land and/or buildings, which comprise a single marketable unit. A commercial site may contain one, more than one, or no commercial buildings. Please note that the great majority of commercial parcels will have only one site even though more than one building may be present. Multiple sites should be identified only if it is likely that some buildings on the parcel could be sold separately from others, or separate values are otherwise desired. The first, or only, building number should be entered as "01". Additional building numbers are recorded as "02", "03", etc.

USE CODE OR PROPERTY CLASS

This item is used to record the numeric code which categorizes the property by use in the Land Breakdown Section.

This entry should be the best description of the use of each site/building. If there is only one site on a parcel, the property class for the site should match the property class code found in the Parcel Identification Section of the card. For mixed-use properties, enter the most appropriate state use class code. State supported property class codes are provided in the Appendix. Where multiple uses exist, select the code that represents the predominant use. For downtown row buildings, the first floor use is generally the major use.

INFLUENCE FACTOR/ROUTES/VALUATION DISTRICT

Recorded in the land section, this item is available for use as another valuation tool when market conditions require additional grouping(s) of properties, by attribute, within neighborhoods. Influence factor codes help appraisers make additional adjustments to parcels, in that properties with the same district code get the same adjustment factors.

LAND LINE VALUATION SECTION																		
B #	Use Code	Use Description	Zone	D	Frontage	Depth	Units	Unit Price	I. Factor	S.A.	C. Factor	ST. Idx	Adj.	Notes- Adj	Special Pricing	Adj. Unit Price	Land Value	
Total Card Land Units:							0.00	AC	Parcel Total Land Area:				0	Total Land Value:				0

INFLUENCE PERCENT – I Factor

This item will be recorded simultaneously with Influence Code(s), usually during field review. It indicates the percentage to account for the factor described by the influence code. A value loss of 10 percent would be entered as .90 and a value gain of 10 percent would be entered as 1.10. When multiplied by the unit value of the land, this will yield the desired percentage of value. Up to three separate Influence Codes can be used to formulate the Influence Percent.

INFLUENCE CODE –Notes Adj.

This item is usually assigned during field review and indicates that the base land value will be affected by one of the following codes. If this item is used, a corresponding entry must be made in Influence Percent. The property record card provides space for the use of ICs.

Routes are determined from sale value of properties and income analysis to determine factors or locations that generate a significant difference in value.

B. CONSTRUCTION DETAIL

CONSTRUCTION DETAIL			
<i>Element</i>	<i>Cd.</i>	<i>Ch.</i>	<i>Description</i>
Style			
Model			
Grade			
Stories			
Occupancy			
Exterior Wall 1			
Exterior Wall 2			
Roof Structure			
Roof Cover			
Interior Wall 1			
Interior Wall 2			
Interior Floor 1			
Interior Floor 2			
Ext. Qual.			
Int. Qual.			
Bldg Use			
Elevator			
Sprinkler			
Heat/AC			
Frame Type			
Baths/Plumbing			
Ceiling/Wall			
Rooms/Prtms			
Wall Height			
% Comm Wall			



STYLE

This item is used to record the individual use of the Building Section, for instance Bank Branch, Retail (large or small) or Movie Theatre. The APPENDIX shows the table of acceptable commercial style codes and their description.

MODEL

This item is used to record the two-digit code representing a pre-defined model available in the Vision Appraisal Software. The model chosen is used to estimate the cost of a building section on the basis of use, area, perimeter, and general construction.

GRADE / OVERALL GRADE CODE DEFINITIONS

This item is used to record the construction quality of the building based on an analysis of common characteristics in a majority of buildings in an occupancy type.

GRADE	GRADE DESC
A	VG FP STEEL
B	GOOD REIN CONC
C	AVE MASONRY
D	BA WOOD ST
E	BA WOOD BR
S	F METAL FR

A - VG FP STEEL – Very Good Fire Proof Steel construction.

B - GOOD REIN CONC – Good Reinforced Concrete is concrete that has been strengthened by adding shreds of other materials to the wet concrete mix.

C - AVE MASONRY OR Above Average - This code describes a building of newer construction and design. The frame is typically fireproof or reinforced concrete. Entrances, public areas, and elevators will be of good quality materials. The user may fine-tune the Quality rating by utilizing the condition entry to capture those buildings which fall between the economy and average or the average and above average categories.

D - BA WOOD ST OR Average - This is a building of standard construction. Materials throughout will be of standard quality and utility. It typically includes masonry or non-fireproof steel framing.

E - BA WOOD BR Fair to Average - This is a building of typical construction. Materials throughout will be of less than standard quality and utility. It typically includes non-fireproof wood framing.

S - F METAL FR OR Economy - This is a building of less than standard construction for the commercial use occupying the structure. Doors, floors, heating, plumbing, and electrical equipment are all low grade for commercial.

STORIES- BUILDING STORY HEIGHT

This data item is used to record the highest story height in the building. In order to accommodate less than a full story, this item has been designated as a three position field with two decimal places record in quarter story increments.

Following are examples of how various story heights should be recorded on the card:

EXAMPLES

1 story	=	1.00
1 ¼ story	=	1.25
1 ½ story	=	1.50
1 ¾ story	=	1.75
2 story	=	2.00
2 ¼ story	=	2.25
2 ½ story	=	2.50
2 ¾ story	=	2.75
3 story	=	3.00
3 ¼ story	=	3.25
3 ½ story	=	3.50

OCCUPANCY

This field is specifically tracked for apartment buildings, rooming houses and mixed use properties. The number of separate housing units is entered as a whole number.

EXTERIOR WALL DEFINITIONS

SC - Stucco on Studs - This indicates all types of stucco: a trowel or sprayed layer of concrete applied to wood lath or metal screen mounted on wood.

BS - Common Brick - This indicates a double layer of common brick, standard size 8" x 2" x 3". The brick will be turned every so often for reinforcement.

MT - Metal Siding - This indicates steel or aluminum panels separated by at least one inch of insulating material, usually mounted on steel or wood stud framing. This item indicates ribbed or corrugated aluminum or steel siding. It is typically associated with pre-engineered frames.

VN - Brick on Studs - This item indicates a single thickness of brick or a tilt-up layer of brick veneer mounted on wood or metal stud framing back-up.

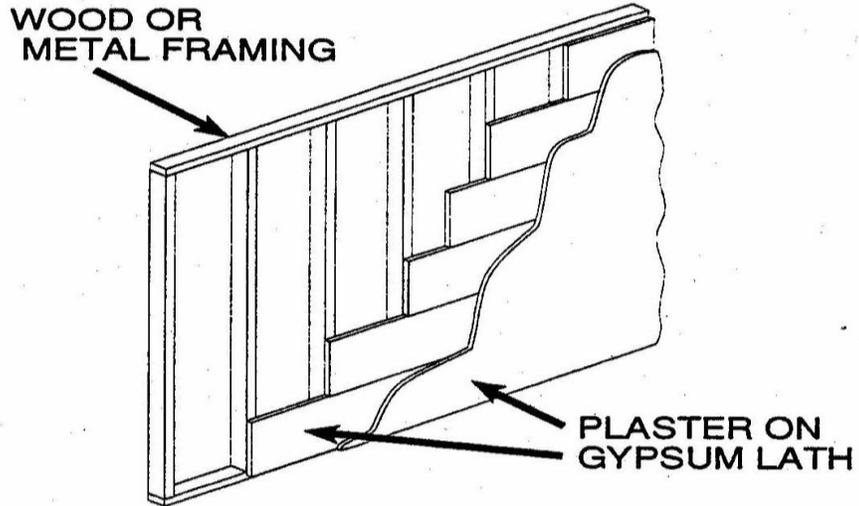
CB - Concrete Block - This indicates concrete formed into the shape of a block. May be plain, or have factory-cast decorative surface.

GS - Glass Curtain Wall - This indicates the use of the highest quality insulated, tinted glass used to form the entire vertical height of a given story for all or part of a building section wall. A glass wall is a curtain wall, non-load bearing, and is usually found in good or expensive structures having fireproof steel, reinforced concrete, or non-fireproof steel frames.

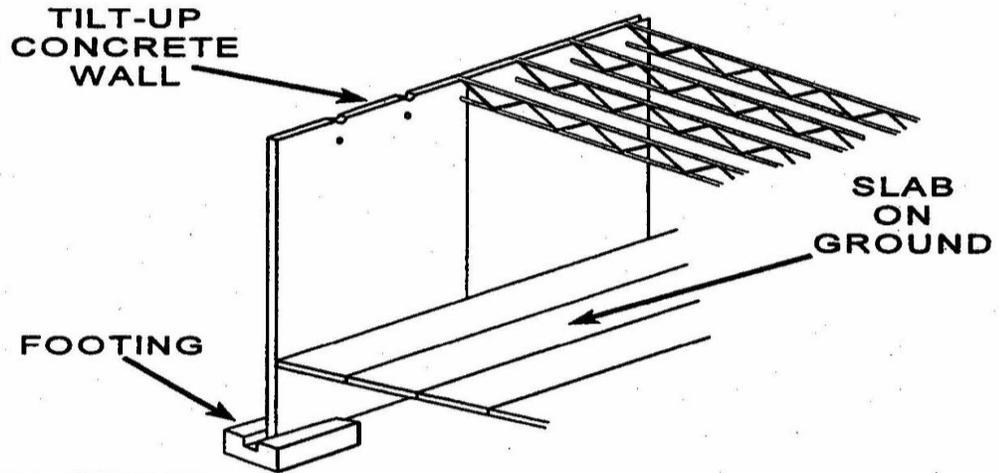
Below are illustrations of various exterior wall construction types from Marshall and Swift Cost services.

EXTERIOR WALL CONSTRUCTION

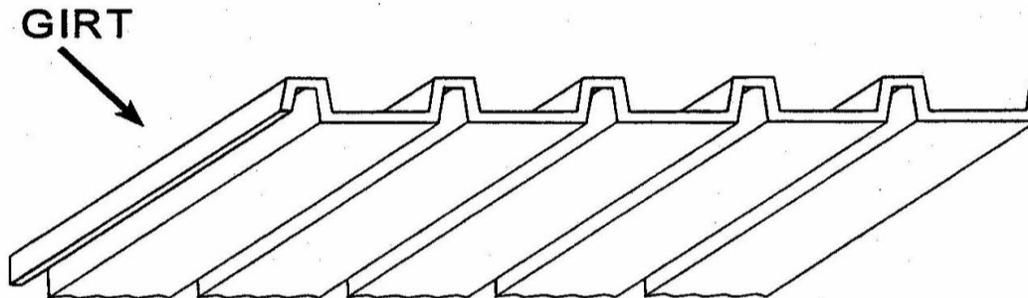
WOOD SIDING OR STUCCO ON STUD



TILT-UP CONCRETE PANELS

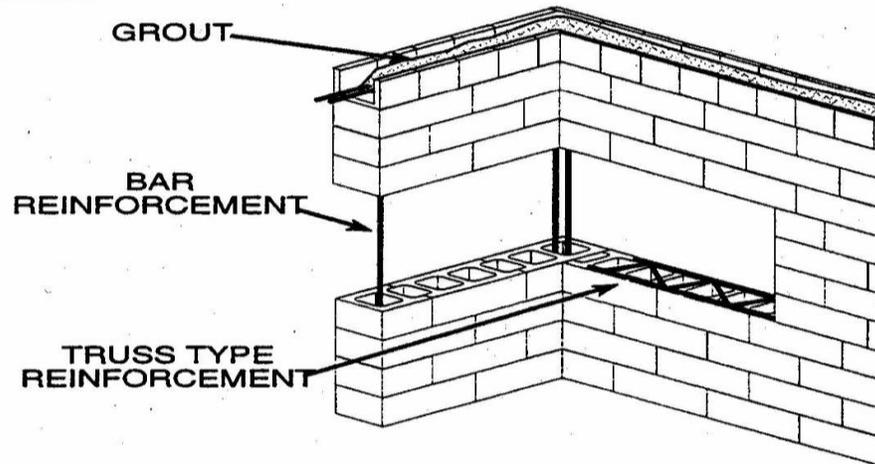


RIBBED METAL SIDING

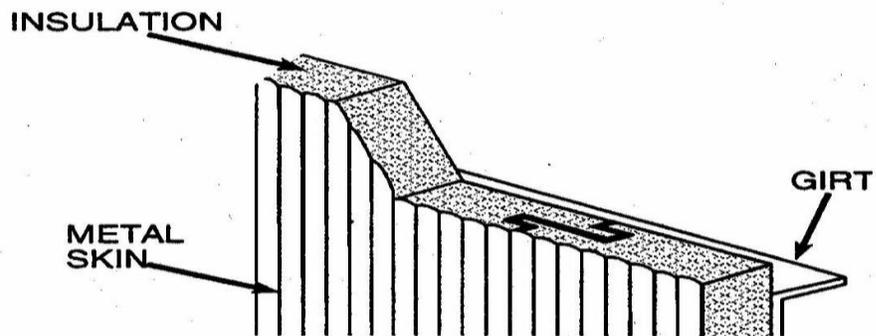


EXTERIOR WALL CONSTRUCTION

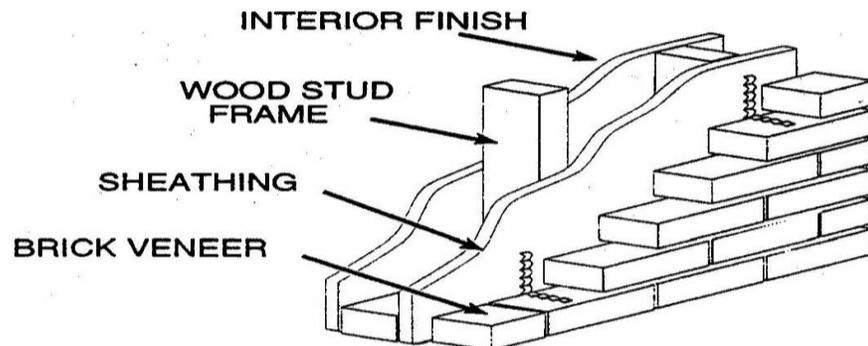
CONCRETE BLOCK



INSULATED METAL PANELS



BRICK ON STUDS



ROOF STRUCTURE

01	Flat
02	Shed
03	Gable/Hip
04	Wood Truss
05	Salt Box
06	Mansard
07	Gambrel
08	Irregular
09	Rigid Frm/BJst
10	Steel Frm/Trus
11	Bowstring Trus
12	Reinforc Concr
13	Prestres Concr
14	Dutch

ROOF COVER

01	Metal/Tin
02	Rolled Comp
03	Asph/Fbgl/Comp
04	T&G Resden
05	Corrugated Asb
06	Asbestos Shing
07	Concrete Tile
08	Clay Tile
09	Enam Mtl Shing
10	Wood Shingles
11	Slate
12	Rubber Roofing
13	Arch Shing
14	T&G Comm

INTERIOR WALL COVERING

01	Minim/Masonry
02	Wall Board
03	Plaster
04	Plywood Pnl
05	Drywall/Shtrk
06	Cust/Wd/Panel
07	Knoty/Pine/Ced
08	Skim Coat Plst

INTERIOR FLOOR COVERING

01	Dirt/None
02	Minimum/Plywd
03	Concrete Fin
04	Concr Abv Grad
05	Vinyl/Asphalt
06	Inlaid Sheet/G
07	Cork Tile
08	Average
09	Wood
10	Terrazzo Monol
11	Cer/Clay/Tile
12	Hardwood
13	Parquet
14	Ww/Carpet
15	Quarry Tile
16	Terrazzo Epoxy
17	Precast Concr
18	Slate
19	Marble

EXTERIOR AND INTERIOR QUALITY CODES

QUALITY/CONDITION CODE DEFINITIONS

Average - The building(s) displays little evidence of deferred maintenance, but does require the minor repairs and maintenance which are associated with constant usage.

