Kansas Certified Sites Program

Resource Guide

Introduction

This guide is to provide suggestions for responses and sources of information to complete the Certified Sites Application. Completing the application will require many parties to provide information. It will be important for an entity to serve as a clearing house for gathering the data. A local entity or consultant can serve in this role.

Some of the items requested in the application involve related expenses. The applicant and the landowner should clearly understand who will be responsible for those costs.

A planning meeting between the city, county, landowner and applicant is encouraged. It will help all parties understand why site certification is important. The various items that need to be compiled also can be divided among the parties.

Are All Items Required?

There will be some cases where an item does not apply to a site, such as port access or rail availability. If something does not apply to your site, simply state “Not Applicable”. If the item requests a map or other separate document, state “See Attached [name of document} and place that item number and name on the map or document.

Application Format

The use of color graphics and maps is encouraged. This will increase the electronic file size. A file sharing program such as Dropbox will need to be used to transmit the file. The Program Manager will provide the applicant with details on using a file sharing program.

Please format the response using the Section numbering format associated with the application. Multiple items from the same section may be included on a page to reduce the file size. The section being covered should be prominently, and consistently, displayed at the top or bottom of the page.

If any of the application material is confidential and proprietary, please put such information on separate pages and clearly state “Confidential and Proprietary Information” at the bottom of the page.

Kansas Certified Sites Instructions

- All parts must be complete for consideration.
- Please include all documentation as attachments on separate paper or documents, labeled to correspond with the Reference Number system as indicated on the following pages.
- Please note that professional service providers may be needed in order to complete the level of documentation required.
- The costs of all professional services or costs of compilation of materials for the application are the responsibility of the applicant.
- Financial assistance may be available for parts of the application from various state and federal sources. KDOC may provide technical assistance to applicants as is available.
- There are five sections of information to be compiled and presented as part of the Certification process.
  - Ownership Information
  - Property Information
  - Environmental and Cultural Information
  - Access Information
  - Community Information
- All information submitted must be:
  - Organized by Section with Program Requirements and responses outlined on leading pages, followed by any necessary exhibits pertaining to the Section.
  - Identified as each of the Program Requirements and exhibits by the reference number.
  - Electronic submissions shall be submitted as one file for each of the five Sections.
  - Labeled by section and reference number as denoted in this manual and on the Comprehensive Resources Guide template.

1. Ownership Information

1.1 Provide the name, address and phone number of the legal property owner of record. Include in this section a detailed locator map with the site for which certification is sought clearly defined;

1.2 Include a letter from the property owner stating fixed sale price; if applicable, note any option or first rights to purchase the property

1.3 Provide evidence of clear title to the property through a Certificate of Title prepared by a title company, licensed abstractor, or attorney; or

1.3.1 A copy of the title insurance or a Title Opinion signed by a licensed attorney can also show evidence of Clear Title;

1.4 Provide documentation of all easements, liens, rental contracts, or other physical or legal encumbrances associated with the property; and

1.4.1 Provide a sealed copy of the boundary survey performed by a licensed Kansas land surveyor or engineer.

1.4.2 Provide the name and contact information for the entity conducting the boundary survey.

1.4.3 Provide documentation of all easements, liens, rental contracts, or other physical or legal encumbrances associated with the property:

1.5 Indicate if plans are underway to annex the site into an existing incorporated city if presently located within a county jurisdiction.

2. Property Information

Please note certain features within the boundaries of a Kansas Certified Site may be restricted from the certification. These areas include, but are not limited to heavily forested areas, steep ravines, delineated wetlands, floodplains, lakes and pre-existing developments.

2.1 Provide the following parcel details:

2.1.1 Location information including:

- Name of site, if applicable;
- Address of site (street number if it exists or best available information);
- Brief legal description with Section, Township, Range;
- GPS coordinates at approximate center of site or designated entry way;
- Plat map or boundary survey.

2.1.2 Parcel size in acres from deed(s), or survey, or as recorded by County Appraiser.

2.1.3 Provide site specific aerial photo on which the site boundaries have been drawn. A clear photo from GIS or other common sources may be substituted. (Image should cover a half mile radius around the property).

