



**NORTH CAROLINA**  
**CERTIFIED SITES**

**PROGRAM GUIDELINES**

# NC CERTIFIED SITES PROGRAM GUIDELINES

November 2022 Update

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NORTH CAROLINA  
**DEPARTMENT of  
COMMERCE**

**If you have any questions about the certification process, please contact:**

Will Best, NC Certified Sites Director, NC Department of Commerce  
wbest@commerce.nc.gov | 984-365-0298



## PROGRAM OBJECTIVES/PURPOSE

The purpose of North Carolina's Certified Sites Program is to provide a statewide inventory of industrial sites that have undergone a rigorous pre-qualification process to ensure they meet a consistent set of standards. A Certified Site reduces the risk associated with development by providing detailed and current information about a site including price and availability, utilities, access, environmental concerns, and potential site development costs.

Prior to certification by the Department of Commerce, each site or park certified as part of the North Carolina Certified Sites Program must obtain approval of the *Intent to Certify* from the Certified Sites Steering Committee, participate in a site visit by member(s) of the Technical Review Team, meet or exceed all the program criteria, provide complete and accurate documentation of each program element, and receive a recommendation for certification approval by the Steering Committee.

The certification and recertification processes are managed by the Certified Sites Director. Once approved, sites will be listed on the state's [Buildings and Sites database](#) and all site certification documents will be available online to provide immediate access for prospective companies and clients.

## PROGRAM HISTORY

North Carolina's Certified Sites Program was started in 2001 in response to the rapidly changing pace of economic development and the need to have more sites immediately ready for development. It was one of the first statewide programs of its kind in the nation.

In 2008, the program's criteria and certification process were revised to incorporate suggestions from a nationally-renowned site selection consultant, McCallum Sweeney Consulting; a stakeholder group comprised of state, regional and local economic developers; and allies from utility providers and engineering consulting firms. The redesign allowed the Department of Commerce to maintain the program's status as a leader in an increasingly competitive environment.

In addition, a Steering Committee was established to include economic development professionals to assist in the certification process. A process for recertification was also developed, and the revamped program launched in 2009.

## PROGRAM STRUCTURE AND ORGANIZATION

### Steering Committee

The purpose of the Steering Committee is to provide site selection expertise to the Department in order to assist in the certification process. Members of the Steering Committee currently serve three-year terms, with terms expiring on a rotating basis to ensure continuity on the Committee. Steering Committee members may be reappointed to an additional three-year term. Members of the Steering Committee are selected by the Secretary of Commerce and serve at the pleasure of the Secretary.

The Certified Sites Steering Committee is comprised of:

- One (1) individual representing a utility company
- One (1) individual representing a local economic development organization
- One (1) individual representing the management function of the Economic Development Partnership of North Carolina
- One (1) individual representing the business recruitment function of the Economic Development Partnership of North Carolina
- One (1) individual representing an engineering function of the Department of Transportation
- One (1) individual representing the project liaison function of the Department of Environmental Quality
- One (1) individual representing a management function of the Department of Commerce (permanent appointment)

Typically, the Steering Committee meets on the fourth Wednesday of every other month to review site submissions in both the initial and final stages of the certification process. Documents to be reviewed by the Steering Committee are required to be submitted no later than three (3) weeks prior to the meeting date.

Members of the Committee will:

- Approve sites/parks that have submitted all necessary information to initiate certification by completing the *Intent to Certify* and participated in an on-site visit, and completed recommendations provided by the Technical Review Team if applicable.
- Recommend a site/park as a North Carolina Certified Site after reviewing and approving all program required documentation to ensure that the location meets or exceeds the requirement.
- Periodically review and recommend updates to the program criteria.

Steering Committee members will be privy to information related to current and future plans communities have relating to the certification of sites by the Department. Through the professional experiences and occupations held by its members, the Committee assists the Department in evaluating the documentation submitted by communities that the site/park under consideration is ready for development. All information acquired by a Board member concerning community planning matters, budget matters, legal matters, personnel issues, or any other item brought before the Committee for the purposes of evaluating a site is considered Department business and, therefore, shall be used only for the purposes stated in Committee guidelines.