Excellent - This code should be used when the building(s) in question is new or completely rehabilitated

Fair - There is visible evidence of deferred maintenance. Building(s) requires some replacement or repair of worn-out components.

Good - There are no signs of deferred maintenance. The structure is in good repair and displays evidence of frequent maintenance.

Poor - Major internal and external components have deteriorated to a point where it is not practical or economical to make repairs. The general appearance is one of serious dilapidation.

ELEVATOR

This field is entered as a percentage of the building gross living area with access to an elevator. Data is entered as a number between 0 and 100.

SPRINKLER

This field is entered as a percentage of the building gross living area serviced by a sprinkler system. Data is entered as a number between 0 and 100.

HEAT/AC

- 01 – Electric
- 02 – Electric Wall
- 03 – Forced Air Unit
- 04 – Hot Water
- 05 – Hot Water – Radiant
- 06 – Space Heater
- 07 – Steam
- 08 – Steam w/o Boiler
- 09 – Ventilation
- 10 – Wall Furnace
- 11 – Package Unit
- 12 – Warmed and Cooled Air
- 13 – Hot and Chilled Water
- 14 – Heat Pump
- 15 – Floor Furnace

FRAMING

This describes the type of framing which supports the floors, walls, and roof of a building section. This factor is most important in picking the model. If there are two models with different frames and different story heights, pick the model with the closest frame. The story height will be modified to that collected on the card. The frame of the building section is sometimes concealed and may be difficult to determine. Inspection of the unfinished area of a building such as the basement, rear storage, and furnace rooms will generally reveal the framing construction that has been used. Not all possible choices for framing are available within each occupancy grouping. If the frame type for the building section being inventoried does not match any of the model descriptions, choose a model that most nearly describes the frame characteristics of the building. Following are the framings and definitions of each type.

01	None
02	Wood Frame
03	Masonry
04	Reinf. Concr
05	Steel
06	Fireprf Steel
07	Special

FRAME TYPE DEFINITIONS

02- Wood Frame - This is a small structure with a residential type construction consisting of a wood frame. It is typically found in converted offices and shops.

03- Masonry- This frame is constructed of structural brick walls with the ceiling and upper floors resting on the brick walls.

Load Supporting Walls - The walls are load bearing and provide the support for the upper floors and roof. This type of construction is typically found in smaller structures such as 1-3 story apartment buildings, 1 story motels, fast food restaurants, and branch banks.

Load Supporting Walls, Posts & Beams - The walls are load bearing and provide the support for the upper floors and roof. The difference between this type of construction and simple load supporting walls is that posts and beams have been introduced to provide additional support for larger structures. This is most common in 2-4 story motels, 1- 4 story offices, supermarkets, medical clinics, and old, long, narrow, brick row type buildings.

04- Reinforced Concrete Frame - This frame is constructed of concrete beams and columns poured in forms with reinforcing steel rods. This type of construction is found in a wide range of buildings and indicates good to excellent construction quality.

05- Steel Frame - This framing is heavy duty steel with no fireproofing or enclosure. It is typically found in 2 story shopping centers, supermarkets, 1-4 story offices, and recreation type structures (ice arenas).

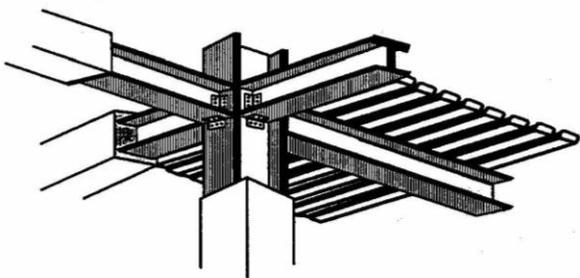
Pre-engineered Steel Frame - This indicates lighter weight steel framing typically found in prefabricated buildings. It is also typically found service station and warehouse-type construction. This type of frame indicates economy grade construction

06- Fireproof Steel Frame - This framing is heavy duty structured steel columns and beams sprayed with fireproofing material or encased in concrete or other noncombustible material. An indication of excellent construction grade, this is usually found in multi-story buildings (i.e. High-rise Office Buildings, Hotels).

Additional Examples Follow:

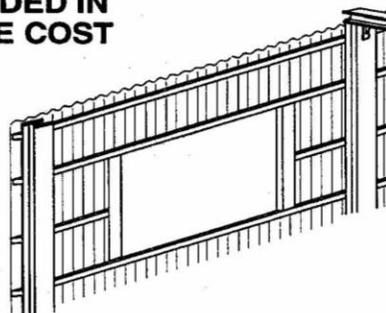
FRAMES

FIREPROOF STEEL



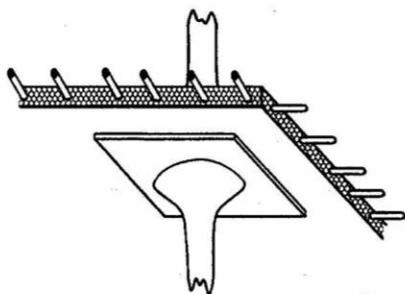
NON-FIREPROOF STEEL

COLUMNS, BEAMS AND TIES INCLUDED IN FRAME COST



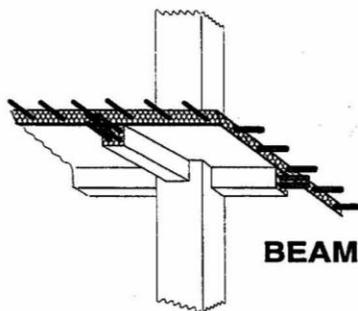
WALL COVER, GIRTS, AND WINDOWS INCLUDED IN WALL COST

REINFORCED CONCRETE



FLAT SLAB

REINFORCED CONCRETE

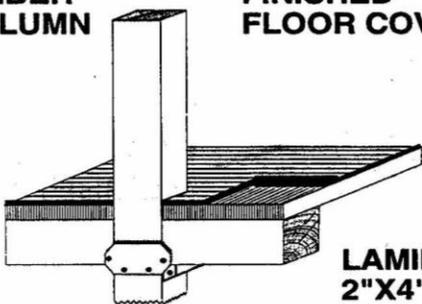


BEAMS AND SLAB

WOOD MILL

TIMBER COLUMN

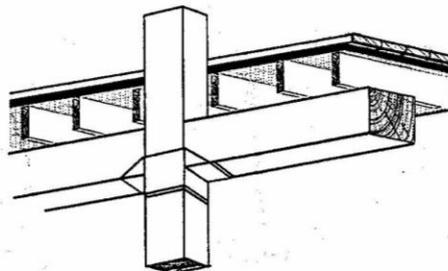
FINISHED FLOOR COVER



LAMINATED 2"X4" TIMBER BEAM

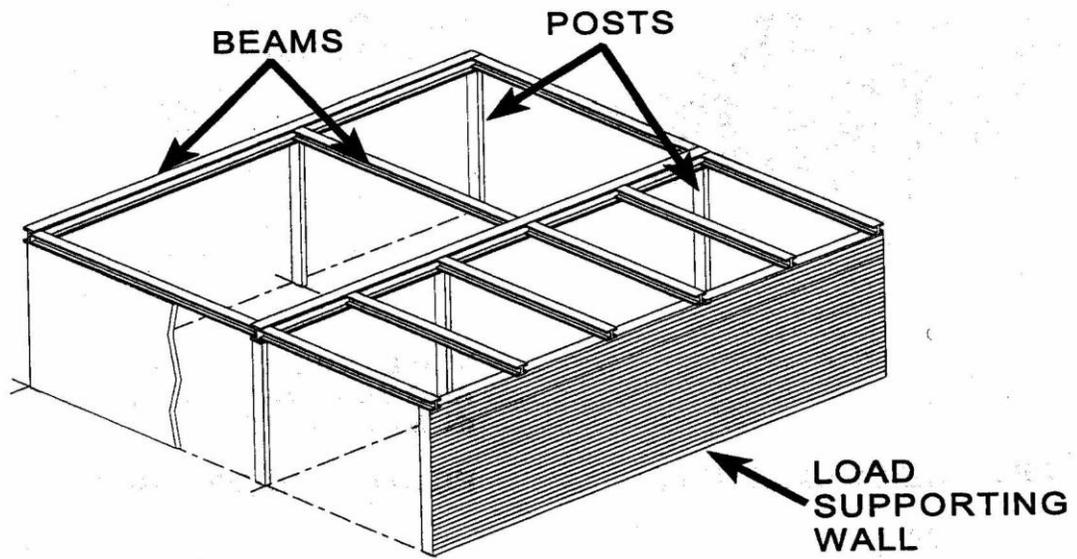
WOOD MILL

FINISHED FLOOR

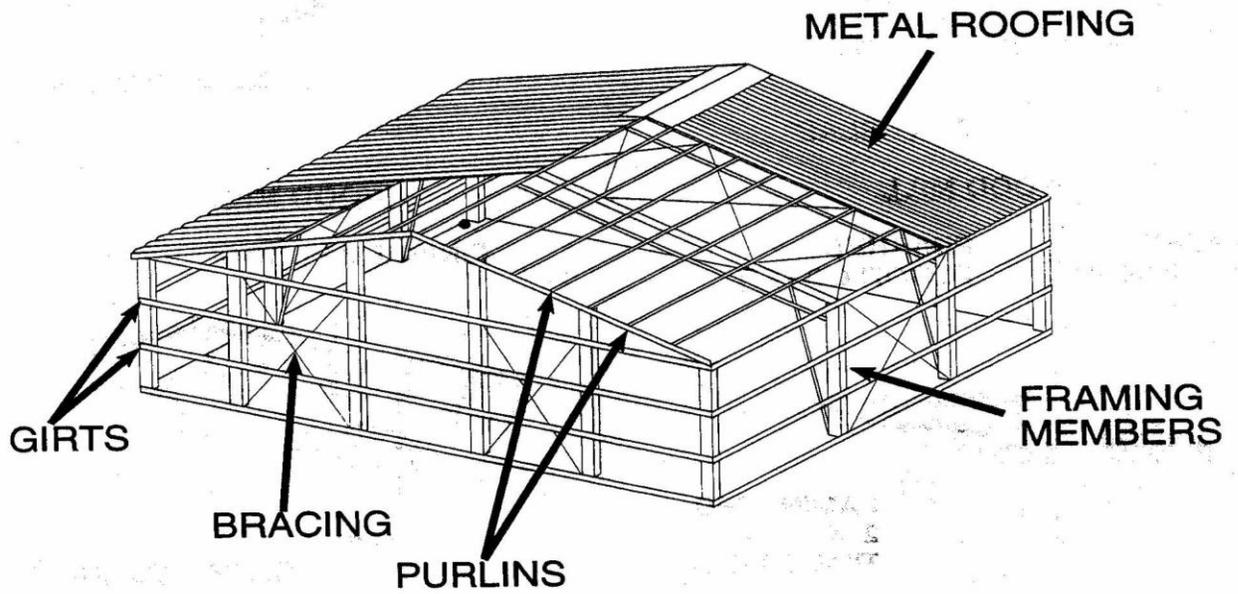


TIMBER COLUMN

**LOAD SUPPORTING WALL
POSTS & BEAMS**



PRE-ENGINEERED STEEL FRAME



BATHS/PLUMBING

This field tracks the relative functional adequacy of the plumbing in a building for the purpose for which it is used. Data is tracked as 01- Light, 02 – Average, 03 Above Average, or 03 Excellent.

WALL HEIGHT

This field is the measurement of the average height of each full floor in a building in feet. Data is entered as a whole number.

PERCENT COMMON WALL - % COMN WALL

Percentage of common wall, when buildings are attached to adjoining parcels

C. COST / MARKET VALUATION

ACTUAL YEAR BUILT

This is the variable for chronological age. This item is used to record the actual year in which the residence was constructed. If the owner does not know the actual year of construction, estimate to the best of your ability using the General Building Style Characteristics and similar properties with known ages as a guide.

YEAR REMODELED

This item is used to record the year in which the subject property was remodeled. Usually this means that there was enough remodeling activity to effect a property value change. This item will be a factor in the calculation of "Effective Year Built", which is calculated during valuation table adjustments

DEPRECIATION CODE - CONDITION - OVERALL CONDITION

This item is used to record the overall physical condition of the residence. Careful consideration should be given to interior walls and ceilings, interior finish, kitchen cabinets and counters, heating, plumbing, and electrical equipment. Also considers exterior foundation, chimneys, porches, siding, and roofing.

DEPRECIATION CODES

E - Excellent - This indicates that the building does not require any work at all and appears to be in "new" condition, built with modern materials.

VG – Very Good - indicates that the property is in exceptional condition. It shows no signs of deferred maintenance and reflects above normal upkeep. Older buildings that have undergone complete remodeling would be included.

G - Good - This indicates that the property is in "like-new" condition. It shows limited signs of deferred maintenance and reflects above normal upkeep. Older buildings that have undergone major remodeling would be included.

A – Average or Normal - This indicates that the structure shows only minor signs of deterioration caused by normal "wear and tear". The buildings are usable and reflect an ordinary standard of maintenance.

F - Fair- This indicates that the structure shows definite signs of deferred maintenance. The functional utility is somewhat diminished but the property is usable.

