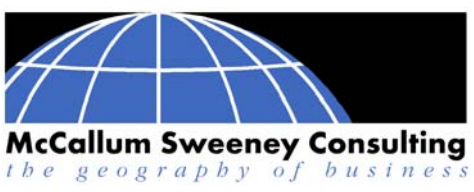




Helping
Companies
Decide
Where
to **Build**

2014

South Carolina Department of Commerce 2014 Industrial Site Certification Program



McCallum Sweeney Consulting
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Greenville, SC 29601
(864) 672-1600
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Program Overview

OVERVIEW

One of the fastest growing trends in the site location business is the demand for project-ready industrial sites. The reason is simple: companies continue to put pressure on the time allowed for making a location decision as well as the time required to start construction and complete the project. As such, the location decision process demands available sites, and those sites need to be ready for development. Companies looking to build new facilities want sites that are ready to go and relatively "risk free."

As a result, communities who are seeking to recruit projects need to be prepared to market their sites with a wealth of site-related information and data on their community. Companies are not willing to wait for a community to find an appropriate site and determine its suitability for development.

Recognizing this trend, the South Carolina Department of Commerce (SCDOC) initiated an Industrial Site Certification Program. This initiative has enhanced the level of community preparedness throughout the state. In 2010, SCDOC sought to revamp its program and retained McCallum Sweeney Consulting (MSC), a site selection consulting firm based in Greenville, South Carolina to help with this endeavor. MSC has executed a number of similar programs around the country. The programs are designed to closely parallel MSC's site selection projects, with the questionnaires and required support documentation similar to that which is required on siting projects.

MINIMUM CRITERIA FOR CERTIFICATION

SCDOC's Industrial Site Certification Program is designed to certify both industrial sites and parks. An industrial site is defined as a property that is appropriate for a single industrial user, meaning there are no impediments to development or mitigation for any known impediments can be accomplished in less than 90 days. Impediments to development include features such as streams, roads, and utility easements. Environmental contamination issues must be remediated prior to certification. There are four site categories included in the program based on site size and capacity of assets (i.e., utilities, transportation, etc.) necessary to support an industrial facility.

An industrial park is defined as property that is appropriate for multiple industrial users, meaning that the total acreage is subdividable into multiple parcels. While there may be impediments to developability within the park (streams, roads, utility easements, etc.), the park will have multiple developable, contiguous acreages identified and will have the assets necessary to support industrial facilities.

A summary chart of the minimum criteria can be found in the Appendix (page number 28). **As of 2014, only one property per county per year may be submitted for certification. There is no limit for submissions from private ownership applicants. There is also no limit for any recertifications.**

Note that the criteria listed below are only the minimum criteria. The documentation that is required for each criterion can be found in the section Items Required for Certification.

1. A site must meet the following requirements for total acreage and minimum developable, contiguous acreage¹ to be considered for each category. The configuration of the developable, contiguous acres must be acceptable for a single industrial user.

Category	Total Acreage	Minimum Contiguous, Developable Acreage
General Industrial Site	50-249	40-199
Large Site	250-499	200-399
Super Site	500-999	400-799
Mega Site	1,000+	800+

The configuration of a park must be such that there are developable parcels acceptable for multiple industrial users. The park must meet the following size and developability requirements to be considered for each category:

Category	Total Acreage	Minimum Contiguous, Developable Acreage
General Industrial Park	100-499 with one site \geq 20	20 acre site; 60% of remaining acreage
Large Park	250-499 with one site \geq 50	50 acre site; 60% of remaining acreage
Super Park	500+ with one site \geq 100	100 acre site; 60% of remaining acreage

2. The developable acreage must be located outside of the 100-year flood zone.
3. The site or park must be available for sale or lease (with a documented price and terms) to prospective industrial investors. If the site or park is only available for lease, the lease term must be a minimum of 25 years.
4. The site or park must be zoned appropriately or be able to be rezoned for industrial use within 90 days (if applicable). The surrounding properties must also be compatible with industrial uses.
5. The site or park must be directly served or be able to be served by a road that is compatible with standards for tractor-trailer access (80,000 pounds / 20,000 pounds per axle). The site or park must also meet the following requirements:

	Highway Access	Timeframe for Improvements
General Industrial Site	10 miles of an interstate or four-lane highway	Six months
Large Site	10 miles of an interstate or four-lane highway	Nine months
Super Site	5 miles of an interstate or four-lane highway	Nine months
Mega Site	5 miles of an interstate or four-lane limited-access divided highway	Twelve months

¹ Contiguous, developable acreage must be at least 80% of total acreage. For example, a 250-acre site must have at least 200 contiguous, developable acres.

