

DRSS Data Dictionary

General Terms

DRSS	DHCD Residential Sites and Structures database	
Locality Index	Also known as Property Index, this is the list of properties created by a locality's user(s).	
DRSS Public	This is the Public Listings page, where the public (registered and non-registered users) will be able to see all properties listed.	

Property Description Section

Field Title	Field Description	Required Field
Property ID	The system assigned ID number for the property listing. This number automatically populates once a property is listed.	N/A
Property Type	Is the property a site or a structure?	Required
Property Name	The name of the site or structure.	Required
Property Description	Brief description of the property.	Required
Date Available	The date the property became or will be available for sale or lease.	Required
Date Created	Date the property listing was originally created in the database. This field is automatically populated when the property listing is created.	N/A

Location Section

Field Title	Field Description	Required Field
Street Address	The physical address of the site or structure. If no physical address is available, the nearest intersection should be used.	Required
City	The postal designated city for the physical address.	Required
Zip Code	The postal designated zip code for the physical address. Enter only 5 digits.	Required
Property Locality	The locality in which the property is located. This field is automatically populated based on the locality submitting the property listing.	N/A
PDC Region	The planning district commission (PDC) region in which the property is located. This field is automatically populated based on the location of the property.	N/A

Site Specifications Section

Field Title	Field Description	Required Field
Number of Parcels	The number of tax parcels associated with the property listing. This field only accepts number values.	Optional
Parcel ID(s)	The local tax parcel ID(s) associated with the property.	Optional
Acreage Available	The total acreage of the property. This includes undeveloped acreage and developed parcels. This field only accepts number values.	Required
Developable Acreage	The total amount of available acreage that is suitable for construction or development. This field only accepts number values.	Required
Subdividable	Selecting 'Yes' means that the available acreage can be subdivided.	Optional

Contact Information Section

Field Title	Field Description	Required Field
Number of Owners	The number of property owners associated with the property. This field only accepts number values.	Required
Primary Owner Name	The name of the person or entity that owns and is primarily responsible for the property.	Optional
Primary Owner Phone	The primary owner's 10 digit phone number	Optional
Primary Owner Email	The primary owner's email address.	Optional
Locality Contact Name	The person at the submitting local government that can be contacted if there are questions about the property listing.	Required
Locality Contact Phone	The locality contact's 10 digit phone number	Required
Locality Contact Email	The locality contact's email address.	Required

Locality Website	The website of the submitting locality.	Optional
Primary Broker Name	The primary broker contact representing the property.	Optional
Primary Broker Phone	The primary broker's 10 digit phone number	Optional
Primary Broker Email	The primary broker's email address.	Optional

Zoning Section

Field Title	Field Description	Required Field
Best Use	The intended best use for the property as identified by the locality. Options include residential only or mixed use.	Optional
Zoning Classification	The zoning classification for the property as designated by the locality. If there is no zoning present in the locality, enter "N/A".	Required
Conforms to Best Use	Yes means that the property's current zoning classification conforms with the intended best use for the property (residential or mixed use). No indicates that the property has not yet been rezoned to align with the intended best use of the property.	Optional
Zoning Description/Restrictions	A brief description of the zoning classification, including any restrictions or limitations on the use of the property. Include any special regulations or restrictions covered by covenants, proffers, special use permits, or conditional use permits. A link to the specific section of the locality's zoning ordinance may also be provided. If there is no zoning present in the locality, enter "N/A".	Required
Comprehensive Designation	The designated use of the property as indicated by the locality's comprehensive plan.	Required
Minimum Allowable Units	The minimum number of housing units allowed on the property. This field only accepts number values.	Optional
Maximum Allowable Units	The maximum number of housing units allowed on the property. This field only accepts number values.	Optional
Types of Units Allowed	The types of housing units that are permitted on the property (i.e. single-family, townhome, apartments, duplexes, etc.), or, if mixed use, what types of other uses are allowed (i.e. commercial, ADUs, STRs, etc.).	Optional
Minimum Lot Sizes	The minimum lot size permitted for the property.	Optional

Availability & Pricing Section

Field Title	Field Description	Required Field
Publicly Owned	Yes means the property is wholly or partially owned by a public entity (i.e. county, city, town, IDA/EDA, etc.). No means the property is wholly privately owned.	Required
Available for Sale	Yes means the property is available for sale.	Required
Available for Lease	Yes means the property is available for lease.	Required
Assessment Value	The total estimated value of the property based on the most recent assessment. Input the raw dollar value with no special characters and no commas.	Optional
Sale Price (entire property)	The total sale price if the entire property listing is purchased. Input the raw dollar value with no special characters and no commas.	Optional
Minimum Price Per Acre (\$)	The minimum price per acre if sold. Input the raw dollar value with no special characters and no commas.	Optional
Minimum Lease Rate (\$/year)	The minimum lease rate for a ground lease or a build-to-suit opportunity. Input the lease rate on a cost per year basis.	Optional
Local Incentive Zones	A list of local incentives for which the property is eligible. This field may include brief descriptions and/or links to additional incentive(s) information.	Optional
State/Federal Incentive Zones	A list of state and/or federal incentives for which the property is eligible. This field may include brief descriptions and/or links to additional incentive(s) information.	Optional

Site Specifications Section

Field Title	Field Description	Required Field
Topography & Environmental Features Present	The surface features of the site (i.e., level, gently rolling, 90% cleared, 75% wooded, etc.). Environmental features may include floodplain, wetlands, rare/endangered species, brownfield, etc.	Optional
Environmental Studies, Assessments, and Certifications Available	Any environmental studies, assessments, certifications, etc. conducted in relation to the property.	Optional
Other Studies, Assessments ,and Certifications Available	Other studies, assessments, certifications, etc. conducted in relation to the property.	Optional

Other Section

Field Title	Field Description	Required Field
Structure Information	Information related to any structures present on the site. This can include, but is not limited to: number of structures, acreage with existing structures, description of existing structure(s), recent use, date vacated, total structure space, structure dimensions, number of floors, ability to be expanded, construction year, years of most recent addition, etc.	Optional
Utility Information	Information related to the availability of electric power, natural gas, water, and/or sewer within the property. This can include, but is not limited to, information related to the primary supplier/provider, alternative suppliers/providers available, capacity, and/or distance to existing utility services.	Optional
Broadband Information	Information related to the availability of broadband/fiber internet service. This can include, but is not limited to, information related to the service provider(s) and internet speed available, as well as distance to fiber or other providers available in the area.	Optional
Transporation Information	Information related to the availability of public transportation (public bus, public rail, etc.) or major thoroughfares nearby.	Optional
Image Attachments	Attachments containing pictures of the property. Only images of no more than 5 mb are accepted.	Optional
Updated On	Date the property was last updated in the database by the locality. This field is automatically populated by the system.	N/A
Updated By	The database user that submitted the most recent update for the property listing. This field is automatically populated by the system.	N/A