



CERTIFIED SITES  
NORTH CAROLINA

*Version 6.0 (2016)*



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

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

The entire certification process is completed online as part of the state's Buildings and Sites database AccessNC (<http://accessnc.commerce.state.nc.us>). Once a site/park is approved by the Steering Committee, all site certification documents will be available online to provide immediate access for prospective companies and clients.

### ***Program History and Success***

In 2001, North Carolina's Certified Sites Program was started in response to the rapidly changing pace of economic development and the need to have more sites immediately ready for development. It was one of the first statewide programs of its kind in the nation. In the first year, 14 sites were certified. Between 2001 and 2008, 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 suggestions from a nationally-renowned site selection consultant, McCallum Sweeney Consulting; a stakeholder group comprised of state, regional and local economic developers; and allies from utility providers and engineering consulting firms. The redesign was initiated for several reasons:

- The level and detail of information expected from consultants and companies has increased.
- The redesign of the Buildings and Sites database (<http://accessnc.commerce.state.nc.us>), allowed an opportunity to provide immediate access to Certified Sites information for clients.
- The N.C. Department of Commerce wanted to maintain the program's status as a leader in an increasingly competitive environment, recognizing that 15 states and other economic development organizations have created similar programs following North Carolina's lead since 2001.
- As a result of the transfer of certain functions from the NC Dept. of Commerce to a newly formed Public-Private partnership, effective October 2014, the program is managed by the Economic Development Partnership of North Carolina (EDPNC).

In addition, a Steering Committee was established to include economic development professionals to assist in the certification process. A process for recertification was also developed, and the revamped program launched in 2009. All sites that were certified prior to July 2009 only maintained their certified status until the end of 2011. To continue having a certified status, the sites will need to be certified under the current guidelines.

## ***Program Structure and Organization***

### Steering Committee

Members of the Steering Committee are appointed to serve a three-year term, with terms expiring on a rotating basis to ensure continuity on the Committee. Steering Committee members may be reappointed to an additional three-year term. Members of the Steering Committee are appointed by the Secretary of Commerce and serve at the pleasure of the Secretary.

The Certified Sites Steering Committee is comprised of:

- One (1) individual representing an engineering consulting company
- One (1) individual representing a utility company
- One (1) individual representing a local economic development organization
- One (1) individual representing the EDPNC Business Recruitment team
- One (1) individual representing the EDPNC Existing Industry team
- One (1) individual representing a management function of the Department of Commerce (permanent appointment)
- One (1) individual representing a management function of the Department of Transportation.

Typically, the Steering Committee meets on the fourth Wednesday of every other month to review site submissions in both the initial and final stages of the certification process.

Members of the Committee will:

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

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

*Documents to be reviewed by the Steering Committee are required to be submitted no later than three (3) weeks prior to the meeting date.*

## *2016 Steering Committee Schedule*

<u>Meeting No.</u>	<u>Meeting date *</u>	<u>Submission deadline</u>
40 <sup>th</sup>	Wednesday, February 24 <sup>th</sup>	Wednesday, February 3 <sup>rd</sup>
41 <sup>st</sup>	Wednesday, April 27 <sup>th</sup>	Wednesday, April 6 <sup>th</sup>
42 <sup>nd</sup>	Wednesday, June 22 <sup>nd</sup>	Wednesday, June 1 <sup>st</sup>
43 <sup>rd</sup>	Wednesday, August 24 <sup>th</sup>	Wednesday, August 3 <sup>rd</sup>
44 <sup>th</sup>	Wednesday, October 26 <sup>th</sup>	Wednesday, October 5 <sup>th</sup>
45 <sup>th</sup>	Wednesday, December 21 <sup>st</sup>	Wednesday, December 7 <sup>th</sup>

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

### 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:

- Paul Jordan, Environmental Consultant

### Program Coordinator

A Research Analyst for the EDPNC serves as the Certified Sites Program Coordinator and will manage the program on a day-to-day basis. The Program Coordinator:

