



This form must be completely filled out before the building can be entered in the database.

VIRGINIA
Is For Business

VIRGINIASCAN OFFICE BUILDING DATA SHEET

*Required Field

GENERAL									
*County/City	James City County	Town/Community							
*Building name							Within corporate limits:	Y/N	
*Street address									
Office park?	Y/N	Name of park							
Virginia Enterprise Zone?	Y/N	Technology Zone?	Y/N						
VIRTUAL BUILDING									
Virtual building?	Y/N	Right Now Site name							
Site plan approval?	Y/N	Preliminary design?	Y/N	Construction schedule?	Y/N				
Development team?	Y/N	Building renderings?	Y/N	Permits and approvals?	Y/N				
BUILDING SPECIFICATIONS									
*Building space (sq. ft.): Total		Office		Other		Total per floor			
*Available space: Total		*Contiguous		*Contiguous to floor		Office		Other	
Is the building available for Single user or		Multi-tenant		Incremental space available					
*Number of stories		*Ceiling height		Bay size (column spacing)					
Most recent use		Date vacated		Class Office Space (A,B,C)					
SITE SPECIFICATIONS									
Site acreage		Additional acreage available							
*Zoning classification		Conforms to present zoning?	Y/N						
Zoning restrictions									
On site parking:	Y/N	Number of spaces							
CONSTRUCTION									
*Type of construction		Date of construction original		Date of construction additions					
Type of roof		Fire district							
*Type of floor		Reinforced	Y/N	Thickness in.					
Raised floor:	Y/N	Insulation:	Y/N	Thickness in.		Location			
Sprinklered:	Y/N	Type							
SPECIAL EQUIPMENT/FEATURES									
Clean room space sq. ft.		Classification		Data Center sq. ft.					
Lab space sq. ft.		Type:		Number of Labs					
Call Center sq. ft.		Number of Workstations		Computer Room sq. ft.					
Other (e.g., auditorium, special electrical equipment, etc.)									
UTILITIES									
<u>Electric Power</u>									
*Name of supplier									
Voltage Amps		Phase							
<u>Natural Gas</u>									
*Name of supplier		Served by natural gas?	Y/N						
<u>Water</u>									
*Name of public service provider		Served by public water?	Y/N						
<u>Waste Water Treatment</u>									
Name of public service provider		Served by public sewer?	Y/N						

Telecommunications							
Name of supplier							
Equipped with fiber optic lines:				Y/N	Distance to fiber optic lines ft.		
Digital switching:		Y/N	ISDN	Y/N	Asynchronous Transfer Mode (ATM)		Y/N
POPs	Y/N	Sonet Ring	Y/N	SMDS	Y/N	Centrex	Y/N
Other							
TRANSPORTATION							
Highway							
*Distance to nearest interstate interchange mi.					*Interstate name		Interstate 64
Interchange name				Exit number			
*Distance to nearest 4-lane arterial mi.					*Name and route number		
*Name and route number of highway or street serving building							
Public Transportation							
Name of service provider							
Name of rail service provider							
Air							
*Distance to nearest commercial airport mi.					Name	Newport News/Williamsburg	
*Distance to nearest general aviation airport mi.					Name	Jamestown Airport	
Runway length of general aviation airport ft.				3,204			
OWNERSHIP							
Available for lease:		Y/N	Available for lease/purchase		Y/N	Lease rate (\$/sq. ft.)	
Available for sale:		Y/N	Cost	Date available			
Owner					Phone		
*Principal contact					Phone		
Address					Fax		
					E-mail		
Information submitted by					Steven T. Yavorsky		Date

To be included in our computerized database, a vicinity map showing the location of the building and/or a street address **must** be included with this form. A color photograph of the building should also be included. Digital photos are welcome and may be e-mailed to syavorsky@james-city.va.us. This form should be returned to:

JAMES CITY COUNTY ECONOMIC DEVELOPMENT
5308 Discovery Park Blvd., Suite 203
Williamsburg, Virginia 23188
Phone: (757) 253-6607
Fax: (757) 565-2208
E-mail: syavorsky@james-city.va.us

CRITERIA FOR ENTRY IN DATABASE – OFFICE BUILDINGS

1. Office buildings must be at least 10,000 contiguous sq. ft.
2. The data sheet must be filled out completely.
3. A street address or map showing the building location must be included.

Virtual Building Standards

- Preliminary Design – Detailed drawings of the layout of each floor of the structure showing openings of the building, interior partitions, columns, fixtures, etc. In addition to the floor plan, elevations of the building or renderings depicting the exterior of the building should be available.
- Building Specifications – A listing and description of building systems, materials and finishes sufficient to provide the basis for firm construction costs must be provided.
- Cost Estimates – Firm cost estimates that have specified time horizons (six months minimum) must be provided.
- Construction Schedule – A schedule of the construction of the building, associated site work and any utility extensions must be provided.
- Development Team – A development team with the appropriate architectural, engineering and construction capability must be assembled to execute the project.
- Building Renderings – A three dimensional graphic representation of the exterior of the building showing how the building would be sited on the lot will be required. A “virtual building” tour of the building is desirable but not required.
- Permits or Approvals – If the building requires additional permits from the locality prior to the commencement of construction, a letter from the chief administrator of the locality outlining what permits are required and the timeframes necessary to obtain those permits is required. If additional permits have been obtained, copies of the permits must be available with any expiration dates noted.