

# Indiana Site-Certified Document Collection Checklist:

\*\*\*If there are no notes on dates, those documents do not have dates associated with them\*\*\*

## Threshold:

### 1. Size of Site:

- Silver – No documentation required.
- Gold – Site **MUST** be a minimum of 20 contiguous acres. Demonstrated through map, narrative, and documentation.
- Prime – Site **MUST** be a minimum of 30 contiguous acres. Demonstrated through map, narrative, and documentation.

\*\*\*A site cannot be Gold or Prime if they do not meet the basic acreage requirements \*\*\*

### 2. Distance to Highway:

- Silver – No Documentation required.
- Gold – Site **MUST** be five (5) miles or less from state highway transportation.
- Prime – Site **MUST** be two and a half (2.5) miles or less from state highway transportation.

\*\*\*A site cannot be Gold or Prime if they do not meet the basic transportation requirements\*\*\*

## Community Support:

### 1. Letter from Chief Elected Official:

- Required for Silver, Gold, and Prime.
- Letter must indicate support of the Indiana Site Certification.
- Letter must be current and dated within two (2) months of submission.

### 2. Letter from applicant with summary of qualification of site for shovel ready program:

- Required for Silver, Gold, and Prime.
- Letter must be current and dated within six (6) months of submission.

## Site Ownership/Control:

### 1. Letter from property owner or option holder stating that the site is for sale or lease.

Letter must be signed by the property owner stating:

- Unequivocal willingness to transact with any legal party or developer.
- Person is legal owner with full authority to transact.
- Price

\*\*\*OR\*\*\*

Current real estate listing agreement may substitute for letter

\*\*\*OR\*\*\*

Copy of option agreement

- Required for Silver and Gold.

- Applicant must provide only **ONE** of the above.
  - Letter from property owner must be current and dated within two (2) months of submission.
  - Real Estate Listing can be dated within one (1) year of submission.
  - Copy of Option Agreement can be dated at any time.
- 2. Local Unit of Government (LUG), Local Economic Development Organization (LEDO), or Regional Economic Development Organization (REDO) must own the property or have option agreement with the property owner.**
- Required for Prime **ONLY**.
  - Applicant must provide proof of ownership through either:
    1. Letter, which must be current and dated within two (2) months of submission, or
    2. Copy of Option Agreement can be dated at any time.
- 3. 50-year title search including**
- Copies of results and findings.
  - Letter stating period of time covered in search.
    1. Required for Silver, Gold, and Prime.
- 4. Title and encumbrance report**
- Required for Silver, Gold, and Prime.
  - Title and Encumbrance Report should be dated within two (2) years.
- 5. Copies of current property tax records.**
- Required for Silver, Gold, and Prime.
  - Property Tax Records should be current.

## **Local Zoning Ordinances:**

- 1. Official letter from local zoning official providing proof of adopted ordinances and permitted uses of site**
- Required for Gold and Prime.
  - For Silver **ONLY**, applicant must provide a plan to discuss how site will overcome lack of zoning, if relevant.
  - Letter must be current and dated within six (6) months.
- 2. Highlight excerpts from adopted zoning ordinance**
- Required for Gold and Prime.
- 3. Relevant portion of zoning map**
- Required for Gold and Prime.

**4. Narrative with a map of land use descriptions of adjacent properties**

- Required for Silver, Gold, and Prime.

**5. Menu of tax incentives available identified**

- Required for Prime.

## **Maps:**

**1. ALTA Survey**

- Required for Silver, Gold, and Prime.
- **MUST** be dated within one (1) year.

**2. Site map showing site layout and location**

- Required for Silver, Gold, and Prime.
- **MUST** be dated within one (1) year.

**3. Topographical map using LIDAR**

- Required for Silver, Gold, and Prime.
- **MUST** be dated within one (1) year.

**4. Aerial Map**

- Required for Silver, Gold, and Prime.
- **MUST** be dated within one (1) year.

