

Site Screening Worksheet

A first screen of one candidate address, before a letter of intent or deposit

Intended for: owners and site-selection leads comparing candidate addresses.

Version 2.0 · Content reviewed September 26, 2026

This worksheet is not a zoning determination. Distances and rules must be confirmed with the jurisdiction, for this address and license type, in writing.

01 Property basics

Address	_____	Parcel number	_____
Listing contact	_____	Date screened	_____
Size and type	_____	Current use	_____
License type	_____	Screened by	_____

02 Zoning and permitted use

Zoning	_____	Confirmed with	_____
--------	-------	----------------	-------

- ☐ Use allowed by right, or does it need a conditional use permit, a hearing, or a variance?
- ☐ Building occupancy classification matches the intended use
- ☐ Hours, parking, signage, or other conditions attached to the approval noted
- ☐ No recorded covenants or restrictions on the property that prohibit the use

03 Sensitive uses nearby

List every sensitive use within range that applies to your license type here, such as schools, childcare, parks, treatment facilities, or other licensed premises. Include ones approved but not yet open. Categories and measurement methods vary by jurisdiction.

Type	Name	Approximate distance	Measured how

- ☐ Sensitive-use categories for this license type confirmed with the jurisdiction
- ☐ Measurement method confirmed: straight line or walking route, from property line or entrance
- ☐ Sensitive uses approved or planned nearby but not yet open checked, such as a new school or childcare center
- ☐ Known whether an approved operator keeps its approval if a sensitive use opens nearby later

04 Local caps, moratoriums, and pending changes

- ☐ Is there a cap on the number of licenses here, and is it already full?
- ☐ Is a moratorium in effect, and does it have a stated end date?
- ☐ Are applications accepted only in set windows or by lottery? When is the next one?
- ☐ Any ordinance changes under study or on an upcoming council or board agenda?
- ☐ Can existing licenses in this jurisdiction be transferred?

05 Licensing timeline and contingencies

- ☐ Time from application to approval, as the jurisdiction describes it
- ☐ Rent start tied to licensing or opening rather than a fixed date (ask your attorney)
- ☐ Licensing contingency with extension or exit rights if approval is delayed or denied
- ☐ When the deposit becomes non-refundable
- ☐ One named owner keeping build-out and licensing on the same timeline

06 Landlord willingness

- ☐ Landlord knows the intended use and has agreed to it in writing
- ☐ Will sign the consents, site plans, or acknowledgments the license application needs
- ☐ Lender consent: counsel confirms whether it is required and, if so, obtainable in writing
- ☐ Will allow regulator site visits and inspections

07 Questions to confirm in writing with the local planning authority

Record who answered and the date, and keep the written reply in the site file.

- ☐ Is this licensed use permitted at this address, and which approvals does it need?
- ☐ Which sensitive uses apply to this license type, and what distances are required?
- ☐ How is distance measured, and from which points?
- ☐ Are any sensitive uses approved or proposed near this address?
- ☐ Is a cap, moratorium, or application window in effect or under consideration?
- ☐ Would an approved operator keep its approval if a sensitive use opens nearby later?

Summary: proceed to professional review, hold, or no-go

☐ **Proceed to professional review.** No open blockers so far.

☐ **Hold.** Questions open. Do not sign or pay a non-refundable deposit yet.

☐ **No-go.** A confirmed rule, cap, distance, or landlord issue rules this address out.

Reason _____

Open items _____

Decided by _____

Date _____

This screening is not an approval or authorization to operate. It decides only whether the address moves on.

Prepared by SPL Management | Want a second set of eyes? spl-management.com/consultation