

**CONNECTICUT STATE DEPARTMENT OF EDUCATION
Finance and Internal Operations
Bureau of School Facilities**

Instructions

Site Analysis Form (ED-053)

General Instructions

This form must be submitted whenever the local school district is acquiring land for the purpose of a new school construction project or expansion of existing facility. When additional land is added to an existing site, the grand total area indicates area after the purchase is completed.

No school building project for which state assistance is sought shall be undertaken except according to a plan and on a site approved by the State Department of Education, the town or regional board of education and by the building committee of such town or district.

Note:

The Site Analysis form can be a valuable tool for planning your facility space needs. Try to use the most accurate data available when filling out this form.

If you have any questions regarding this form, please contact George Semenech at george.semenech@ct.gov or (860) 713-6485.

School District Information

Fill in the required information.

(1) Enrollment

Initial – Provide the anticipated student enrollment for the facility in its first year of occupancy.

Design – Provide the highest projected enrollment of the facility in the next 8 years.

(2) Space Needs

Provide the square footage needs of the school district for the following areas (existing and/or proposed):

- A. Building footprint area (including greenhouses for Vo-Ag Centers)
- B. Physical Education (outdoor)
- C. Outdoor Laboratories (experimental gardens or fields)
- D. Community Recreation Facilities
- E. Parking
- F. Walks, Drives, Planting, etc.
- G. Other areas (unused or for future use)

(3) Site Comparisons

Provide the names of site locations considered. Also indicate the new acreage and total acreage (existing and new) as well as an estimated cost for purchasing the site.

- (4) Provide the name and title of the person completing the form. Also provide signature, telephone number and date the form was signed.
- (5) Provide the name, signature, telephone number, and the date signed of the local board of education chairperson.
- (6) Provide the name, signature, telephone number, and the date signed by the school building committee chairperson.
- (7) Provide the name, signature, telephone number, and the date signed by the Superintendent of Schools.

These must be original signatures. We do not accept photocopied signatures.

(8) Site Evaluation

This table provides areas to be considered by the local school district in weighing the appropriateness and feasibility of a site or sites considered for acquisition. The four areas of Size and Shape, Environment, Accessibility and Services are generally accepted architectural and design considerations when purchasing land. The points assigned to any one category, while arbitrary, should be consistently applied to all the sites considered. The Total Points provide an overall assessment of the site being considered.

(9) Costs

Provide the best estimated costs available at the time for the site or sites with regard to:
Purchase Price
Development Costs
Maintenance Costs (on an annual basis)
Transportation Costs for bussing (on an annual basis)

(10) Chosen Site

Indicate the site chosen by the school district (A, B, C or D).

(11) Site Evaluators

Indicate the names of the persons participating in the site evaluation.

(12) Subsoil Tests

Indicate the results of subsoil test, if applicable, conducted by the State Department of Health or other laboratory. Also, indicate the date of approval.

(13) Site Approval

Indicate the dates in which the local board of education and the local building committee approved the site acquisition.

SITE ANALYSIS FORM

DISTRICT NAME:		FACILITY NAME AND ADDRESS:												STATE PROJECT NUMBER:		
CONTACT PERSON & TELEPHONE NUMBER																
(1)		PK	K	1	2	3	4	5	6	7	8	9	10	11	12	Total Enrollment
Enrollment	Initial															
	Design															
															Square Feet	
A. Building Area On Site (footprint)															A.	
B. Physical Education Facilities Needed:																
		Square Feet					Square Feet									
		Kindergarten Play Area					Volleyball Courts									
		Primary Play Area					Soccer Fields									
		Intermediate Play Area					Unassigned Play Areas									
		Apparatus Area					Other (Specify)									
		Softball Fields					Other (Specify)									
		Basketball Courts					Other (Specify)									
Total Physical Education Areas															B.	
(2)	C. Outdoor Laboratories Needed: (List Types)															C.
Space	1.															1.
	2.															2.
Needs	D. Community Recreation Facilities Needed: (List Types)															D.
	1.															1.
2.															2.	
(as indicated by the Local Board of Education)																
E. Parking Needs:																
		Square Feet					Square Feet									
		Staff Cars					Buses									
		Student Cars					Cars of Community Gatherings									
		Visitors Cars					Other (Specify)									
Total Area for Parking															E.	
Subtotal Area For Facility (A through E)																
F. Walks, Drives, Planting, Setting, etc. (an additional 10% of total facility area is suggested)															F.	
G. Other Areas:															G.	
Grand Total Area Needed:																
Grand Total Acreage Needed:																
(3)	Names of Principal Site Locations Considered						New Purchase in Acres			Total Acres			Estimated Cost			
	Site Comparisons	A.									\$					
		B.									\$					
		C.									\$					
D.									\$							
(4) Name and Title of Person Completing Form						Signature			Phone			Date Signed				
(5) Name of Local Board of Education Chairperson						Signature			Phone			Date Signed				
(6) Name of School Building Committee Chairperson						Signature			Phone			Date Signed				
(7) Name of Superintendent of Schools						Signature			Phone			Date Signed				