**5. Plat map showing site (If site is platted)**

- Required for Silver, Gold, and Prime.
- **ONLY** is provided if the site is platted.
- **MUST** be dated within one (1) year.

## **Environmental:**

**1. 100-year flood plain of site and environments**

- Provided by the FAST Team.
- Applicants **DO NOT** need to provide this document.

**2. Geotechnical Study/Soil Borings: Geotechnical study conducted by a soil engineer and supporting information based on the following standards:**

- Brief summary highlighting relevant report sections of Geotechnical Study,
  - i. Sample soil borings on soil conditions and stability taken at the site, burying capacity.
  - ii. Identify soil type at site.
  - iii. Exact number of soil borings will be based on the site's acreage meeting the requirement of one soil boring for every ten acres of land.
  - iv. 20 feet is the accepted minimum depth of soil borings or auger refusal.
- Map to scale depicting location and depth of soil borings.

- Brief summary highlighting any known risk factors including seismic vibration/activity, fault lines, sink holes, or past undermining.
  - Copies of all reports, data and/or documentation.
  - Required for Gold and Prime.
  - Geotechnical Study **MUST** be dated within six (6) months to one (1) year of submission.
- 3. Inclusion of mapping of the site to verify seismic hazard percentage for 2% in 50 years peak ground acceleration (PGA)**
- Required for Gold and Prime.
  - **MUST** be dated within one (1) year.
- 4. Phase 1 Report and supporting information based on the ASTM Standard E 1527-13. Any materials and records requested Appendix III, including:**
- Brief summary highlighting relevant report sections of Phase 1.
  - Copies of all reports, data, and/or documentation, brief summary regarding Phase II, if relevant).
  - Brief summary highlighting issues and indicating if further investigation is planned regarding known contaminants, if relevant.
  - Disclosure document.
  - Required for Silver, Gold, and Prime.
  - **MUST** be dated within one (1) year.
- 5. Phase II Report following the identification of a Recognized Environmental Condition (REC) during the Phase 1 Environmental Assessment. Includes collection of soil samples and/or groundwater and surface water. Only required if the Phase 1 Environment Assessment identified REC(s).**
- Required for Silver, Gold, and Prime.
  - **ONLY** required if Phase 1 Report indicates a Phase 2 Report.
  - **MUST** be dated within one (1) year.
- 6. IDEM Air Quality Maps with county clearly marked**
- Required for Silver, Gold, and Prime.
  - **MUST** be dated within one (1) year.
- 7. Wetland delineation report conducted by trained professional. A map to scale depicting the location, extent, and wetland/waters**
- Required for Silver, Gold, and Prime.
  - **MUST** be dated within one (1) year.
- 8. USACE jurisdictional determination**
- Required for Silver, Gold, and Prime.
  - **MUST** be dated within one (1) year.

9. **If exempt isolated wetlands are present, document the location, extent and rationale for exemption**
  - Required for Silver, Gold, and Prime.
  - **ONLY** required if there are exempt isolated wetlands present.
10. **Desktop archaeological investigation – desk-top assessment will include a thorough investigation of documentary records, historical maps and plans of the area, photograph evidence, geological information as well as any relevant data from the local Historic Environment Record (HER).**
  - Required for Gold and Prime.
  - Desktop Archaeological Investigation is conducted by the Department of Natural Resources (DNR) during the FAST Team review.
11. **Archaeological investigation – desk-top assessment will include a thorough investigation of documentary records, historical maps and plans of the area, photograph evidence, geological information, as well as any data from the local Historic Environment Record (HER) along with field inspections of the site.**
  - Required for Prime.
  - In addition to the desktop archaeological investigation provided by the Department of Natural Resources (DNR), communities seeking prime designation **MUST** complete an field inspection.
  - **MUST** be completed within one (1) year.

