

## **VIRINIASCAN SIZE AND GEOGRAPHIC REQUIREMENTS**

### **Size Requirements**

- Industrial and flex buildings must have a minimum of 5,000 sq. ft. available
- Office buildings must have a minimum of 10,000 sq. ft. available
- Sites must have a minimum of 5 contiguous acres available

Properties not meeting the size requirements will be approved but will display only on your VanillaScan site.

### **Geographic Requirements**

- For buildings, a valid street address, including the city and zip code (no P. O. boxes) must be provided. If a street address is not available, the nearest intersection must be provided along with an aerial photo or vicinity map pinpointing the location of the building.
- For sites, a valid street address, including the city and zip code (no P. O. boxes or route numbers) must be provided, along with an aerial photo or map highlighting the site boundaries. A tax map may be substituted if a tax map index is included. If a street address is not available, the nearest intersection must be provided.

Site boundaries or building locations can also be submitted in a GIS file. The best way to get digital data to VEDP is to create a shape file or personal geodatabase of the sites and/or buildings, compress with WinZip or something similar, and either put on CD to mail or e-mail to [GIS](#). Please include a projection file and/or metadata with the files. If you are using software other than ESRI, try to convert to a shape file. Otherwise, send us what you have by CD or FTP and we'll try to convert it. We do have AutoCAD software, but we will need to know what projection, if any, you are using. If you have any questions, please contact [Mary Davis](#) at (804) 545-5686.

Site boundaries or building locations can be submitted by e-mail, fax, or mail to:

[Michelle Mende](#)

Community Resources Assistant

VEDP Research

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