- Must include date of photograph.
- Sufficient detail to show large existing surface features such as homes, outbuildings, tree and brush lines, etc.
- Photo should provide directional orientation (which may be hand-written).

2.1.4 Provide the most current U.S. Geological Survey topographical map showing the site and surrounding areas. On this map, draw the boundaries of the site and if applicable, indicate with subordinate boundary lines, that portion of the full site for which certification is sought. When possible, calculate the average change in slope within the site's boundaries.

2.1.5 Include record of the current tax millage rate and current tax amount for the site and parcel CAMA number(s) for the site. Include a list of the various taxing districts pertinent to the site and indicate the total utility sales tax that would be assessed to consumers located on the site.

2.2 Provide the following about the sale or lease of the property:

2.2.1 Sales price or lease rate per square foot or acre;

2.2.2 Total asking price (or annual lease rate and term of lease) for the parcel(s) being listed;

2.2.3 Documentation designating real estate agent or person representing property owner including any listing agreement, lease agreements or rights of first refusal.

2.2.4 Any additional information regarding easements, covenants, leases or licenses necessary to develop or use the site.

2.3 Provide the following about the property's zoning designation:

- **2.3.1** Provide the name of the current zoning district, and governing jurisdiction.
- **2.3.2** Provide a copy of the zoning regulations detailing development requirements for the parcel; or if there is no zoning district, provide a copy of any applicable development requirements. This may include Conditions, Covenants and Restrictions (CC&Rs), Conditional Use Permit (CUP), Planned Unit Development (PUD), etc.
- **2.3.3** Provide a copy of any special overlay district regulations or requirements, if applicable.

3. Environmental and Cultural Information

The goal of the Environmental and Cultural Information section for the Kansas Certified Sites program is to achieve a level of knowledge regarding the site that will be helpful in the marketing of that site for future development.

3.1 Phase 1 Environmental Site Assessment (ASTM)

- **3.1.1** Provide name and contact information of entity conducting Phase I Environmental Assessment.
- **3.1.2** Provide a copy of the Phase I Environmental Assessment Report developed by a qualified professional in the environmental field. The report should be less than two years old prior to submission of the full application materials and must be in conformance with the most current EPA-approved ASTM Standard version.
- **3.1.3** If the Phase I Environmental Assessment (ESA) indicates the presence of a Recognized Environmental Condition (REC) on the subject site, the Kansas Brownfields Program may conduct additional investigations, Phase II and III ESAs, and or conduct small brownfields cleanup actions for eligible properties.
- **3.1.4** If no RECS are identified during the Phase I ESA, no further action is necessary.
- **3.1.5** Owners may also want to consider added scope considerations which can be completed concurrently with the Phase I ESA. Those include:
  - **3.1.5.1** National Emissions Standards for Hazardous Air Pollutants (NESHAP) Asbestos Survey
  - **3.1.5.2** Lead Based Paint (LBP) Survey
  - **3.1.5.3** Mold Survey

3.2 Phase II Environmental Site Assessment (ASTM)

- **3.2.1** If the Phase I ESA indicated the presence of RECs on the site, provide the name and contact information of the entity conducting the Phase II Environmental Assessment;
- **3.2.2** Provide a copy of the Phase II Environmental Assessment Report developed by a qualified professional in the environmental field. The Phase II ESA shall indicate, at minimum, the following:
  - **3.2.2.1** Discussion on investigation results, analytical data that demonstrates the presence of contaminants of concern, in addition to recommendations for further assessment or cleanup.

3.3 Alternatives to Further Investigation and/or Remediation

3.3.1 If funding and eligibility allows, the Kansas Brownfields Program may conduct additional phases of investigation or small cleanups.

3.3.2 If ACBMs are identified at the subject property, the Kansas Brownfields Program may provide for the abatement of those ACBMs.

3.3.3 Identified contamination exceeding regulatory standards may be addressed by the Kansas Brownfields Program or voluntarily through the KDHE's Voluntary Clean-up and Property Redevelopment Program (VCPRP).

3.3.3.1 If the Brownfields Program addresses the contamination, it could be funded through the program.

3.3.3.2 If the VCPRP is chosen, eligible participants hire their own consultant, and conduct any investigation or cleanup with state oversight. The participant or voluntary party provides the necessary funding.

