

Missouri  
Department of Economic Development



**CERTIFIED SITES PROGRAM**

October 1, 2008  
(Rev. 7/16/2010)

# CERTIFIED SITES PROGRAM

## OVERVIEW

### Introduction

The purpose of the Missouri Certified Sites program is to provide consistent standards regarding the availability and development potential of commercial or industrial development sites. The criteria were established based on both the requirements of industry and the data documenting availability. Site pre-qualification through the certified sites process provides a standardized tool by which both development professionals and business prospects can review prospective sites for compatibility with their development needs. The certification of a site is performed through a comprehensive review of many of the issues facing businesses and corporations as they search for areas to relocate or expand. These include the availability of utilities, site access, environmental concerns, land use conformance, and potential site development costs. Having a site “certified” reduces the risk associated with development of particular sites by providing up front and consistent information.

The activities undertaken during the pre-qualification process include those typically associated with the due diligence process. It is the responsibility of the buyer to review all obtainable and applicable information concerning a potential property acquisition and to determine if the risks associated with a particular parcel preclude its intended use. To this end, the pre-qualification process works to assemble current and accurate this information into a single, useable package and format it such that potential buyers can have this information readily available for review immediately upon showing interest in a site. Since this information has been reviewed the Technical Review Team for completeness, the potential buyer will achieve an increased level of detailed information to aid their decision-making.

No form of certification or review can completely eliminate the risks inherent to real estate development. The site certification process directs the gathering and assembly of data into a consistent and useable format. The review by the Technical Review Team is only for completeness and conformance with the standards listed and in **no way certifies the accuracy of the included data.**

### What is a Certified Site?

A certified site is a land site:

- which a local government or locally recognized economic development organization has completed a compilation of required data specific to the site, submitted such data to the Program sponsors, and has certified the accuracy of such data; and,
- which parcel(s) total 10 acres or more in size, are controlled by one entity; and,
- which is primarily to be marketed by the community and local economic development organization for business recruitment or business expansion; and,
- which is not intended for retail; and,

- contains at a minimum water, sewer, and electric infrastructure at the site;
- which is listed on Missouri Location One with updated community information; and,
- which has achieved recognition and certification from the Program Sponsors.

## Who is Eligible to Apply (“applicants”)?

- Local city government within which the property boundaries lie;
- Local county government within which the property boundaries lie;
- Locally or regionally recognized formally organized economic development organization.

## Who are the Program Sponsors/Sponsoring Organizations?

The Program is a cooperative effort of Ameren-Missouri, KCP&L, Missouri’s Electric Cooperatives, Missouri Economic Development Council, the Missouri Department of Economic Development, the Missouri Department of Natural Resources and individual economic developers who may serve periodically on the Technical Review Team.

## What is the Program Objective?

1. To establish a statewide inventory of Certified Sites.
2. To improve Missouri’s competitive edge by giving more certainty for businesses in locating and developing projects quickly.
3. To standardize and recognize one set of site specific data that is most demanded by site selectors and developers.
4. To encourage local economic development organizations to control, invest and comprehensively analyze sites prior to client visitation.
5. To demonstrate to a client that economic development organizations and/or government agencies are committed to promoting and expediting economic development projects.

## Who makes up the Technical Review Team?

A review team of up to 10 economic development professionals, including utility and certified community/economic development practitioners will provide support and be responsible for review and approval of all certified sites program applications.

## What Does Certification Mean and What Does it Offer?

The Review Team will review the information provided by the applicant for **completeness** (the extent to which the materials provided satisfy the list of required data elements found in the back of this application) and **standardization** (the extent to which the materials provided satisfy the level of detail and relevance in a manner that would assist a site consultant or developer in their decision-making). The certification does not attest to the accuracy of the information. The certification of accuracy is provided by signature of the applicant and is accepted by the Review Team as true.

The Certification is valid for a two year period. Each certified site will be provided a logo that will indicate it's achievement on the ML1 website. The logo will be restricted to use by Missouri Certified Sites and may be used by the community to actively market the site.

## What are the Costs of Certification?

The city, county, sponsoring economic development organization or any other local entity, public or private, is responsible for all costs to assemble information, data or any professional services required to be performed to complete the application. Professional services providers may include, but may not be limited to: attorneys, real estate professionals, environmental specialists, engineers, and/or, laboratory analysts, and state agency fees related to issuing letters related to the environmental condition of the site.. There is no application fee to the Department of Economic Development (DED).