	Highway Access	Timeframe for Improvements
General Industrial Park	10 miles of an interstate or four-lane highway	Six months
Large Park	10 miles of an interstate or four-lane highway	Nine months
Super Park	5 miles of an interstate or four-lane highway	Nine months

6. To market the site or park as rail-served, the site or park must be served or be able to be served within 12 months by rail. Rail is **required** for the Super Site and Mega Site categories.
7. The site or park must be served or be able to be served by industrial quality power. The site or park must also meet the following electric requirements:

	Electric	Timeframe to Serve
General Industrial Site	2.5 megawatts	Six months
Large Site	5 megawatts	Nine months
Super Site	10 megawatts	Nine months
Mega Site	30 megawatts; minimum redundancy from two substations	Twelve months
General Industrial Park	5 megawatts	Six months
Large Park	10 megawatts	Nine months
Super Park	15 megawatts	Nine months

8. The site or park must be served or be able to be served by natural gas infrastructure and meet the following requirements:

	Natural Gas Volume (mcf per month)	Timeframe to Serve
General Industrial Site	10,000	Six months
Large Site	15,000	Nine months
Super Site	25,000	Nine months
Mega Site	50,000	Twelve months
General Industrial Park	15,000	Six months
Large Park	25,000	Nine months
Super Park	32,500	Nine months

9. The site or park must be served or be able to be served by water infrastructure and a water system meeting the following minimum excess capacity requirements and timeframe to serve requirements:

	Water Excess Capacity (gallons per day)	Timeframe to Serve
General Industrial Site	150,000	Six months
Large Site	300,000	Nine months
Super Site	600,000	Nine months
Mega Site	1,200,000	Twelve months
General Industrial Park	300,000	Six months
Large Park	600,000	Nine months
Super Park	900,000	Nine months

10. The site must be served or be able to be served by wastewater infrastructure and a wastewater treatment plant meeting the following minimum excess capacity requirements² and timeframe to serve requirements:

	Wastewater Excess Capacity (gallons per day)	Timeframe to Serve
General Industrial Site	100,000	Six months
Large Site	200,000	Nine months
Super Site	400,000	Nine months
Mega Site	1,000,000	Twelve months
General Industrial Park	200,000	Six months
Large Park	400,000	Nine months
Super Park	600,000	Nine months

11. The site or park must be served or be able to be served by a minimum of DS-1 or T-1 telecommunications infrastructure and meet the timeframe to serve requirements:

	Timeframe to Serve
General Industrial Site	Six months
Large Site	Nine months
Super Site	Nine months
Mega Site	Twelve months
General Industrial Park	Six months
Large Park	Nine months
Super Park	Nine months

² Septic tanks are not an acceptable wastewater treatment solution.

12. The site or park's developable acreage must be free of recognized environmental concerns or have recognized environmental concerns remediated prior to certification.
13. The site or park's developable acreage must be free of wetlands or be able to be mitigated within 90 days (180 days for Mega Sites). If the schedule for mitigation is longer than 90 days (180 days for Mega Sites), mitigation must be completed prior to certification.
14. The site or park's developable acreage must be free of state and federal rare, threatened, and endangered species or be able to be mitigated within 90 days (180 days for Mega Sites). If the schedule for mitigation is longer than 90 days (180 days for Mega Sites), mitigation must be completed prior to certification.
15. The site or park's developable acreage must be free of areas of archaeological or historical significance or be able to be mitigated within 90 days (180 days for Mega Sites). If the schedule for mitigation is longer than 90 days (180 days for Mega Sites), mitigation must be completed prior to certification.
16. The site or park's developable acreage must have soils compatible with industrial development.
17. **Site Only:** A Site Concept Plan must be provided that shows the total and developable acreage, potential maximum building pad, planned ingress/egress (road and rail), location of utilities (existing and proposed), and easements. The Site Concept Plan should take into consideration and note the location of development limitations such as wetlands, floodplains, and permanent easements.
18. **Park Only:** A Master Development Plan that shows the location of park access roads, easements, utilities (existing and proposed), and proposed lot locations and sizes (total and developable acreage) must be submitted. The Master Development Plan should take into consideration and note the location of development limitations, such as wetlands, floodplains, and permanent easements.
19. **Park Only:** A set of draft protective covenants that at a minimum address the following: building type, landscaping, parking, outdoor storage, setback specifications, and sign control must be submitted.