### 2023 Steering Committee Schedule

Meeting No.	Meeting Date *	Submission Deadline
82	Wednesday, February 22	Wednesday, February 1
83	Wednesday, April 26	Wednesday, April 5
84	Wednesday, June 28	Wednesday, June 7
85	Wednesday, August 30	Wednesday, August 9
86	Wednesday, October 25	Wednesday, October 4
87	Wednesday, December 6	Wednesday, November 22

\* Meeting dates are subject to change due to scheduling conflicts.

## **Technical Review Team**

The Technical Review Team is comprised of regional or divisional representatives from the Departments of Commerce, Environmental Quality and Transportation, as well as the EDPNC. Members of the Technical Review Team will assist the Certified Sites Director in responding to questions or concerns regarding candidate sites, will participate in on-site visits, and will assist in making recommendations to the Steering Committee.

## **Certified Sites Director**

The Certified Sites Director will manage the program on a day-to-day basis. The Director:

- Responds to all initial inquiries and interests regarding the Certified Sites Program.
- Assists communities with questions related to certification criteria.
- Schedules and coordinates Steering Committee meetings.
- Prepares documentation for review and approval by the Steering Committee.
- Schedules site visits with the Technical Review Team.
- Reviews and maintains documents uploaded to the Buildings and Sites database.
- Makes recommendations to the Technical Review and Steering Committees as necessary.

### **If you have any questions about the certification process, please contact:**

Will Best, NC Certified Sites Director, NC Department of Commerce  
wbest@commerce.nc.gov | 984-365-0298



## STEPS TO CERTIFY A SITE/PARK

### 1. Community Submits Intent to Certify Site/Park

- The community completes the *Intent to Certify* form and sends the required documents to the Certified Sites Director to notify them of the community's interest in certifying the site or park.
- In addition to the *Intent to Certify* form, required documentation includes a Boundary Survey or Tax Map, Aerial Photo and County and/or City Support Letter. Additional information is required for Brownfield sites or sites in CAMA counties.
- All documentation must be labeled as specified in the *Certification Checklist* in each category. For example: "Site/Park Name – Property Availability – City Support Letter - Year."
- All required documentation must be complete and received by the submission deadline in order to be reviewed by the Steering Committee. *See submission deadlines on Page 2.*
- Communities should not proceed with certification requirements until receiving feedback on the Steering Committee's review and approval of the *Intent to Certify* form.
- If the Steering Committee approves the *Intent to Certify*, the community will receive notification that it may move forward with the certification process.

### 2. Community Submits Site/Park Certification Documents

- Once the community receives notification that the Steering Committee has approved the *Intent to Certify*, the community may send the remaining required documents to the Certified Sites Director. *See Certification Checklist for details.*
- All documentation must be labeled as specified in the *Certification Checklist* in each category. For example, "Site/Park Name – Property Availability – City Support Letter - Year."
- All required documentation must be complete and received by the submission deadline in order to be reviewed by the Steering Committee. *See submission deadlines on Page 2.*

### 3. Technical Review Team Visits Site/Park

- Once the community has submitted all of the required documentation and prior to the site/park's review by the Certified Sites Steering Committee, the Certified Sites Director will schedule an on-site visit to be conducted by members of the Technical Review Team.
- The Certified Sites Director and Technical Review Team will review components of the required documentation and walk the site, after which they will complete a site visit assessment and prepare a recommendation for the Steering Committee.

### 4. Certified Sites Steering Committee Reviews Certification Documents

- Once the required documentation has been submitted and the on-site visit is complete, the Certified Sites Director will make a final review of the materials and place the site/park on the next Steering Committee meeting agenda for review. *See submission deadlines on Page 2. If submission deadline is missed, the Steering Committee will review the package at the next meeting.*
- With final approval from the Certified Sites Steering Committee, the community will receive a certificate identifying the site/park as a North Carolina Certified Site, and the site will be updated to show certified status in the Buildings and Sites database.
- The community should keep information on the Buildings and Sites database up-to-date as locations are sold, improvements are made, and/or other changes occur.

### 5. Community Submits Intent to Recertify Site/Park

- Any community interested in maintaining the designation as a North Carolina Certified Site must recertify the site/park every two years.
- Information will be sent to the local community six months prior to the **Intermediate Recertification** (2-year) and one year prior to **Full Recertification** (4-year) dates to remind the local community of the updated information that will be required to recertify the Certified Site.
- The community completes the *Intent to Recertify* form and sends the required documents to the Certified Sites Director to notify him of the community's interest in recertifying the site or park.
- In addition to the *Intent to Recertify* form, required documentation for Intermediate Recertification includes updated local letters of support and all Site Access and Infrastructure letters from utility providers.

