



TENNESSEE DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT
SELECT TENNESSEE CERTIFIED SITES PROGRAM

Step 1 Application Essential Criteria Worksheet

July 2012
Version 1.1

Site Name:

Sponsor Organization:

County (where site is located):

City (where site is located):

Site ID Number:

[Assigned by ECD/AC]

Select Tennessee Site Certification Program Step 1 Application – Essential Criteria Worksheet

Introduction to Select Tennessee Site Certification Program

Companies locating new facilities are often limited in time and resources and are seeking sites on which they can most quickly build with the least risk. The Tennessee Department of Economic and Community Development (ECD) recognizes this reality and has developed a site certification program to meet this need. This program ensures that the state's premier sites meet a consistent set of standards and can be marketed as ready for development while providing a set of guidelines for communities to follow in order to improve uncertified sites and prepare for development. Additionally, the enhanced information available about the sites that are part of the program is critically important for marketing these sites.

A Select Tennessee Certified Site is a site that has:

- 20 or more contiguous developable acres
- Confirmed asking price from a willing seller
- Documented acreage outside known flood prone areas
- Property boundary survey and topographic maps completed
- Truck quality road access
- All utilities at the site or a formal plan to extend to the site
- Current zoning in place or an expedited rezoning plan
- Documented permitting process, timeline, and fees
- Free of environmental liabilities or with a mitigation plan in hand
- Detailed report of comprehensive site information
- Minimized risk factors for development
- Certification by two professional site selection consulting firms – Austin Consulting and Foote Consulting

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In addition to completing and satisfying the requirement for site certification, an additional **“Plus”** designation may be available to the applicant site if the following conditions are met:

- All utilities at the site
- Estimated site grading costs have been completed
- All environmental / cultural issues have been mitigated

In addition, special qualities will also be identified as applicable such as:

- Rail
- Inland Waterway Access
- Excess Water/Sewer Capacity
- Industrial Park Development
- Other special considerations

To apply for the program, follow these simple instructions:

- 1) Submit “Letter of Intent” (found on website) to ECD at www.SelectTennessee.com. Applicants will then receive a Step 1 application and instructions for uploading the completed application and associated attachments.
- 2) Complete the Step 1 Application and gather the supporting documentation. Upload these items to the web portal site assigned to applicant above.
- 3) An Austin Consulting or Foote Consulting representative will be in contact with you to review your application with you.

For more information, please visit the Select Tennessee Sites website at:

www.SelectTennessee.com.

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A. Ownership Information

A.1. Site Representative Information

a. Contact information for organization marketing site for development:

Organization/Company Name:

Contact Person:

Address:

Phone Number:

Email:

A.2. Land Owner Information

a. Is the site publicly or privately owned? Public Private

b. If public, please indicate entity name:

A.3. Letter of Support

a. A letter of support is required with the application. A template of the letter that is required can be found in the appendix of this application.

The following item is attached as an Exhibit:

- Letter of Local Government Support

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B. Property Information

B.1. Property Information

a. Name and Location Information:

Site Name:

Site Address (street number or intersection / cross streets):

County:

Is the site inside an incorporated city: Yes No

If yes, name of city:

b. The following item is attached as an Exhibit:

- Overview Aerial Map of Site

B.2. Site Acreage and Dimensions / Developable Area

a. Total site acreage to be certified:

b. Dimensions of site in feet (length vs width):

c. Site's documented NCDA (net contiguous developable acreage):

d. Is any additional acreage available adjacent to the site? Yes No

If yes, please identify additional acres:

e. The following item is attached as an Exhibit:

- Map of Site which outlines site boundaries, dimensions, illustrates NCDA and also any additional adjacent acreage (if applicable)

B.3. Asking Price per Acre

a. Asking Price (Note: a price range is acceptable):

Sales price per acre:

OR

Lease price per acre (if applicable):

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b. Is the asking price or lease rate listed above negotiable? Yes No

c. Note any terms and conditions (if applicable):

B.4. Master Park Development Plan (if applicable)

a. Has the site been (or does the applicant site have the ability to be) subdivided into multiple sites for an industrial or business park development
Yes No

B.5. Site Photos

a. Please provide up to 10 color photos of the site. Photos can be inserted into a PowerPoint or Word document. For each photo, briefly describe location and direction where photo was taken at site (ex. Looking North from the road). Also identify on a map, the location of where site photos were taken.