INSTRUCTIONS FOR SUBMISSION

As of 2014, only one property per county per year may be submitted for certification. There is no limit for submissions from private ownership applicants. There is also no limit for any recertifications.

Step 1: Verification

- The applicant must complete the site verification questionnaire – *Step 1A Site Verification Questionnaire* and submit the *Step 1B Required Attachments*. The questionnaire must be signed by the owner of the site and the director of the local economic development authority.

All sites must have a definitive sale price and commitment by the owner to sell in order to be considered a verified site (or a definitive lease price and terms).

- A Letter of Intent must be submitted to the Industrial Site Certification Program Manager at the SCDOC. This letter should be signed by the applicant (the site owner, the director of the local economic development authority, or a county or city elected official). ***The Letter of Intent must indicate which certification category the applicant intends to apply for (General Industrial Site, Large Site, Super Site, Mega Site, General Industrial Park, Large Park, or Super Park). The applicant can only choose one category for certification.***
- A completed *Step 1 Site Verification Questionnaire*, *Step 1 Attachments*, and Letter of Intent must be submitted to McCallum Sweeney Consulting (MSC). **Please send one hard copy and one electronic copy to:**

McCallum Sweeney Consulting
15 South Main Street, Suite 950
Greenville, SC 29601

ATTN: Sarah White

- The application submitted to MSC must be accompanied by a check for **\$500** made payable to McCallum Sweeney Consulting.
- Also email a copy of the of *Step 1 Site Verification Questionnaire*, *Step 1 Attachments*, and Letter of Intent to SCDOC:

Jennifer deCesare
jdescare@scommerce.com

- The property must also be submitted into the state's building and site database, Locate SC.

Step 2: Evaluation

- **Step 1 must be complete in its entirety.**

- All documents must be prepared electronically. Handwritten documents will not be accepted.
- A completed *Site and Community Questionnaire* and all of the *Step 2 Items Required for Certification* must be submitted to McCallum Sweeney Consulting (MSC). **Please send one hard copy and one electronic copy³ of the proposal to:**

McCallum Sweeney Consulting
15 South Main Street, Suite 950
Greenville, SC 29601

ATTN: Sarah White

- The application submitted to MSC must be accompanied by a check for **\$5,500** (contact MSC for Mega Site pricing) made payable to McCallum Sweeney Consulting.
- A second hard copy and electronic copy of the Step 2 materials should be sent to:

South Carolina Department of Commerce
1201 Main Street, Suite 1600
Columbia, SC 29201

ATTN: Jennifer deCesare

- Upon receipt of the information, MSC and SCDOC will conduct a desktop evaluation of the questionnaire and the required attachments. MSC will contact the applicant to schedule a site visit. Prior to a site visit, MSC will issue a letter to the applicant requesting additional information or clarification of certain items. MSC and SCDOC will conduct a site visit, and additional follow-up information may be requested at that time.
- **Please note: If the applicant intends to use funding from SCDOC for reimbursement for part of the site certification costs, then the applicant must complete both a Fixed Price Repayment Agreement with the property owner (if applicable) and a Performance Agreement with SCDOC to be eligible for reimbursement. A copy of these agreements can be obtained from Jennifer deCesare at SCDOC.**

Step 3: Certification

- **Steps 1 and 2 must be completed.**
- The applicant must receive an invitation to participate in Step 3 from McCallum Sweeney Consulting (MSC). ***Any applicant that proceeds with Step 3 prior to invitation is doing so at his or her risk.*** The applicant will have one year from the date of the Step 3 invitation letter to complete the Step 3 requirements.

