

North Carolina Department of Commerce



CERTIFIED SITES
NORTH CAROLINA



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Executive Summary of Changes

The Certified Sites Program's criteria and certification process were revised to incorporate changes from a nationally-renowned site selection consultant, McCallum Sweeney Consulting, and a stakeholder group of state, regional and local economic developers along with utility providers and engineering consulting firms. The major changes to the program are summarized.

Criteria:

- All materials are to be submitted online on the North Carolina Buildings and Sites Database.
- A program steering committee has been established - The steering committee meets every other month to review applications - The steering committee:
 - Approves sites / parks into the Certified Sites Program to complete documentation requirements after reviewing the Intent to Certify form and recommendation from the Technical Review Team
 - Declares a site / park a North Carolina Certified Site after a review of required documentation and the recommendation of the Technical Review Team
 - Periodically reviews program criteria for necessary updates
- A Technical Review Committee, comprised of representatives of the Department of Commerce with expertise in issues associated with the site certification process, has been established - Members of this team will assist the Program coordinator in responding to questions or concerns regarding site issues, will participate in visits, and will assist in making recommendations to the Steering Committee.
- Members of the Technical Review Committee include:
 - Peggy Anderson, Senior Economic Development Representative
 - Bruce Andrews, Senior Economic Development Representative
 - Steve Brantley, Senior Economic Development Representative
 - Paul Jordan, Environmental Consultant
 - George Sherrill, Section Chief, Community Development Block Grant Program, Commerce Finance Center

- Jamie Vaughn, Resource Manager for the Department of Commerce, will serve as the Program Coordinator and will manage the Certified Sites Program on a day-to-day basis - The Program Coordinator will:
 - Respond to all initial inquiries and requests regarding the Certified Sites Program
 - Schedule and coordinate Steering Committee meetings
 - Prepare documentation for review and approval by the Steering Committee
 - Schedule and participate in site visits
 - Review and maintain documents uploaded to the buildings and sites database
 - Make recommendations to the Technical Review Committee and Steering Committee as required
- The Certified Sites Program allows sites to be submitted in one of two different categories:
 - *Industrial Sites* which are defined as single contiguous, buildable parcels
 - *Industrial / Business Parks* which are sites that are intended (due to topography, other natural features or the desire of the site sponsor) to be subdivided
- Industrial Park Certified Sites will require the following additional information
 - A Master Development Plan that shows the location of site access roads, easements for all utilities and proposed lot locations and sizes. The plan should take into consideration and note the location of development limitations such as wetlands, flood plains and permanent easements.
 - The majority of the sites within a park must meet the minimum acres / buildable acre criteria for Industrial Sites. The park may have sites smaller than 10 acres, but more than 50% of the parcels should be 10 acres / 90% contiguous and buildable. The Steering Committee may consider an exception in limited situations where topographical challenges make it impossible to meet this requirement.
- Sites that wish to be certified must meet the following buildable acres guidelines, all buildable acres must be contiguous:

<u>Site Size</u>	<u>Percent of Buildable Acres</u>
10	90%
25	85%
50	75%
75	70%
100	65%
200+	60%

Documentation required proving buildability includes:

- A Wetlands Determination (not ACOE – approved) must be completed
- A Geotechnical Study must have a specific number of borings based on the total number of acres in the buildable area:

<u>Total Buildable Acreage</u>	<u>Borings Required</u>
Less than 75 acres	1 for every 15 acres in developable area
76 acres to 500 acres	1 for every 20 acres in developable area
Greater than 501	1 for every 30 acres in developable area

- Ownership/Control – A title search must be completed on the site that goes back at least 50 years
- Coastal Area Management Act (CAMA) Counties - 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 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 Division of Coastal Management (DCM) that validates that the site is consistent with the county's certified CAMA land use plan and allows 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 DCM that validates that the site is consistent with the county's certified CAMA land use plan and allows for industrial development.

To request a letter from DCM, please contact John Thayer, Manager of Planning/Public Access, at 252.808.2808, 888.472.6278 or John.Thayer@ncdenr.gov. You may also contact one of the district planners listed below:

- Camden, Chowan, Currituck, Dare, Gates, Pasquotank and Perquimans Counties: Charlan Owens, AICP, District Planner, 252.264.3901, charlan.owens@ncdenr.gov
 - Beaufort, Bertie, Hertford, Hyde, Tyrrell and Washington Counties: VACANT
 - Carteret, Craven, Onslow (north of the New River) and Pamlico Counties: Maureen Meehan Will, 252.808.2808, maureen.will@ncdenr.gov
 - Brunswick, New Hanover, Onslow (below New River) and Pender Counties: Mike Christenbury, 910.796.7426, mike.christenbury@ncdenr.gov
- Essential Services to the Site:
 - *Electric* – Communities must submit an estimated timeline for extending electric service to the site – a minimum of three-phase electric service is required
 - *Water* – A minimum service requirement of 500,000 gallons per day of excess permitted water capacity is required