The following items are attached as Exhibits:

- Site photos labeled with descriptions
- Map identifying locations from which site photos were taken

B.6. Site Description

a. Please provide a general site description (cleared, pad ready, cropland, forested):

B.7. Topographic Analysis and Maps

a. Briefly describe the topography of the site and areas surrounding the site:

b. The following item is attached as an Exhibit:

- Current USGS topographic map outlining the site.

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B.8. Flood Plain Information

- a. Is any part of the site located within the 100 year flood plain? Yes No
- b. Is any part of the site located within the 500 year flood plain? Yes No
- c. The following item is attached as an Exhibit:

- Most recent FEMA FIRMette

*(Note: This is to be obtained from FEMA's Map Service Center website.
See instructions in www.SelectTennessee.com FAQs to support this item.)*

B.9. Zoning

- a. What is current zoning designation of site?

(Note: Industrial zoning is not required for certification, but rezoning procedure must be defined.)

- b. Zoning Jurisdiction (name of city/county)?

- c. Permitted uses in this zone

- d. Will rezoning be necessary? Yes No

- If yes:
 - What is the likely new zoning designation?
 - Estimated time period for rezoning (in days)?

- e. Height Restrictions? Yes No

- If yes, please specify the height restrictions:

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C. Transportation Information

C.1. Roadway Access

a. Name of road (or highway) directly serving site:

Number of lanes:

b. Name of nearest interstate(s) or limited access 4-lane highway:

Driving distance(s) from site:

C.2. Rail Service

(Note: Rail service is not required for Certification)

a. Does rail serve the site (to/on the site)? Yes No

- If so, identify the rail provider:

C.3. Airport Access

a. Commercial: List nearest commercial airport(s) to site:

Commercial Airport Name	Location	Distance from Site (Miles)

b. Local: List of nearest local or general aviation airport(s) to site:

General Aviation Airport Name	Location	Distance from Site (Miles)	Length of Runway

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- o Gas line pressure (psi) at the site:
- If no, please answer the following:
 - o Distance from site:
 - o Estimated line size (diameter in inches) to serve site:

(Note: Service does not have to be at the site in order to be certified. If not at the site, an engineering report and letter from service provider must be completed before final site certification can be awarded and will be requested in the Step 2 Application.)

b. Natural gas provider by name, include contact information

Name of Natural Gas Provider:

Address:

Primary Contact/Title:

Phone Number:

Email:

c. The following item is attached as an Exhibit:

- Map of natural gas line(s) serving the site and include line size.

D.3. Water

a. Is water service currently at the road serving the site? Yes No

- If yes, please answer the following:
 - o Specify line size (diameter in inches):
 - o Static / residual water pressure (lbs./psi) at site:
 - o Water flow, in gallons per minute at site:
- If no, please answer the following:
 - o Distance from site:
 - o Estimated line size (diameter in inches) to serve site:

(Note: Service does not have to be at the site in order to be certified. If not at the site, an engineering report and letter from service provider must be completed before final site certification can be awarded and will be requested in the Step 2 Application.)

b. Water service provider contact information:

Name of Water Provider:

Address:

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Primary Contact/Title:

Phone Number:

Email:

c. Water system capacity :

Total Capacity (gallons per day):

Average Usage (gallons per day):

Peak Daily Usage: (gallons per day):

Excess Capacity (gallons per day):

d. The following items are attached as an Exhibit:

- Map of the main line and water line serving the site (at the road serving the site) in relation to the site

D.4. Waste Water

a. Is waste water service currently at the road serving the site? Yes No

- If yes, specify line size (diameter in inches):
- If no, please answer the following:
 - Distance from site:
 - Estimated line size (diameter in inches) to serve site:

(Note: Service does not have to be at the site in order to be certified. If not at the site, an engineering report and letter from service provider must be completed before final site certification can be awarded and will be requested in the Step 2 Application.)