³ The file name for each attachment included in the electronic copies should correspond to the same numbering as the hard copies. For example, the file name for the general transportation map (#8 on the list of *Items Required for Certification*) should read "8 – General Transportation Map."

- The site must meet all of the criteria listed in the *Minimum Criteria for Industrial Site Certification*. To complete all necessary surveys and reports, the community must retain professional and qualified personnel.
- Update the *Site and Community Questionnaire* and complete all of the *Items Required for Certification*.
- Two copies of the full proposal should be compiled. Each full proposal must be submitted in a three ring binder and follow the *Items Required for Certification*.
- **Please send one hard copy and one electronic copy⁴ to:**

McCallum Sweeney Consulting
 15 South Main Street, Suite 950
 Greenville, SC 29601

ATTN: Sarah White

- The application submitted to MSC must be accompanied by a check for **\$11,000⁵** (contact MSC for Mega Site pricing) made payable to McCallum Sweeney Consulting.

- **Please send the second hard copy and electronic copy of the Step 3 materials to:**

South Carolina Department of Commerce
 1201 Main Street, Suite 1600
 Columbia, SC 29201

ATTN: Jennifer deCesare

- Upon receipt of the information, MSC will conduct a desktop evaluation of the proposal. MSC will issue a letter to the applicant requesting additional information or clarification of certain items, if needed.
- Upon completion of all criteria, MSC will deliver a letter indicating that the site is certified as ready for development. This letter will also state the certification expiration date. A report on the site or park's strengths and weaknesses as well as recommended target industries will also be provided.

⁴ The file name for each attachment included in the electronic copies should correspond to the same numbering as the hard copies. For example, the file name for the general transportation map (#8 on the list of *Items Required for Certification*) should read "8 – General Transportation Map."

⁵ If the applicant intends to use funding from SCDOC for reimbursement for part of the site certification costs, then the applicant must complete both a Fixed Price Repayment Agreement with the property owner (if applicable) and a Performance Agreement with SCDOC to be eligible for reimbursement.

PROGRAM SCHEDULE

2014 - Round 1	
Step 1 submittals due to SCDOC	March 14, 2014
Step 2 submittals due to MSC and SCDOC	April 25, 2014
Site Visits	Weeks of May 26 or June 2
Applicant Receives Notification of Selection Status / Invitation to Proceed	Week of July 7
Deadline to Submit a Step 3 Certification Application	One year from invitation letter

2014 - Round 2	
Step 1 submittals due to SCDOC	August 1, 2014
Step 2 submittals due to MSC and SCDOC	September 12, 2014
Site Visits	Weeks of October 13 or October 20
Applicant Receives Notification of Selection Status / Invitation to Proceed	Week of November 24
Deadline to Submit a Step 3 Certification Application	One year from invitation letter

REVERIFICATION

All industrial sites and parks certified under the MSC/SCDOC Industrial Site Certification Program must be reverified annually. The reverification process will require applicants to complete the *Step 1 Questionnaire* and submit updated letters from the water and wastewater providers within 30 days of their certification anniversary date to retain the certification designation. If excess capacities fall below the minimum standards for certification, the property will lose its' certification designation until such time the minimum standards have been satisfied.

RECERTIFICATION

An expiration date for each site or park that reaches certification will be indicated in the certification letter provided to each applicant.

In order for a property to remain certified upon their expiration, every site and park will have to be recertified. All sites will have to be recertified under the program guidelines and minimum criteria in place at the time of recertification.

The certification expiration date will be based on the earliest date of the following items:

- The expiration of property availability documentation.
- The expiration date stated in the approved Army Corps of Engineers Jurisdictional Determination letter regarding wetlands.
- Five years from the date of the most recent Environmental Site Assessment.
- Five years from the date of the most recent endangered and threatened species study.
- Five years from the date of the most recent archaeological and historical investigation.