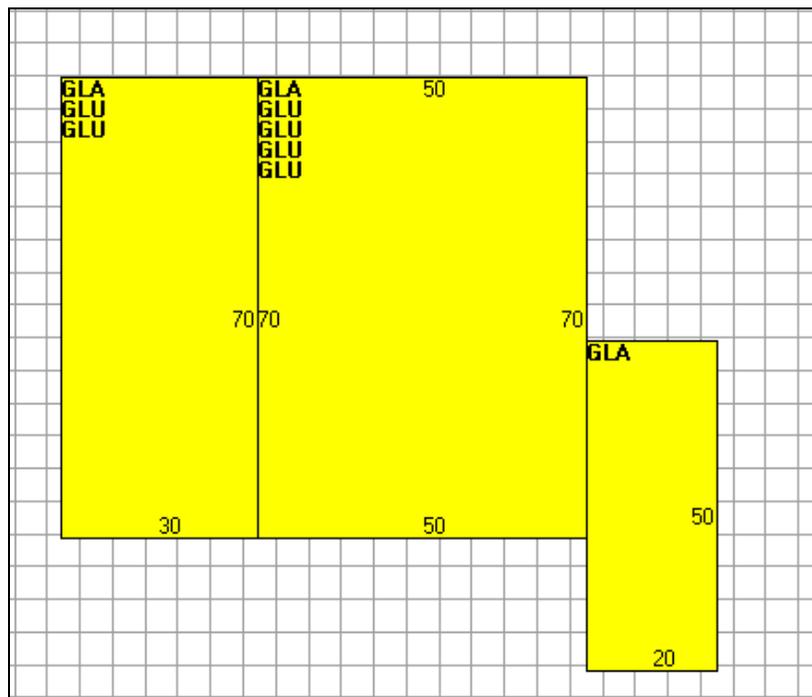
P - Poor - This indicates that the structure is severely dilapidated and is badly in need of repair.

D. GENERAL SKETCH GUIDELINES

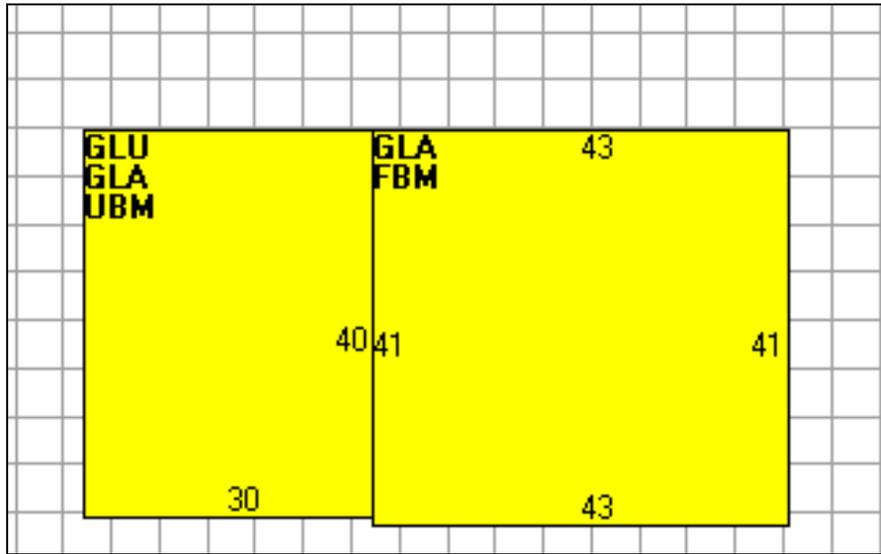
Many people will be looking at the sketch on the data collection card because the sketch is used for many different purposes. Sketching, therefore, is an important function of the data collector. Remember, the sketch must be accurate, must be neat, and must be drawn to scale. Drawing a good sketch is not difficult once you have learned the fundamentals. Center the sketch, with the front of the building facing the bottom of the sketch area.

STORY

Since the Sketch Must also show story heights of each part of the building it is necessary to CLEARLY indicate each story height and label the section properly. The first story is identified as Gross Leasable Area (GLA), with the upper levels Identified as Gross Leaseable Upper (GLU). Each section specifies the number of floors in that portion of the Sketch.

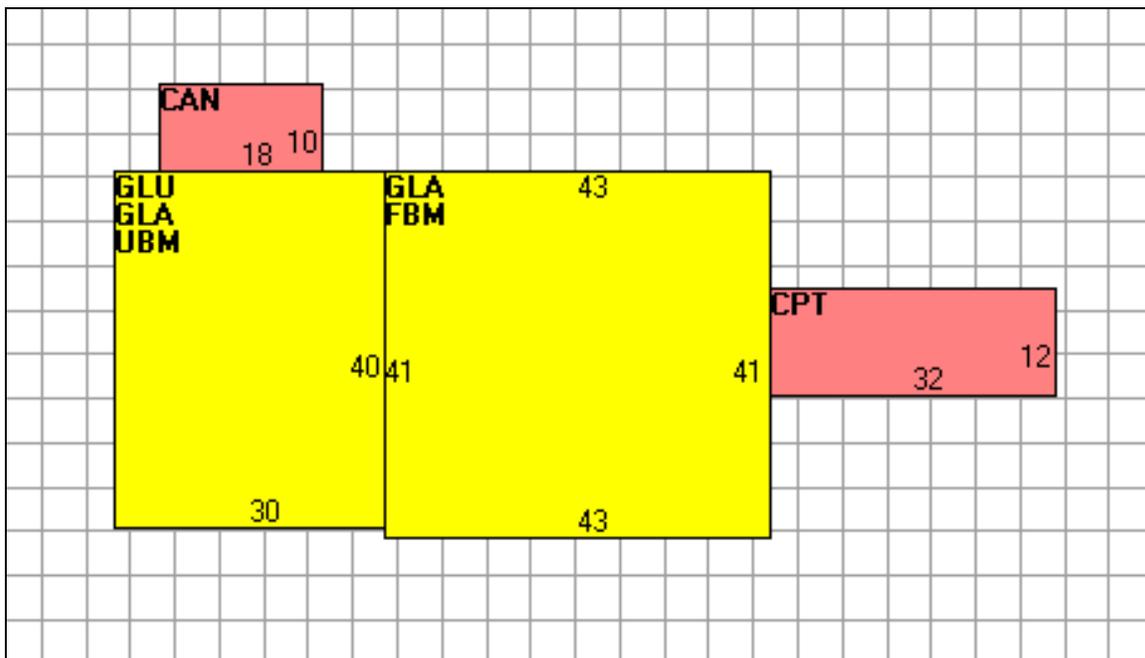


The Sketch must also show the basement types, if a crawl or slab exists no adjustment to the sketch is made. If finished or unfinished basement areas exist, they are identified in the sketch.



IMPROVEMENTS

All Improvements attached to the building are included in the Sketch. Improvements not attached are identified in the Outbuilding section.



ADDITIONAL MIXED USE NOTES

When doing a field inspection of a commercial/residential mixed use parcel the collector must note the areas of the sketch used for a commercial purpose on the property record card to reconcile with the income record. Percentages and primary use will be determined based on the contribution to value as determined in the income analysis from net operating income.

Mixed Use properties are collected on a residential card if a number of conditions are met:

- The original building style is residential and there is no significant subsequent modifications to either the façade or to separate the commercial and residential spaces
- The commercial use appears ancillary to the residential use in both square footage and value
- The property is located in an area where residential use is predominant and better fits the balance of the neighborhood.

E. OUTBUILDING & YARD ITEMS

EXTRA FEATURES AND OUT BUILDINGS

Entries in the outbuildings and extra features section for Commercial properties consist of items such as Billboards, Cell Towers, Lights, and Free Standing Signs. All codes are available in the system as pull down fields.

F. SIGNS & BILLBOARDS

Small wall signs whether flush with the building or extended from the side of the building will not be pick up. Stand alone signs affixed permanently to the ground will be added using one of the codes below:

SGN1- 1 SD W/M

Sign with one side made of either wood or metal. Units entered as linear feet.

SGN2- DOUBLE SIDED

Sign with display on both sides made of either wood or metal. Units entered as linear feet.

SGN3- W/INT LIGHTS

Permanently affixed free standing sign with interior lights. Units entered as linear feet.

SGN4- W/MOTOR & LTS

Permanently affixed free standing sign with moving parts and lights. Units entered as linear feet.

SGBB- SIGN BILLBOARD

Code for Billboards attached to a building either on the roof or wall.. Billboards are entered as linear feet. To be collected a billboard must be of high visibility to attract advertising and at least 60 linear feet.

G. PAVING

The base price of the building includes paving and site preparation necessary to build and support the building. Paving is only entered as a separate out building feature on properties where the paving is in excess of the needs to support the building and is considered to generate rental value separate from the building either as parking or outdoor storage, such as parking lots where a parking permit is required, car lots with the primary storage on surface lots, or scrap yards,

H. PARCEL NAME ALTERNATE NAME

This item is used to record the name the commercial property is commonly known as, if it is different from the official name on the assessment roll (i.e. Lincoln Plaza, Greendale Mall, etc.) Recorded in the Account information but use of this item is not mandatory.

I. SIGNATURE

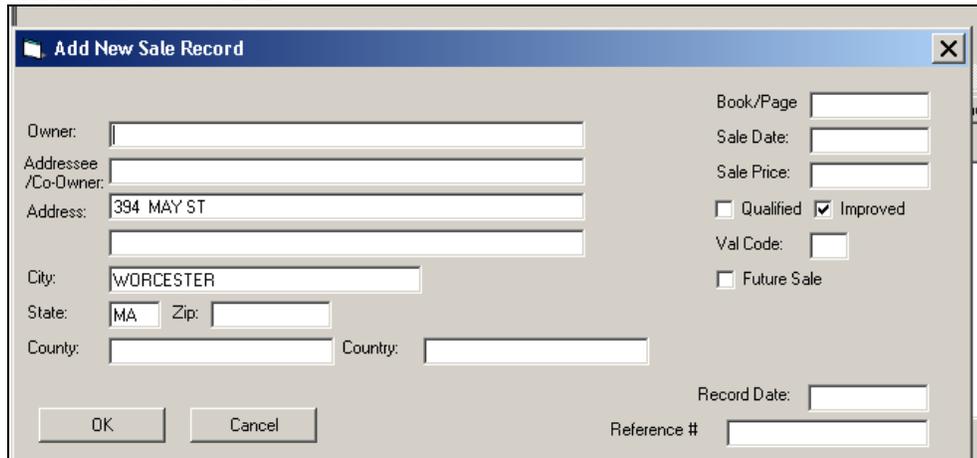
The collector should always afford the person who gave permission to inspect the parcel the opportunity to sign the card if he/she desires. This does not mean that the person is in agreement with the data collected, but merely that he/she has allowed entry and has witnessed all or part of the collection. In the event that entry is refused, the collector should still attempt to secure a signature and should make an appropriate notation in the notes area on the card.

IX. Sales Information Section

SALES INFORMATION SECTION

This section of the card is used to record information about sales that have occurred recently. You will be instructed by your supervisor as to how many years back sales are to be validated. Since some sales may not be recorded in the Parcel Identification Section of the card, the data collector must inquire at every property as to any sales, which have occurred in recent years. Space is provided to enter up to two sales for the property. The most recent sale should be entered first and any earlier sale should be listed on the line following. Each sale should be verified separately.

SALES INFORMATION CODES



SALE TYPE - Improved

- LAND ONLY
- LAND & BLDG

Qualified

- VALID SALE
- INVALID SALE

BOOK/PAGE

From the Registry of Deeds recording information, the Deed Book and First page of the recording documents are entered.

SALE DATE – Transaction or Sale Date

This item is used to record the date on which the sale occurred. If there is any sale information in the Property Identification Section, it should be verified and entered in the appropriate space. The date should be entered as MMDDYY (M = Month, D = Day, Y = Year).

SALE PRICE

This item is used to record the sale price. Any sale price printed in the Parcel Identification Section should be verified with the responsible contact and entered in the spaces provided. The sale price for only the real property should be entered to the nearest one hundred dollars. The sale price entry should be right justified, without commas, decimal points, or dollar signs.

EXAMPLE \$143,400 = 143400

If the person giving access to the property is not knowledgeable about the correct sales price or the circumstances surrounding the sale, make a notation in the notes area. An attempt should then be made to meet with the property owner or the real estate agent to discuss the sale information. This follow-up will usually occur through your collection supervisor.

Do not enter an asking price in the sales information section. Record such data in the notes area of the card.

Qualified or Un- Qualified Sale

This item is used to record whether or not the sale represents an arms-length transaction. In order for a sale to be considered valid, the collector must be satisfied that the actual price paid for the real property represented what a willing buyer would pay a willing seller. This determination can only be made after the property owner has provided some key information and a review of the transactional information.

In addition to sale price and date, the collector should request the following information:

- a) The condition of the property at the time of sale and what the sale included.
- b) Changes or additions to the property since the purchase, including structural changes, extensive modernization, etc. (minor redecoration and normal maintenance should not be considered).
- c) Whether any personal or non-assessable property was included in the sale price.
- d) The circumstances surrounding the sale.

FY 2010 NON-ARMS LENGTH (NAL) CODES – REVISED JUNE 2009

With communities now submitting the LA-3 online, the Bureau of Local Assessment recently expanded its list of non-arms length codes in order to minimize the number of reported “N” coded sales. The new codes evolved in response to the most frequent “N” coded explanations received by BLA, and should allow communities submitting the LA-3 to use code “N” less often. The new codes are T, U and V, with code H being expanded to include estate sales. This is the list of allowable NAL codes for FY 2010:

- A. Sale between members of the same family
- B. An intra-corporation sale, e.g. between a corporation and its stockholder, subsidiary, affiliate or another corporation whose stock is in the same ownership
- C. Sale of commercial or industrial real property which includes machinery, equipment, inventories or “good will”
- D. Sale of property substantially changed after the assessment date but before the sale, e.g., sale of a property on which a building was added after the assessment date, or sale of a property which was demolished partially destroyed, subject to fire, flood, or remodeled after the assessment date
- E. Sale to / from federal, state, or local government
- F. Transfer of convenience, e.g., correcting defects in a title, a transfer by a husband either through a third party or himself and his wife to create a tenancy by the entirety, etc.
- G. Sale of only a portion of the assessed unit, e.g., a parcel sold from a larger tract and the assessment is for the larger tract, or a portion is in another municipality

- H. Sale resulting from a court order, e.g., a divorce settlement, estate sale
- I. Sale in proceedings of bankruptcy
- J. Sale of an undivided interest
- K. Sale to / from an educational, charitable, or religious organization
- L. Repossession or sale of a foreclosed property
- M. Sale of property, the value of which has been materially influenced by zoning changes not reflected in current assessments
- N. Other, when a non-arm's length sale does not fall into any other category, this code is used, accompanied by a written explanation (ie. Short Sales, Sale Under Duress from Pending Foreclosure, etc.)
- O. Sale of property with a substantial physical change after the sale. An example is a house which has been remodeled after the sale, but before the assessment date
- P. P. Sale of property with a change in use after the sale
- Q. Sale of property which includes both a trade of property and cash for the property conveyed
- R. Sale of property which has been sold more than once in the same year. Only the last sale is used for analysis purposes.
- S. Sale of a foreclosed property. May be arm's length in special circumstances (must be supported by detailed documentation)
- T. Property sold to an abutter (NEW CODE)
- U. Private sale not put on the market (NEW CODE)
- V. Sale of multiple parcels. (NEW CODE)
- W. Sale affected by deed restriction, e.g., 40B housing; also appropriate for parcels under Chapter 40B or Chapters 61, 61A or 61B (NEW CODE)

*Codes used for reporting sales for certification review analysis, when the sale prices are compared to the proposed values. The codes would also be used in the EQV program.