- Responds to all initial inquiries and interests regarding the Certified Sites Program
- Schedules and coordinates Steering Committee meetings
- Prepares documentation for review and approval by the Steering Committee
- Schedules site visits with the Technical Review Committee Member(s)
- Reviews and maintains documents uploaded to the Buildings and Sites database
- Makes recommendations to the Technical Review and Steering Committees as necessary

Contact information for Certified Sites Program coordinator:

Austin Rouse  
15000 Weston Parkway  
Cary, NC 27513  
919-447-7793  
austin.rouse@edpnc.com

## **PROGRAM GUIDELINES**

### ***Steps for Certification of a Site/Park:***

1. Enter required site data into the Buildings and Sites Database (<http://accessnc.commerce.state.nc.us>), complete all possible fields, and select the *Certify* link under the *Sites* tab of the *Buildings and Sites Data Management Section*.
2. Complete the *Intent to Certify* form, send the required documents, including the Intent to Certify form to the Certified Sites Program Coordinator via email to notify them of the local community's interest in certifying the site. (Detail requirements for *Intent to Certify* are available on pages 6 through 7.)
3. The Certified Sites Program Coordinator will schedule a site visit to be conducted with member(s) of the Technical Review Committee.
4. The Certified Sites Program Coordinator and Technical Review Team will review the Intent to Certify, site visit assessment and prepare a recommendation for the Steering Committee.
5. If the Steering Committee approves the *Intent to Certify*, the local community will receive notification to move forward in the certification process, and can send the remaining documents required to complete certification to the Certified Sites Program Coordinator via email (preferably Dropbox or similar platform).
6. Once the required document package is sent to the Certified Sites Program Coordinator, they will make a final review of the materials and place the site/park on the next Steering Committee meeting agenda for final approval. (*If submission deadline is missed, the Steering Committee will be unable to review the package until the following meeting – the Steering Committee meets every other month – see page 3 for the meeting schedule.*)
7. With final approval from the Steering Committee, the local community will receive a certificate identifying the site/park as a North Carolina Certified Site, and the site will be updated to show certified status in the Buildings and Sites database (<http://accessnc.commerce.state.nc.us>)
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 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 Austin Rouse, 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.***

## **INTENT TO CERTIFY QUESTIONS & REQUIREMENTS**

Any party interested in pursuing site certification must first complete the *Intent to Certify* form and it must be submitted to the Certified Sites Program Coordinator along with the required attachments that are listed below for review by the Steering Committee.

Sponsor Organization: \_\_\_\_\_

Site/Park Name: \_\_\_\_\_

Total Acreage Submitted for Certification: \_\_\_\_\_

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

2. Does the sponsor organization own the property? **Yes** **No**

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

**Yes** **No**

3. Is the site a Brownfields Site? **Yes** **No**

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

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

**Yes** **No**

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

**Yes** **No**

If yes, is the site located in an Area of Environmental Concern (AEC) established by the Coastal Resources Committee? *Note: Sites that are located in an Area of Environmental Concern (AEC) are not eligible for certification as part of the Certified Sites Program.*

**Yes** **No**

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

**Yes** **No**

If No, please describe present road condition: \_\_\_\_\_

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

**Yes** **No**

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

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

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

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

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



## **PROGRAM CRITERIA**

The Certified Sites Program criteria were revised in 2008 with input from McCallum Sweeney Consulting and a stakeholder group comprised 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 Site – defined as a single contiguous, buildable parcel.
- Industrial/Business Park – sites that are intended to be subdivided due to topography or other natural features, or the desire of the site sponsor.

Creating an Industrial/ Business Park certification category encourages communities to think ahead about the possible uses of sites set aside for industrial development. 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.

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

## **CERTIFICATION CRITERIA**

Submit the *Intent to Certify* form to the Certified Sites Program Coordinator by email. This form must be approved by the Steering Committee before the site/park can proceed with the certification process.

1. **County and/or City Support Letter** –The applicant must have a letter signed and dated by the chief elected official or chief administrative officer of the county, and if applicable, local municipality expressing support for the certification proposal for this site/park.
2. 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. **Property Availability Assurance** – Appropriate documentation that assures 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. **Property Deed** –A copy of the present deed for the property.