- *Sewer* - A minimum service requirement of 300,000 gallons per day of excess permitted sewer treatment is required
- *Rail Service* – Sites that can be rail-served and intend to be marketed as such must provide a letter from the rail provider indicating a willingness to serve the site – Information on the cost and schedule to provide rail service to the site is also required
- *Road Improvements* – Sites that require upgrades in order to meet the NCDOT standard for tractor-trailer access must provide a cost and estimated schedule for the upgrades

Process:

- A community must list a site / park on the North Carolina Buildings and Sites Database in order to initiate the certification process and check the *Intent to Certify* box in order to initiate the process
- A community must complete and the *Intent to Certify* form prior to the submission deadline for the next Steering Committee, then wait to move forward with the process until they receive the acceptance from the Steering Committee
- The Technical Review Team will make a site visit prior to the Steering Committee meeting and make a recommendation to the Steering Committee

Re-certification:

All North Carolina Certified Sites must be re-certified every two years in order to maintain the designation

- Every two years a local community must submit:
 - Appropriate documentation which assures that the site may be offered for an additional two (2) year period such as: an updated letter from property owner, updated option agreement, updated listing agreement, etc.
 - A current letter from owner or controlling entity indicating price and conditions for sale or lease
 - A current boundary survey or compiled / inspection survey if the property has changed, an easement has been granted or a piece has been sold
 - Updated letters from county and/or municipal elected officials expressing support for certification
 - Updated information regarding essential services to the site
 - A revised letter from DCM that validates that the site is consistent with the county's certified CAMA land use plan and allows for industrial development.

- Every four (4) years, in addition to the information above, a local community must submit:
 - Phase I Environmental Site Assessment
 - Preliminary Wetlands Assessment
 - A new geotechnical study will also be required if there has been any site disturbances such as clearing, grading, etc.

For questions about the Certified Sites Program contact:

For technical questions: Peggy Anderson, Senior Economic Development Representative

- panderson@nccommerce.com
- (919) 733-4990

For Program Specific Questions: Jamie Vaughn, Resource Manager

- jvaughn@nccommerce.com
- (919) 715-7226

Program Overview

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 risks associated with development by providing detailed information about a site including price and availability, utilities, access, environmental concerns, and potential site development costs.

Each site certified as part of the North Carolina Certified Sites Program must receive approval of the community's intent to certify from the Steering Committee, participate in a site visit by members of the Technical Review Team, meet or exceed all the program criteria, provide complete and accurate documentation of each program element and receive final approval by the Steering Committee.

The entire certification process will ultimately be entirely online as part of the state's Buildings and Sites Database and all site certification information will be available on the internet for immediate access by prospective companies and clients.

Program History and Successes

North Carolina's Certified Sites Program began 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 programs of its kind in the nation. In the first year, 14 sites were certified. Since then, more than 95 sites in 50 counties, totaling almost 25,000 acres, have earned the Certified Sites designation.

Starting in 2008, the program's criteria and certification process were revised to incorporate suggested changes from a nationally-renowned site selection consultant, McCallum Sweeney Consulting, and a stakeholder group of state, regional and local economic developers, along with utility providers and engineering consulting firm allies. This was undertaken because it was recognized that North Carolina's Site Certification requirements and practices should be revisited to keep up with the more than 15 states and other economic development organizations that have created similar programs following North Carolina's lead. Many of the programs that have launched subsequently to the NC program have more stringent, detailed requirements, leaving the current NC program weaker and therefore less revered when compared with other states.

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. The revamped program launched in 2009; and all sites previously designated as Certified Sites are required to meet the new program criteria.

Program Structure / Organization

Steering Committee

The Certified Sites Program Steering Committee will:

1. Approve sites that have submitted information necessary to complete the *Intent to Certify* after a site visit and a recommendation by the Technical Review Team have been completed
2. Declare a site a North Carolina Certified Site after review of completed documentation
3. Periodically review program criteria for necessary updates

The Steering Committee is appointed by the Secretary of Commerce. Members are appointed to serve a 2-year term with terms expiring on a rotating basis to ensure some continuity on the committee. Half of the membership of the inaugural steering committee will be appointed to a one-year term while the rest will be appointed to a two-year term. At the expiration of the inaugural terms, all subsequent seats will be appointed to a two-year term. Steering Committee members may be reappointed for one additional two-year term, but must sit out the next two-year term before seeking another appointment.

The inaugural Certified Sites Steering Committee is comprised of:

- One (1) individual representing a Consulting Engineering Company – *Rick Kolb, Principal Geologist, MACTEC Engineering & Consulting*
- One (1) individual representing a Utility – *John Geib, Director of Economic Development - Carolinas, Duke Energy*
- One (1) individual representing a local Economic Development organization – *Tom Johnson, Executive Director, Rutherford County EDC*
- One (1) individual representing the Department of Commerce Raleigh Office – *Garrett Wyckoff, Economic Development Representative*
- One (1) individual representing a Department of Commerce Regional Office – *Tim Ivey, Existing Industry Specialist, Northeastern Regional Office*
- One (1) individual representing a management function of the Department of Commerce Business & Industry Division – *Susan Fleetwood, Director of Strategic Projects*