If one or more of the above conditions apply, the sale should be considered invalid. If the data collector has determined that the sale is invalid for any reason, a brief description of why it was invalidated must be written in the notes area.

X. Appendix Residential and Open Space Property Class Codes

A. MULTIPLE-USE PROPERTY

CODE 0

Real property used or held for use for more than one purpose, including parcels with multiple detached or attached buildings, are considered multiple-use property for classification purposes. Any necessary related land on a multiple-use property must be allocated among the classes of property within the building.

The first digit of multiple-use property is always a zero (0). The second and third digits are the major classification of the property represented. The digits following zero (0) are listed in the order of major importance.

Examples

Since the guidelines for coding multiple-use property are unique, several specific examples of how to identify such property with these codes are listed here. These are only examples and do not represent all possible multiple use codes.

013 Multiple-Use, primarily Residential

A building with a retail store on the first floor, apartments on the upper floors, and a major portion of the related land is reserved for tenant parking.

031 Multiple-Use, primarily Commercial

A building with retail use on the first floor, office space on the second and third floors, apartments on the fourth floor and a major portion of the related land is allocated for commercial use.

037 Multiple-Use, primarily Commercial with part of land designated under Chapter 61A use

A farm property with land and buildings predominantly used for commercial farming with part of land (at least 5 acres) designated horticulture/agricultural under Chapter 61A.

021 Multiple-Use, primarily Open Space

A single-family house with substantial acreage designated open space by the assessors.

B. RESIDENTIAL

CODE 1

M.G.L. Chapter 59 §2A: All real property used or held for human habitation containing one or more dwelling units including rooming houses with facilities assigned and used for living, sleeping, cooking and eating on a non-transient basis, and including a bed and breakfast home with no more than three rooms for rent. Such property includes accessory land, buildings or improvements incidental to such habitation and used exclusively by the residents of the property or their guests. Such property shall include: (i) land that is situated in a residential zone and has been subdivided into residential lots, and (ii) land used for the purpose of a manufactured

housing community, as defined in Chapter 140, §32F. Such property shall not include a hotel or motel.

Incidental accessory land, buildings or improvements would include garages, sheds, in-ground swimming pools, tennis courts, etc. Non-incident accessory land, classified and coded differently, would include mixed use properties, such as a variety store, machine shop, etc. on a residential parcel.

10 Residences

- 101.....Single Family
- 102.....Condominium
- 103.....Mobile Home (includes land used for purpose of a mobile home park)
- 104.....Two-Family
- 105.....Three-Family
- 106.....Accessory Land with Improvement - garage, etc.
- 107.....(Intentionally left blank)
- 108.....(Intentionally left blank)
- 109.....Multiple Houses on one parcel (for example, a single and a two-family on one parcel)

11 Apartments

- 111.....Four to Eight Units
- 112.....More than Eight Units

12 Non-Transient Group Quarters

- 121.....Rooming and Boarding Houses
- 122.....Fraternity and Sorority Houses
- 123.....Residence Halls or Dormitories
- 124.....Rectories, Convents, Monasteries
- 125.....Other Congregate Housing which includes non-transient shared living arrangements

13 Vacant Land in a Residential Zone or Accessory to Residential Parcel

- 130.....Developable Land
- 131.....Potentially Developable Land
- 132.....Undevelopable Land

14 Other

- 140.....Child Care Facility (M.G.L. Chapters 59 §3F; 40A §9C) (see also Code 352)

C. OPEN SPACE

CODE 2

M.G.L. Chapter 59 §2A: Land which is not otherwise classified and which is not taxable under the provisions of Chapter 61, 61A or 61B, or taxable under a permanent conservation restriction, and which land is not held for the production of income but is maintained in an open or natural condition and which contributes significantly to the benefit and enjoyment of the public.

For land designated as Forest, Agricultural/Horticultural and Recreational under Chapters 61, 61A, 61B, see Codes 6, 7, 8.

Land placed under conservation restriction according to Chapter 184, §31 is to be classified according to its use as residential, commercial or industrial property.

20 Open Land in a Residential Area

201.....Residential Open Land

202.....Underwater Land or Marshes not under public ownership located in residential area (typically, privately owned ponds, lakes, salt marshes or other wetlands of non-commercial use)

21 Open Land in Rural Area

210.....Non-Productive Agricultural Land (that part of an operating farm not classified as Chapter 61A Agricultural/Horticultural or Chapter 61 Forest Land)

211.....Non-Productive Vacant Land

22 Open Land in a Commercial Area

220.....Commercial Vacant Land (acreage without site improvements and not in commercial use)

221.....Underwater Land or Marshes not under public ownership located in commercially zoned area

23 Open Land in an Industrial Area

230.....Industrial Vacant Land (acreage without site improvements and not in commercial or industrial use)

231.....Underwater Land or Marshes not under public ownership located in industrial area

Chapter 61, 61A, 61B Property

Being Classified as Open Space

Forest, Agricultural/Horticultural and Recreational lands valued according to M.G.L. Chapters 61, 61A 61B and is being classified as open space. (Without an Open Space Classification they must be placed in Codes 6, 7 or, see page 8.)

26 Forest Land

261.....All land designated under Chapter 61

262.....Christmas Trees

27 Agricultural/Horticultural

All land that designated under Chapter 61A. (Land devoted to this use must be in excess of 5 acres and meet other requirements of the law and is being classified as open space.) Note Non-Productive land is being coded as 29.

Productive Land

270.....Cranberry Bog

271.....Tobacco, Sod

272.....Truck Crops - vegetables

273.....Field Crops - hay, wheat, tillable forage cropland etc.

274.....Orchards - pears, apples, grape vineyards etc.

- 275.....Christmas Trees
- 276.....Necessary related land-farm roads, ponds, land under farm buildings
- 277.....Productive Woodland - woodlots
- 278.....Pasture
- 279.....Nurseries

Non-Productive Land

- 290.....Wet land, scrub land, rock land

28 Recreational Land

All property designated under Chapter 61B. (If an area has more than one use according to the codes below, use the code which represents the primary use of the land and is being classified as open space.).

- 280.....Productive woodland -woodlots
- 281.....Hiking - trails or paths, Camping - areas with sites for overnight camping, Nature Study - areas specifically for nature study or observation
- 282.....Boating - areas for recreational boating and supporting land facilities
- 283.....Golfing - areas of land arranged as a golf course
- 284.....Horseback Riding - trails or areas
- 285.....Hunting - areas for the hunting of wildlife and Fishing Areas
- 286.....Alpine Skiing - areas for “downhill” skiing and Nordic Skiing - areas for “cross-country” skiing
- 287.....Swimming Areas and Picnicking Areas
- 288.....Public Non-Commercial Flying - areas for gliding or hand-gliding
- 289.....Target Shooting - areas for target shooting such as archery, skeet or approved fire-arms

XI. Appendix Commercial and Industrial Property Class Codes

A. COMMERCIAL

CODE 3

M.G.L. Chapter 59 §2A: All real property used or held for use for business purposes and not specifically included in another class, including but not limited to any commercial, business, retail, trade, service, recreational, agricultural, artistic, sporting, fraternal, governmental, educational, medical or religious enterprise for non-profit purposes.

30 Transient Group Quarters

300.....Hotels

301.....Motels

302.....Inns, Resorts or Tourist Homes

303.....(Intentionally left blank)

304.....Nursing Homes - includes property designed for minimal care with or without medical facilities

305.....Private Hospitals

306.....Care and Treatment Facilities - designed and used on a transient basis, including half-way houses or other types of facilities that service the needs of people

31 Storage Warehouses and Distribution Facilities

310.....Tanks Holding Fuel and Oil Products for Retail Distribution, either Above Ground or Underground (Underground tanks of service stations would be real estate; however, above ground tanks that rest on concrete saddles or steel frames that can be separated without damage are personal property.)

311.....Bottled Gas and Propane Gas Tanks

312.....Grain and Feed Elevators

313.....Lumber Yards

314.....Trucking Terminals

315.....Piers, Wharves, Docks and related facilities that are used for storage and transit of goods

316.....Other Storage, Warehouse and Distribution facilities (see also Industrial Code 401)

317.....Farm Buildings - barns, silo, utility shed, etc.

318.....Commercial Greenhouses

32 Retail Trade

321.....Facilities providing building materials, hardware and farm equipment, heating, hardware, plumbing, lumber supplies and equipment

322.....Discount Stores, Junior Department Stores, Department Stores

323.....Shopping Centers/Malls

324.....Supermarkets (in excess of 10,000 sq. ft.)

325.....Small Retail and Services stores (under 10,000 sq. ft.)

326.....Eating and Drinking Establishments - restaurants, diners, fast food establishments, bars, nightclubs

33 Retail Trade - Automotive, Marine Craft and Other Engine Propelled Vehicles, Sales and Service

- 330.....Automotive Vehicles Sales and Service
- 331.....Automotive Supplies Sales and Service
- 332.....Auto Repair Facilities
- 333.....Fuel Service Areas - providing only fuel products
- 334.....Gasoline Service Stations - providing engine repair or maintenance services, and fuel products
- 335.....Car Wash Facilities
- 336.....Parking Garages
- 337.....Parking Lots - a commercial open parking lot for motor vehicles
- 338.....Other Motor Vehicles Sales and Services

34 Office Building

- 340.....General Office Buildings
- 341.....Bank Buildings
- 342.....Medical Office Buildings

35 Public Service Properties (see Code 9 for Exempt Public Service Properties)

- 350.....Property Used for Postal Services
- 351.....Educational Properties
- 352.....Day Care Centers, Adult (see also Code 140)
- 353.....Fraternal Organizations
- 354.....Bus Transportation Facilities and Related Properties
- 355.....Funeral Homes
- 356.....Miscellaneous Public Services - professional membership organizations, business associations, etc.

36 Cultural and Entertainment Properties

- 360.....Museums
- 361.....Art Galleries
- 362.....Motion Picture Theaters
- 363.....Drive-In Movies
- 364.....Legitimate Theaters
- 365.....Stadiums
- 366.....Arenas and Field Houses
- 367.....Race Tracks
- 368.....Fairgrounds and Amusement Parks
- 369.....Other Cultural and Entertainment Properties

37 Indoor Recreational Facilities

- 370.....Bowling
- 371.....Ice Skating
- 372.....Roller Skating
- 373.....Swimming Pools
- 374.....Health Spas
- 375.....Tennis and/or Racquetball Clubs
- 376.....Gymnasiums and Athletic Clubs

377.....Archery, Billiards, other indoor facilities

38 Outdoor Recreational Properties (excluding those classified under General Laws 61B)

380.....Golf Courses

381.....Tennis Courts

382.....Riding Stables

383.....Beaches or Swimming Pools

384.....Marinas - including marine terminals & associated areas primarily for recreational marine craft

385.....Fish and Game Clubs

386.....Camping Facilities - accommodations for tents, campers or travel trailers

387.....Summer Camps - children's camps

388.....Other Outdoor facilities - e.g., driving ranges, miniature golf, baseball batting ranges, etc.

389.....Structures on land classified under Chapter 61B Recreational Land

39 Vacant Land - Accessory to Commercial parcel or not specifically included in another class

390.....Developable Land

391.....Potentially developable Land

392.....Undevelopable Land

393.....Agricultural/Horticultural Land not included in Chapter 61A

B. INDUSTRIAL

CODE 4

M.G.L. Chapter 59 §2A: All real property used or held for use for manufacturing, milling, converting, producing, processing, extracting or fabricating materials unserviceable in their natural state to create commercial products or materials; the mechanical, chemical or electronic transformation of property into new products and any use that is identical to or an integral part of such use, whether for profit or non-profit purposes; property used or held for uses for the storage, transmitting and generating of utilities.

40 Manufacturing and Processing

400.....Buildings for manufacturing operations

401.....Warehouses for storage of manufactured products

402.....Office Building - part of manufacturing operation

403.....Land - integral part of manufacturing operation

404.....Research and Development facilities

41 Mining and Quarrying

410.....Sand and Gravel

411.....Gypsum

412.....Rock

413.....Other

42 Utility Properties

- 420.....Tanks
- 421.....Liquid Natural Gas Tanks
- 423.....Electric Transmission Right-of-Way
- 424.....Electricity Regulating Substations
- 425.....Gas Production Plants
- 426.....Gas Pipeline Right-of Way
- 427.....Natural or Manufactured Gas Storage
- 428.....Gas Pressure Control Stations

43 Utility Properties - Communication

- 430.....Telephone Exchange Stations
- 431.....Telephone Relay Towers
- 432.....Cable TV Transmitting Facilities
- 433.....Radio, Television Transmission Facilities

44 Vacant Land - Accessory to Industrial Property

- 440.....Developable Land
- 441.....Potentially Developable Land
- 442.....Undevelopable Land

45 Electric Generation Plants

- 450.....Electric Generation Plants
- 451.....Electric Generation Plants, Transition Value
- 452.....Electric Generation Plants, Agreement Value

XII. Appendix Personal Property Class Codes

A. PERSONAL PROPERTY

CODE 5

M.G.L. Chapter 59 §2: All personal property...wherever situated, unless expressly exempt, shall be subject to taxation...

501.....Individuals, Partnerships, Associations and Trusts

All personal property is taxable and includes: stock in trade, machinery used in the conduct of the business, personal property used in connection with any cleaning or laundry processes, machinery used in the refrigeration of goods or in the air conditioning of premises, all furnishings and fixtures and owner non-domicile furnishings.

502.....Domestic Business Corporations or a Foreign Corporations, as defined in Chapter 63 §30
Taxable personal property includes only: underground conduits, wires and pipes wherever located; poles and wires on private ways and machinery used in the conduct of the business, except stock in trade or machinery directly used in connection with dry cleaning or laundering processes, refrigeration of goods, air conditioning of premises or in any purchasing, selling, accounting or administrative function.

503.....Domestic and Foreign Corporations Classified Manufacturing, as defined in Ch. 63, §38C & §42B

Taxable personal property includes only: underground conduits, wires and pipes wherever located, poles and wires on private ways.

