

# Land Division & Buckets Workflow — Executive Operating Sheet

## Land Division Steps (Practical Sequence)

- 1) Define land objective: hold, entitle, develop, or sell; target product type.
- 2) Parcel intake + baseline data: APN/legal, acreage, utilities, flood/wetlands, topo, zoning.
- 3) Constraint scan: easements, setbacks, environmental limits, access/ingress-egress.
- 4) Feasibility model: yield, infrastructure cost range, permit path, timeline, margin sensitivity.
- 5) Preliminary concept layout: lots/blocks, circulation, utilities, stormwater/open-space placeholders.
- 6) Entitlement path: pre-app meetings, subdivision/plat strategy, rezones/variances if needed.
- 7) Division strategy: phase splits, hold vs develop order, entity/tax structure by phase.
- 8) Execution package: survey, civil, legal docs, plat set, approval checklist and submission calendar.
- 9) Construction readiness: bid packages, utility coordination, final budget + contingency.
- 10) Go/No-Go gate: ROI, risk, schedule, capital readiness, final decision memo.

## Bucket Structure (Recommended for BOS)

- Bucket A — Intake & Title: parcel docs, title, legal, APN.
- Bucket B — Zoning & Entitlements: zoning memo, hearings, approvals.
- Bucket C — Engineering & Layout: concept plans, civil, utilities, grading.
- Bucket D — Financial Model: yield, capex, margin, scenario analysis.
- Bucket E — Legal & Risk: easements, agreements, compliance issues.
- Bucket F — Execution & Phasing: phase plans, schedules, contractor scope.
- Bucket G — Executive Reporting: weekly KPIs, blockers, required decisions.

## Operating Notes

- Use deny-by-default access by bucket; assign primary owner + backup owner per bucket.
- Require daily/weekly summary cadence and escalation routing to executive recipients.
- Anchor structure to BOS 11-box framework; keep controlled add-on updates.