## What is the Application Process?

The application process contains two steps. The first step is to submit a Notice of Intent (Attachment A.) The Notice of Intent provides preliminary information regarding your agency and the site you propose to certify. It also provides proposed dates for full application submission. Full application submission is required to be postmarked no later than 30 days prior to the review date. The purpose of the Notice of Intent is to establish a calendar of Review Dates for specific applicants. Applicants will be provided their Review Date along with a request to be accessible by phone to provide input, clarification and Information upon request.

Review Dates (approximate):

- March 15
- June 15
- September 15
- December 15

When a Notice of Intent is received, a response letter will be provided that assigns a point of contact and, based upon the proposed receipt of the full application, provides an approximate Review Date for certification.

Note: The Review Team will encourage all applicants to complete the Certification process within one year.

## **STEP ONE**

1. Complete a Certified Site Notice of Intent (Attachment A).
2. Submit the completed Certified Sites Notice of Intent to:  
Missouri Department of Economic Development  
Attention: Certified Site Program/Notice of Intent  
PO Box 118  
Jefferson City, MO 65101

3. In response to the Notice of Intent, the Technical Review Team will provide a recommendation in writing or by email within 10 business days acknowledging receipt of application and providing an approximate Review Date for Certification.
4. Proceed to completion of the full application (Attachment B).

## STEP TWO

1. Complete a signed Certified Site Application (Attachment B)
2. Complete the items listed in the Site Certification Attachment Outline and attach (Attachment C).
3. Send:
  - a. one (1) **ORIGINAL** completed application and 5 copies:
  - b. one (1) **ORIGINAL** checklist and 5 copies; and,
  - c. six (6) **COPIES** of all attachments\* to:

Missouri Department of Economic Development  
Attention: Certified Site Program/Application  
PO Box 118  
Jefferson City, MO 65101

\* NOTE: DO NOT SEND THE ORIGINAL ATTACHMENTS TO DED. The applicant should keep all original attachments as part of the local record.

**\*\* Electronic versions of all of the documents are acceptable as a means of submitting an application. The signature page will require an electronic signature and the email must come from or cc the person on the signature line.**

4. If at any part of the review, the Technical Review Team needs additional information the assigned technical review member will contact the applicant and request the information. To the extent possible, additional information requests should not interfere or change the Review Date for Certification. If there is a change in the Review Date, the applicant will be notified,
5. If the application gains an approval, a certificate and letter will be sent to the applicant informing of this action. In addition, the following will apply:
  - a. All certified site documentation will remain on file electronically and in hard copy at the Missouri Department of Economic Development.
  - b. The site will be denoted as a Missouri Certified Site in MO-LocationOne; highlighted on the Missouri Department of Economic Development's web site; and recognized at an economic development conference.
  - c. The site will be provided access to a brand/logo designating it as a Missouri Certified Site and for use exclusively by such sites. It is expected that the community market the site effectively beyond solely the use of Missouri Location One. The logo may be used in all other marketing efforts.
6. Applications will only be rejected if the application does not meet the completeness and standardization goals previously outlined under "What Does Certification Mean and What Does it Offer?"



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**Attachment B**  
**Missouri Certified Sites**  
**Application Form**

**Site Community:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Applicant (city/county/local ED organization):** \_\_\_\_\_

**Site Name (if applicable):** \_\_\_\_\_

**Acres to be Certified:** \_\_\_\_\_ **Total Acres at Site:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Phone: (     ) \_\_\_\_\_**

**Email Address:** \_\_\_\_\_

**I certify the information contained in this application is complete and accurate.**

**Applicant Signature:**

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**Send to:** Missouri Department of Economic Development  
Attn: Certified Sites Program / Application  
P.O. Box 118  
Jefferson City, MO 65102

# MISSOURI CERTIFIED SITES

## Instructions

- ✓ All parts must be complete for consideration.
- ✓ Please include all documentation as attachments **on separate paper, labeled to correspond with outline 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 and the DED will provide such technical assistance to communities as we have available.
- ✓ There are 5 Sections of information to be compiled and presented as part of the Certification process. Those 5 include:
  - Ownership Information
  - Property Information
  - Environmental and Cultural Information
  - Access Information
  - Community Information
- ✓ All information submitted must be:
  - Organized by section
  - Identified by reference number
  - Bound for ease of review

# MISSOURI CERTIFIED SITES

## 1. Ownership Information

- 1.1. Provide the name, address and phone number of the legal property owner of record;
- 1.2. Include a letter from the property owner stating fixed sale price;
- 1.3. Provide evidence of clear title to the property through 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 from 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
- 1.5. Indicate if plans are underway to annex the site into an existing incorporated city if presently located within a county jurisdiction.
- 1.6. Provide a Voluntary Real Property Disclosure from the owner. (Optional)