504.....Public Utilities -- Transmission and Distribution

Taxable personal property includes underground conduits; wires and pipes wherever located; poles and wires on private ways and machinery used in manufacture.

505.....Machinery, Poles, Wires and Underground Conduits, Wires and Pipes of all Telephone and Telegraph Companies, as determined by the Commissioner of Revenue.

508.....Cellular/Mobile Wireless Telecommunications Companies

506.....Pipelines Of 25 Miles Or More In Length For Transmitting Natural Gas Or Petroleum, as determined by the Commissioner of Revenue.

550.....Electric Generation Plants Personal Property

551.....Electric Generation Plant P.P., Transition Value

552.....Electric Generation P. P., Agreement Value

XIII. Appendix CHAPTER 61, 61A, 61B Class Codes

A. CHAPTER 61, 61A, 61B PROPERTY

Forest, Agricultural/Horticultural and Recreational lands valued according to M.G.L. Chapters 61, 61A 61B are not specifically included in any of the four major classifications. The commercial property tax rate, however, is the applicable rate for land under these chapters.

CODE 6

Forest Land

601.....All land designated under Chapter 61

602.....Christmas Trees

CODE 7

Agricultural/Horticultural

All land that has been designated under Chapter 61A. (Land devoted to this use must be in excess of 5 acres and meet other requirements of the law.)

71 Productive Land (Including Necessary and Related Land)

710.....Cranberry Bog

711.....Tobacco, Sod

712.....Truck Crops - vegetables

713.....Field Crops - hay, wheat, tillable forage cropland etc.

714.....Orchards - pears, apples, grape vineyards etc.

715.....Christmas Trees

716.....Necessary Related Land-farm roads, ponds,

Land under farm buildings

717.....Productive Woodland - woodlots

718.....Pasture

719.....Nurseries

72 Non-Productive Land

720.....Wet land, scrub land, rock land

CODE 8

Recreational Land

All property that has been designated under Chapter 61B. (If an area has more than one use according to the codes below, use the code which represents the primary use of the land).

801.....Hiking - trails or paths

802.....Camping - areas with sites for overnight camping

803.....Nature Study - areas specifically for nature study or observation

804.....Boating - areas for recreational boating and supporting land facilities

805.....Golfing - areas of land arranged as a golf course

806.....Horseback Riding - trails or areas

807.....Hunting - areas for the hunting of wildlife

- 808.....Fishing Areas
- 809.....Alpine Skiing - areas for “downhill” skiing
- 810.....Nordic Skiing - areas for “cross-country” skiing
- 811.....Swimming Areas
- 812.....Picnicking Areas
- 813.....Public Non-Commercial Flying - areas for gliding or hand-gliding
- 814.....Target Shooting - areas for target shooting such as archery, skeet or approved fire-arms
- 815.....Productive Woodland - woodlots

B. EXEMPT PROPERTY

CODE 9

All property which is totally exempt from taxation under various provisions of the law and owned by:

90 Public Service Properties

- 900.....United States Government
- 901.....(Intentionally left blank)

91 Commonwealth of Massachusetts – Reimbursable Land

- 910.....Department of Conservation and Recreation, Division of State Parks and Recreation
- 911.....Division of Fisheries and Wildlife, Environmental Law Enforcement
- 912.....Department of Corrections, Division of Youth Services
- 913.....Department of Public Health, Soldiers' Homes
- 914.....Department of Mental Health, Department of Mental Retardation
- 915.....Department of Conservation and Recreation, Division of Water Supply Protection
- 916.....Military Division – Campgrounds
- 917.....Education – Univ. of Mass, State Colleges, Community Colleges
- 918.....Department of Environmental Protection, Low-level Radioactive Waste Management Board
- 919.....Other

92 Commonwealth of Massachusetts – Non Reimbursable

- 920.....Department of Conservation and Recreation, Division of Urban Parks and Recreation
- 921.....Division of Fisheries and Wildlife, DFW Environmental Law Enforcement, Department of Environmental Protection
- 922.....Department of Corrections, Division of Youth Services, Mass Military, State Police, Sheriffs' Departments
- 923.....Department of Public Health, Soldiers' Homes, Department of Mental Health, Department of Mental Retardation
- 924.....Mass Highway Dept
- 925.....Department of Conservation and Recreation Division of Water Supply Protection (conservation restrictions and sewer easements), Urban Parks
- 926.....Judiciary

- 927.....Education – Univ. of Mass, State Colleges, Community Colleges
- 928.....Division of Capital Asset Management, Bureau of State Office Buildings
- 929.....Other

C. GASB 34 Codes

93 Municipal or County Codes

- 930.....Vacant, Selectmen or City Council
- 931.....Improved, Selectmen or City Council
- 932.....Vacant, Conservation
- 933.....Vacant, Education
- 934.....Improved, Education
- 935.....Improved, Municipal Public Safety
- 936.....Vacant, Tax Title/ Treasurer
- 937.....Improved, Tax Title/ Treasurer
- 938.....Vacant, District
- 939.....Improved, District

94 Educational Private

- 940.....Elementary Level
- 941.....Secondary Level
- 942.....College or University
- 943.....Other Educational
- 944.....Auxiliary Athletic
- 945.....Affiliated Housing
- 946.....Vacant
- 947.....Other

D. CHAPTER 61, 61A, 61B PROPERTY

Forest, Agricultural/Horticultural and Recreational lands valued according to M.G.L. Chapters 61, 61A 61B are not specifically included in any of the four major classifications. The commercial property tax rate, however, is the applicable rate for land under these chapters.

CODE 6

Forest Land

- 601.....All land designated under Chapter 61
- 602.....Christmas Trees

CODE 7

Agricultural/Horticultural

All land that has been designated under Chapter 61A. (Land devoted to this use must be in excess of 5 acres and meet other requirements of the law.)

71 Productive Land (Including Necessary and Related Land)

- 710.....Cranberry Bog

- 711.....Tobacco, Sod
- 712.....Truck Crops - vegetables
- 713.....Field Crops - hay, wheat, tillable forage cropland etc.
- 714.....Orchards - pears, apples, grape vineyards etc.
- 715.....Christmas Trees
- 716.....Necessary Related Land-farm roads, ponds, Land under farm buildings
- 717.....Productive Woodland - woodlots
- 718.....Pasture
- 719.....Nurseries

72 Non-Productive Land

- 720.....Wet land, scrub land, rock land

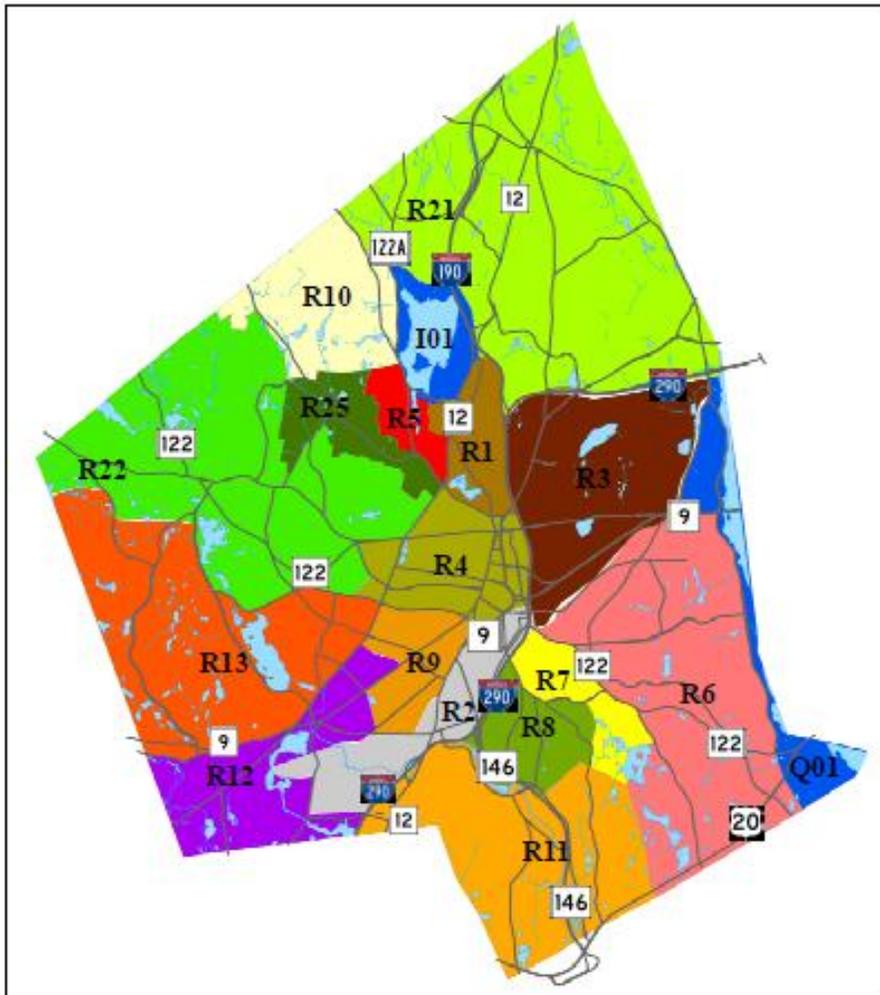
CODE 8

Recreational Land

All property that has been designated under Chapter 61B. (If an area has more than one use according to the codes below, use the code which represents the primary use of the land).

- 801.....Hiking - trails or paths
- 802.....Camping - areas with sites for overnight camping
- 803.....Nature Study - areas specifically for nature study or observation
- 804.....Boating - areas for recreational boating and supporting land facilities
- 805.....Golfing - areas of land arranged as a golf course
- 806.....Horseback Riding - trails or areas
- 807.....Hunting - areas for the hunting of wildlife
- 808.....Fishing Areas
- 809.....Alpine Skiing - areas for “downhill” skiing
- 810.....Nordic Skiing - areas for “cross-country” skiing
- 811.....Swimming Areas
- 812.....Picnicking Areas
- 813.....Public Non-Commercial Flying - areas for gliding or hand-gliding
- 814.....Target Shooting - areas for target shooting such as archery, skeet or approved fire-arms
- 815.....Productive Woodland - woodlots

XIV. Appendix Neighborhood Map



City of Worcester
 Division of Assessing
 Geographic Neighborhood Map

Legend

- MajorRoutes
- gisdta.GISDATA.DEPWetlands_WorcPoly
- gisdta.GISDATA.DEPWetlands_WorcArc

Neighborhood

Name	
I01	I01
Q01	Q01
R1	R1
R10	R10
R11	R11
R12	R12
R13	R13
R2	R2
R21	R21
R22	R22
R25	R25
R3	R3
R4	R4
R5	R5
R6	R6
R7	R7
R8	R8
R9	R9

XV. Appendix Zoning Map

XVI. Appendix Zoning Districts

ARTICLE III ZONING DISTRICTS

Section 1 – Districts

For the purpose of this Ordinance the City of Worcester is hereby divided into the following districts.

RESIDENCE DISTRICTS

MINIMUM LOT SIZE

RS-10:	Residence, Single Family	10,000 square feet
RS-7:	Residence, Single Family	7,000 square feet
RL-7:	Residence, Limited	7,000 square feet
RG-5:	Residence, General	5,000 square feet

BUSINESS DISTRICTS

FLOOR AREA RATIOS

(Building/land)

BO-1.0:	Business, Office	1 square foot/ 1 square foot
BO-2.0:	Business, Office	2 square feet/ 1 square foot
BL-1.0:	Business Limited	1 square foot/ 1 square foot
BG-2.0:	Business, General	2 square feet/ 1 square foot
BG-3.0:	Business, General	3 square feet/ 1 square foot
BG-4.0:	Business, General	4 square feet/ 1 square foot
BG-6.0:	Business, General	6 square feet/ 1 square foot

INDUSTRIAL PARK DISTRICTS

IP-0.33:	Light Industrial	1 square foot/ 3 square feet
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MANUFACTURING DISTRICTS

ML-0.5:	Manufacturing, Limited	1 square foot/ 2 square feet
ML-1.0:	Manufacturing, Limited	1 square foot/ 1 square foot
ML-2.0:	Manufacturing, Limited	2 square feet/ 1 square foot
MG-0.5:	Manufacturing, General	1 square foot/ 2 square feet
MG-1.0:	Manufacturing, General	1 square foot/ 1 square foot
MG-2.0:	Manufacturing, General	2 square feet/ 1 square foot

INSTITUTIONAL DISTRICTS

IN-S:	Institutional, Educational
IN-H:	Institutional, Medical

XVII. Appendix Zoning Standards Table

PERMITTED USES BY ZONING DISTRICTS – TABLE 4.1 RESIDENTIAL USE

	RS 10	RS 7	RL 7	RG 5	BO 1	BO 2	BL 1	BG 2	BG 3	BG 4	BG 6	ML 0.5	ML 1	ML 2	MG 0.5	MG 1	MG 2	IP 0.33	IN S	IN H	A 1	
1. Bed and Breakfast Establishment	SP	SP	SP	SP	SP	SP	SP	SP	N	N	N	N	N	N	N	N	N	N	N	N	N	N
2. Continuing care retirement community	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	N	N	N	N	N	N	N	N	SP	SP	N
3. Dormitory	SP	SP	SP	SP	SP	SP	Y	Y	Y	Y	Y	N	N	N	N	N	N	N	Y	Y	Y	N
4. Family day care home	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
5. Fraternity/sorority/ cooperative residence	SP	SP	SP	SP	SP	SP	Y	Y	Y	Y	Y	N	N	N	N	N	N	N	Y	Y	Y	N
6. Group residence (general or limited)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
7. Limited Residential Hospice House	SP	SP	SP	SP	N	SP	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
8. Lodging house	N	N	N	SP	N	N	N	N	N	N	N	N	N	N	N							
9. Mobile homes	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
10. Multi-family dwelling, high rise	N	N	N	Y	N	N	N	Y	Y	Y	Y	N	N	N	N	N	N	N	N	N	SP	N
11. Multi-family dwelling, low rise	N	N	SP	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	N	N	N	N	N	SP	SP	N
12. Single-family attached dwelling	N	N	SP	Y	Y	Y	Y	Y	Y	Y	N	N	N	N	N	N	N	N	N	Y	Y	N
13. Single-family detached dwelling	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	N	N	N	N	N	N	Y	Y	N
14. Single-family semi-detached dwelling	N	N	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	N	N	N	N	N	N	Y	Y	N
15. Temporary shelter	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP
16. Three-family detached dwelling	N	N	SP	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	N	N	N	N	N	Y	Y	N
17. Two-family detached dwelling	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	N	N	N	N	N	Y	Y	N