The Steering Committee meets every other month to review sites that have completed the *Intent to Certify* form as well as those that have submitted completed documentation for final approval. *Documents reviewed by the Steering Committee will be required to be submitted no later than three (3) weeks prior to the meeting date.*

A proposed schedule of meetings and submission deadlines for 2009 is below:

- **Wednesday, August 26th** – Inaugural Meeting of the Certified Sites Steering Committee
 - **Wednesday, August 5th** is the deadline for submission of information for Inaugural Meeting of the Certified Sites Steering Committee
- **Wednesday, October 28th** – Second Meeting of the Certified Sites Steering Committee
 - **Wednesday, October 7th** is the deadline for submission of information for the Second Meeting of the Certified Sites Steering Committee

- **Wednesday, December 16th** – Third Meeting of the Certified Sites Steering Committee
 - **Wednesday, November 25th** is the deadline for submission of information for Third Meeting of the Certified Sites Steering Committee

Technical Review Committee

The Technical Review Committee is comprised of representatives of the Department of Commerce with expertise in issues associated with the site certification process. Members of the Technical Review Committee will assist the Program Coordinator in responding to questions or concerns regarding specific site issues, will participate in site visits and will assist in making recommendations to the Steering Committee.

Members of the Technical Review Committee include:

- Peggy Anderson, Senior Economic Development Representative
- Bruce Andrews, Senior Economic Development Representative
- Steve Brantley, Senior Economic Development Representative
- Paul Jordan, Environmental Consultant
- George Sherrill, Section Chief, Community Development Block Grant Program, Commerce Finance Center

Program Coordinator

Jamie Vaughn, Resource Manager for the Business and Industry Division, will serve as the Program Coordinator and will manage the Certified Sites Program on a day-to-day basis. The Program Coordinator will:

- Respond to all initial inquiries and requests regarding the Certified Sites Program
- Schedule and coordinate Steering Committee meetings
- Prepare documentation for review and approval by the Steering Committee
- Schedule and participate in site visits
- Review and maintain documents uploaded to the buildings and sites database
- Make recommendations to the Technical Review Committee and Steering Committee as required

Program Guidelines

Steps for Certification of a Site/Park

Creating an Industrial / Business Park certification category encourages communities to think ahead about the possible uses of sites set aside for industrial development. As an example, a community certified a site in the previous program, and even though the community planned to develop it as a park, did not prepare a master development plan. A client searching for a site was interested in the park, but because a master development plan had not been developed, the client eventually determined that the easements, topographical challenges and wetlands precluded it from locating in the park. In the new program, with the Master Development Plan in place, the community will be better prepared to demonstrate to a prospective client how the site will meet the client's needs.

1. Enter required site data into the Buildings and Sites Database and click *Intent to Certify*

2. Complete the Certified Sites Program Intent to Certify form and click *Submit*. The Certified Sites Program Coordinator will automatically be notified of the local community's interest in certifying the site
3. The Certified Sites Program Coordinator will contact the local community and schedule a site visit by the Technical Review Team
4. The Certified Sites Program Coordinator and Technical Review Team will review the Intent to Certify form and site visit assessments and prepare a recommendation for the Steering Committee
5. If the Steering Committee approves the Intent to Certify form the local community will receive notification and may then move forward with obtaining the remaining documentation required for certification
6. Once all required documentation is uploaded to the Buildings and Site Database, the Certified Sites Program Coordinator will make a final review of the materials and place the site/park on the next Steering Committee Meeting agenda for final approval (*Please note: If submission deadlines are missed, the Steering Committee will not review the site until the following meeting - the Steering Committee meets every other month.*)
7. With final approval from the Steering Committee, the local community will receive a certificate certifying the site as a *North Carolina Certified Site*
8. The local community is required to keep information on the Buildings and Sites Database up-to-date as locations are sold, improvements are made and/or other changes occur
9. Information will be sent to the local community approximately six months prior to the two-year and four-year anniversary dates to remind the local community of the updated information that will be required to recertify the Certified Site

NOTE: Please contact the Certified Sites Program Coordinator with any questions or issues as soon as possible. By addressing potential issues as soon as they are identified, there can be significant savings of time and expense.

Recertification

Sites/parks that are certified must be recertified every two (2) years. In order to recertify the site / park, the sponsor must submit the following updated information:

- Appropriate documentation which assures that the site may be offered for an additional two (2) year period such as: an updated letter from property owner, updated option agreement, updated listing agreement, etc.
- A current letter from owner or controlling entity indicating price and conditions for sale or lease
- A current boundary survey or compiled / inspection survey if the property has changed, an easement has been granted or a piece has been sold
- Updated letters from county and/or municipal elected officials expressing support for certification
- Updated information regarding essential services to the site
- New CAMA letter, if applicable
- A new Master Development Plan if a community combined parcels in the park for a client they would just need to submit reflecting the change.

Sites that are still available at the time of a second re-certification process, after 4 years from the original certification, must also resubmit the following environmental due diligence requirements in addition to the requirements listed above:

- Phase I Environmental Site Assessment
- Preliminary Wetlands Assessment
- A new geotechnical study will also be required if there has been any site disturbance such as clearing, grading, etc.