# MISSOURI CERTIFIED SITES

## 2. Property Information

### 2.1. Provide the following about the parcel to be listed:

- 2.1.1. Location information including:
  - Name of site, if applicable;
  - Address of site (street number if it exists or best available information)
  - Section;
  - Township;
  - Range;
  - Plat map
- 2.1.2. Parcel size in square feet and acres as recorded by local assessor; and
- 2.1.3. Provide site specific aerial photo (should cover a half mile radius around the property).
  - Must include date of capture; and
  - Sufficient detail to show large existing surface features such as homes, outbuildings, tree and brush lines, etc.
- 2.1.4. Provide a topography map. (May be taken from ML1)
- 2.1.5. Include record of the current tax millage rate and current tax rate and parcel identification number(s).

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

- 2.2.1. Price (or rent) per square foot or acre;
- 2.2.2. Total asking price (or annual rent and term of lease) for the parcel being listed;
- 2.2.3. Copy of realtor listing and name of licensed broker with listing or leasing agreement
- 2.2.4. Copy of an option to purchase the property , listing agreement, or leasing agreement; and
- 2.2.5. Documentation of right of first refusal.
- 2.2.6. Any additional information regarding easements, covenants, leases or licenses necessary to develop or use the site.

# MISSOURI CERTIFIED SITES

## 3. Environmental and Cultural Information

The goal of the Environmental and Cultural Information section for the Missouri 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 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 shall have been completed within the last 180 days and in conformance with ASTM standard E1527-05. The Phase I needs to include at minimum, the following:
  - Performance of on-site visit to view present conditions (chemical spill residue, die-back vegetation, etc.);
  - Hazardous substances or petroleum products usage (presence of above or underground storage tanks, storage of acids, etc.); and
  - Evaluate any likely environmentally hazardous site history;
  - Evaluation of risks of neighboring properties upon the subject property;
  - Documentation of interviews with person knowledgeable regarding the property history (past owners, present owner, key site manager, present tenants, neighbors);
  - Develop a history of parcel back to first developed used or 1940 using a combination of,
    - Municipal or county planning records to check prior land owner usage and permits granted;
    - Historic aerial photography of the vicinity;
    - Examine chain of title for Environmental Liens and/or Activity and Land Use Limitations (AULs);
    - Review current and past city directories; and
    - Conduct file searches with appropriate public agencies (Soil and Water Conservation Commission, fire department, county health department, etc) having oversight relative to water quality and soil contamination issues.
- 3.1.3. Examine current USGS maps to scrutinize drainage patterns and topography.
- 3.1.4. If the Phase I Environmental Assessment indicates the presence of Recognized Environmental Conditions on the subject site, submit the Phase I Environmental Assessment to the Missouri Department of Natural Resources, Hazardous Waste Program, P.O. Box 176, Jefferson City, MO 65102-0176 (800-361-4827 or 573-526-8913) and enroll in the MDNR's Brownfield Voluntary Cleanup Program (VCP) and proceed to the Phase II Environmental Assessment. **If the Phase I indicates the site is "clean" it is not necessary to submit any Phase 1 material to MDNR or enroll in the VCP.**

### 3.2 Phase II Environmental Assessment (ASTM)

- 3.2.1 If the Phase I ESA indicated the possible presence of contamination 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 The results of investigation of the identified contaminants and recommendation for further assessment;
  - 3.2.2.2 A detailed remediation plan for monitoring, removal or mitigation of contaminants, as necessary. The remediation plan shall conform to state requirements.

\*Remediation plans shall have been submitted to the appropriate agencies for review and approval. Provide copies of correspondence with the governing agency and approvals of proposed plans.

- 3.2.3 Performance of remediation necessary to clean the site in accordance with the Voluntary Cleanup Program; and
- 3.2.4 Provide a copy of the "Letter of No Further Action" (NFA) from the Missouri Department of Natural Resources. (Required only with submission of a Phase II Environmental Assessment Report).

### **3.3 Regional Air Quality**

- 3.3.1 State whether the site is in an ozone and PM2.5 nonattainment area (nonattainment counties include Clay, Franklin, Jackson, Jefferson, St. Charles, St. Louis and the City of St. Louis);
- 3.3.2 Document prevailing wind direction associated with property

### **3.4 Wetland or Waters of the U.S. Boundaries (if applicable)**

- 3.4.1 Provide a copy of a map showing the limits of any wetlands or other environmentally sensitive areas on the parcel.
- 3.4.2 Provide a wetlands determination and delineation and functional assessment completed by a qualified wetland biologist.
- 3.4.3 Provide documentation that the U.S. Corps of Engineers and applicable agencies have reviewed and concur with the findings.