SCDOC REIMBURSEMENT REQUIREMENTS

If the applicant intends to use funding from SCDOC for reimbursement for part of the site certification costs, then the applicant must complete both a Fixed Price Repayment Agreement with the property owner (if applicable) and a Performance Agreement with SCDOC to be eligible for reimbursement. A copy of these agreements can be obtained from Jennifer deCesare at SCDOC. Only public entities will be reimbursed for certification fees.

PROGRAM CONTACTS

If there are any questions regarding the materials or the application process, please contact:

Sarah White
McCallum Sweeney Consulting
(864) 553-7039
swhite@mccallumsweeney.com

OR

Jennifer deCesare
SCDOC
(803)737-0597
jdecesare@sccommerce.com

Examples of certification submissions are available for viewing at SCDOC. Please contact Jennifer deCesare to schedule an appointment.

Appendix

SUMMARY CHART

SCDOC 2014 Category Criteria Guidelines									
	TOTAL ACREAGE	MIN. CONTIGUOUS & DEVELOPABLE ACREAGE	HIGHWAY ACCESS Availability Timeframe	RAIL REQUIRED? Availability Timeframe	ELECTRIC Availability Timeframe	NATURAL GAS (mcf/month) Availability Timeframe	WATER (gpd) Availability Timeframe	SEWER (gpd) Availability Timeframe	SITE DEVELOPMENT MITIGATION⁶ Availability Timeframe
General Industrial Site	50 - 249	40 - 199 80% of total	10 miles ² 6 months	No 12 months ⁴	2.5 MW 6 months	10,000 6 months	150,000 6 months	100,000 6 months	3 months
Large Site	250 - 499	200 - 399 80% of total	10 miles ² 9 months	No 12 months ⁴	5 MW 9 months	15,000 9 months	300,000 9 months	200,000 9 months	3 months
Super Site	500 - 999	400 - 799 80% of total	5 miles ² 9 months	Yes 12 months	10 MW 9 months	25,000 9 months	600,000 9 months	400,000 9 months	3 months
Mega Site	1,000 +	800+ 80% of total	5 miles ³ 12 months	Yes 12 months	30 MW ⁵ 12 months	50,000 12 months	1,200,000 12 months	1,000,000 12 months	6 months
General Industrial Park	100 - 249 with one site > 20 acres	20 acre site, 60% of remaining acreage	10 miles ² 6 months	No 12 months ⁴	5 MW 6 months	15,000 6 months	300,000 6 months	200,000 6 months	3 months
Large Park	250 - 499 with one site > 50 acres	50 acre site, 60% of remaining acreage	10 miles ² 9 months	No 12 months ⁴	10 MW 9 months	25,000 9 months	600,000 9 months	400,000 9 months	3 months
Super Park	500+ with one site > 100 acres	100 acre site, 60% of remaining acreage	5 miles ² 9 months	No 12 months ⁴	15 MW 9 months	32,500 9 months	900,000 9 months	600,000 9 months	3 months

- 1 Contiguous and developable acreage must be at least 80% of total acreage (e.g., a 250-acre site must have at least 200 contiguous, developable acres).
- 2 Interstate or 4-lane highway
- 3 Interstate or 4-lane limited access divided highway
- 4 Rail: when not required these time frames must be met in order to be certified as rail served.
- 5 Transmission level electric service that can meet a minimum of 30 MW demand and minimum redundancy of service from 2 substations
- 6 Site mitigation requirements must be complete by these time frames

ACCEPTABLE DOCUMENTATION TIMEFRAMES

Below is a chart showing the length of time documentation is acceptable for certification. We will not accept documentation that is older than what is shown below. The entire property being considered for certification must be included in the documentation. All concurrence letters (Army Corps of Engineers, U.S. Fish and Wildlife, etc.) must also be provided. *Please note that these acceptable documentation periods are only applicable for certification. Future end users may require updated and/or additional documentation.*