Program Criteria

The Certified Sites Program criteria were revised in 2008 with input from McCallum Sweeney Consulting and a stakeholder group of state, regional and local economic developers, along with economic development allies from utilities and engineering firms.

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

- *Industrial Sites* which will be defined as single contiguous, buildable parcels
- *Industrial / Business Parks* which are sites that are intended (due to topography or other natural features or the desire of the site sponsor) to be sub-divided.

Industrial / Business Park Certification Criteria

1. Submit the Intent to Certify form via the website - This form must be approved by the steering committee before a Park is allowed to move forward with the certification process
2. The applicant must have a letter from county commissioners and/or municipal government expressing support for the certification proposal for this Park
3. 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 - The applicant must attach the following documents to certify that the site is available:
 - a. Appropriate documentation which assures that the site may be offered for a period of at least 2 years - This 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
 - b. A copy of the present deed for the property
 - c. 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.
 - d. The results of a title search showing clear title to the proposed site (the title search must encompass at least the prior 50 year history)
 - e. A county tax map depicting the location and property boundaries of the site
4. The sites in the proposed Industrial Park must have an established price and terms for the sale or lease of the property - The applicant must submit a letter from the owner or controlling entity stating a price and conditions of sale or lease

5. Each individual site within the Park must meet the minimum acres / buildable acres criteria as described below - The majority of the sites within a park must meet the minimum acres / buildable acre criteria for Industrial Sites - The park may have sites smaller than 10 acres, but more than 50% of the parcels should be 10 acres / 90% contiguous and buildable. The Steering Committee may consider an exception in limited situations where topographical challenges make it impossible to meet this requirement.

<u>Site Size</u>	<u>Percent of Buildable Acres</u>
10	90%
25	85%
50	75%
75	70%
100	65%
200+	60%

6. The applicant must provide documentation that demonstrates the park's ability to be developed - These attachments must include the following:
- Documentation of any known Rights-of-Way, easements, judgments, liens, restrictive covenants, and any other items that might impact the entire Park's developability
 - Phase I environmental audit
 - A Wetlands Determination – not ACOE approved - (include map(s) and/or reports(s) indicating the location of wetlands) - If wetlands exist and will be disturbed, show plan for mitigation, including costs
 - Include map(s) and/or report(s) indicating the location of rare or endangered plant and/or animal species
 - Include map(s) and/or report(s) indicating the location of archeological findings, historic sites or structures
 - Map indicating location of water bodies in the Park with estimated flow of such bodies
 - Document that the site's soil characteristics are compatible with industrial development (attach geo-technical study) - For certification, the geotechnical study should have no less than three borings and should follow this sliding scale based on acreage:

<u>Total Acreage</u>	<u>Borings Required</u>
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

7. The Park must be directly served by a road that is compatible with NCDOT standards for tractor/trailer access - If that access does not exist, the applicant must submit a Letter of Intent stating access will be upgraded to required standards when the Park is developed - This letter should contain specific details about all road improvements necessary to allow access to the park, in addition, applicant should provide a cost and schedule for making all necessary upgrades to the site access

8. The applicant must provide a park development plan - This plan should provide a cost estimate for the proposed park development inclusive of grading, drainage and utilities extension - In addition to providing a copy of the park development plan, the applicant must also attach the following documents:
 - a) A topographic survey or topographic analysis
 - b) An Engineer's site development cost estimate
9. The Park must be zoned appropriately (if applicable) - If not, describe land uses surrounding the Park and indicate whether or not rezoning will be required - If yes, attach a letter from the appropriate governing body indicating a commitment to re-zone the Park
10. The Park must be located outside of a watershed area - If not, the Park must be designated as an exempted site and evidence of site's exemption status must be provided
11. The Park must be located outside of the 100-year flood way - Please attach a map depicting the location of the park in relation to water bodies in the immediate vicinity of the Park, 100 year flood elevations for floodable areas within the park and any filled areas - If there is filling in the park in designated flood fringes areas please attach an engineer's certification that the filled areas are in compliance with local ordinances or other recognized standards
12. If the site is located in one of the 20 coastal counties covered by 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 Division of Coastal Management (DCM) that validates that the site is consistent with the county's certified CAMA land use plan and allows 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 DCM that validates that the site is consistent with the county's certified CAMA land use plan and allows for industrial development.

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.

To request a letter from DCM, please contact John Thayer, Manager of Planning/Public Access, at 252.808.2808, 888.472.6278 or John.Thayer@ncdenr.gov. You may also contact one of the district planners listed below:

- Camden, Chowan, Currituck, Dare, Gates, Pasquotank and Perquimans Counties: Charlan Owens, AICP, District Planner, 252.264.3901, charlan.owens@ncdenr.gov
- Beaufort, Bertie, Hertford, Hyde, Tyrrell and Washington Counties: VACANT
- Carteret, Craven, Onslow (north of the New River) and Pamlico Counties: Maureen Meehan Will, 252.808.2808, maureen.will@ncdenr.gov