Y – Yes; N – No;
SP – Special Permit

PERMITTED USES BY ZONING DISTRICTS – Table 4.1
GENERAL USE

	RS 10	RS 7	RL 7	RG 5	BO 1	BO 2	BL 1	BG 2	BG 3	BG 4	BG 6	ML 0.5	ML 1	ML 2	MG 0.5	MG 1	MG 2	IP 0.33	IN S	IN H	A 1	
1. Agriculture, horticulture, viticulture, flora culture on parcels less than five (5) acres	N	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
2. Cemetery, crematory, memorial park	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
3. Clinic	N	N	N	N	Y	Y	Y	Y	Y	Y	Y	SP	SP	SP	SP	SP	SP	SP	N	N	Y	N
4. Club, lodge, other private grounds (non-profit and private)	SP	SP	SP	SP	SP	SP	Y	Y	Y	Y	Y	SP	SP	SP	SP	SP	SP	SP	N	N	N	N
5. Day Care Center	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
6. Helipoint	N	N	N	N	N	N	N	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	Y
7. Library/Museum (non-profit)	SP	SP	SP	SP	Y	Y	Y	Y	Y	Y	Y	SP	SP	SP	SP	SP	SP	SP	N	Y	Y	N
8. Library/Museum (profit)	N	N	N	N	Y	Y	Y	Y	Y	Y	Y	SP	SP	SP	SP	SP	SP	SP	N	N	N	N
9. Licensed hospital, Sanitarium	N	N	N	N	Y	Y	Y	Y	Y	Y	Y	N	N	N	N	N	N	N	N	Y	Y	N
10. Non-accessory residential parking	SP	SP	SP	SP	SP	SP	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
11. Non-residential parking facility (non-accessory)	N	N	N	N	SP	SP	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
12. Nursing or convalescent home/institution/facility	N	SP	SP	SP	Y	Y	Y	Y	Y	Y	Y	N	N	N	N	N	N	N	N	N	Y	N
13. Open lot storage of more than one (1) unregistered automobile in excess of (7) seven days	N	N	N	N	N	N	SP	SP	SP	SP	N	SP	SP	SP	SP	SP	SP	SP	N	N	N	N
14. Personal Wireless Service Facilities Interior-Mounted and Side-Mounted	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
15. Personal Wireless Service Facilities Roof-Mounted, Ground-Mounted, and Structure-Mounted	N	N	N	N	N	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP						

Y – Yes; N – No;
SP – Special Permit

**PERMITTED USES BY ZONING DISTRICTS – Table 4.1
GENERAL USE - Continued**

	RS 10	RS 7	RL 7	RG 5	BO 1	BO 2	BL 1	BG 2	BG 3	BG 4	BG 6	ML 0.5	ML 1	ML 2	MG 0.5	MG 1	MG 2	IP 0.33	IN S	IN H	A 1
16. Place of worship	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
17. Radio/TV Transmission Tower	N	N	N	N	SP	Y	Y	Y	Y	Y	Y	N	N	N	N						
18. Recreational/service facility (non-profit)	SP	SP	SP	SP	Y	Y	Y	Y	Y	Y	Y	SP	SP	SP	SP	SP	SP	N	Y	Y	N
19. Religious or educational use (EXEMPT)(See Art. XVII; M.G.L.c 40A, s.3)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
20. Schools (K-12, college, University, technical institute) non-profit	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
21. Schools (vocational, professional, other) profit	N	N	N	N	SP	SP	SP	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	SP
22. Shooting Ranges – Indoor/Outdoor (see note 11)	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	SP	N	N	N	N
23. Teen/Youth Center	N	N	N	N	SP	SP	SP	SP	SP	SP	N	N	N	N							
24. Transformer, pumping station, sub-station, telephone exchange	SP	SP	SP	SP	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
25. Wind Energy Conversion Facilities, Large	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP
26. Wind Energy Conversion Facilities, Small	SP	SP	SP	SP	SP	SP	SP	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	SP
27. Meteorological Tower (MET) – 85' or less in height	SP	SP	SP	SP	SP	SP	SP	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	SP
28. Meteorological Tower (MET) – greater than 85' in height	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP
Y – Yes; N – No SP – Special Permit																					

**PERMITTED USES BY ZONING DISTRICTS – Table 4.1
BUSINESS USES**

	RS 10	RS 7	RL 7	RG 5	BO 1	BO 2	BL 1	BG 2	BG 3	BG 4	BG 6	ML 0.5	ML 1	ML 2	MG 0.5	MG 1	MG 2	IP 0.33	IN S	IN H	A 1
1. Adult entertainment establishments	N	N	N	N	N	N	N	N	N	N	SP	N	N	N	N	N	N	N	N	N	N
2. Animal hospital, clinic, pet shop	N	N	N	N	N	N	SP	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	N
3. Bank, credit union	N	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	SP
4. Bank, credit union with drive thru	N	N	N	N	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP							
5. Bus station or terminal, RR passenger station	N	N	N	N	N	N	SP	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	Y
6. Food service (drive-thru)	N	N	N	N	N	N	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	N	N	N	N
7. Food service (excludes consumption/sale of alcoholic beverages)	N	N	N	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	SP	SP	Y
8. Food service (includes consumption/sale of alcoholic beverages) and/or providing dancing or entertainment	N	N	N	N	N	N	SP	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	SP	SP	Y
9. Funeral undertaking establishment	N	N	SP	SP	Y	Y	Y	Y	Y	Y	Y	N	N	N	N	N	N	N	N	N	N
10. In-door recreation, health club-profit	N	N	N	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	N
11. Indoor rental & service of equipment for home and recreational uses	N	N	N	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	N
12. Kennel	N	N	N	N	N	N	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	N	N	N	N
13. Marina	N	N	N	N	N	N	SP	N	N	N	N	N	N	N	N	N	N	N	N	N	N
14. Motel, hotel, inn	N	N	N	N	N	N	SP	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y	Y
Y – Yes; N – No; SP – Special Permit																					

**PERMITTED USES BY ZONING DISTRICTS – Table 4.1
BUSINESS USES - Continued**

	RS 10	RS 7	RL 7	RG 5	BO 1	BO 2	BL 1	BG 2	BG 3	BG 4	BG 6	ML 0.5	ML 1	ML 2	MG 0.5	MG 1	MG 2	IP 0.33	IN S	IN H	A 1
15. Motor vehicle/trailer/boat sales, rental	N	N	N	N	N	N	SP	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	Y
16. Motor vehicle service, repair, garage, display	N	N	N	N	N	N	SP	Y	Y	Y	SP	Y	Y	Y	Y	Y	Y	N	N	N	Y
17. Automobile Refueling Station	N	N	N	N	N	N	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	N	N	N	SP
18. Office, general (travel agency, auto driving school)	N	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	Y
19. Office, professional	N	N	N	SP	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	Y	N
20. Outdoor recreation (for Profit)	N	N	N	N	N	N	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	N	N	N	N
21. Package store (alcoholic beverage sale not to be consumed on premise)	N	N	N	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	N
22. Radio/TV studio	N	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N
23. Research lab. w/o manufacturing abilities	N	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
24. Retail Food Sales	N	N	N	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	SP	SP	Y
25. Retail greater than 50% display space outdoors	N	N	N	N	N	N	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	N	N	N	N
26. Retail sales, including retail with incidental fabrication assembly	N	N	N	N	N	N	Y	Y	Y	Y	Y	SP	SP	SP	SP	SP	SP	N	SP	SP	Y
27. Service shop, personal services	N	N	SP	SP	SP	SP	Y	Y	Y	Y	Y	SP	SP	SP	SP	SP	SP	N	SP	SP	Y
28. Theatre, motion picture theatre, concert hall	N	N	N	N	N	N	SP	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	N	N
29. Wholesale business or storage conducted entirely within an enclosed structure (with noise, dust, fumes, gases and odors confined to the premises)	N	N	N	N	N	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	Y

Y – Yes; N – No;
SP – Special Permit

**PERMITTED USES BY ZONING DISTRICTS – Table 4.1
MANUFACTURING USE**

	RS 10	RS 7	RL 7	RG 5	BO 1	BO 2	BL 1	BG 2	BG 3	BG 4	BG 6	ML 0.5	ML 1	ML 2	MG 0.5	MG 1	MG 2	IP 0.33	IN S	IN H	A 1
1. Accessory storage of flammable liquids/gases/ explosives (excluding residential use up to 1,000 gallons)	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP
2. Auction house	N	N	N	N	N	N	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	SP	N	N	N	N
3. Auto/truck body or paint shop	N	N	N	N	N	N	N	N	N	N	N	Y	Y	Y	Y	Y	Y	N	N	N	N
4. Flea Market	N	N	N	N	N	N	N	N	N	N	SP	SP	SP	SP	SP	SP	SP	N	N	N	N
5. Manufacturing, assembly, processing, packaging, research and other industrial operations, including alternative and/or renewable energy systems, provided standards in Notes to Table 4.1, Note (7) are met. (See, Notes to Table 4.1, Note (12))	N	N	N	N	N	N	SP	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	Y
6. Manufacturing, assembly, processing, packaging or other industrial operations not otherwise permitted above, including alternative and/or renewable energy systems (See, Notes to Table 4.1, Note (12)), provided there will not be a nuisance of such magnitude as to prevent a reasonable use of nearby premises for the purpose for which they are zoned	N	N	N	N	N	N	N	N	N	N	N	SP	SP	SP	SP	SP	SP	SP	N	N	N
7. Motor freight terminal; truck/trailer/bus storage or servicing	N	N	N	N	N	N	N	N	N	N	N	SP	SP	SP	Y	Y	Y	N	N	N	SP
8. Open lot storage, underground storage, salvage recycling operations, refuse transfer station facility; includes flammable liquids/gas	N	N	N	N	N	N	N	N	N	N	N	SP	SP	SP	SP	SP	SP	N	N	N	SP
9. Rail freight terminal & accessory storage place	N	N	N	N	N	N	N	N	N	N	N	Y	Y	Y	Y	Y	Y	N	N	N	N

Y – Yes; N – No
SP – Special Permit

**PERMITTED USES BY ZONING DISTRICTS – Table 4.1
MANUFACTURING USE - Continued**

	RS 10	RS 7	RL 7	RG 5	BO 1	BO 2	BL 1	BG 2	BG 3	BG 4	BG 6	ML 0.5	ML 1	ML 2	MG 0.5	MG 1	MG 2	IP 0.33	IN S	IN H	A 1
10. Rendering works and slaughter house	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
11. Stable	N	N	N	N	N	N	N	N	N	N	N	SP	SP	SP	SP	SP	SP	N	N	N	N
12. Steam laundry, dry cleaning, rug cleaning establishment or plant	N	N	N	N	N	N	SP	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	N	N
13. Storage of materials and equipment not enclosed buildings (excluding flammable liquids, gas and/or explosives)	N	N	N	N	N	N	N	N	N	N	N	Y	Y	Y	Y	Y	Y	N	N	N	N
14. Truck sales/agencies/showroom	N	N	N	N	N	N	N	SP	SP	SP	N	Y	Y	Y	Y	Y	Y	N	N	N	N
15. Truck servicing and repair garages	N	N	N	N	N	N	N	N	N	N	N	Y	Y	Y	Y	Y	Y	N	N	N	N
16. Research and Development Facility with Manufacturing Abilities (See, Notes to Table 4.1, Note (12))	N	N	N	N	N	N	SP	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

Y – Yes; N – No
SP – Special Permit

PERMITTED DIMENSIONS BY DISTRICT TABLE 4.2

DISTRICT	USE	LOT		YARD SETBACKS			HEIGHT		FLOOR TO AREA RATIO (Maximum)
		AREA (Minimum SF)	FRONTAGE (Minimum linear ft.)	FRONT	SIDE ¹	REAR	Maximum in stories ²	Maximum in ft.	
				Minimum depth (linear ft.)					
RS-10	Single-family detached	10,000	80	25	10	20	2+	35	NA
	Limited Residential Hospice House	40,000	80						0.3 to 1
	Other permitted	10,000	80						25
RS-7	Single-family detached	7,000	65	20	8	20	2+	35	NA
	Limited Residential Hospice House	30,000	65	25	10	20			0.4 to 1
	Other permitted	7,000	65	25	20	50			
RL-7	Single-family detached	7,000	65	20	8	20	2+	35	NA
	Single-family semi-detached	4,000 per du	35 per du						
	Single-family, attached	3,000 per du	25 per du						
	Two-family dwelling	8,000	70						
	Three-family dwelling	9,000	75				3+	50	

¹Not applicable to that portion of a semi-detached or attached single-family dwelling, where permitted, that shares a party wall or a double wall on or along a common side lot line with an adjacent unit.

² These designations indicate a height in stories plus an attic, as herein defined. The designation 2+ indicates a maximum of 2 habitable stories with a non-habitable attic and garage underneath, if provided. The story containing the garage is not considered habitable if the garage area occupies 50% or more of the entire story.

PERMITTED DIMENSIONS BY DISTRICT

TABLE 4.2 - Continued

DISTRICT	USE	LOT		YARD SETBACKS			HEIGHT		FLOOR TO AREA RATIO (Maximum)
		AREA (Minimum SF)	FRONTAGE (Minimum linear ft.)	FRONT	SIDE ¹	REAR	Maximum in stories ²	Maximum in ft.	
				Minimum depth (linear ft.)					
RL-7 Cont.	Multi-family dwelling, low rise - first unit	7,000	65	20	10	20	NA	NA	NA
	MFD, additional unit, low rise	2,000 per du	plus 5' per du to total of 140'	NA	NA	NA	3+	50	
	Limited Residential Hospice House	20,000	65	25	10	20	3+	50	NA
	Other residential permitted	7,000		20	10	20		45	
	Other non-residential	7,000		20	20	20		0.5 to 1	
RG-5	Single-family detached	5,000	50	15	8	15	2+	35	NA
	Single-family semi-detached	3,000 per du	30 per du						
	Single-family, attached	2,200 per du	20 per du						
	Two-family dwelling	6,000	55	15	8	8	3+	50	
	Three-family dwelling	7,000	60						
	Multi-family dwelling, first unit	5,000	50	15	10	15	NA	NA	
	MFD, additional unit, low rise	1,000 per du	plus 5' per du to total of 125'	NA	NA	NA	3+	50	
MFD additional unit, high rise	750 per du	plus 5' per du to total of 100'	8+						90

1Not applicable to that portion of a semi-detached or attached single-family dwelling, where permitted, that shares a party wall or a double wall on or along a common side lot line with an adjacent unit.

2 These designations indicate a height in stories plus an attic, as herein defined. The designation 2+ indicates a maximum of 2 habitable stories with a non-habitable attic and garage underneath, if provided. The story containing the garage is not considered habitable if the garage area occupies 50% or more of the entire story.