3.4 Regional Air Quality

3.4.1 State whether the site is in an ozone and PM2.5 nonattainment area.

3.4.2 Document prevailing wind direction from the nearest reporting station.

3.5 Wetland or Waters of the U.S. Boundaries

3.5.1 Provide a copy of the U.S. Fish & Wildlife Service National Wetland Inventory map showing the limits of any wetlands or other environmentally sensitive areas on the parcel.

3.5.2 If a wetland or other environmentally sensitive area is indicated by the National Wetland Inventory Map, indicate in writing how the area will be incorporated into development of the site; and,

3.5.3 Provide documentation that the U.S. Corps of Engineers and any other applicable agencies have reviewed and indicated that a wetland may be present on the site.

3.6 Flood Plain Boundaries

3.6.1 Provide documentation that the city or county is a member in good standing of the National Flood Insurance Program, if applicable; and

3.6.2 Provide a copy of an updated Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) for the parcel and surrounding areas.

3.6.3 Provide a copy of the Flood Plain Development Ordinance for the city or county.

3.7 Threatened or Endangered Species Review

3.7.1 Provide a copy of documentation submitted to the U.S. Fish & Wildlife Service or the Kansas Department of Wildlife, Parks and Tourism and a copy of their response identifying both the presence and species of state and federal threatened and endangered species within the boundary of the parcel, or absence thereof.

3.7.2 If threatened and endangered species are identified by governing agencies, species identification and delineation need to be completed by a qualified biologist and reviewed by the appropriate authority to determine any development restrictions or mitigation measures.

3.8 Archeological and Cultural Resources

3.8.1 Provide a copy of documentation submitted to the Kansas State Historic Preservation Office (SHPO) and a copy of SHPO's response regarding the likelihood of significant archeological or historic resources at or on the site.

3.9 Soil Conditions

3.9.1 Provide a copy of an ASTM Standard soils investigation report performed on the site by a qualified Kansas geo-technical engineer based on preliminary site and grading plans.

3.9.2 The minimum number of soil bores required on the subject site varies by area:

Site Acres	*Min. # Bores*	*Site Acres*	*Min. # Bores*
10 – 50	3	401 - 550	7
51 – 100	4	551 - 700	8
101 – 250	5	701 - 850	9
251 – 400	6	851 - 1000	10

1001 acres and larger: 10 + 1/100 acres over 1001

3.10 Seismic Activity

3.10.1 If a seismic event of 2.5 or above on the Mercalli Scale has been reported within one mile of the site within the past 10 years, please provide details of the seismic activity.

3.11 Karst Topographical Conditions

3.11.1 If the site is located in or near an area of known prominent karst topography, provide information regarding the presence of caves, sinks or other such features including known abandoned underground mine shafts within one mile of the site.

4. Access Information

4.1 Site Access

4.1.1 Provide a summary that includes the following:

- Width of roadway(s) with crossroads indicated either by listing or as shown on a map of the area;
- Type (i.e. interstate, 4-lane highway with at-grade crossings, 'Super Two-Lane' highway, etc.);
- Construction type (asphalt, gravel, concrete, etc.);
- Whether access is controlled by stoplight or other means;
- Condition of perimeter streets or roads and availability of access to the site from each of these streets;
- Scheduled improvements.

4.1.2 Provide the name and contact information of all agencies responsible for the review and permitting of access to the site.

4.2 Rail Access

4.2.1 If no immediate access to rail is in place, please note that no service is provided.

4.2.2 If a Class 1 railroad or a short line railroad is able to serve the site, please provide a letter from them detailing whether the site can be classified as rail served or rail accessible.

- A rail-served site has existing rail and must be further classified into Active, Inactive or Rehab required. Active track is a facility that is currently receiving service or has received rail service within the past six months. Inactive is track that has not received service within the past 12 months and requires minor track repairs. Rehab is any track that has not had service in several years and requires a significant amount of rehabilitation.
- A rail-accessible site requires construction of new track and mainline switch for rail service to the site.

4.3 Air Service Access

4.3.1 Provide the name(s) of the nearest airport and nearest airport with scheduled commercial (passenger) airline service, including information about air carriers, and all such airports within approximately two hours driving time of the site.