An updated aerial, boundary survey, master plan and geotechnical survey are only required if properties have been sold or any ground disturbing activities have taken place. Additional information is required for Brownfield sites or sites in CAMA counties. *See the [Certification Checklist](#) for details.*

- In addition to the documentation required for an **Intermediate Recertification** listed above, a **Full Recertification** also requires an updated Phase I ESA and Wetlands Determination so in an effort to keep these key documents up-to-date and less than four years old. *See the [Certification Checklist](#) for details.*
- All documentation must be labeled as specified in the [Certification Checklist](#) in each category. For example: “Site/Park Name – Property Availability – City Support Letter - Year.”
- All required documentation must be complete and received by the submission deadline in order to be reviewed by the Steering Committee. *See [submission deadlines on Page 2](#).*
- If the Steering Committee approves the *[Intent to Recertify](#)*, the community will receive notification that it may move forward with the recertification process.

## 6. Community Submits Site/Park Recertification Documents

- Once the community receives notification that the Steering Committee has approved the *[Intent to Recertify](#)*, the community may send the remaining required documents to the Certified Sites Director.
- All documentation must be labeled as specified in the [Certification Checklist](#) in each category. For example: “Site/Park Name – Property Availability – City Support Letter - Year.”
- All required documentation must be complete and received by the submission deadline in order to be reviewed by the Steering Committee. *See [submission deadlines on Page 2](#).*

## 7. Certified Sites Steering Committee Reviews Recertification Documents

- Once the required documentation has been submitted, the Certified Sites Director will make a final review of the materials and place the site/park on the next Steering Committee meeting agenda for review. *See [submission deadlines on Page 2](#). If submission deadline is missed, the Steering Committee will review the package at the next meeting.*
- With final approval from the Certified Sites Steering Committee, the community will receive an updated certificate identifying the site/park as a North Carolina Certified Site, and the site will be continue to be available in the [Buildings and Sites database](#) with a certified sites status.
- The community should keep information on the Buildings and Sites database up-to-date as locations are sold, improvements are made, and/or other changes occur.

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## PROGRAM CRITERIA

The Certified Sites Program allows communities to submit sites in one of two categories:

- **Industrial Site** – defined as a single contiguous, buildable parcel.
- **Industrial/Business Park** – sites that are intended to be subdivided due to topography or other natural features, or the desire of the site sponsor.

Creating an Industrial/Business Park certification category encourages communities to think ahead about the possible uses of sites set aside for industrial development and requires a non-binding Master Development Plan.

More details are provided in the certification criteria below, but there are a few key criteria that are basic requirements of a Certified Site to ensure it is adequate for a typical industrial user. For example, single sites must be at least 10 buildable acres, and for a park, at least half of the parcels must have 10 or more buildable acres.

In addition, the site/park must be served by public water service capable of providing up to 500,000 gallons per day based on the average flow. It must also be served by a public wastewater system capable of processing a minimum of 300,000 gallons per day based on the average flow.

In order to keep all information as current as possible on, a Wetlands Determination and Phase I Environmental Site Assessment *cannot be older than four years*, as signed and dated by the engineer, at the time of certification or recertification.

## CERTIFICATION CRITERIA

All communities must submit the *Intent to Certify* or *Intent to Recertify* form to the Certified Sites Program Director and this form must be approved by the Steering Committee before the community can proceed with the certification or recertification process for the site/park.

The specific certification criteria are outlined in detail below. All sites/parks must meet or exceed all the criteria, provide complete and accurate documentation of each program element, and receive a recommendation for approval by the Steering Committee.

