



DSOURCE 'Retail Specifications' Template

In the market for a retail home? Use this template to map out your needs prior to going on the hunt.

_____ Business Name _____ Business Type

SITE LOCATION

Cities, communities, or neighborhoods that support my company's access to its primary customers

SPACE USE

Check all that apply

☐ Office ☐ Coworking

☐ Industrial ☐ Retail

☐ Restaurant ☐ Flex

☐ Medical ☐ Land

	Minimum	Maximum
Desired Sq Ft		
Desired Monthly Rent		
Cost Per Sq Ft (Sq Ft/Monthly Rent)		

ZONING

Zoning categories that apply to my business activities (Check all that apply)

✓	Zoning Designation	Common Names	Description Properties occupied primarily by...
	Low Density Residential	R1, R2	...single-family homes or buildings with few units
	Med Density Residential	R3, R4	...limited amounts of multifamily (e.g., condominiums)
	High Density Residential	R3, R4, R5, R6	...buildings with a higher population density than the average
	Low Scale Business, Commercial, Office	B1, B2, B3, C1, C2, C3, O1, O2, O3	...mixed (retail+residential), business, commercial, or office uses which meet day-to-day convenience and service needs
	Med Scale Business, Commercial, Office	B3, B4, C3, C4, O3, O4	...mixed (retail+residential), business, commercial, or office uses serving a larger consumer population to a limited extent
	High Scale Business, Commercial, Office	B3, B4, B5, B6, C3, C4, C5, C6, O3, O4, O5, O6	...mixed (retail+residential), business, commercial, or office uses serving an extended regional market
	Low Scale Manufacturing, Industrial	M1, M2, I1, I2	...manufacturing or industrial uses which function with limited undesirable effects
	Med Scale Manufacturing, Industrial	M3, M4, I3, I4	...manufacturing or industrial uses which function with ongoing undesirable effects
	High Scale Manufacturing, Industrial	M3, M4, M5, M6, I3, I4, I5, I6	...manufacturing or industrial uses with intensive and objectionable effects

PROPERTY FEATURES AND AMENITIES

Note all the desired or key features that your business needs in a commercial location.

✓	Feature Type	✓	Feature Type	✓	Feature Type	✓	Feature Type
	Private Office Space		Security Cameras		Adjustable Lighting		Cleaning Crew
	Kitchen Hookup		On-Site Storage		Recording Room		Outdoor Landscaping
	Kitchen Facilities		Conference Rooms		Outdoor Seating		Indoor Rec Space
	Security Personnel		Office Furnishing		Printing & Scanning		Cleaning Crew
	Customer Restrooms		Climate Controls		On-Site Food Options		Painting Allowed
	Classroom Space		Bicycle Storage		Natural Lighting		Renovations Allowed
	Signage Allowed		Fitness Center		Outdoor Open Space		Usable Garden Space