4.3.2 For each, provide details on the type of airport, including:

- Miles to the site;
- Length of runway, paving; and
- Night landing capability (lighting); and
- Fuel type(s) sold.

4.4 River Port Access

4.4.1 Does the site have direct access to a nearby river port facility? If so, provide the name of the facility, the river on which it is located, the mile marker of the port's location, the name and contact information of the port operating company or authority and the name and contact information for its chief officer.

4.4.2 If such direct access exists, provide a description of the route, transportation mode(s) to and distance to the port facility from the subject industrial park site.

4.4.3 Provide specific information pertaining to the port facility including capacity, months of operation, dock frontage, barge companies, turning radius available and any other information available such as guaranteed minimum water depth, rate of water current, etc.

4.5 Parcel Boundary Survey

4.5.1 Provide a sealed copy of the boundary survey performed by a licensed Kansas Professional Surveyor.

4.5.2 Provide the name and contact information for the entity conducting the boundary survey.

4.6 Fire Insurance Rating

4.6.1 On official fire department or district letterhead provide the name and contact information for the local fire department or district.

4.6.2 Provide the Fire Insurance Rating (ISO) for the site and any changes in the past two years.

4.6.3 Provide the distance measured from the site to the nearest fire station.

4.7 Utilities

4.7.1 Include a single, easy-to-interpret map or other graphic of existing utilities with line sizes noted;

4.7.2 Electric Service; please provide the following on the electric utility's letterhead:

- Provider name and contact information;
- A map of the line(s) and type(s) serving the site;
- Distinguish between operating capacity and available capacity;
- If no service exists, the utility must provide documentation outlining the process for providing service to the site. This includes a timeframe, funding plan and estimate of costs.

4.7.3 Natural Gas; please provide the following on the gas service utility's letterhead:

- Provider name and contact information;
- Verification of their ability to service the site;
- A map of the line(s) size at the site with the following information (or attachment to map):
  - PSI and BTU at the site.
  - Capacity of the gas system in MCF.
  - Any excess capacity of gas system in MCF ~~or~~, if information is available.
- If gas service does not exist, the district or utility must provide documentation outlining the process for providing service to the site. This includes a timeframe, funding plan and estimate of costs.

4.7.4 Water; please provide the following on the water district's letterhead:

- Provider name and contact information;
- Capacity of the water system (gallons per day);
- Amount of excess capacity (gallons per day);
- A map of the line(s) size and PSI at the site;
- Flow test at nearest fire hydrant(s) to the site;
- Submit copy of the latest water quality report (Consumer Confidence Report) for the water utility serving the site.
- If no water service exists, the district or utility must provide documentation outlining the process for providing service to the site. This includes a timeframe, funding plan

and estimate of costs.

4.7.5 Phone/Fiber; please provide the following on the service provider's letterhead:

- Provider name and contact information;
- When possible, include:
    - Statement of whether there is currently fiber optics at the site and if not, the distance to nearest fiber optic point in feet or miles;
    - Name of POP provider, if one exists;
    - Other attributes – T1 or T2 lines, or commitment for Broad Band service to the community;
    - A map of the line(s) size at site and capacity.
- If no service exists, the district or utility must provide documentation outlining the process for providing service to the site. This includes a timeframe, funding plan and estimate of costs.

4.7.6 Solid Waste; please provide the following on the service provider's letterhead:

- Collection provider name and contact information;
- Name of landfill servicing community and contact information;
- Life of landfill servicing community – provide written statement of projected landfill life provided by the landfill operator;
- Statement of whether the nearest landfill provider is publicly or privately owned;
- Statement of whether there are any restrictions on the type of waste that can be deposited in the landfill, and if so explain.

4.7.7 Sanitary Sewer; please provide the following on the district or utility's letterhead:

- Provider name and contact information;
- Capacity of sewer system (gallons per day);
- Excess capacity of sewer system (gallons per day);
- A map of the size of line and ~~PSI~~ available capacity of the line at the site;
- Copy of the most current wastewater quality or compliance report for the wastewater utility serving the site.
- If no service exists, the district or utility must provide documentation outlining the process n for providing service to the site. This includes a timeframe, funding plan and estimate of costs.