### **3.5 Flood Plain Boundaries (if applicable)**

- 3.5.1 Provide documentation that the city is a member in good standing of the National Flood Insurance Program, if applicable; and
- 3.5.2 Provide a copy of an updated Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) for the parcel and surrounding areas.

### **3.6 Threatened or Endangered Species Review**

- 3.6.1 Provide information from the U.S Fish and Wildlife and the Missouri Department of Conservation identifying both the presence and species of state and federal threatened and endangered animals within the boundary of the parcel, or absence thereof.
- 3.6.2 If threatened and endangered species are identified by governing agencies, species identification and delineation needs to be completed by a qualified biologist and reviewed by the appropriate authority to determine any development restrictions or mitigation measures. Please provide documentation, if applicable.

### **3.7 Archeological and Cultural Resources**

- 3.7.1 Provide a letter from the Department of Natural Resources State Historic Preservation Office (SHPO) regarding the likely presence of significant archeological or historic resources at or on the site.

### **3.8 Soil Conditions**

- 3.8.1 Provide a copy of the soils investigation report performed by a qualified Missouri geo-technical or engineer based on preliminary site and grading plans. The report should contain at a minimum:
  - Location of soil borings (3 borings for site requirement + 1 for every additional 20 acres);
  - Indication of presence of suitable soils for construction;
  - BPI (Blows Per Inch) soils compactibility statement (see ASTM – D1586);
  - Any anticipated cut and fill factors;
  - Recommendations for paving thicknesses in parking and driveway areas;
  - Any other pertinent information to the development of the site.

**3.9 Seismic Activity**

3.9.1 Provide intensity rating based on Mercalli Scale as measured by the State Emergency Management Agency.

# MISSOURI CERTIFIED SITES

## 4. Access Information

### 4.1. Site Access

- 4.1.1. Provide a summary that includes the following:
  - Width of roadway;
  - Type (i.e. interstate, 4-lane highway with at-grade crossings, 'Super Two-Lane' highway, etc.);
  - Construction Type (asphalt, gravel, concrete, etc.);
  - Is access controlled by stoplight or other means;
  - Condition of perimeter streets or roads & availability of access to the site from each of these streets.
  - Traffic impact study and findings
  - Scheduled improvements
- 4.1.2. Provide the name and contact information of agencies responsible for the review and permitting of access to the site.

### 4.2. Rail Access

- 4.2.1. If a Class 1 railroad or short line railroad serves the site, provide a letter from them detailing their services and capacities at the site (trans-loading, switching, offloading, warehousing, etc).
- 4.2.2. If rail opportunities are accessible to your community's site,
  - Provide a map detailing how rail can be brought into the site; and
  - An estimate of what the cost may be (When estimating rail spur extensions, please use one-quarter mile as a standard length of a rail spur).

### 4.3. Airport Access

- 4.3.1. Name of nearest airport(s) – municipal, commercial, other;
- 4.3.2. For each, provide details on the type of airport, including:
  - Miles to site;
  - Length of runway; and
  - Night landing capability (lighting); and
  - Fuel type(s) sold

### 4.4. Parcel Boundary Survey

- 4.4.1. Provide a sealed copy of the boundary survey performed in accordance with the 2005 Minimum Standard Detail Requirements for ALTA/ACSM Land Title Surveys.
- 4.4.2. Provide the name and contact information for a land surveyor conducting boundary survey.

### 4.5. Fire Insurance Rating

- 4.5.1. Provide the name and contact information for the local fire department or district;
- 4.5.2. Provide the Fire Insurance Rating (ISO) for the site and any changes in the past two years; and
- 5.5.3 Provide the distance measured to the nearest fire station.

### 4.6. Utilities

- 4.6.1. Include a single map of existing utilities with line sizes noted;
- 4.6.2. Electric Service, please provide the following:
  - Provider name and contact information;
  - A map of the line(s) size at site.
- 4.6.3. Natural Gas, please provide the following:
  - Provider name and contact information;
  - A map of the line(s) size at site;
  - PSI at site

- Capacity of the gas system in Cubic Feet (CF);
  - Excess capacity of gas system in CF.
- 4.6.4. Water, please provide the following:
- Provider name and contact information;
  - Capacity of water system (gallons per day);
  - Amount of excess capacity (gallons per day);
  - A map of the line(s) size and PSI at site;
- 4.6.5. Phone/Fiber, please provide the following:
- Provider name and contact information;
  - Statement of whether there is currently fiber optics at the site and if not, provide the distance to nearest fiber optic point in feet or miles;
  - Name of POP provider, if one exists;
  - Other attributes – T1 or T2 lines;
  - A map of the line(s) size at site and capacity.
- 4.6.6. Solid Waste, please provide the following:
- Collection provider name and contact information;
  - Name of landfill servicing community;
  - Life of landfill servicing community;
  - 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.
- 4.6.7. Sanitary Sewer, please provide the following:
- 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 at the site;
- 4.6.8. Storm Sewer, please provide the following:
- Provider name and contact information;
  - A map of the size of line at the site.