- c. **Property Survey** – A boundary survey bearing a licensed land surveyor's signed certification is highly recommended.

The minimum standard for the program is a "compiled" or "inspection" survey. This is a survey performed by a licensed surveyor that involves all the steps of a certified boundary survey, including research on all available recorded data about a site, but does not include the onsite, ground survey portion of the certified boundary survey.

- d. **Title Search** – The results of a title search – Title Search Opinion or Title Insurance Policy – showing clear title to the proposed site. *The title search must encompass at least the prior 50 year history.*
- e. **Tax Map** – A county tax map depicting the location and property boundaries of the site. If multiple parcels are included on the site, please combine all parcels onto one map that shows parcel ID numbers and has a title.

3. **Sales Price of Property** – The site or proposed park sites must have an established price and terms for the sale or lease of the property. *It must be guaranteed for at least two years.* The applicant must submit a letter from the owner or controlling entity stating a price and conditions of sale or lease.

4. **Buildable Acres Map** – Single sites must be 10 buildable acres or larger be accepted into the NC Certified Sites program. If seeking certification as a park, at least half of the parcels must have 10 or more buildable acres. The size and location of buildable acres must be determined and identified on a site map.

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

5. The applicant must provide documentation that demonstrates the site/park's ability to be developed. Documents required are as follows:
  - a. **Documentation of items that may impact developability** – Documentation of any known right-of-ways, easements, judgments, liens, restrictive covenants, and any other items that might impact the entire site/park's developability.
  - b. **Phase I Environmental Site Assessment (ESA)** – Phase I environmental audit; shall be conducted in accordance with the latest version of ASTM International's E 1527, Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process, and the report format shall be that recommended in the standard practice; and it must be dated. *In order to keep all information as current as possible, Phase I Environmental Site Assessment must be less than 4 years old.*
  - c. **Wetlands Determination** – A Wetlands Determination – not ACOE approved, including map(s) and/or report(s) indicating the location of wetlands, and must be dated. *Wetlands Determination must be less than 4 years old.*
  - d. **Wetlands Mitigation Plan** – If wetlands exist and must be disturbed, show costs and plans for mitigation. This plan must be signed and dated by a licensed Professional Engineer.
  - e. **Rare or Endangered Plant and/or Animal Species** – Include map(s) and/or report(s) indicating the location of rare or endangered plants and/or animal species if applicable.

- f. **Archeological Report** – A final determination letter from North Carolina State Historic Preservation Office (SHPO) stating the results of the file search/Reconnaissance Report must be submitted. Communities must submit all letter requests to [Environmental.Review@ncdcr.gov](mailto:Environmental.Review@ncdcr.gov) with “N.C. Certified Sites Program” specified in the subject and/or request letter. If file search results in SHPO’s recommendation for further study, a Reconnaissance Survey will be required and results must be reviewed by SHPO to generate a final determination letter. Per Historic Preservation policies, copies of the Reconnaissance Report will not be posted online. The communities and/or SHPO can make the reports available upon request.

*SHPO is able to assist communities on finalizing RFP’s for the Reconnaissance Survey to ensure feasibility of the study. To obtain help, please submit a request via email to [Environmental.Review@ncdcr.gov](mailto:Environmental.Review@ncdcr.gov) with “N.C. Certified Sites Program” specified in the subject.*

- g. **Water Bodies Map** – Map which includes a title, legend, scale and directional arrow indicating location of water bodies in the site/park and estimated water flow.
- h. **Geotechnical Study** – Geotechnical study that documents that the site/park’s soil characteristics are compatible with industrial development.

For certification, the geotechnical study should evenly distribute borings throughout the developable acreage. *No site will have fewer than three borings and should follow this sliding scale based on acreage:*

<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

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

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

7. **Development Plan** – The applicant seeking certification must provide a development plan. This plan should provide a cost estimate for the proposed park development inclusive of grading, drainage, utilities extension, and the date of proposal. The following documents must be attached:
- a. **Topographic Survey** – A topographic survey or topographic analysis with contour level indicators.
- b. **Site Development Cost Estimate** – An engineer’s site development cost estimate and date of estimate.