- Brunswick, New Hanover, Onslow (below New River) and Pender Counties: Mike Christenbury, 910.796.7426, mike.christenbury@ncdenr.gov
13. The Park must be served by industrial quality power (a minimum of three-phase electric service) - The applicant must attach a letter from the power supplier addressing availability and time required to supply three-phase electric service to the Park
 14. If the applicant intends to market the 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
 15. The park must be served by public water service capable of providing up to 500,000 gallons per day - If the public water infrastructure is not within 500 feet of the park please attach the following documentation:
 - a) Extension engineering design (including cost and schedule)
 - b) A copy of approved State permits for the water system extensions
 - c) Proof that rights-of-way for the extension have been obtained
 - d) Written county government commitment to finance the water extension upon request for service
 - e) An engineer's cost estimate for extending water service to the park and time required for extension

If the water infrastructure is within 500 feet of the 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. This letter should also attest to its ability and willingness to provide appropriate service to the proposed 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 park, and the excess capacity of the existing water treatment facilities. The local supplier of water service must also certify that the proposed park is within 500 feet of existing water lines.

16. The park must be served by a public wastewater system capable of processing a minimum of 300,000 gallons per day - If the wastewater infrastructure is not within 500 feet of the park, please attach the following documentation:
 - a) Extension engineering design (including cost and schedule)
 - b) A copy of approved State permits for the sewer system extensions
 - c) Proof that rights-of-way for the extension have been obtained
 - d) Written county government commitment to finance the sewer extension upon request for service
 - e) An engineer's cost estimate for extending wastewater service to the park and time required for extension

If the wastewater infrastructure is within 500 feet of the 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. 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 park; the extent of present excess line capacity in the vicinity of the 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 park. The local supplier of wastewater treatment service must also certify that the proposed park is within 500 feet of existing wastewater lines and that connection to these wastewater lines is technically and economically feasible

17. If the applicant intends to market the proposed park as rail-served, then the applicant must attach a letter from rail provider indicating its willingness to provide rail access to the proposed site, as well as the cost and schedule for extending rail to the site
18. The park must be served by telecommunications infrastructure
19. The applicant must submit 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 - This Master Development 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 just because the Master Development Plan has been completed the Certified Sites designation does not require a park to be developed as originally planned. We certainly understand the need for the flexibility to sub-divide and/or combine parcels for prospective clients and nothing precludes this.

Industrial Site Certification Criteria

1. Submit the Intent to Certify form via the website - This Intent to Certify form must be approved by the steering committee before a site is allowed to move forward with the certification process
2. The applicant must have a letter from county commissioners and/or municipal government expressing support for the certification proposal for this site
3. The site must be available for sale or lease to prospective industrial investors. The site must be available for a minimum of two years. The applicant must attach the following documents to certify that the site is available:
 - a. Appropriate documentation which assures that the site may be offered for a period of at least 2 years. This 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

- Contingency contract to purchase or lease
 - b. A copy of the present deed for the property
 - c. A boundary survey bearing a licensed land surveyor’s signed certification is highly recommended, but 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.
 - d. The results of a title search showing clear title to the proposed site (the title search must encompass at least the prior 50 year history)
 - e. A county tax map depicting the location and property boundaries of the site
4. The site must have an established price and terms for its sale or lease - The applicant must submit a letter from the owner or controlling entity stating a price and conditions of sale or lease
 5. The site must meet the following minimum standards for both site size and percent buildable:

<u>Site Size</u>	<u>Percent of Buildable Acres</u>
10	90%
25	85%
50	75%
75	70%
100	65%
200+	60%

6. The applicant must provide documentation to demonstrate the site’s ability to be developed. These attachments must include the following:
 - a. Documentation of any known rights-of-way, easements, judgments, liens, restrictive covenants, and any other items that might impact the entire site’s developability
 - b. Phase I environmental audit
 - c. A Wetlands Determination – not ACOE approved - (include map(s) and/or reports(s) indicating the location of wetlands) - If wetlands exist and will be disturbed, show plan for mitigation, including costs
 - d. Include map(s) and/or report(s) indicating the location of rare or endangered plant and/or animal species
 - e. Include map(s) and/or report(s) indicating the location of archeological findings, historic sites or structures
 - f. Map indicating location of water bodies on site with estimated flow of such bodies

- g. Document that the site’s soil characteristics are compatible with industrial development (attach geo-technical study) - For certification, the geotechnical study should have no less than three borings and should follow this sliding scale based on acreage:

<u>Total Acreage</u>	<u>Borings Required</u>
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