### 1. Property Availability

- a. County and/or City Support Letter\*** –The applicant must have a letter signed and dated by the chief elected official or chief administrative officer of the county, and if applicable, local municipality expressing support for the certification proposal for this site/park.
- b. Availability Assurance\*** – The sites within the proposed Industrial Park must be available for sale or lease to prospective industrial investors. Each site must be available for a minimum of two years. Appropriate documentation that assures the site may be offered for a period of at least 2 years could be:
  - Written certification from the owner
  - An appropriate real estate listing agreement authorizing an agent to offer the property for sale
  - An option to purchase
  - A contingency contract to purchase or lease
- c. Property Deed** –A copy of the present deed for the property.
- d. Boundary Survey\*** – A boundary survey bearing a licensed land surveyor’s signed certification is highly recommended. The minimum standard for the program is a “compiled” or “inspection” survey. This is a survey performed by a licensed surveyor that involves all the steps of a certified boundary survey, including research on all available recorded data about a site, but does not include the onsite, ground survey portion of the certified boundary survey. The survey map should also include a title, legend, scale and directional arrow.
- e. Title Search** –The results of a title search – Title Search Opinion or Title Insurance Policy – showing clear title to the proposed site. *The title search must encompass at least the prior 50-year history.*
- f. Tax Map** – A county tax map depicting the location and property boundaries of the site. If multiple parcels are included on the site, please combine all parcels onto one map that shows parcel ID numbers and has a title.
- g. Sales Price of Property\*** – The site or proposed park sites must have an established price and terms for the sale or lease of the property. It must be guaranteed for at least two years. The applicant must submit a letter from the owner or controlling entity stating a price and conditions of sale or lease.



## 2. Site Buildability

- a. Number of Buildable Acres w/Map**– Single sites must be 10 buildable acres or larger be accepted into the NC Certified Sites program. If seeking certification as a park, at least half of the parcels must have 10 or more buildable acres. The size and location of buildable acres must be determined and identified on a map. Buildable acres is defined as the area of land that can be built upon with minimum permitting issues. This means the total site excluding any property that cannot be built upon due to wetlands, 100-year flood plains, streams, and buffers, and/or where development is restricted by protective covenants, easements, and right-of-ways.
- b. Items Impacting Developability** – Documentation of any known right-of-ways, easements, judgments, liens, restrictive covenants, and any other items that might impact the entire site/park’s developability.
- c. Phase I Environmental Site Assessment (ESA)\*\*** – A Phase I Environmental Site Assessment shall be conducted in accordance with the latest version of ASTM International’s E 1527, Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process, and the report format shall be that recommended in the standard practice; and it must be dated. *In order to keep all information as current as possible, Phase I Environmental Site Assessment must be less than 4 years old.*
- d. Wetlands Determination\*\*** – A Wetlands Determination – not ACOE approved, including map(s) and/or report(s) indicating the location of wetlands, and must be dated. *Wetlands Determination must be less than 4 years old.*
- e. Wetlands Mitigation Plan** – If wetlands exist and must be disturbed, show costs and plans for mitigation. This plan must be signed and dated by a licensed Professional Engineer.
- f. Rare or Endangered Plant and/or Animal Species** – Include map(s) and/or report(s) indicating the location of rare or endangered plants and/or animal species if applicable.
- g. Archeological Report** – A final determination letter from North Carolina State Historic Preservation Office (SHPO) stating the results of the file search/Reconnaissance Report must be submitted. Communities must submit all letter requests to [Environmental.Review@ncdcr.gov](mailto:Environmental.Review@ncdcr.gov) with “N.C. Certified Sites Program” specified in the subject and/or request letter. If file search results in SHPO’s recommendation for further study, a Reconnaissance Survey will be required and results must be reviewed by SHPO to generate a final determination letter. Per Historic Preservation policies, copies of the Reconnaissance Report will not be posted online. The communities and/or SHPO can make the reports available upon request.  
  
*SHPO is able to assist communities on finalizing RFP’s for the Reconnaissance Survey to ensure feasibility of the study. To obtain help, please submit a request via email to [Environmental.Review@ncdcr.gov](mailto:Environmental.Review@ncdcr.gov) with “N.C. Certified Sites Program” specified in the subject.*
- h. Water Bodies Map** – Map which includes a title, legend, scale and directional arrow indicating location of water bodies in the site/park and estimated water flow.
- i. Geotechnical Study w/Borings\*** – Geotechnical study that documents that the site/park’s soil characteristics are compatible with industrial development. For certification, the geotechnical study should evenly distribute borings throughout the developable acreage.

