



Indiana Brownfields Program

Comfort/Site Status Letter Request Submittal Checklist

Please complete this checklist and submit it with your request along with all supporting documentation to ensure your request is complete; an incomplete submittal will delay staff review of your request. Thank you.

Please indicate, as applicable, if the following items are identified and/or included with your request:	Yes	Location in Request (page #)	No	N/A
Type of letter requested				
Names, affiliations, contact information for all project stakeholders				
The basis in statute or applicable enforcement discretion policy for a Comfort Letter request				
Supplemental Information Request Form & all requested attachments				
Reliance letter to use another's Phase I report (for a BFPP CL)				
List and/or map of the parcel(s) comprising the site and the corresponding 18-digit State parcel identification number(s)				
A legible copy of the recorded deed(s) or a surveyed legal description(s) for the parcel(s) comprising the site				
The date of property acquisition (or proposed property transfer/closing date)				
Indication of whether or not a purchase agreement has been finalized				
Description of redevelopment project (type of redevelopment) including a site redevelopment/design plan				
A black & white site map (no aerial photos) depicting property boundaries, parcel(s) & parcel number(s)				
Building size(s), square footage, ceiling height(s), slab thickness, and HVAC air exchange rate(s) (if known VOC contamination & existing building(s) will continue to be used or are planned to be renovated)				
Map(s) depicting utility corridors to/from the parcel(s) comprising the Site (if known VOC contamination, for preferential pathway analysis)				
Timeframes (application deadline) for SBA Loan-financed project				
Summary of HUD expectations regarding known environmental conditions on the Site if HUD financing sought				
Tabulated and/or indexed list of relevant investigation/remediation reports				
Proposed or existing vapor mitigation system specifications				
Proposed building renovation details and/or new building construction specifications				

Please indicate, as applicable, if the following items are identified and/or included with your request:	Yes	Location in Request (page #)	No	N/A
Purchase details (including combining multiple parcels on one deed, acquiring parcels on separate deeds, etc.)				
Explanation and associated documentation to support satisfaction of continuing obligations (including steps taken to mitigate exposures) if property already acquired				
CD (or electronic copies/file sharing link/portal) with Phase I report(s) (and/or Phase I Update)				
CD (or electronic copies/file sharing link/portal) with Phase II report(s). Tables/figures without accompanying text are insufficient as documentation.				

If "No", then explain why below:

(Please see the next page if your request is for Comfort Letter based on the BFPP liability defense)

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Please provide the following information regarding specific components of the Phase I Environmental Site Assessment report that will facilitate our timely evaluation of your BFPP Comfort Letter request:

Not applicable

Report Topic	Location in Phase I Report (Page #/Section/Appendix)
Interviews of Past and Present Owners and/or Operators	
Recorded Environmental Cleanup Liens/Activity and Use Limitations Search	
Government Records Review/Database Search	
Site Reconnaissance of the Subject Property	
Environmental Professional Statement and Signature	
User Questionnaire (including name, entity, relationship to the entity, signature & date)	
Vapor Migration Analysis	
Non-Scope Issue (Emerging Contaminants i.e., PFAS, 1,4-dioxane, etc.) Evaluation (if completed)	

Form completed by:

Date completed:

Printed

Signature

Affiliation