# MISSOURI CERTIFIED SITES

## 5. Community Information

### 5.1. Post Office (U.S. Postal Service)

- 5.1.1. Provide classification of local U.S. Postal Service facility as prescribed by the U.S. Postal Service. This is a number system that describes the capabilities of the post office.

### 5.2. Freight Service

- 5.2.1 Provide name and relevant information regarding all freight services from the site.

### 5.3. Emergency Medical Response

- 5.3.1. Provide the name the entity that would provide emergency medical services at the site, such as the name of hospital and trauma services; and
- 5.3.2. Provide the name of the public or private ambulance/EMS Responder

### 5.4. Planning Agency

- 5.4.1 Provide documentation that the site and proposed development is consistent with the most recent city or county comprehensive plan, if applicable.

### 5.5. Building Department

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

### 5.6. Zoning Designation

- 5.6.1. Provide the name of the zoning district
- 5.6.2. 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&R's), Conditional Use Permit (CUP), Planned Unit Development (PUD), etc. (The property must be appropriately zoned to successfully complete the requirements.)
- 5.6.3. Provide a copy of any special overlay district regulations or requirements if applicable.

### 5.7. Police Protection

- 5.7.1. Provide distance (miles) to the nearest police/sheriff's office or station to the site;
- 5.7.2. Provide a statement regarding the capacity of the police force; officers per capita; officers per square mile.

### 5.8. Local Support

- 5.8.1 Provide a letter of support from the Mayor and City Council or Presiding County Commissioner or County Executive and County Commissioners supporting the marketing and development of the property.

### 5.9 Missouri Location One

- 5.9.1 Provide evidence that the site is located on Missouri Location One and that the community information has been updated to the most recent information.

### 5.10 Miscellaneous

- 5.10.1 Provide other optional data that would offer potential investors with a complete background of the parcel. These include research on the availability of Tax Increment Financing or Tax Abatement Programs, Missouri Enhanced Enterprise Zone and other information pertinent to the sale and development of the property.

# Missouri Certified Sites CHECKLIST

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<input type="checkbox"/>	<p>1. Ownership Information</p> <p>1.1. Contact</p> <p>1.2. Price</p> <p>1.3. Title</p> <p style="padding-left: 20px;">1.3.1. Title Insurance</p> <p>1.4. Easements, liens, encumbrances</p> <p>1.5. City Limits</p> <p>1.6. Voluntary Real Property Disclosure Form (optional)</p>
<input type="checkbox"/>	<p>2. Property Information</p> <p>2.1. Parcel Information</p> <p>2.2. Sales/Lease Information</p>
<input type="checkbox"/>	<p>3. Environmental and Cultural Information</p> <p>3.1. Phase I Environmental Assessment</p> <p>3.2. Phase II Environmental Assessment</p> <p>3.3. Regional Air Quality</p> <p>3.4. Wetland or Waters of the U.S. Boundaries</p> <p>3.5. Flood Plain Boundaries</p> <p>3.6. Threatened or Endangered Species</p> <p>3.7. Archeological and Cultural Resources</p> <p>3.8. Soil Conditions</p> <p>3.9. Seismic Activity</p>
<input type="checkbox"/>	<p>4. Access Information</p> <p>4.1. Site Access</p> <p>4.2. Rail Access</p> <p>4.3. Airport Access</p> <p>4.4. Parcel Boundary Survey</p> <p>4.5. Fire Insurance Rating</p> <p>4.6. Utilities</p>
<input type="checkbox"/>	<p>5. Community Information</p> <p>5.1. Post Office</p> <p>5.2. Freight Services</p> <p>5.3. Emergency Medical</p> <p>5.4. Planning Agency</p> <p>5.5. Building Department</p> <p>5.6. Zoning Designation</p> <p>5.7. Police Protection</p> <p>5.8. Local Support</p> <p>5.9. Missouri Location One</p> <p>5.10. Miscellaneous</p>