- 7. The site must be directly served by a road that is compatible with NCDOT standards for tractor/trailer access - If that access does not exist, the applicant must submit a Letter of Intent stating access will be upgraded to required standards when the site is developed - This letter should contain specific details about all road improvements necessary to allow access to the site, in addition, applicant should provide a cost and schedule for making all necessary upgrades to the site access
- 8. The applicant must provide a site development plan - This plan should provide a cost estimate for a proposed site development, inclusive of grading, drainage and utilities extension - In addition to providing a copy of the site development plan, the applicant must also attach:
 - a. A topographic survey or topographic analysis
 - b. An engineer’s site development cost estimate
- 9. The site must be zoned appropriately (if applicable) - If not, describe land uses surrounding the site and indicate whether or not rezoning will be required - If yes, attach a letter from the appropriate governing body indicating a commitment to re-zone the site
- 10. The site must be located outside of a watershed area - If not, the site must be designated as an exempted site and evidence of the site’s exemption status must be provided
- 11. The site must be located outside of the 100-year flood way - Please attach a map depicting the location of the site in relation to water bodies in the immediate vicinity of site, 100 year flood elevations for floodable areas within the site and any filled areas - If there is filling on the site in designated flood fringes areas please attach an engineer’s certification that the filled areas are in compliance with local ordinances or other recognized standards
- 12. If the site is located in one of the 20 coastal counties covered by CAMA and not in an AEC, the following are required for certification:
 - o At the *Intent to Certify* stage, a community must provide a letter from the Division of Coastal Management (DCM) that validates that the site is consistent with the county’s certified CAMA land use plan and allows 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 DCM that validates that the site is consistent with the county's certified CAMA land use plan and allows for industrial development.

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.

To request a letter from DCM, please contact John Thayer, Manager of Planning/Public Access, at 252.808.2808, 888.472.6278 or John.Thayer@ncdenr.gov. You may also contact one of the district planners listed below:

- Camden, Chowan, Currituck, Dare, Gates, Pasquotank and Perquimans Counties: Charlan Owens, AICP, District Planner, 252.264.3901, charlan.owens@ncdenr.gov
- Beaufort, Bertie, Hertford, Hyde, Tyrrell and Washington Counties: VACANT
- Carteret, Craven, Onslow (north of the New River) and Pamlico Counties: Maureen Meehan Will, 252.808.2808, maureen.will@ncdenr.gov
- Brunswick, New Hanover, Onslow (below New River) and Pender Counties: Mike Christenbury, 910.796.7426, mike.christenbury@ncdenr.gov

13. The site must be served by industrial quality power (a minimum of three-phase electric service) - The applicant must attach a letter from the power supplier addressing availability and time required to supply three-phase electric service to the site
14. If the applicant intends to market the site as served by natural gas, a statement from supplier indicating size, feasibility and reliability of supply and time required for extension must be attached
15. The site must be served by public water service capable of providing up to 500,000 gallons per day - If the public water infrastructure is not within 500 feet of the site please attach the following documentation:
 - a. Extension engineering design (including cost and schedule)
 - b. A copy of approved State permits for the water system extensions
 - c. Proof that rights-of-way for the extension have been obtained
 - d. Written county government commitment to finance the water extension upon request for service
 - e. An engineer's cost estimate for extending water service to the site and time required for extension

If the water infrastructure is within 500 feet of the site, 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. This letter should also attest to its ability and willingness to provide appropriate service to the proposed site, 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, and the excess

capacity of the existing water treatment facilities. The local supplier of water service must also certify that the proposed site is within 500 feet of existing water lines.

16. The site must be served by a public wastewater system capable of processing a minimum of 300,000 gallons per day - If the wastewater infrastructure is not within 500 feet of site, please attach the following documentation:
 - a. Extension engineering design (including cost and schedule)
 - b. A copy of approved State permits for the sewer system extensions
 - c. Proof that rights-of-way for the extension have been obtained
 - d. Written county government commitment to finance the sewer extension upon request for service
 - e. An Engineer's cost estimate for extending wastewater service to site and time required for extension

If the wastewater infrastructure is within 500 feet of the site, 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. This letter should also attest to the provider's 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; the extent of present excess line capacity in the vicinity of the site; 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. The local supplier of wastewater treatment service must also certify that the proposed site is within 500 feet of existing wastewater lines and that connection to these wastewater lines is technically and economically feasible.

17. If the applicant intends to market the proposed site as a rail-served site, then the applicant must attach a letter from the rail provider indicating its willingness to provide rail access to the proposed site, as well as the cost and schedule for extending rail to the site
18. The site must be served by telecommunications infrastructure.

Intent to Certify Questions & Requirements

Any party interested in pursuing site certification must first complete the Intent to Certify form on the website and submit it along with the required attachments to the North Carolina Department of Commerce for review by the steering committee.

1. 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 North Carolina Certified Sites Program.

Yes **No**

If yes, the applicant must begin the CAMA permitting process prior to receiving certification?

Yes **No**

2. Is the access road to the proposed site compatible with NCDOT standards for tractor / trailer access?

Yes **No**

If No, please describe present road condition:

3. Does the site have any topographical or wetlands issues that may prevent the site / park from meeting the buildable acre requirement as set forth in the Certified Sites program?

Yes **No**

If yes, please explain.

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

Yes **No**

5. Is there filling on the site in a designated floodway area (no sites in the floodway can be certified)?

Yes **No**

6. Is there filling on the site in designated flood fringe areas?

Yes **No**

If yes, do the filled areas appear to be in compliance with local ordinances or other recognized standards?

Is an engineer's certification of filling standards available (required)?

