



## VIRGINIASCAN OFFICE BUILDING DATA SHEET



To be included on VirginiaScan, the building must have at least 10,000 sq. ft. available and all the fields in blue must be provided.  
A sale/lease price or price range is requested.

### LOCATION

Property Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Locality: \_\_\_\_\_

Within Corporate Limits: Yes  No

Research Park: \_\_\_\_\_

Office Park \_\_\_\_\_

Virginia Enterprise Zone: Yes  No  Technology Zone: Yes  No  Foreign Trade Zone: Yes  No

Hub Zone: Yes  No  New Market Tax Credit Zone: Yes  No

### OWNERSHIP

Available for Lease: Yes  No  Available for Lease/Purchase: Yes  No  Lease Type: \_\_\_\_\_

Minimum Lease Rate (per sq. ft.): \_\_\_\_\_ Maximum Lease Rate: \_\_\_\_\_

Available for Sale: Yes  No  Sale Price: \_\_\_\_\_ Publicly Owned: Yes  No

Owner: \_\_\_\_\_ Owner Phone: \_\_\_\_\_

Owner E-Mail: \_\_\_\_\_ Date Available: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ Mobile: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Submitted By: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

## VIRTUAL

Virtual Building: Yes  No  Right Now Site Name: \_\_\_\_\_

Site Plan Approval: Yes  No  Preliminary Design: Yes  No  Construction Schedule: Yes  No

Development Team: Yes  No  Building Renderings: Yes  No  Permits and/or Approvals: Yes  No

Construction Lead Time (months): \_\_\_\_\_

## SPECIFICATIONS

Total Building Space (sq. ft.): \_\_\_\_\_ Total Available: \_\_\_\_\_ Maximum Contiguous: \_\_\_\_\_

Contiguous To Floor: \_\_\_\_\_ Total Space Per Floor: \_\_\_\_\_ Office: \_\_\_\_\_

Other: \_\_\_\_\_ Minimum Space Available: \_\_\_\_\_ Number of Floors: \_\_\_\_\_

Ceiling Height: \_\_\_\_\_ Multi-Tenant: Yes  No  LEED Certified: Yes  No  Date Vacated: \_\_\_\_\_

Heat: \_\_\_\_\_ A/C: \_\_\_\_\_ Recent Use: \_\_\_\_\_

## CONSTRUCTION

Construction Type: \_\_\_\_\_ Construction Year: \_\_\_\_\_ Year of Additions: \_\_\_\_\_

Roof Type: \_\_\_\_\_ Sprinkler Type: \_\_\_\_\_ Floor Type: \_\_\_\_\_

Floor Reinforced: Yes  No  Floor Thickness (inches): \_\_\_\_\_ Raised Floor: Yes  No

Insulation: Yes  No  Insulation Location: \_\_\_\_\_ Insulation Thickness: \_\_\_\_\_

## SITE SPECIFICATIONS

Site Acreage: \_\_\_\_\_ Additional Acreage Available: \_\_\_\_\_ Conforms to Present Zoning: Yes  No

Zoning Classification: \_\_\_\_\_ Zoning Restrictions: \_\_\_\_\_

On-Site Parking: Yes  No  Number of Employee Parking Spaces: \_\_\_\_\_

## FEATURES

### Call Center

Call Center: Yes  No  Call Center Space (sq. ft.): \_\_\_\_\_ Number of Workstations: \_\_\_\_\_ Plug and Play: Yes  No

### Data Center

Data Center: Yes  No  Data Center Space (sq. ft.): \_\_\_\_\_

### Clean Room

Available: Yes  No  Space (sq. ft.): \_\_\_\_\_ Class: \_\_\_\_\_

Lab Space

Lab Type: \_\_\_\_\_ Lab Space (sq. ft.): \_\_\_\_\_ Number of Labs: \_\_\_\_\_

Most Recent Use of Space: \_\_\_\_\_ Construction Year: \_\_\_\_\_

Year of Additions: \_\_\_\_\_ Existing Equipment: \_\_\_\_\_

Shared Services: \_\_\_\_\_ Additional Fit-Out Required: Yes  No

Time Needed for Fit-Out: \_\_\_\_\_ Lease Rate (per sq. ft.): \_\_\_\_\_

Other

Computer Room: Yes  No  Other Features: \_\_\_\_\_

**UTILITIES**

Electric Power

Name of Primary Supplier: \_\_\_\_\_ Name of Secondary Supplier: \_\_\_\_\_

Redundant: Yes  No  Voltage: \_\_\_\_\_ Phase: \_\_\_\_\_ Amps: \_\_\_\_\_ Electric UPS: Yes  No  Generator: Yes  No

Natural Gas

Name of Supplier: \_\_\_\_\_ Distance from Property (feet): \_\_\_\_\_

Water

Water Provider: \_\_\_\_\_ Distance from Property (feet): \_\_\_\_\_

Sewer

Sewer Provider: \_\_\_\_\_ Distance from Property (feet): \_\_\_\_\_

Telecommunications

Primary Telecommunications Provider: \_\_\_\_\_

Other Providers: \_\_\_\_\_

Fiber: Yes  No  Distance to Fiber (feet): \_\_\_\_\_ Redundant Routes: Yes  No

Wireless Broadband: Yes  No  Sonet Ring: Yes  No

Broadband Speed Level:  Low (under 2 Mbps)  Medium (2-6 Mbps)

High (6 Mbps or higher, excluding satellite claiming max speeds of up to 27 Mbps down)

Other: \_\_\_\_\_

**TRANSPORTATION**

Highway

Distance to Nearest Interstate Interchange (miles): \_\_\_\_\_ Interstate: \_\_\_\_\_

Interchange Name/Exit Number: \_\_\_\_\_

Distance to Nearest 4-Lane Arterial (miles): \_\_\_\_\_ Arterial Name/Route Number: \_\_\_\_\_

Name/Route Number of Highway or Street Serving Property: \_\_\_\_\_

Air

Distance to Commercial Airport (miles): \_\_\_\_\_ Airport Name: \_\_\_\_\_

Distance to General Aviation Airport: \_\_\_\_\_ Airport Name: \_\_\_\_\_

Public Transportation

Bus  Rail  Water

**COMMENTS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To be included in our computerized database, a valid street address or nearest street intersection **must** be provided, along with an aerial photograph or tax map showing the boundaries of the site. Site layouts, master plans, site plans, etc. should also be provided. Digital images are welcome and may be e-mailed to [ahagy@hopewellva.gov](mailto:ahagy@hopewellva.gov). This form should be returned to:

**CITY OF HOPEWELL ECONOMIC DEVELOPMENT**

Mr. J. Andrew "Andy" Hagy  
Economic Development Director  
300 North Main Street  
Hopewell, Virginia 23860

PH: (804) 541-2243  
Fax: (804) 541-2248  
Email: [ahagy@hopewellva.gov](mailto:ahagy@hopewellva.gov)

**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.