8. **Master Development Plan** – If the applicant is attempting to certify as a park, a master development plan that shows the location of park access roads, easements for all utilities (water, sewer, natural gas, electricity, telecommunications), and proposed lot locations and sizes must be submitted. This plan should take into consideration and note the location of development limitations, such as wetlands, flood plains and permanent easements.

It also important to stress that the Certified Sites designation does not obligate a park to be developed strictly according to the specifications of the Master Development Plan when development occurs. NC Certified Sites Program certainly understands the need for the flexibility to subdivide and/or combine parcels for prospective client, and nothing precludes this.

9. **Zoning Information** – The site/park must be zoned for industrial or another compatible use. If the zoning is not industrial or another compatible use, detail the process to rezone and indicate whether industrial use is compatible with the county's land use plan.

If the county does not have zoning, describe the surrounding land use and whether it is compatible with the county's land use plan. If the county has adopted a land use plan, submit the adopted land use plan.

10. **Watershed Information** – The site/park must be located outside of a watershed area. If not, the site/park must be designated as an exempted site by the appropriate local governmental agency, and evidence of a site's exemption status must be provided in a letter stating that the planned development is an approved use of this Watershed area or compatible with the approved Watershed Use ordinance/plan.

11. **100-year Flood Plain Map** – The site/park must be located outside of the 100-year flood way. Submit a map that includes a title, legend, scale and directional arrow depicting the location of the park in relation to water bodies in the immediate vicinity of the site/park, 100-year flood elevations for floodable areas within the site/park and any filled areas.

**Certification of Fill Areas** – If there is fill in the park in designated flood fringe areas, submit an engineer's certification that the fill areas are in compliance with local ordinances or other recognized standards.

12. **Unique Qualifications** – Sites that are a Brownfields Site or in an Area of Environmental Concern (AEC) must also meet the following criteria:

**Brownfields** - Brownfield sites that have a current Brownfields Agreement with the North Carolina Department of Environmental Quality that is transferrable to a prospective developer are eligible to be certified. This is restricted to Brownfields sites that have been cleared and any development that has been razed. Upon submitting the *Intent to Certify* form, the applicant must provide a copy of the Brownfields Agreement.

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

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

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

- As part of the documentation required for final approval, the community must include the certified CAMA land use plan as part of the site’s documentation.
- For recertification, every 2 years, the community must provide a revised letter from NCDCM that validates that the site is consistent with the county’s certified CAMA land use plan and is still allowed for industrial development.

To request a letter from NCDCM, please contact Mr. Mike Lopazanski, Policy & Planning Section Chief, at 252-808-2808/888-472-6278, or [mike.lopezanski@ncdenr.gov](mailto:mike.lopezanski@ncdenr.gov).

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

County	District Planner	Contact Information
Camden Chowan Currituck Dare Gates Pasquotank Perquimans	Charlan Owens, AICP	<i>phone:</i> 252-264-3901 <i>email:</i> <a href="mailto:charlan.owens@ncdenr.gov">charlan.owens@ncdenr.gov</a>
Carteret Craven Onslow (north of the New River) Pamlico	Maureen Meehan	<i>phone:</i> 252-808-2808 ext. 205 <i>email:</i> <a href="mailto:maureen.will@ncdenr.gov">maureen.will@ncdenr.gov</a>
Brunswick New Hanover Onslow (south of New River) Pender	Mike Christenbury	<i>phone:</i> 910-796-7426 <i>email:</i> <a href="mailto:mike.christenbury@ncdenr.gov">mike.christenbury@ncdenr.gov</a>
Beaufort Bertie Hertford Hyde Tyrrell Washington	Jonathan Howell	<i>phone:</i> 252-948-3852 <i>email:</i> <a href="mailto:jonathan.howell@ncdenr.gov">jonathan.howell@ncdenr.gov</a>

- 13. Electric Services Letter** – The site/park must be served by industrial quality power, a minimum of three-phase electric service. The applicant must submit a letter from the power supplier addressing availability and time required to supply three-phase electric service to the site/park. *The letter must state “three-phase” capacity is available at this site/park.*
- 14. Natural Gas Letter** – If the applicant intends to market the site/park as served by natural gas, a statement from supplier indicating size, feasibility and reliability of supply, and time required for extension must be attached.
- 15. Water Service Letter** – The site/park must be served by public water service capable of providing up to 500,000 gallons per day based on the average flow.

