



## AdvantageSite Requirements

Please review the criteria to verify that your site meets the minimum requirements for AdvantageSite designation.

### **APPLICANT**

The desired applicant is the recognized local economic development office. Eligible applicants for AdvantageSite designation include local economic development organizations, industrial development agencies, public authorities, chambers of commerce and, in some cases, municipal and county governments that register as a program participant and agree to the terms of participation in the program.

### **GENERAL SITE CRITERIA**

#### Property Ownership and Control

- The applicant organization or other recognized economic development entity must demonstrate ownership/control of the site or have expressed permission to offer the site for sale or lease for industrial purposes.
- Site is marketable for a minimum of two years for industrial purposes (length of designation).
- Site has an established price and related terms of sale or lease.

#### Site Characteristics

- The site has a minimum of 25 contiguous, developable acres in an industrial park or 50 contiguous, developable acres for a standalone site.
- The site is reasonably rectangular.
- Zoning for the site clearly permits industrial land uses or, where no zoning exists, an industrial use compatible with the existing land uses in the vicinity.
- The site is accessible at minimum by a two-lane, paved public roadway.
- The appropriate unit(s) of local government supports the site for industrial use.

#### Utility Status

- Public water and wastewater: Documentation of status. (Where service is not at the site, preliminary plans, cost estimates, and timelines are required)
- Electric Power: Documentation of status
- Natural Gas: Where natural gas is available, documentation of status
- Telecommunications: Documentation regarding the location, extent and quality of service



#### Environmental and Geotechnical Due Diligence\*

- Environmental Phase 1 Site Assessment (ASTM International Guidelines)
- Preliminary Wetlands Assessment
- Preliminary Geotechnical Exploration
- Information concerning rare or endangered species, archeological findings or sites with historical concerns

\*Note: All required environmental and geotechnical studies, assessments, and reports must address conditions across the entire boundary of the site being submitted for designation in order to provide adequate coverage of the entire subject property. Additional mapping, exploration or review may be required to meet designation requirements. All studies must be complete at the time of the consultation.

#### **REQUIRED DOCUMENTATION**

In addition to meeting general program criteria, you will be asked to provide documentation including, but not limited to, the following:

- Ownership/control - such as deed(s), option(s) or detailed letter from owner.
- Community Support - Letter(s) of support from appropriate government(s) supporting the site for industrial use.
- Conditions of Sale or Lease - Complete sales or lease information including disclosure of conditions or limitations placed upon the sale, lease or use of site. If there is an exclusive agent, a copy of the listing agreement is required.
- Location - Documentation including location map and parcel map of site.
- Basic Site Description - Including aerial and maps illustrating site boundaries, topography, flood areas for the site and surrounding areas as well as geotechnical information. If available, copies of master plan, surveys and site development estimates.
- Zoning and/or land use regulations, maps, covenants and building restrictions, where applicable.
- Infrastructure and Transportation maps documenting infrastructure serving the site
- Directions from site to main highway access points and rail service documentation (letter from rail service provider).
- Environmental - Phase 1, preliminary wetlands report, information regarding rare and endangered species. Should they exist, other environmental information such as mitigation plans or wetland delineations are requested. Reports must address conditions across the entire boundary of the site being submitted for designation in order to provide adequate coverage of the entire subject property.
- Utilities - Map of utilities at the site, letters from the utilities regarding the status and in some cases preliminary plans, cost estimates and time lines for getting utilities to the site.

# AdvantageSite Application Process

## Step 1: Preparation

- Local ED office reviews program criteria, gathers select documentation, and requests a consultation with EDPA. Documents should be gathered prior to requesting a consultation.

## Step 2: Consultation

- Local ED office and EDPA staff meet to review select documents and go over key points of the application form.

## Step 3: Application Request

- **Within 14 days** of consultation, local ED office notifies committee of its desire to make application and requests an application kit and Site ID#.

