

Date:

RE:

To whom it may concern:

Our firm has been retained to opine on the proposed \_\_\_\_\_ of the property noted above.

- The property is currently: \_\_\_\_\_ If other: \_\_\_\_\_
- The planned scope of work includes:  
 Tear down and new construction      Horizontal expansion      Vertical expansion      Condo conversion

Comments:

- The proposal envisions a change of use of the property      Yes      No

The plans to renovate the property

	Existing	Proposed
Site (square feet)		
Design		
Exterior Walls		
Above Grade (square feet)		
# of Stories		
Bedrooms		
Baths		
Basement (square feet)		
Basement Status		
Basement Type		
Pool		
Comments		

- We have conducted a zoning analysis of the property      Yes      No
  - The project as proposed is as of right and does not require a variance      Yes      No
- Comments:
- We estimate that it will take us \_\_\_\_\_ weeks to prepare plans and \_\_\_\_\_ weeks to get them approved by the local building department
  - We have already prepared plans for filing      Yes      No
  - The plans have already been approved by the local building department      Yes      No
  - Permits have been issued      Yes      No

Name:

Company:

Phone #:

Email:

Must be signed and stamped