No site will have fewer than three borings and should follow this sliding scale based on acreage:

Total Acreage	Borings Required
Less than 75 acres	1 for every 15 acres in the developable area
75 acres to 500 acres	1 for every 20 acres in the developable area
Greater than 500	1 for every 30 acres in the developable area

## 3. Site Development

- a. Development Plan and Cost Estimate** – An engineer’s site development plan, with a cost estimate that is inclusive of grading, drainage, utilities extension, etc. The plan and cost estimated must also be dated.
- b. Aerial Photo** – An aerial photo of the site depicting existing conditions with all large buildings/ companies seen on the map labeled.
- c. Topographic Survey** – A topographic survey or topographic analysis with contour level indicators.
- d. Master Development Plan\*** – If the applicant is attempting to certify as a park, a master development plan that shows the location of park access roads, easements for all utilities (water, sewer, natural gas, electricity, telecommunications), and proposed lot locations and sizes must be submitted. This plan should take into consideration and note the location of development limitations, such as wetlands, flood plains and permanent easements.

It also important to stress that the Certified Sites designation does not obligate a park to be developed strictly according to the specifications of the Master Development Plan when development occurs.

- e. Zoning Information** – The site/park must be zoned for industrial or another compatible use. If the zoning is not industrial or another compatible use, detail the process to rezone and indicate whether industrial use is compatible with the county’s land use plan. If the county does not have zoning, describe the surrounding land use and whether it is compatible with the county’s land use plan. If the county has adopted a land use plan, submit the adopted land use plan.
- f. Watershed Area Information** – The site/park must be located outside of a watershed area. If not, the site/park must be designated as an exempted site by the appropriate local governmental agency, and evidence of a site’s exemption status must be provided in a letter stating that the planned development is an approved use of this Watershed area or compatible with the approved Watershed Use ordinance/plan.
- g. 100-year Flood Plain Map** – The site/park must be located outside of the 100-year flood way. Submit a map that includes a title, legend, scale and directional arrow depicting the location of the park in relation to water bodies in the immediate vicinity of the site/park, 100-year flood elevations for floodable areas within the site/park and any filled areas.
- h. Certification of Fill Areas** – If there is fill in the park in designated flood fringe areas, submit an engineer’s certification that the fill areas are in compliance with local ordinances or other recognized standards.
- i. Unique Qualifications\*** – Sites that are a Brownfields Site or in an Area of Environmental Concern (AEC) must also meet the following criteria:
  - i. Brownfields** - Brownfield sites that have a current Brownfields Agreement with the North Carolina Department of Environmental Quality that is transferrable to a prospective developer are eligible to be certified. This is restricted to Brownfields sites that have been cleared and any development that has been razed. Upon submitting the *Intent to Certify* form, the applicant must provide a copy of the Brownfields Agreement.
  - ii. AEC Information** – Sites that are located in an Area of Environmental Concern (AEC) are not eligible for certification as part of the North Carolina Certified Sites Program.

If the site is located in one of the 20 coastal counties covered by the Coastal Areas Management Act (CAMA) and not in an AEC, the following are required for certification:

At the *Intent to Certify* stage, a community must provide a letter from the North Carolina Division of Coastal Management (NCDQM) that validates the site as consistent with the county’s certified CAMA land use plan and is allowed for industrial development.

As part of the documentation required for final approval, the community must include the certified CAMA land use plan as part of the site’s documentation.

For recertification, every 2 years, the community must provide a revised letter from NCDQM that validates that the site is consistent with the county’s certified CAMA land use plan and is still allowed for industrial development.

To request a letter from NCDCM, please contact:

Mike Lopazanski, Policy & Planning Section Chief  
[mike.lopezanski@ncdenr.gov](mailto:mike.lopezanski@ncdenr.gov) | 252-808-2808 or 888-472-6278

You may also contact one of the district planners listed below:

County	District Planner	Contact
Bertie	Charlan Owens, AICP	252-264-3901
Camden		<a href="mailto:charlan.owens@ncdenr.gov">charlan.owens@ncdenr.gov</a>
Chowan		
Currituck		
Dare		
Gates		
Hertford		
Tyrrell		
Pasquotank		
Perquimans		
Washington		
Beaufort	Rachel Love-Adrick	252-808-2808 ext. 203
Carteret		<a href="mailto:rachel.love-adrick@ncdenr.gov">rachel.love-adrick@ncdenr.gov</a>
Craven		
Hyde		
Pamlico		
Brunswick	Mike Christenbury	910-796-7426
New Hanover		<a href="mailto:mike.christenbury@ncdenr.gov">mike.christenbury@ncdenr.gov</a>
Onslow		
Pender		

#### 4. Site Access and Infrastructure

- a. Road Access Letter** – The site/park must be directly served by a road that is compatible with NCDOT standards for tractor/trailer access. Submit a letter from NCDOT stating the road is compatible with the standards; or if the road is maintained locally and not by NCDOT, a letter from county or municipality chief-elected official or chief administrative officer, stating the road is compatible with NCDOT standards for tractor/trailer access.