b. Waste Water service provider contact information:

Name:

Address:

Point of Contact:

Phone Number:

Email:

c. Wastewater system capacity :

Total Capacity (gallons per day):

Average Usage (gallons per day):

Peak Daily Usage: (gallons per day):

Excess Capacity (gallons per day):

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- d. The following items are attached as an Exhibit:
- Map of the sewer main line and sewer line serving the site (at the road serving the site) in relation to the site
- e. Are there any lift stations and force mains between the site and the WWTP (Waste Water Treatment Plant)? Yes No

D.5. Telecommunications

- a. Telecommunications provider contact information:

Name:

Address:

Primary Contact/Title:

Phone Number:

Email:

- b. Type of lines (fiber optics or copper) to/on the site:

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E. Community Information

E.1. Contact Information for Building Permits

- a. Provide the following contact information for building permits:

Department Name:

Address:

Point of Contact Name:

Phone Number:

Email:

E.2. Impact Fees

- a. Does the community or county assess any one-time impact fees based on industrial development? Yes No
- If yes, please explain, including how fees are assessed:

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E.3. Local Property Tax Information

a. Provide property tax information at site per \$100 of assessed valuation for the most recent tax year:

	City (per \$100)	County (per \$100)	Other (per \$100)	Combined Tax Rate (per \$100)	Assessment Level	Effective Tax Rate (per \$100)
Real Property						
Land						
Building						
Personal Property						
Machinery						
Equipment						
Inventories						
Raw materials						
Goods-in- process	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt
Finished goods	Exempt	Exempt	Exempt	Exempt	Exempt	Exempt

b. Is a PILOT program available to abate personal and real property taxes?

Yes No

- If yes, please explain the typical duration in years of the program and what is typically included in the PILOT?

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F. Environmental Information

If one or more of the environmental studies (discussed below) have not been completed, the certification process can continue, though these studies must be completed by the community before final site certification can be awarded. These will be requested in the Step 2 Application.

F.1. Environmental Site Assessment (ESA)

(Note: A Phase 1 ESA is required for certification.)

- a. Phase 1 Environmental Site Assessment Study (ESA) conducted at site?
Yes No
- b. Based on results from the Phase 1 ESA, is there any evidence of hazardous substance on site, including underground tanks? Yes No
- If yes, please explain:

(Note: If yes, further review and/or a Phase 2 ESA may be required for certification.)

- If ESA is complete, please attach the following as an Exhibit:
 - Environmental Site Assessment Study.

F.2. Hydrologic / Wetland Delineation

- a. Wetlands Determination Study completed at site? Yes No
- b. Based on results of wetland determination study, do any wetlands or streams exist on the site? Yes No
- If delineation study is complete, please attach the following as an Exhibit:
 - Wetlands Determination Study Map which indicates any presence of wetlands or streams on the site.

(Note: A wetlands delineation study is required for certification if wetlands or streams were found to exist on the site based on the wetland determination review. This will be requested in the Step 2 Application.)

- c. Are streams located on the site? Yes No
- d. If yes, has a hydrologic determination been conducted? Yes No

APPENDIX

- Sample Letter of Local Government Support

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[Letter should be on official office letterhead]

Date

Austin Consulting
6095 Parkland Blvd.
Cleveland, Ohio 44124

Re: Letter of Local Government Support

I am the mayor of [CITY or COUNTY NAME], and as the chief executive officer for this local government, I would like to voice support that [SITE NAME and ADDRESS] has from [CITY or COUNTY]. I understand that this site has been submitted for certification through the ***Select Tennessee Site Certification Program***.

This site falls within the jurisdiction of [CITY or COUNTY], and we are willing to support the certification of this site by any means possible.

I realize that this is a voluntary program and understand that it is at your discretion to determine whether the qualities of the site and the materials prepared fulfill the requirements for the program.

I want to assure you that this site has our full support, and it is our desire that the site be certified through this program.

Sincerely,

[Name of chief executive officer]
[Name of local government]
[Address of local government office]
[Phone number for local government office]