## Step 4: Application Submission

- **Within 60 days** of receipt of application, local ED office submits completed application.

## Step 5: Qualitative Review

- EDPA staff conducts a preliminary review of the application within 14 days of receipt of application.
- **Within 30 days** of application submission, Local ED office meets with EDPA staff to review findings and discuss action items.
- **Within, 14 days** of QR meeting, local ED office has addressed all action items and submitted all needed application revisions.

Incomplete/Insufficient applications are returned. Any further activity will begin at Step 2.

## Step 6: Desktop Review and On-Site Visit

- AdvantageSite team conducts thorough review of the application at the applicant's office or other designated area.
- Committee will present action items to the local ED and ask questions about the site.
- AdvantageSite team meets with the local ED team for an on-site review.
- Committee will negotiate timeline for addressing action items and/or application revisions.

## Step 7: Designation

- Designation is for a period of four years with a mid-cycle review.





## Getting Ready for AdvantageSite

- Review the program criteria
- Select your site
- Prepare for the consultation
- Schedule a consultation

### **WHAT IS THE PURPOSE OF THE CONSULTATION?**

The purpose of the consultation meeting is to review select site documents in order to confirm that the site for which designation is sought meets minimum requirements for program participation, review application and document standards and, review the application process, including deadlines. After the consultation is completed, a window of 14 days exists for applicant to formally request an application.

### **IS THE CONSULTATION REQUIRED FOR PROGRAM PARTICIPATION?**

Yes. An initial consultation will be required for each site considered for designation.

### **WHO SHOULD ATTEND?**

Along with the applicant (local economic development staff), anyone who will have a major role in preparing the application document should attend the consultation.

### **WHERE WILL THE CONSULTATION TAKE PLACE?**

The consultation will take place at EDPA's offices at 500 Beacon Parkway West in Birmingham. The consultation will last no more than two hours.

### **WHAT SHOULD I BRING TO THE CONSULTATION?**

In order to determine whether a site meets minimum program standards, the applicant will be required to bring to the consultation, complete copies of the following items:

- Deeds(s), option agreement(s), or letter(s) from property owner(s) that collectively demonstrate that
  - the applicant organization or recognized public entity owns/controls the site or has expressed permission to offer the site for sale or lease for industrial purposes. For privately-owned property, documentation must also demonstrate that the site is marketable for a minimum of two years for industrial purposes (length of designation)
  - there is an established price and related terms of sale or lease of the site.

- Location and site boundary map(s ) that collectively demonstrate that
  - the site has a minimum of 25 developable acres in an industrial park or 50 contiguous, developable acres for a standalone site, and is reasonably rectangular in shape.
  - The site is accessible at minimum by a two-lane, paved public roadway.
- Environmental Phase 1 Site Assessment (ASTM International Guidelines)\*
- Preliminary Wetlands Assessment\*
- Preliminary Geotechnical Exploration\*
- Information concerning rare or endangered species, archeological findings or sites with historical concerns\*
- Questions - review the AdvantageSite program criteria and sample application, noting any questions or special circumstances related to your site that you would like to discuss with the review team

**\*Notes:**

- ✓ *Please bring complete copies of environmental and geotechnical studies, assessments, and reports (not just summaries or conclusions) to the consultation. Studies must be complete at time of consultation.*
- ✓ *All required environmental and geotechnical studies, assessments, and reports must address conditions across the entire boundary of the site being submitted for designation in order to provide adequate coverage of the entire subject property.*
- ✓ *Documents required for consultation are for eligibility review only. Additional documentation is required to fully complete the application.*

**HOW DO I SCHEDULE A CONSULTATION?**

Send an e-mail request to Greg Blalock, [gblalock@edpa.org](mailto:gblalock@edpa.org)

In the subject line of e-mail: AdvantageSite Consultation Request (site name)

In body of e-mail include the following information:

- Site Name
- Applicant Organization
- Contact
- e-mail
- Phone
- Comments