If that access does not exist or is not currently compatible to NCDOT tractor/trailer standards, the applicant must submit a letter of intent from NCDOT or a county or municipality chief-elected official, or chief administrative officer, stating access will be upgraded to required standards when the site/park is developed. This letter should detail specific road improvement needed, provide an estimated cost and timeline needed for making all necessary upgrades. The applicant must also submit a letter guaranteeing funds for such improvements will be secured.

- b. Water Service Letter\*** – The site/park must be served by public water service capable of providing up to 500,000 gallons per day based on the average flow.

If the public water infrastructure is not within 500 feet of the site/park, please attach the following documentation:

- Extension engineering design
- An engineer's cost estimate for extending water service to the park and the time required for extension.
- A copy of approved State permits for the water system extensions.
- Proof that right-of-ways for the extension have been obtained.
- Written county government commitment to finance the water extension upon request for service.

If the water infrastructure is within 500 feet of the site/park, the applicant must attach a letter from the water service provider certifying that there is a minimum of 500,000 gallons per day of excess permitted capacity available based on average flow. This letter should also attest to its ability and willingness to provide appropriate service to the proposed site/park, the size of existing or proposed transmission lines, the available water storage capacities of the system, the static and residual pressures in the vicinity of the site/park, and the excess capacity of the existing water treatment facilities. The local supplier of water service must also certify that the proposed site/park is within 500 feet of existing water lines.

- c. Wastewater Service Letter\*** – The site/park must be served by a public wastewater system capable of processing a minimum of 300,000 gallons per day based on the average flow.

If the wastewater infrastructure is not within 500 feet of the site/park, please attach the following dated documentation:

- Extension engineering design.
- An engineer's cost estimate for extending wastewater service to the site/park, and the time required for extension.
- A copy of approved State permits for the sewer system extensions.
- Proof that right-of-ways for the extension have been obtained.
- Written county government commitment to finance the sewer extension upon request for service.

If the wastewater infrastructure is within 500 feet of the site/park, the owner of the relevant wastewater treatment facility(s) must attach a letter certifying that there is excess permitted treatment capacity for 300,000 gallons per day available based on average flow. This letter should also attest to the providers ability and willingness to provide appropriate service to the proposed collection lines; the size of existing or proposed pumping facilities which are necessary to service the site/park; the extent of present excess line capacity in the vicinity of the site/park; the type of treatment technology which is presently in use at the treatment facility; and the distance which local service must be extended to serve the site/park. The local supplier of wastewater treatment service must also certify that the proposed site/park is within 500 feet of existing wastewater lines, and that connection to these wastewater lines is technically and economically feasible.

- d. Electric Services Letter\*** – The site/park must be served by industrial quality power, a minimum of three-phase electric service. The applicant must submit a letter from the power supplier addressing availability and time required to supply three-phase electric service to the site/park. The letter must state “three-phase” capacity is available at this site/park.
- e. Telecommunications Service Letter\*** – The site/park must be served by telecommunications infrastructure, and letters from all potential suppliers of telecommunication services should be submitted that detail the type of service that can be provided.
- f. Natural Gas Service Letter\*** – If the applicant intends to market the site/park as served by natural gas, a statement from supplier indicating size, feasibility and reliability of supply, and time required for extension must be attached.
- g. Rail Access Letter\*** – If the applicant intends to market the site/park as rail-served, a letter from the rail provider and a visual conceptual plan must be included. This letter should detail the existing rail line, any additional infrastructure that may be required to service the site/park, and the railroad’s willingness to serve this site/park. The visual conceptual plan, depicting rail access to the site/park and demonstrating feasibility of rail service, needs to include a title, legend, scale and directional arrow.