Document	Time Period	Notes
Phase I ESA*	5 years	Phase I ESA must be conducted in accordance to current program standards.
Wetlands Delineation*	5 years	Must include approved Army Corps of Engineers Jurisdictional Determination letter.
Threatened and Endangered Species Survey*	5 years	Must include U.S Fish and Wildlife concurrence letter.
Archaeological and Historical Investigation*	5 years	Investigation must follow protocol outlined in the Memorandum of Understanding between the South Carolina Department of Commerce and the South Carolina Department of Archives and History. Must include State Historic Preservation Office (SHPO) concurrence letter.
Geotechnical Assessment	15 years	The geotechnical assessment must include the required number of borings to the required depths and Seismic Site Classification.
Boundary Survey	5 years	There must be no changes since the latest boundary survey (sale of parcel, etc.) and must be up to current standards (shows rights-of-way, etc.).
Title Search	5 years	We will accept title searches or insurance that has been completed in the past five years, if there have been no changes in ownership.

*The certification expiration date will be based on the earliest date of the following items:

- The expiration of property availability documentation.
- The expiration date stated in the approved Army Corps of Engineers Jurisdictional Determination letter regarding wetlands.
- Five years from the date of the most recent Environmental Site Assessment.
- Five years from the date of the most recent endangered and threatened species study.
- Five years from the date of the most recent archaeological and historical investigation.

Step 1 Verification

South Carolina Department of Commerce 2014 Industrial Site Certification Program

Step 1 – Site Verification

Site/Park Information	
Site/Park Name:	
City, County, State:	
Zip Code:	
Latitude, Longitude:	
Applicant Information	
Name:	
Title:	
Organization:	
Address:	
City, County, State, Zip:	
Office Phone Number:	
Mobile Phone Number:	
Email Address:	

STEP 1A: QUESTIONNAIRE

Please complete the checklist to verify that your site/park meets each of the following requirements, and fill in information as requested.

Size

Please Check One	Certification Category	Total Acreage (Minimum Requirement)	Total Acreage	Acreage of the largest contiguous and developable site ⁶
	General Industrial Site	50 acres		
	Large Site	250 acres		
	Super Site	500 acres		
	Mega Site	1,000 acres		
	General Industrial Park	100+ total acres, with one site ≥ 20 acres		
	Large Park	250+ total acres, with one site ≥ 50 acres		
	Super Park	500+ total acres, with one site ≥ 100 acres		

Availability

_____ **Site/park is available for sale or lease⁷.**

Please document site/park ownership:

Parcel Number	Parcel Size	Owner(s) Name

Indicate method of control:

Check Applicable Box	Method of Control	Description
	Real Estate Listing	
	Name of Listing Agent	
	Duration of Listing	
	Option	
	Name of Option Holder	
	Option Expiration Date	
	Contingency Contract to Purchase or Lease	
	Letter from Owner (if Owner is Applicant)	

⁶ Contiguous and developable acreage must be at least 80% of total acreage for site categories. For park categories, 100% of the largest site must be contiguous and developable and 60% of the remainder of the park must be developable. "Developable" acres are those that have no impediments to development, or mitigation for any known impediments can be accomplished in less than 90 days.

⁷ If the site is only available for lease, the lease term must be a minimum of 25 years.

Developability

_____ **Acreage intended for development is outside the FEMA 100-year flood zone.**

Is the acreage intended for development located outside of the _____
100-year flood zone? (indicate yes or no)

_____ **The status of environmental due diligence for this site/park is indicated below.**

Report	Complete	Planned	Date of Study (if complete or planned)	Not Currently Planned
Phase I ESA				
Geotechnical assessment				
Wetlands delineation				
Endangered species				
Archeological / historical				

Note: if selected to move forward with Step 3, all environmental due diligence listed above will be required, which will be the responsibility of the applicant. Due diligence costs can be significant and should be taken into consideration prior to submitting an application for Step 1.

Zoning

_____ **Site/Park is zoned appropriately or able to be rezoned for industrial use within 90 days (if applicable).**

The current zoning classification of the site/park is _____

Transportation

_____ **Road infrastructure appropriate for truck traffic is in place at the site/park or a detailed plan will be developed for providing access suitable for industrial traffic.**

Please indicate the closest interstate or four-lane highway and distance to site/park:

The nearest interstate or four-lane highway is _____

Distance from the nearest interstate or four-lane highway is _____

_____ **Rail infrastructure is in place at the site/park or a detailed plan will be developed for providing access. (Only required for Super Site and Mega Site categories.)**

If site/park can be rail-served, indicate the closest rail provider(s) and distance to site/park:

The nearest rail provider(s) is _____

Distance from the nearest rail line is _____

Utilities

Note: the utility availability timeframe and excess capacities are critical components of the certification process. All utilities must be at the site or be able to serve the site within the listed availability timeframe shown below. Please review the requirements chart below before proceeding with this section.