PERMITTED DIMENSIONS BY DISTRICT

TABLE 4.2 - Continued

DISTRICT	USE	LOT		YARD SETBACKS			HEIGHT		FLOOR TO AREA RATIO (Maximum)
		AREA (Minimum SF)	FRONTAGE (Minimum linear ft.)	FRONT	SIDE ¹	REAR	Maximum in stories ²	Maximum in ft.	
				Minimum depth (linear ft.)					
RG-5 Cont.	Limited Residential Hospice House	15,000	50	20	10	10	3+	50	NA
	Other residential permitted	5,000	50	15				15	
	Other non-residential	5,000	50		15	10			10
BO-1.0	Residential ³ - Non-residential	5,000 NA	40 per du ⁴ NA	15	10	10	3+	40	1 to 1
BO-2.0									2 to 1
BL-1.0	Residential ³ - Non-residential	5,000 NA	40 per du ⁴ NA	10	10	20	3+	40	1 to 1
BG-2.0	Residential ³ - Non-residential	5,000 NA	40 per du ⁴ NA	NA	NA	10	NA	50	2 to 1
BG-3.0								100	3 to 1
BG-4.0								150	4 to 1
BG-6.0								NA	6 to 1

1Not applicable to that portion of a semi-detached or attached single-family dwelling, where permitted, that shares a party wall or a double wall on or along a common side lot line with an adjacent unit.

2 These designations indicate a height in stories plus an attic, as herein defined. The designation 2+ indicates a maximum of 2 habitable stories with a non-habitable attic and garage underneath, if provided. The story containing the garage is not considered habitable if the garage area occupies 50% or more of the entire story.

3 In BO, BL, BG - 2 and BG - 3 Districts, for brand new residential uses, at least 10% of the lot area must be set aside for recreational purposes, excluding the required five foot buffer.

4 But not more than two hundred (200) feet.

PERMITTED DIMENSIONS BY DISTRICT

TABLE 4.2 – Continued

DISTRICT	USE	LOT		YARD SETBACKS			HEIGHT		FLOOR TO AREA RATIO (Maximum)
		AREA (Minimum SF)	FRONTAGE (Minimum linear ft.)	FRONT	SIDE ¹	REAR	Maximum in stories ²	Maximum in ft.	
				Minimum depth (linear ft.)					
IP-0.33	All	75,000	200	25	25	25	NA	50	0.33 to 1
ML-0.5				25		25		50	0.5 to 1
ML-1.0	All	NA	NA	10	NA	15	NA		1 to 1
ML-2.0						25		NA	2 to 1
MG-0.5				25		25		50	0.5 to 1
MG-1.0	All	NA	NA	15	NA	15	NA		1 to 1
MG-2.0								NA	2 to 1
IN-S									
IN-H	All	NA	NA	15	10	10	NA	NA	NA
A-1									

1 Not applicable to that portion of a semi-detached or attached single-family dwelling, where permitted, that shares a party wall or a double wall on or along a common side lot line with an adjacent unit

2 These designations indicate a height in stories plus an attic, as herein defined. The designation 2+ indicates a maximum of 2 habitable stories with a non-habitable attic and garage underneath, if provided. The story containing the garage is not considered habitable if the garage area occupies 50% or more of the entire story.

XVIII. Residential Property Record Card

XIX. Commercial Property Record Card

CONSTRUCTION DETAIL				CONSTRUCTION DETAIL (CONTINUED)			
Element	Cd.	Ch.	Description	Element	Cd.	Ch.	Description
Style							
Model							
Grade							
Stories							
Occupancy							
Exterior Wall 1							
Exterior Wall 2							
Roof Structure							
Roof Cover							
Interior Wall 1							
Interior Wall 2							
Interior Floor 1							
Interior Floor 2							
Ext. Qual.							
Int. Qual.							
Bldg Use							
Elevator							
Sprinkler							
Heat/AC							
Frame Type							
Baths/Plumbing							
Ceiling/Wall							
Rooms/Prtns							
Wall Height							
% Conn Wall							
				MIXED USE			
				<i>Code</i>	<i>Description</i>		<i>Percentage</i>
				COST/MARKET VALUATION			
				Adj. Base Rate:			0.00
				Replace Cost			0
				AYB			
				Dep Code			
				Remodel Rating			
				Year Remodeled			
				Dep %			
				Functional Obslnc			
				External Obslnc			
				Cost Trend Factor			
				Condition			
				% Complete			
				Overall % Cond			
				Apprais Val			
				Dep % Ovr			0
				Dep Ovr Comment			
				Misc Imp Ovr			0
				Misc Imp Ovr Comment			
				Cost to Cure Ovr			0
				Cost to Cure Ovr Comment			

OB-OUTBUILDING & YARD ITEMS(L) / XF-BUILDING EXTRA FEATURES(B)												
Code	Description	Sub	Sub Descript	L/B	Units	Unit Price	Yr	Gde	Dp Rt	Cnd	%Cnd	Apr Value

No Photo On Record

BUILDING SUB-AREA SUMMARY SECTION							
Code	Description	Living Area	Gross Area	Eff. Area	Unit Cost	Undeprec. Value	
Ttl. Gross Liv/Lease Area:		0	0	0			

Commercial Style Codes

CODE	DESCRIPTION
ACW	Car Wash Facilities
AHR	High Rise Apartment
ALR	Low Rise Apartment
ARE	Res.Type MultiFamily
ARM	Rooming House
ASA	Auto. Sales Showroom
ASV	Auto. Service Garage
AUC	Used Car Sales
BBR	Branch Bank/Office
BMN	Bank-Main Office
CSP	Comm.Special Purpose
FCM	Funeral Home/Comm.Ty
FRS	Funeral Home/ResType
GCN	Conv Service Station
GES	Elementary School
GSS	Self-Serve Gas Stati
HCC	City Club
HCL	Walk-In Clinic
HGN	General Hospital
HMD	Modern Hotel
HVT	Veterinary Hospital
MCM	Mixed Use/Comm-type
MLT	Industrial Loft
MMD	Modern Manufacturing
MML	Mill Type Manufactur
MRD	Research & Developme
MRS	Mixed Use/Resi-type
MSC	Service Center
MSP	Special Purpose/ Ind
MT2	Modern Motel
NEC	Nur. Home/Extended C
NLC	Nur. Home/Limited Ca
NRE	Nursing Home/Rest Ho
OHR	High Rise General Of
OLR	Low Rise General Off
OMD	Medical Office
ORS	Office/Res.Type
PHR	Parking Gar./High Ri
PLR	Parking Gar.Low Rise
RAC	Athletic Club
RAR	Indoor Arena

RBG	Bowling Alley
RBL	Bar/Lounge
RCH	Club House
RCL	Game Club/ Camps
RCN	Convenient Store
RDD	Discount/Depart. Sto
RFF	Fast Food Restaurant
RFS	Full Service Restaur
RGR	Grocery/Liquor Store
RIM	Indoor Mall
RLG	Retail >10,000 Sq.Ft
RLN	Laundromat
RML	Strip Mall
ROR	Outdoor Recreation
RRK	Skating Rinks
RRX	Pharmacy
RSM	Retail <10,000 Sq.Ft
RSP	Supermarket
RST	Outdoor Stadium
RTO	Take Out Restaurant
SBD	Bus Depot
SCC	City Club
SCH	Club House
SCR	Churches
SDC	Day Care Facility
SED	Educational Facility
SGB	Government Building
SMM	Museum
SPL	Public Library
SPO	Post Office Faciliti
TAD	Auditorium
TLG	Legitimate Theater
TMV	Movie Theater
WCD	Cold Storage
WDT	Distribution Warehou
WGR	Garage Warehouse
WLD	Loading Docks
WLG	>300000 SF WAREHOUSE
WLT	Warehouse Lofts
WLY	Lumber Yard Sheds
WMD	Modern Warehouse
WML	Mill Type Warehouse
WMN	Mini-Warehouse
WTH	T-Hangers

XX. Appendix Outbuilding and Extra Feature Codes

Code	Description	OB/XF	FN2	FENCE-5' CHAIN	OB
BHS1	CMM BTH HSE AV	OB	FN3	FENCE-6' CHAIN	OB
BHS2	CMM BTH HSE GD	OB	FN4	FENCE-8' CHAIN	OB
BHS3	CMM BTH HSE PR	OB	FN5	FENCE-10'CHAIN	OB
BIN1	BINS	OB	FN6	W/O TOP RL-4'	OB
BIN2	AGRICULTURAL	OB	FN7	W/O TOP RL-5'	OB
BNBR	BARN BRICK	OB	FN8	W/O TOP RL-6'	OB
BNFR	BARN WOOD FRAME	OB	FN9	W/O TOP RL-8'	OB
BRFR	BARN FRAME	OB	FSP	SCREEN PORCH	OB
BRN1	BARN - 1 STORY	OB	GAZ	GAZEBO	OB
BRN2	1 STORY W/BSMT	OB	GHGL	GREENHOUSE GLASS	OB
BRN3	1 STORY W/LOFT	OB	GHVY	GREENHOUSE VINYL	OB
BRN4	1 STY LFT&BSMT	OB	GRBR	GARAGE VENEER-BR/ST	OB
BRN5	2 STORY	OB	GRCB	GARAGE CONC BLOCK	OB
BRN6	2 STY W/BSMT	OB	GRFR	GARAGE-WOOD/SIDING	OB
BRN7	TOBACCO BARN	OB	GRH2	PITCH & PUTT	OB
BRN8	POLE BARN	OB	GRHI	GREENS PRIV CC	OB
BSCB	BASEMENT CB	OB	GRLA	GARAGE-LIVING AREA	OB
BSCN	BASEMENT CN	OB	GRMT	GARAGE-METAL	OB
BTH1	BATH HOUSE/CAB	OB	GRN1	GREEN HOUSE-RS	OB
BTH2	W/PLUMBING	OB	GRN2	COMM GLASS	OB
BTHO	BOAT HOUSE	OB	GRN3	COMM PLASTIC	OB
CAB1	CABIN-MINIMAL	OB	GRN4	COMM. GRN.GD	OB
CAB2	W/PLUMBING ETC	OB	GRSN	GARAGE STONE/BRICK	OB
CARI	CARPORT INEXPENSIVE	OB	GZFR	GAZEBO	OB
CARS	CARPORT STANDARD	OB	HOG	HOG HOUSE	OB
CELL	CELLTOWER	OB	HTTB	HOT/TUB	OB
CGFR	CABANA	OB	IMP	IMPLEMENT SHED	OB
CRN	CORN CRIB	OB	KEN1	KENNEL-AVG	OB
DCK1	DOCKS-RES TYPE	OB	KEN2	KENNEL-GOOD	OB
DCK2	COM TYPE	OB	KNFR	KENNEL	OB
DKFR	WOOD DECK	OB	KSK1	KIOSK-SERV STA	OB
DNT1	DRIVE-IN THTR	OB	KSK2	PHOTO BOOTH	OB
DNT2	DRIVE-IN THTR	OB	LNT	LEAN-TO	OB
Code	Description	OB/XF	LT1	LIGHTS-IN W/PL	OB
FCP	CARPORT	OB	LT10	W/DOUBLE LIGHT	OB
FDCN	FNDTN-CONCRETE	OB	LT11	W/TRIPLE LIGHT	OB
FDG	DET. GARAGE	OB	LT12	W/FOUR LIGHTS	OB
FGR1	GARAGE-AVE	OB	LT2	W/DOUBLE LIGHT	OB
FGR2	GARAGE-GOOD	OB	LT3	W/TRIPLE LIGHT	OB
FGR3	GARAGE-POOR	OB	LT4	W/FOUR LIGHTS	OB
FGR4	W/LOFT-AVG	OB	LT5	MERC VAP/FLU	OB
FGR5	W/LOFT GOOD	OB	LT6	W/DOUBLE LIGHT	OB
FGR6	W/LOFT-POOR	OB	LT7	W/TRIPLE LIGHT	OB
FN1	FENCE-4' CHAIN	OB	LT8	W/FOUR LIGHTS	OB
FN10	W/O TOP RL-10'	OB	LT9	HGH PRE-SOD PL	OB

MBST	Mobile Home Sites	OB	SLO3	CONCRETE TRNCH	OB
MHMT	MOBIL HOME	OB	SNFR	SUNHOUSE	OB
MLK	MILK HOUSE	OB	SPCN	SWIM POOL CONCRETE	OB
PAT1	PATIO-AVG	OB	SPGN	SWIM POOL GUNITE	OB
PAT2	PATIO-GOOD	OB	SPL1	POOL-INGR CONC	OB
PAV1	PAVING-ASPHALT	OB	SPL2	VINYL/PLASTIC	OB
PAV2	PAVING-CONC	OB	SPL3	GUNITE	OB
PLT1	PLTRY HSE 1 ST	OB	SPL4	ABOVE GR ROUND	OB
PLT2	PLTRY HSE 2 ST	OB	SPL5	OVAL	OB
PLT3	PLTRY HSE 3 ST	OB	SPL6	RECTANGULAR	OB
PMP1	PUMP-SING HSE	OB	SPVN	SWIM POOL VINYL	OB
PMP2	W/BLENDING	OB	STB1	STABLE	OB
PMP3	ELECTRONIC	OB	STB2	W/IMPROVEMENTS	OB
PMP4	DOUBLE HOSE	OB	STD	STUDIO	OB
PMP5	W/BLENDING	OB	STFR	STORAGE BLDG	OB
PMP6	ELECTRONIC	OB	STK1	CHIMNEY STK BR	OB
PMP7	3 HOSE	OB	STK2	CHIMNEY STK MT	OB
PMP8	6 HOSE	OB	STUD	STUDIO	OB
PTBR	PATIO-BRICK	OB	TCAS	TENNIS CT ASPHALT	OB
PTCB	PATIO-CONCR BLOCK	OB	TCCL	TENNIS CT CLAY	OB
PTCN	PATIO-CONCRETE	OB	TCCO	TENNIS CT COMPOSITE	OB
PTSN	PATIO-STONE	OB	TEN	TENNIS COURT	OB
RAR	RIDING ARENA	OB	TNK1	TANK-UNDERGRND	OB
RCL	ROOT CELLAR	OB	TNK2	3000-10000 GAL	OB
RRR	RAILROAD SPURS	OB	TNK3	GT-10,000	OB
SCHS	SCREEN HOUSE	OB	TNK4	COMPRESSED AIR	OB
SCL1	SCALES-MECHAN	OB	TNK5	ELEVATED TANK	OB
SCL2	SCALES-ELECT	OB	TOT	TOTALIZER	OB
SGN1	SIGN-1 SD W/M	OB	WDDK	DET WD DECK	OB
SGN2	DOUBLE SIDED	OB	WDSH	WOOD SHED	OB
SGN3	W/INT LIGHTS	OB	ATDU	ATM Drive/Walk-Up	XF
SGN4	W/MOTOR & LTS	OB	ATEN	ATM Enclosures	XF
SHBR	SHED BRICK	OB	ATM1	AUTOMATC TELLR	XF
SHD1	SHED FRAME	OB	ATMA	ATM Machine	XF
SHD2	W/LIGHTS ETC	OB	AUCH	AUTOMOBILE CHIPPER	XF
SHD3	METAL	OB	BIIN	Ind.Storage Bins	XF
SHP1	WORK SHOP AVE	OB	BOX	SAFE DEPOSIT	XF
SHP2	WORK SHOP GOOD	OB	BR1S	1 Sty. Barn	XF
SHP3	WORK SHOP POOR	OB	BR2S	2 Sty. Barn	XF
SHP4	W/IMPROV AGE	OB	BR3S	3 Sty. Barn	XF
SHP5	W/IMPROV GOOD	OB	BSMP	BASEMENT PARKING	XF
SHP6	W/IMPROV POOR	OB	BSMT	BASEMENT	XF
SHPH	POOL HOUSE	OB	CAFR	Wd/Alm.Fr.Canopy	XF
SHSN	SHED STONE	OB	CAMD	HI TECH STEEL	XF
SLO1	SILO-WD OR CNC	OB	CAST	Steel Fr. Canopy	XF
SLO2	PROCELAN	OB	CLR1	COOLER	XF