\* Indicates items required to be updated for **Intermediate Recertification**.

*An updated Geotech is only required if ground-disturbing activities have taken place.*

\*\* Indicates additional items required to be updated for **Full Recertification**.



## INTENT TO CERTIFY

Any community interested in pursuing site certification must first complete the *Intent to Certify* form and submit it to the Certified Sites Program Director along with the required attachments for review by the Steering Committee.

All documentation must be labeled as specified in the Certification Checklist in each category. For example: "Site/Park Name – Property Availability – City Support Letter - Year."

Sponsor Organization:

Site/Park Name:

Total Acreage Submitted for Certification:

1. Are you seeking certification as a site or a park?

**Site      Park**

2. Does the sponsor organization own the property?

**Yes      No**

If no, does the site have an established price and terms for the sale or lease of the property?

**Yes      No**

3. Is the site a Brownfields Site?

**Yes      No**

If yes, does the site have a current Brownfields Agreement with the North Carolina Department of Environmental Quality that is transferrable to a prospective developer?

*Note: Sites that are located in a Brownfields Site without a Brownfields agreement are not eligible for certification as part of the Certified Sites Program.*

**Yes      No**

4. Is the site located in one of the 20 coastal counties covered by Coastal Areas Management Act (CAMA)?

**Yes      No**

If yes, is the site located in an Area of Environmental Concern (AEC) established by the Coastal Resources Committee?

*Note: Sites that are located in an Area of Environmental Concern (AEC) are not eligible for certification as part of the Certified Sites Program.*

**Yes      No**

5. Has the community verified with NCDOT/County Engineer that the road to the proposed site is compatible with NCDOT standards for tractor/trailer access?

**Yes      No**

6. If No, please describe present road condition:

7. Is the site at least 10 buildable acres, or do half the sites in the park have 10 buildable acres?

*Buildable Acres is defined as the area of land that can be built upon with minimum permitting issues. This means the total site excluding any property that cannot be built upon due to wetlands, 100-year flood plains, streams and buffers, and/or where development is restricted by protective covenants, easements, and right-of-ways.*

**Yes      No**

8. Is the proposed site located in a designated critical area of a public water supply?

**Yes      No**

9. Is there fill on the site in a designated floodway area? <i>No sites in the floodway can be certified.</i>	<b>Yes</b>	<b>No</b>
10. Is there fill on the site in designated flood fringe areas?	<b>Yes</b>	<b>No</b>
If yes, do the areas with fill appear to be in compliance with local ordinances or other recognized standards?	<b>Yes</b>	<b>No</b>
11. Is an engineer's certification of fill standards available?	<b>Yes</b>	<b>No</b>
12. Can industrial quality power (minimum three-phase) be made available to the site?	<b>Yes</b>	<b>No</b>
13. Is public water supply within 500 feet of site?	<b>Yes</b>	<b>No</b>
14. Does water provider have 500,000 gallons of excess capacity based on average flow?	<b>Yes</b>	<b>No</b>
15. Is public wastewater supply within 500 feet of site?	<b>Yes</b>	<b>No</b>
16. Does wastewater provider have 300,000 gallons of excess capacity based on average flow?	<b>Yes</b>	<b>No</b>

**Please provide the following information and visuals to assist in the evaluation of the proposed site/park:**

- A Boundary Survey that includes a title, legend, scale, and directional arrow.
- Aerial Photo of the site with all large buildings/companies seen on map labeled.
- Letter from county government expressing support for the project.
- Letter from local municipality (if applicable) expressing support for the project.
- If the site/park is a Brownfields site, in addition to the above requirements, submit a letter from the NC Department of Environmental Quality that validates that the site has a current Brownfields Agreement.
- If the site/park is within one of the 20 coastal counties covered by CAMA, in addition to the above requirements, submit a letter from the North Carolina Division of Coastal Management (NCDCM) that validates that the site is consistent with the county's certified CAMA land use plan and is allowed for industrial development.

**Communities should not proceed with certification requirements until receiving feedback on the Steering Committee's review and approval of the *Intent to Certify* form.**

\* Indicates items required to be updated for **Intermediate Recertification**.  
*An updated Geotech is only required if ground-disturbing activities have taken place.*

\*\* Indicates additional items required to be updated for **Full Recertification**.