Note: Point values assigned for Site Evaluation, while arbitrary, are based upon experience and have been used for a number of years with generally satisfactory results.

(8)	Site Evaluation	Max. Points	Site A.	Site B	Site C	Site D
(40 points)	Size	15				
	Amount of Usable Land					
	And	10				
	Adaptability to Needs					
(25 points)	Shape	10				
	Elevation and Drainage					
(20 points)	Character of Soil	5				
	Cleanliness and Quietness	12				
	Environment	8				
(15 points)	Freedom from Hazards	5				
	Attractiveness	10				
	Safety and Convenience of Approach	6				
(20 points)	Accessibility	4				
	Centrality to Area Served	6				
(15 points)	Convenience to Community	4				
	Electricity	8				
	Services	4				
	Public Water Supply	2				
(15 points)	Public Sewer System	1				
	Nearby Fire Department					
Total Points		100				
(9)	Estimated Purchase price:	\$	A	B	C	D
	Estimated Development Costs	\$				
	Estimated Annual Maintenance Costs	\$				
	Estimated Annual Transportation costs	\$				
(10)	Chosen Site	Site (A, B, C, D) has been chosen for this project		Site:		
(11)	Site Evaluators	List names of specialists participating in site evaluation	Architect:	Engineer:		
			Land-Use Planner:	Other:		
(12)	Subsoil Tests	Selected site approved for sewage disposal by State Dept. of Health (Omit response if public sewer system is available)	Date Approved	Mo.	Day	Yr.
		Indicate results of other than State Dept. of Health Subsoil Tests	Tests:	/	/	/
(13)	Site Approval	Date site choice approved by:	Local Board of Education	Mo.	Day	Yr.
			Date:	/	/	/
			Local Building Committee	Mo.	Day	Yr.
			Date:	/	/	/

(14) FOR STATE DEPARTMENT OF EDUCATION USE ONLY

(a) Comments: _____

(b) Reviewed By: _____ (Signature) _____ (Date)

(c) Data Entered: _____ (Date) By: _____ (Signature)

STATE OF CONNECTICUT
 Department of Education
 School Facilities Unit
 P.O. Box 2219
 Hartford CT 06145-2219

WORKSHEET TO DETERMINE MAXIMUM ELIGIBLE COST OF
 PURCHASING A FACILITY OR SITE.

DISTRICT NAME:	FACILITY NAME AND ADDRESS:	STATE PROJECT NUMBER: (FOR SDE USE ONLY)
CONTACT PERSON & TELEPHONE NUMBER		

This form must be completed and accompany the two appraisals when they are submitted to the School Facilities Unit.

The appraisal amounts must agree with the appraisals attached, and the purchase price must agree with the amount reported on form ED049 or on the most recently filed form ED049R.

Property Description: _____

1	Appraisal #1	\$	_____
2	Appraisal #2	\$	_____
3	Higher of Appraisals #1 and #2	\$	_____
4	Purchase Price	\$	_____
5	Lower of Lines 3 and 4	\$	_____
6	Maximum Eligible Cost (Line 5)	\$	_____

Maximum acreage reimbursable is based on the highest projected enrollment for the eight year period from the date of application divided by one hundred, plus the following:

- For elementary schools: 10 additional acres
- For middle schools: 15 additional acres
- For secondary schools: 20 additional acres.

If the acreage acquired exceeds the maximum acreage reimbursable, the eligible costs will be reduced proportionately in calculating the grant.