Certification Category	Availability Timeframe	Electric (MW)	Natural Gas (mcf/month)	Water (gpd)	Wastewater (gpd)
General Industrial Site	6 months	2.5 MW	10,000	150,000	100,000
Large Site	9 months	5 MW	15,000	300,000	200,000
Super Site	9 months	10 MW	25,000	600,000	400,000
Mega Site	12 months	30 MW	50,000	1,200,000	1,000,000
General Industrial Park	6 months	5 MW	15,000	300,000	200,000
Large Park	9 months	10 MW	25,000	600,000	400,000
Super Park	9 months	15 MW	32,500	900,000	600,000

_____ Utility infrastructure is in place at the site/park or a detailed plan will be developed for providing infrastructure within the required timeframe for the category.

Utility	Line Size	Distance to the Site/Park Boundary
Electric		
Natural Gas		
Water		
Wastewater		
Telecommunications		

Electric:

Name of Electric Service Provider	
Available Capacity at the Site/Park	
Distance to the Nearest Substation	

Natural gas:

Name of Natural Gas Service Provider	
Available Capacity at the Site/Park	
Pressure of the Line Serving Site/Park	

Water:

Name of Water Service Provider	
Name of Water Treatment Plant	
Permitted Capacity of Water System	
Average Utilization of Water System	
Peak Utilization of Water System	
Excess Capacity of Water System	

Wastewater:

Name of Wastewater Service Provider	
Name of Wastewater Treatment Plant	
Permitted Capacity of Wastewater Treatment Plant	
Average Utilization of Wastewater Treatment Plant	
Peak Utilization of Wastewater Treatment Plant	
Excess Capacity of Wastewater Treatment Plant	

Signatures:

_____	_____
Owner / Broker	Date
_____	_____
Local Economic Developer	Date

STEP 1B: REQUIRED ATTACHMENTS

Please include the following attachments with your submission:

1. General location map
2. General transportation map including roads, rail, ports, and airports within a 50-mile radius of the property
3. Aerial photograph with site/park boundaries identified
4. USGS quadrangle map with site/park boundaries identified
5. Map illustrating the current zoning for the property and surrounding area with property boundaries identified. If there is no zoning in the jurisdiction, please attach a comprehensive or long-range plan and/or map
6. FEMA flood map(s) with panel number indicated and property boundaries identified
7. If any environmental due diligence studies have been conducted (Phase I ESA, geotechnical assessment, wetlands delineation, endangered species, archaeological / historical report), provide a copy of each study (executive summary or findings/conclusion are acceptable for Step 1)

Step 1 Letter of Intent Template

South Carolina Department of Commerce 2014 Industrial Site Certification Program

Letter of Intent Template

The applicant must submit a letter on his/her organization's letterhead to express his/her intent to submit an industrial site into the SCDOC Industrial Site Certification Program. The applicant must be the individual who is authorized to represent the property (the site owner, the director of the local economic development authority, or a county or city elected official). Below is an example letter that highlights the information that should be included in the Letter of Intent.

DATE

Jennifer deCesare
South Carolina Department of Commerce
1201 Main Street, Suite 1600
Columbia, SC 29201

Ms. deCesare:

This letter is to express my intent to submit the **SITE NAME** in **COUNTY** for the South Carolina Department of Commerce Industrial Site Certification Program. The site will be submitted as an **INDUSTRIAL SITE** or **INDUSTRIAL PARK**.

In submitting this letter, I acknowledge that:

- I have read and understand the minimum criteria for this program.
- I am willing and able to incur the expenditures necessary to complete the program.
- I understand that participation in this program is voluntary, and certification is not guaranteed.

Sincerely,

APPLICANT NAME
APPLICANT CONTACT INFO