**If you have any questions about the certification process, please contact:**

Will Best, NC Certified Sites Director, NC Department of Commerce  
wbest@commerce.nc.gov | 984-365-0298

## INTENT TO RECERTIFY

Any community interested in maintaining the designation of a NC Certified Sites must recertify the site/park every two years. The community should complete the *Intent to Recertify* form and submit it to the Certified Sites Director along with the required attachments for review by the Steering Committee.

All documentation must be labeled as specified in the Certification Checklist in each category. For example: "Site/Park Name – Property Availability – City Support Letter - Year."

Sponsor Organization:

Site/Park Name:

Date of Initial Certification:

1. Has the property ownership changed in the last two years?

*If yes, a new Property Deed will be required for recertification.*

Yes No

2. Has any development occurred on the site/park in the last two years?

*If yes, a new Master Development Plan and Boundary Survey will be required for certification.*

Yes No

3. If the answer is yes to questions 1 or 2, please provide details regarding the new development at the site/park including a link to any state or local press releases below. Please specify the number of acres sold/developed, the name of the business, the number of jobs announced and the amount of capital investment announced.

4. Do you intend to recertify this property?

*If the answer for the above question is no, please stop and submit the form to the NC Department of Commerce. If the answer is yes, please continue.*

Yes No

5. What is the date on the Phase I Environmental Site Assessment?

*If the Phase I Environmental Site Assessment is more than four years old, a new report will be required.*

Date

6. What is the date on the Wetlands Determination?

*If the Wetlands Determination is more than four years old, a new one will be required.*

Date

7. Has any ground-disturbing activity or significant earth work deeper than one foot occurred?

*If yes, a new Geotechnical Survey w/ Borings will be required for recertification.*

Yes No

*See the Certification Checklist for a list of all the additional documents required for Intermediate or Full Recertification.*

An **Intermediate Recertification** requires the submission of and updated City/County Support Letter and all Site Access and Infrastructure Letters. An updated Property Deed, Boundary Survey, Aerial Photo and Master Development Plan (if applicable) are only required if property ownership has changed or development has occurred on the site/park. An updated Geotech is only required if ground disturbing activities have taken place.

In addition to all the requirements of the Intermediate Recertification, a **Full Recertification** also requires that the Wetlands Determination and Phase I Environmental Site Assessment cannot be older than four years, as signed and dated by the engineer, at the time of recertification.

**If you have any questions about the recertification process, please contact:**

Will Best, NC Certified Sites Director, NC Department of Commerce  
wbest@commerce.nc.gov | 984-365-0298

## CERTIFICATION CHECKLIST FOR INTENT TO CERTIFY OR RECERTIFY

All documentation must be labeled as specified in the Certification Checklist in each category. For example: “Site/Park Name – Property Availability – City Support Letter - Year.”

### Property Availability

City/County Support Letter \*

Availability Assurance

Property Deed\*

Boundary Survey

Title Search

Tax Map

Sales Price of Property

### Site Access and Infrastructure

Road Access Letter

Water Service Letter \*

Wastewater Service Letter \*

Electric Service Letter \*

Telecommunications Service Letter \*

Natural Gas Service Letter (if applicable) \*

Rail Access Letter (if applicable) \*

### Proof of Site Buildability

Number of Buildable Acres w/Map

Items Impacting Developability

Phase I Environmental Site Assessment \*\*

Wetlands Determination \*\*

Wetlands Mitigation Plan

Rare or Endangered Species

Archeological Report

Water Bodies Map

Geotechnical Survey w/Borings

### Site Development

Development Plan and Cost Estimate

Aerial Photo \*

Topographical Survey

Master Development Plan (if applicable) \*

Zoning Information

Watershed Area Information

100-Year Flood Plain Map

Certification of Fill Areas

Unique Qualifications – Brownfields and CAMA (if applicable) \*

\* Indicates items required to be updated for **Intermediate Recertification**

*An updated Property Deed, Boundary Survey, Aerial Photo and Master Development Plan (if applicable) are only required if property ownership has changed or development has occurred on the site/park. An updated Geotech is only required if ground-disturbing activities have taken place.*

\*\* Indicates additional items required to be updated for **Full Recertification**

*The Wetlands Determination and Phase I Environmental Site Assessment cannot be older than four years, as signed and dated by the engineer, at the time of recertification.*