4.7.8 Storm Sewer; please provide the following on the district, utility or site owner's letterhead:

- Provider name and contact information;
- Is provider a KDHE regulated MS4;
- A map of the existing system.

5. Community Information

5.1 Post Office

5.1.1 Provide the address of the U.S. Postal Service facility serving the site along with a list of available services and distance from the site.

5.2 Freight Service

5.2.1 Provide name(s) and relevant information regarding all freight providers serving the site including national carriers and package delivery services such as UPS and FedEx.

5.3 Emergency Medical Response

5.3.1 Provide the name of the entity that would provide emergency medical services at the site, including-the name of the public or private ambulance/EMS Responder and the name and contact information for the chief official of the district or company(s).

5.3.2 Provide the name and size of the nearest hospital and services it provides. Also provide the name and location of the nearest Level 1 Trauma Center and its distance from the site.

5.3.3 Provide information regarding available air ambulance providers and the name of the hospital to which that air ambulance most usually delivers patients and the hospital's distance from the site.

5.3.4 Provide information regarding the available 911 communications serving the site. Information should include the name and contact information for the responsible agency and its leadership and the level of 911 service provided (i.e. "enhanced 911, text 911", etc.).

5.4 Building Department

5.4.1 Provide the name and contact information for the building department or agency responsible for plan approval and permitting for construction purposes.

5.4.2 Provide information regarding the current adopted codes and related fee schedule.

5.5 Police Protection

5.5.1 On the appropriate police or sheriff's department letterhead provide distance (miles) to the nearest police/sheriff's office or station to the site;

5.5.2 A statement regarding the capacity of the police force; officers per capita; officers per square mile;

5.5.3 Provide name and contact information for the chief officer of the local law enforcement organization that provides service and protection to the site.

5.6 Local Support

5.6.1 Provide a letter from the chief elected official of the governmental jurisdiction in which the site is located at the time of application submission supporting the marketing and development of the property.

5.7 LOIS-LocationOne

5.7.1 Provide evidence in the form of a copy of the site's listing on LOIS-LocationOne showing that the information has been updated and includes a photo of the site.

5.8 Site Marketing Plan

5.8.1 Provide a copy of the marketing plan for the site for which certification is being sought. It must contain at a minimum:

5.8.1.1 Indicate which industry types or tenants are targeted for the site location.

5.8.1.2 Indicate if a specific company, already located adjacent to the site or within your service area is seeking to expand pursuant to your submission of Kansas Certified Sites application.

5.8.1.3 Indicate what tools are being used to market the site in addition to LOIS-LocationOne: i.e., brochures, signage, advertising (on-line or other print), professional staff outreach, etc.

5.8.1.4 Indicate the name of any other organization, public or private which may be assisting your organization's site marketing, i.e. The Greater Wichita Partnership, Kansas City Area Development Council, Kansas Department of Commerce, Western Kansas Rural Economic Development Alliance, local energy utility development department, commercial realty company, etc.

5.8.1.5 Indicate the name of the private consultant, commercial realty company or developer which has responsibilities for representation of and/or marketing for the site for which certification is being sought.

5.9 Workforce

5.9.1 Provide a list of largest employers nearby and the distance from the site. Include company name, industry and the number of employees for each employer listed.

5.9.2 Provide a list of recent project announcements of firms entering the market or expanding operations and the distance from the site.

5.9.3 Provide a list of recent closings, layoffs or union actions of employers nearby.

5.9.4 Provide workforce population estimates for the laborshed and define the area considered the site's laborshed.

5.9.5 Provide employment statistics for the area detailing labor force, employment, unemployment and unemployment rate for the last five years.

5.9.6 Provide a list of the universities, community colleges, vocational programs and technical schools that serve the area along with their proximity to the site. Detail information regarding the availability of employer training programs.

5.9.7 Provide a list naming the public schools which educate residents within the immediate laborshed along with their total enrollment, average ACT score and high school graduation rate.

5.10 Miscellaneous

5.10.1 Provide other optional data that would offer potential investors a more complete background of the parcel. Examples include research on the availability of financing mechanisms, incentive programs and other information pertinent to the sale or development of the property. Other information regarding neighboring developments, companies or employers, and geographic features pertinent to the development could also be included. Information regarding nearby military