Yes **No**

7. Can industrial quality power be made available to the site?

Yes **No**

8. Is public water supply within 500 feet of site?

Yes **No**

9. Is public wastewater supply within 500 feet of site?

Yes **No**

10. Please provide the following visuals to assist in the evaluation of the proposed site:

- Site boundary map
- Aerial photo of the site
- 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 located in one of the 20 coastal counties covered by CAMA, in addition to the above requirements an applicant must submit
 - A letter from the Division of Coastal Management (DCM) that validates that the site is consistent with the county's certified CAMA land use plan and allows for industrial development.

To request a letter from DCM, please contact John Thayer, Manager of Planning/Public Access, at 252.808.2808, 888.472.6278 or John.Thayer@ncdenr.gov.

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

- Camden, Chowan, Currituck, Dare, Gates, Pasquotank and Perquimans Counties: Charlan Owens, AICP, District Planner, 252.264.3901, charlan.owens@ncdenr.gov
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- Brunswick, New Hanover, Onslow (below New River) and Pender Counties:
Mike Christenbury, 910.796.7426, mike.christenbury@ncdenr.gov

Communities should not proceed with certification requirements until after the Steering Committee has reviewed the Intent to Certify form and accepted the site into the program.



Minimum Developable acres:

The site must meet the following minimum standards for both site size and percent buildable.

<u>Site Size</u>	<u>Percent of Buildable Acres</u>
10	90%
25	85%
50	75%
75	70%
100	65%
200+	60%

Proof of Site Buildability

Please attach the following:

- Documentation of known Rights-of-Way, easements, judgments, liens, restrictive covenants, and any other items that might impact the entire site’s developability.
- Phase I environmental audit.
- Include Wetlands Determination which includes map(s) and/or reports(s) indicating the location of wetlands. If wetlands exist and will be disturbed, show plan for mitigation, including costs.
- Include map(s) and/or report(s) indicating the location of rare or endangered plant and/or animal species.
- Include map(s) and/or report(s) indicating the location of archeological findings, historic sites or structures.
- Map indicating location of water bodies on site with estimated flow of such bodies.
- Document that the site’s soil characteristics are compatible with industrial development (attach geo-technical study).

Site Access

Is the public access road to site compatible with NCDOT standards for tractor/trailer access?

Yes No

If no, attach Letter of Intent stating access will be upgraded to required standards when the site is developed. This letter should contain specific details about all road improvements necessary to allow access to the site.

In addition, applicant should provide a cost and schedule for making all necessary upgrades to the site access.

Site Development

Provide cost estimate for a proposed site development plan, inclusive of grading, drainage and utilities extension. Attach:

- Topographic survey or topographic analysis
- Engineer’s site development cost estimate
- Site development plan

Zoning

Is site zoned? **Yes** **No**

If yes, state zoning type:

Explain permitted land uses under this zoning type:

If no, describe land uses surrounding the site:

Will rezoning be required? **Yes** **No**
If yes, attach commitment to re-zone

Watershed Area

Is the proposed site located in a designated critical Area of public water supply? **Yes** **No**

If yes, is this an exempted site? **Yes** **No**
If yes, attach evidence of site’s exemption status.

Flood Plain

If applicable, attach map depicting the location of site in relation to flooding to water bodies in the immediate vicinity of site, 100 year flood elevations for floodable areas within the site and any filled areas.

Is there filling on the site in designated floodway area? **Yes** **No**
Note: No filling on floodway is allowed for certified sites

Is there filling on the site in designated flood fringes areas? **Yes** **No**

If yes, attach engineer's certification that the filled areas are in compliance with local ordinances or other recognized standards.

Electric Service

Describe power service to the site:

Attach letter from power supplier addressing availability and time required to supply power to the site. *The minimum standard required is at least three phase.*

Natural Gas

If natural gas is available, attach statement from supplier indicating size, feasibility and reliability of supply and time required for extension.

Water Service

Is public water supply within 500 feet of site? **Yes** **No**

If no, attach the following documentation:

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

If yes, attach letter from the water service provider certifying that adequate service is available.

This letter should also attest to its ability and willingness to provide appropriate service to the proposed site, 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, and the excess capacity of the existing water treatment facilities. The local supplier of water service must also certify that the proposed site is within 500 feet of existing water lines.

Wastewater Service

Is public wastewater supply within 500 feet of site?

Yes

No

If no, attach the following documentation:

- Extension engineering design (including cost and schedule),
- A copy of approved State permits for the sewer system extensions;
- Proof that rights-of-way for the extension have been obtained, and
- Written county government commitment to finance the sewer extension upon request for service.
- An Engineer's cost estimate for extending wastewater service to site and time required for extension.

If yes, the owner of the relevant wastewater treatment facility(s) must attach a letter certifying that adequate treatment capacity and service is available.

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; the extent of present excess line capacity in the vicinity of the site; 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. The local supplier of wastewater treatment service must also certify that the proposed site is within 500 feet of existing wastewater lines and that connection to these wastewater lines is technically and economically feasible.

Railroad Transport

Is rail service available to this site?

Yes

No

If yes, indicate provider, describe the location and quality of facilities:

If facilities are proposed, indicate when such facilities will be made available and under what conditions, if any:

If facilities are proposed, applicant must attach a letter from rail provider indicating its willingness to provide rail access to the proposed site.

