

# NeighborSpace of Baltimore County, Inc.

## Site Evaluation and Selection Process

*Last updated September 2, 2005*

This process is intended to guide the work of the Applications Committee and NeighborSpace Board regarding all proposed sites.

Step in Process	Who Is Involved	Targeted Timeframe	Outcome(s)
<p><b><u>1. Preliminary Screening</u></b> Gather initial information to see if site will qualify for NS (Using the Preliminary Site Information form).</p> <ul style="list-style-type: none"> <li>- Address (or nearest intersection), zip code</li> <li>- Is site within URDL? (required)</li> <li>- Community Conservation Area? (desirable)</li> <li>- Does site fulfill NeighborSpace goals?</li> <li>- Demonstrated community support?</li> <li>- Is there a property manager and backup?</li> <li>- Map showing site location and context (detailed site plan NOT required at this point) and Council district</li> <li>- Acreage and description of site</li> <li>- two photos of different views of site with description</li> <li>- Name of property owner (if available)</li> <li>- Is it a donation, acquisition, or easement?</li> </ul>	<p>NeighborSpace Applications Committee (committee will designate 1 lead), with assistance from other NS board members near site when possible, OCC and Planning, works with community representatives/prospective property managers.</p> <p>(Neighborspace Outreach Committee members, others refer interested residents and owners to Applications Committee)</p>	<p>Within 4 weeks of initial discussion with community person about a specific site, where possible</p>	<p>Screening form (initial application info.) is filled out by applicant or jointly with NS Board member, other assistance</p>
<p style="text-align: center;"><b>DECISION POINT:</b> Applications Committee reviews screening form and decides whether to continue process</p>	<p>Applications Committee decides</p>	<p>Within 1 month whenever possible</p>	<p>Applications Committee proceeds with step 2 or ends process</p>
<p><b><u>2. Initiate Complete Application Process</u></b> Identify further site information (address, ownership, boundaries, zoning in area)</p> <ul style="list-style-type: none"> <li>- develop site plan (may need resources)</li> <li>- site visit, photos, note issues/concerns</li> <li>- meet with property manager(s)</li> <li>- prepare Full Application</li> <li>- prepare Management Agreement</li> <li>- Identify funds available for site</li> </ul>	<p>Applications Committee lead, with other NS board members where needed, works with community representative/prospective property manager, property owner, etc.</p>	<p>Within 1 month of completion of Step 1, whenever possible</p>	<p>Completed</p> <ul style="list-style-type: none"> <li>- application form</li> <li>- management agreement</li> <li>- funding needs and sources</li> </ul>
<p style="text-align: center;"><b>DECISION POINT:</b> Applications Committee presents recommendation to board (with completed application review criteria sheet)</p>	<p>Full NS Board decides</p>	<p>Within 1 month of Step 1 whenever possible</p>	<p>Applications Committee proceeds with step 3 or ends process</p>

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<b>Step In Process</b>	<b>Who is Involved</b>	<b>Targeted Timeframe</b>	<b>Outcome(s)</b>
<p><b><u>3. Initiate Acquisition/Easement Process</u></b></p> <ul style="list-style-type: none"> <li>- Obtain environmental assessment (Phase 1) to determine if any environmental concerns exist</li> <li>- Phase I is reviewed by 2 NS Board members</li> <li>- Obtain legal description of property (deed and/or plat)</li> <li>- Obtain appraisal</li> </ul>	<p>Applications Committee lead, other board members as needed, work with proposed property manager/community to complete these tasks (get County assistance where needed)</p>	<p>Within 2 months of completion of Step 2 whenever possible</p>	<ul style="list-style-type: none"> <li>- Phase 1 is completed and reviewed</li> <li>- Deed or plat</li> <li>- Appraisal</li> </ul>
<p><b>DECISION POINT:</b></p> <p>Applications Committee updates Board and makes recommendation on whether or not to proceed with acquisition/easement</p>	<p>Full NS Board Decides</p>	<p>Within 2 months of Step 2 whenever possible</p>	<p>Applications Committee proceeds with step 4 or ends process</p>
<p><b><u>4. Complete Acquisition Process</u></b></p> <ul style="list-style-type: none"> <li>- if County funds required, prepare necessary documentation</li> <li>- prepare deed</li> <li>- obtain legal review</li> <li>- execute Management Agreement</li> <li>- verify that Liability Insurance is in place</li> <li>- make arrangements with Title Company</li> </ul>	<p>Applications Committee lead, with other board members where needed, work with proposed property manager, owner, NS pro bono legal help (get County assistance where needed)</p>	<p>Within 1 month of Step 3 whenever possible</p>	<p>Documents, deed, legal sign-off, Management agreement, Liability Assurance, Settlement Date</p>
<p><b>SETTLEMENT</b></p> <p>With owner by Title Company</p>	<p>NS President (or whoever is required), property owner, Title Company</p>	<p>Within 1 month of Step 3 whenever possible</p>	<p><b>New NeighborSpace Site!</b></p>

Total process: within 6 months or less if possible

Notes:

- Steps 1 and 2 could be combined if information is available and presented by community/proposed property manager. They are separated to encourage initial expressions of interest from communities and enable a preliminary review to avoid unnecessary back and forth and Board involvement/assistance in projects that do not meet several basic criteria.