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

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

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

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

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

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

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

17. **Rail Letter** – If the applicant intends to market the site/park as rail-served, *a letter from the rail provider and a visual conceptual plan must be included.* This letter should detail the existing rail line, any additional infrastructure that may be required to service the site/park, and the railroad's willingness to serve this site/park. The visual conceptual plan, depicting rail access to the site/park and demonstrating feasibility of rail service, needs to include a title, legend, scale and directional arrow.
  
18. **Telecommunications Letter** – The site/park must be served by telecommunications infrastructure, and letters from all potential suppliers of telecommunication services should be submitted that detail the type of service that can be provided.



## ***Recertification***

Sites/parks that are certified must be recertified every two years. The recertification process at the two year period is called an Intermediate Recertification. The local community will be notified six months prior to the impending recertification requirements and be given an *Intent to Recertify* form. Completed *Intent to Recertify* forms should be submitted to the Certified Sites Program Coordinator at the local community's earliest convenience. In order to recertify the site/park, the sponsor must submit the following updated information:

- **Property Availability Assurance** – Appropriate documentation that assures the site/park 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.
- **Sales Price of the Property** – A current letter from owner or controlling entity indicating price and conditions for sale or lease.
- **Property Survey** – A current boundary survey or compiled/inspection survey if the property has changed, an easement has been granted, or a piece of the property has been sold.
- **City/County Letters of Support** – Updated letters from the chief-elected official or chief administrative officer of the county, and if applicable, local municipality expressing support for the certification proposal for this site/park.
- **Letters** – Updated information regarding essential services to the site/park, specifically letters from the following providers:
  - Electricity
  - Water
  - Wastewater
  - Natural Gas (if applicable)
  - Rail (if applicable)
  - Telecommunications
- **CAMA Letter** – New CAMA letter (if applicable)
- **Master Development Plan** – A new Master Development Plan, if sites have been sold or leased, etc.
- **Geotechnical Study** – A new geotechnical study is required only if ground disturbing activities such as grading or significant earth work has occurred that goes deeper than 1 foot. The clearing of trees, stumping, and clear cutting do not require a new geotechnical study.

Sites that remain available after 4 years from the original certification must undergo a Full Recertification. To be approved for a full recertification, a community must resubmit the following environmental due diligence requirements in addition to the requirements for the Intermediate Recertification:

- **Phase I Environmental Site Assessment** – An updated Phase I Environmental Site Assessment.
- **Wetlands Determination** – A Wetlands Determination – not ACOE approved, including map(s) and/or reports(s) indicating the location of wetlands.

\*All sites that were certified prior to July 2009 only maintained their certified status until the end of 2011. To continue having a certified status, the sites will need to be certified under the current guidelines.



# Intent to Recertify Form

## Intermediate Recertification

Any site/park that wishes to maintain the designation as a North Carolina Certified Site must go through a recertification process every two years. A local community is notified six months prior to the recertification deadline. Please complete this form and submit to the EDPNC at your earliest convenience. Additional information about the recertification process and requirements can be found in the Certified Sites Program guidebook.

Sponsor Organization: \_\_\_\_\_

Site/Park Name: \_\_\_\_\_

Date of Initial Certification: \_\_\_\_\_

Do you intend to recertify this property? **Yes** **No**

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

1. Has the property ownership changed in the last two years? **Yes** **No**

If yes, please provide a new deed to property with recertification documentation.