Telecommunications

Provide information on the location, extent and quality of local telephone service. Specifically, this information should reflect the availability of fiber optics and digital switching facilities:

Site Information Required for Online Submission

This section gives the information that is required for placing a site on-line. All sites/parks must be placed on the program's website prior to starting the certification process. *The questions marked with * are required.*

*Site Name:
 Parent Site:
 *Road Number:
 *Road Name:
 *Road Type:
 *City:
 *County:
 *Zip Code:

*Property Status:	Available	Not Available
Date Available:	Yes	No
In City Limits:	Yes	No

X Coordinate:	Y Coordinate:
Public Accessible:	Environmental Audit:
Former Use:	
Marketing Description:	

Overview

Exceptions:
 Keywords:
 Comments:

Terms of Sale or Lease

Sale Price:	\$ per acre			
Lease Price:	\$ per acre			
# of Acres:				
AG or UP Zone:	AGZ	UPZ		
Parcel Size:				
Minimum Acres:				
Type of Location:				
Urban Progress or Agrarian Growth Zone:			Yes	No
Industrial / Business Park:			Yes	No
Zoning:	Industrial	Commercial	Agricultural	Non Zoned
Comments:				

Utilities

Electricity

*Electric Service Provider:

Primary voltage:

Secondary Delivery Voltage:

Existing Transformer Size:

Main Switch Gear:

Phases:

Onsite Generator:

Alternative Energy Sources:

Solar

Wind

Other

LEED Certified:

Natural Gas

*Gas available:

Yes No

*Gas Provider:

Distance to Main:

Main Size:

Feeder Size:

Distribution Pressure:

Water Availability

*Water Provider:

Water Main Size(in):

Storage Tanks:

Public Water and/or well water:

Pressure Static / Residual:

System Capacity Total/ Excess:

Permitted Capacity Total/Excess:

Wastewater Treatment Availability

Waste Provider:

Waste main size (in):

Feeder size:

Pressure static/residual:

System capacity Total/Excess:

Permitted Capacity Total/Excess

Onsite Treatment Type:

Telecommunications

Telecom Provider:

Fiber Optics:

Yes No

Digital Switching:

Yes No

Comments:

Access

Access road:

General purpose Zone:

Access to Taxiway/Runway:

*Rail service available:

Yes No

*Rail service provider:

Rail spur:

Yes No

Potential for Rail:

Distance to Rail:

International Airport

Regional Airport:

Ports:

Community Colleges:

Universities:

Barge Access

Body of Water

Distance to Open Water

Channel Depth:

Bulkheads or Dock Available:

Contact Info

Name:

Affiliation:

Address1:

Address 2:

City, St, Zip:

Phone:

Fax:

Email:

Website:

Marketing Materials:

Index of Attachments Required to Complete Certification Process

1. Sponsor's Letter of Intent
2. County's Letter of Support
3. Municipal Letter of Support (if applicable)
4. Documentation of Ownership/Control of Site
5. Copy of Current Deed to Property
6. Copy of Current Boundary Survey or Compiled / Inspection Survey
7. Results of Title Search (minimum of 50 year history)
8. Copy of County Tax Map depicting the location and property boundaries
9. Documentation of Sales Price/Conditions of Sale or Lease from owner of controlling entity
10. Documentation:
 - a. Known Rights-of-Way
 - b. Easements, judgments, and liens
 - c. Restrictive covenants and any other items that might impact the entire site's developability
11. Phase One Environmental Audit
12. Wetlands Determination including map(s) and/or report(s) indicating location of wetlands
13. Plan for mitigation of wetlands, including costs, if necessary
14. Map(s) and or report(s) indicating the location of rare or endangered plant and/or animal species
15. Map(s) and/or report(s) indicating the location of archeological findings, historic sites or structures
16. Map indicating the location of bodies of water on site with estimated flows
17. Geo-technical study
18. DOT letter on road improvements, if necessary, including cost and schedule for upgrades
19. Site Development Plan
20. Topographic Survey or Topographic Analysis
21. Engineer's Site Development Cost Estimate
22. Commitment to re-zone, if necessary
23. Site's exemption status, if site is located in a designated critical area of public water supply
24. Map depicting location 100 year flood elevations for floodable areas within the site and any filled areas
25. Engineer's Certification Regarding Filled areas
26. Letter from Power Supplier
27. Letter from Natural Gas Provider
28. Letter from Water Provider, if not available, then will need
 - a. Extension covering design, including cost and schedule, of extending water to the site
 - b. Copy of approved state permits for the water system extension
 - c. Proof that rights-of-way for the water extension have been obtained
 - d. Written county government commitment to finance the water extension upon request
 - e. Engineer's Cost Estimate/Time Line for Water Service
29. Letter from Wastewater Service Provider, if not available, then will need
 - a. Extension covering design, including cost and schedule, of extending wastewater service to the site
 - b. Copy of approved state permits for the sewer system extension
 - c. Proof that rights-of-way for the sewer extension have been obtained
 - d. Written county government commitment to finance the sewer extension upon request
 - e. Engineer's Cost Estimate/Time Line for Wastewater Service
30. Letter from Rail Provider
31. Information on telecommunication services available
32. Site Data Form