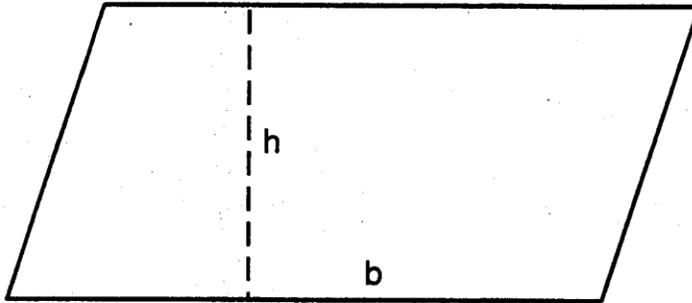
CLR2	FREEZER TEMPS	XF	LGIN	Incandescent Lts	XF
CNP1	CANOPY-AVG	XF	LGMV	Mercury Vapor Lts	XF
CNP2	GOOD QUALITY	XF	LGSD	Sodium Flood Lts	XF
CNPL	Concrete Plant	XF	MEZ1	MEZZANINE-UNF	XF
DBLT	Double Post Lift	XF	MEZ2	FINISHED	XF
DRLT	Drive-On Lift	XF	MEZ3	W/PARTITIONS	XF
DUW1	DRIVE-UP WINDW	XF	MSBG	Misc. Building	XF
DUW2	WIDE BAY	XF	NDP	NITE DEPOSIT	XF
DUW3	W/PNEU TUBE	XF	OVCR	Overhead Crane	XF
DUW4	W/REM SCR&TUBE	XF	OVFR	Wd.Overhead Door	XF
ELFR	Freight Elevator	XF	OVST	St.Overhead Door	XF
ELPS	Pass'gr Elevator	XF	OVTK	Overhead Crane	XF
ELST	Elevator Stops	XF	PABR	Brick Patio	XF
ELV	Elevator	XF	PAWD	Wood Deck Patio	XF
FES	FIRE ESCAPE	XF	PCT	PADDLEBALL CRT	XF
FLCL	C.L. FENCING	XF	PIUT	Utility Piping	XF
FLCP	RaisedComp.Floor	XF	PKG1	UG PARKING	XF
FLU1	FLUE-CONCRETE	XF	PMD1	Digt.Single Pump	XF
FLU2	BRICK	XF	PMD2	Digt.Double Pump	XF
FNBW	Barbed Wire	XF	PMD6	Digt.6 Hose Pump	XF
FNCL	C.L.Fencing	XF	PMS1	Std. Single Pump	XF
FNWD	Wood Fencing	XF	PMS2	Std. Double Pump	XF
FNWI	WroughtIron Fn'g	XF	POFL	Flag Poles	XF
FPL	FIREPLACE	XF	POLT	Lighting Poles	XF
FPL1	FIREPLACE 1 ST	XF	PTO	PATIO	XF
FPL2	1.5 STORY CHIM	XF	PVAS	Asphalt Paving	XF
FPL3	2 STORY CHIM	XF	PVCN	Concrete Paving	XF
FPO	EXTRA FPL OPEN	XF	PVCS	Crshed Stn.Pav'g	XF
GABK	Brick Garage	XF	REDR	Golf Range	XF
GACB	Conc.Blk. Garage	XF	RQT	RACQUETBALL	XF
GAFR	WoodFrame Garage	XF	RRSP	RailRoad Spurs	XF
GASS	Self-Serve Gas Statn	XF	S<5K	Scale <5000 lbs.	XF
GIR1	GIRDERS LT 12"	XF	S>5K	Scale >5000 lbs.	XF
GIR2	GIRDERS 13"-18	XF	SADK	Satelite Disk/Dia.	XF
GIR3	GIRDERS 19"-24	XF	SAU	SAUNA	XF
GIR4	GRDRS OVER 24"	XF	SCTR	Truck Scale	XF
GLMN	Miniature Golf/hole	XF	SGBB	Billboard	XF
INST	Incinerator/Steel	XF	SGGD	Ground Sign	XF
KSCN	KIOSK-CONCRETE	XF	SGNE	Proj'g Neon Sign	XF
LDCN	Conc.Load'g Dock	XF	SGWL	Wall Sign	XF
LDFM	Fr.Loading Dock	XF	SHCB	Conc.Block Shed	XF
LDL1	LOAD LEVELERS	XF	SHFR	Wood Frame Shed	XF
LDL2	W/MAN FLIP OUT	XF	SHMT	Metal Shed	XF
LFT1	LIFT-LIGHT	XF	SHSP	SHEDS-SPECIALTY	XF
LFT2	LIFT-HEAVY	XF	SLLT	Single Post Lift	XF
LGFL	Fluorescent Lgts	XF	SNA	SAUNA	XF

SPCL	Cell Tower Site	XF
SPR1	SPRINKLERS-WET	XF
SPR2	WET/CONCEALED	XF
SPR3	DRY	XF
STBK	Brick Stacks	XF
STCN	Concrete Stacks	XF
STMT	Prefab.Metal Stacks	XF
STSH	Storage Shed	XF
STST	Steel Stacks	XF
SWCN	Conc.Swim'g Pool	XF
SWGU	Gunite Swm'gPool	XF
SWVY	Vinyl Swim.Pool	XF
TBPN	Pneumatic Tubes	XF
TCAP	Asp.Tennis Court	XF
TCCN	Conc.TennisCourt	XF
TCCY	Clay TennisCourt	XF
TNAG	Abvgrnd.Str.Tank	XF
TNUG	Undgrnd.FuelTank	XF
TOGY	Guyed Towers	XF
TOSS	Self Support.Towers	XF
VACW	Car Wash Vaccuums	XF
VC08	8"Cir.Vault Door	XF
VC10	10"Cir.VaultDoor	XF
VC12	12"Cir.VaultDoor	XF
VLT1	VAULT-AVG	XF
VLT2	VAULT-GOOD	XF
VLT3	VAULT-EXCELLNT	XF
VLT4	VAULT-POOR	XF
VR08	8"Rect.VaultDoor	XF
VR10	10"Rec.VaultDoor	XF
VR12	12"Rec.VaultDoor	XF
WART	Retaining Wall	XF
WHGH	Comm.Greenhouse	XF
WHL	WHIRLPOOL	XF
WLCL	Walk-In Cooler	XF
WLFR	Walk-In Freezer	XF

XXI. Appendix Difficult Measurements

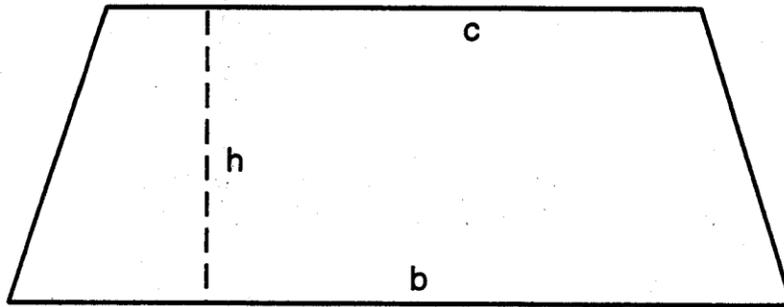
**COMPUTING IRREGULAR
AREAS**

PARALLELOGRAM
(opposite sides are parallel)



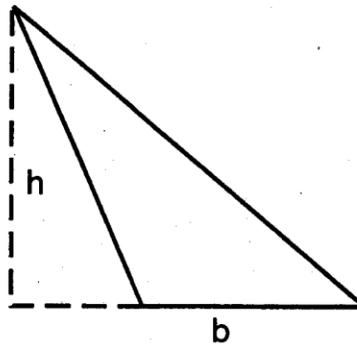
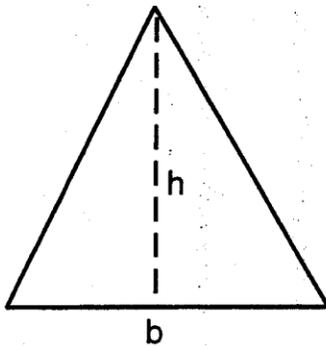
AREA = $b \times h$

TRAPEZOID
(only two sides are parallel)



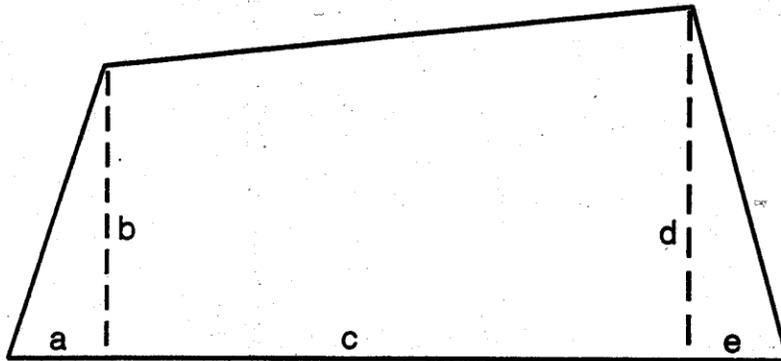
AREA = $h \times \frac{1}{2} (b + c)$

TRIANGLE



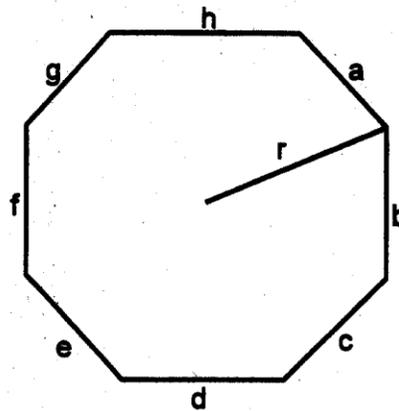
AREA = $\frac{1}{2} (b \times h)$

IRREGULAR POLYGON



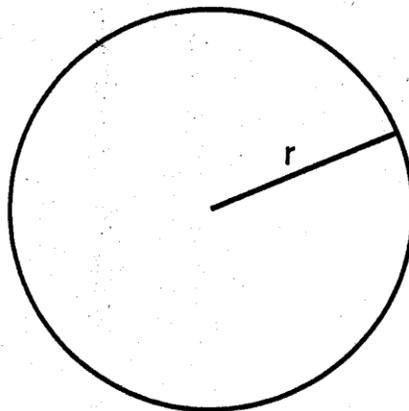
$$\text{AREA} = \frac{1}{2} a \times b + c \times \frac{1}{2} (b + d) + \frac{1}{2} e \times d$$

REGULAR POLYGON



$$\text{AREA} = r \times \frac{1}{2} (a + b + c + d + e + f + g + h)$$

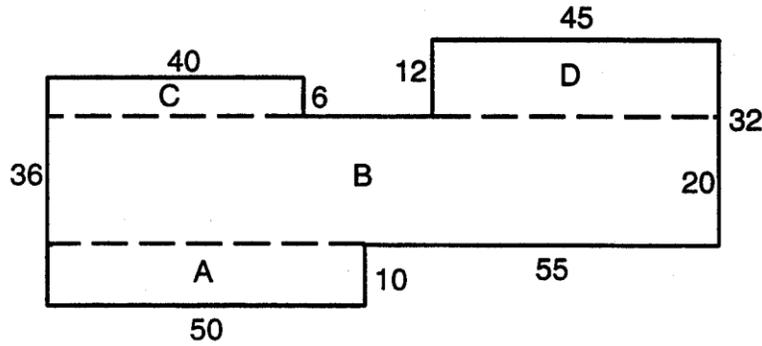
CIRCLE



$$\text{AREA} = \pi r^2$$

where $\pi = 3.1416$
 $r = \text{circumference} \times .15915$

IRREGULAR SHAPE EXAMPLES



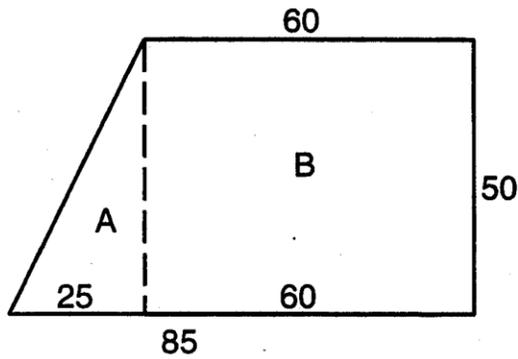
$$A = 50 \times 10 = 500$$

$$B = 105 \times 20 = 2100$$

$$C = 40 \times 6 = 240$$

$$D = 45 \times 12 = \underline{540}$$

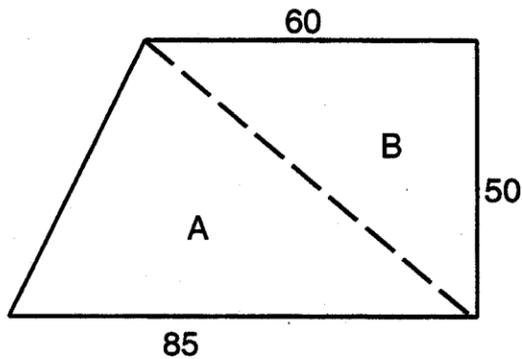
TOTAL AREA 3380 SQFT



$$A = \frac{1}{2} (25 \times 50) = 625$$

$$B = 60 \times 50 = \underline{3000}$$

TOTAL AREA 3625 SQFT



$$A = \frac{1}{2} (85 \times 50) = 2125$$

$$B = \frac{1}{2} (60 \times 50) = \underline{1500}$$

TOTAL AREA 3625 SQFT