2. What is the date on the Phase I Environmental Site Assessment? \_\_\_\_\_

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

3. What is the date on the Wetlands Determination? \_\_\_\_\_

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

4. Has any development occurred on the site/park in the last two years? **Yes** **No**

If yes, a new master development plan and survey will be required for recertification.

5. Has the property changed or have any easements been granted in the last two years? **Yes** **No**

If yes, a new survey will be required for recertification.

6. Has any ground disturbing activity or significant earth work deeper than one foot occurred? **Yes** **No**

If yes, a new Geotechnical report is required for recertification.

7. The following documents will also need to be provided for recertification:

- Property Availability Assurance – Appropriate documentation that assures the site/park 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.
- Sales Price of the Property – A current letter from owner or controlling entity indicating price and conditions for sale or lease.
- City/County Letters of Support – Updated letters from the chief-elected official or chief administrative officer of the county, and if applicable, local municipality expressing support for the certification proposal for this site/park.
- Letters – Updated information regarding essential services to the site/park, specifically letters from the following providers:
  - Electricity
  - Water
  - Wastewater
  - Natural Gas (if applicable)
  - Rail (if applicable)
  - Telecommunications
- CAMA Letter – New CAMA letter (if applicable)

If you have any questions about this document or the recertification process, please contact:

Austin Rouse, NC Certified Sites Coordinator at the Economic Development Partnership of North Carolina Please reach him at [austin.rouse@edpnc.com](mailto:austin.rouse@edpnc.com) or 919-447-7793

## FULL CERTIFICATION CHECKLIST

### Certification Documents Checklist – Intent to Certify stage

- \_\_\_\_\_ 1. Boundary Map
- \_\_\_\_\_ 2. Aerial Photo
- \_\_\_\_\_ 3. Letter of Support – County
- \_\_\_\_\_ 4. Letter of Support – City (*if applicable*)
- \_\_\_\_\_ 5. CAMA letter (*if applicable*)

### Certification Documents Checklist – 1<sup>st</sup> time final certification stage

- \_\_\_\_\_ 1. Property Availability – Assurance
- \_\_\_\_\_ 2. Property Availability – Property Deed
- \_\_\_\_\_ 3. Property Availability – Boundary Survey
- \_\_\_\_\_ 4. Property Availability – Title Search (Search Opinion or Title Insurance Policy, minimum of 50 years)
- \_\_\_\_\_ 5. Property Availability –Tax Map
- \_\_\_\_\_ 6. Price - Price assurance letter
- \_\_\_\_\_ 7. Proof of Site Buildability – buildable map, document of R of W, easements, judgments, liens, restrictive covenants, CAMA letter from NCDCCM (*if applicable*)
- \_\_\_\_\_ 8. Proof of Site Buildability – Phase I Audit
- \_\_\_\_\_ 9. Proof of Site Buildability – Wetlands Determination
- \_\_\_\_\_ 10. Proof of Site Buildability – Wetlands Mitigation Plan
- \_\_\_\_\_ 11. Proof of Site Buildability – Rare or endangered plant and/or animal species
- \_\_\_\_\_ 12. Proof of Site Buildability – Archeological findings
- \_\_\_\_\_ 13. Proof of Site Buildability – Bodies of water flow
- \_\_\_\_\_ 14. Proof of Site Buildability – Geotechnical study
- \_\_\_\_\_ 15. Site Access – DOT letter
- \_\_\_\_\_ 16. Site Development – Topography map
- \_\_\_\_\_ 17. Site Development – Site Development Cost Estimate & Master Development Plan (include buildable acres)
- \_\_\_\_\_ 18. Zoning
- \_\_\_\_\_ 19. Watershed Area (*if applicable*)
- \_\_\_\_\_ 20. Flood Plain – 100-year Flood Plan Map
- \_\_\_\_\_ 21. Electric Service
- \_\_\_\_\_ 22. Natural Gas Service (*if applicable*)
- \_\_\_\_\_ 23. Water Service
- \_\_\_\_\_ 24. Wastewater Service
- \_\_\_\_\_ 25. Railroad Transport (*if applicable – letter and conceptual map*)
- \_\_\_\_\_ 26. Telecommunication