## Transportation:

1. **Inclusion of site map indicating existing and permissible access.**
  - a. Required for Silver, Gold, and Prime.
  - b. **MUST** be dated within one (1) year.
2. **Inclusion of dated area wide maps or dated aerial photography with markers for selected destinations and primary routes.**
  - a. Required for Silver, Gold, and Prime.
  - b. **MUST** be dated within one (1) year.
3. **Letter from rail service/port service provider demonstrating capability and commitment to site.**
  - a. Required for Silver, Gold, and Prime.
  - b. Letter **MUST** be current and dated within six (6) months.

## Utilities:

1. **Letter from water service provider detailing capacity, distance, and service at site.**
  - a. Required for Silver; capacity and distance must be defined

- ### Miscellaneous (Demographics and Workforce):

1. **Identification of emergency, public safety and protective services, fire marshal, fire protection district chief, or similar authority addressing adequate service for fire.**
  - a. Required for Silver, Gold, and Prime.
  - b. Information **MUST** be current and dated within six (6) months.
2. **Population & Unemployment data; including list and descriptions of major employers within 50 miles and list of similar-business closures in past two (2) years within 50 miles.**
  - a. Required for Silver, Gold, and Prime.
  - b. Information **MUST** be current and dated within six (6) months.

## Required Documentation Glossery:

- **Aerial Map:** Map of the site using photographs showing layout and location from an elevated position.
- **Archaeological Investigation:** Archaeological record checks including a thorough investigation of documentary records, historical maps and plans of the area, photograph evidence, geological information as well as relevant data from the IDNR DHPA along with a Phase 1a Reconnaissance Report.
- **ALTA Map:** Survey map including boundary lines, location of the main building with improvements, location of ancillary buildings, identification of easements (access rights by service companies such as water, gas, telephone, railways, and other utilities).
- **Clear Title:** The fifty-year title search found no liens, mortgages, judgements, encumbrances, or unpaid taxes.
- **Contiguous Acres:** All acreage must be uninterrupted, touching or connected throughout in an unbroken sequence.
- **Current Documents:** Completion of annual updates ensuring the status and information on the Site and Building Database is accurate.
- **Desktop Archaeological Investigation:** Desk-top assessment will include a thorough investigation of documentary records, historical maps and plans of the area, photograph evidence, geological information as well as relevant data from Indiana Department of Natural Resources.
- **Established Price:** Letter from the property owner includes a sale and/or lease price.
- **Support from Local Unit of Government – Chief Operating Executive:** The chief elected official from the local unit of government has submitted a letter of support for the project.
- **Five miles from two-lane highway transportation:** The site must be a minimum of five miles from an INDOT designated state or federal highway.
- **Infrastructure to the property line or on the property:** The site must have water, wastewater, electric, natural gas, and high-speed communications to the property line or located on the property.
- **Letter from INDOT addressing appropriate use of site:** Letter from INDOT district office discussing transportation access points for the site.
- **Free of environmental concerns:** The Phase 1 Environmental Assessment returned without any Recognized Environmental Conditions (REC) or documentation demonstrates all contaminants have been cleaned up.
- **Phase 1 Environmental Assessment:** Report identifying potential or existing environmental contamination liabilities. Includes examination of potential soil contamination, groundwater quality, and surface water quality. Must be based on ASTM Standards E 15727-00 or 1527-05.
- **Phase 2 Environmental Assessment:** Report following the identification of a Recognized Environmental Condition (REC) during the Phase 1 Environmental Assessment. Includes collection of soil samples and/or ground – water and surface water. Only required if the Phase 1 Environmental Assessment identified REC (s).

- **Proper Zoning:** Site is located in a jurisdiction that has a planning department established in compliance with IC 36-7-4 and the selected industry profile (s) is/are consistent with the local zoning ordinance.
- **Public Right of Way:** An easement granted or resected over the land for transportation purposes. This could be a highway, public footpath canal, or pipelines.
- **Seismic Hazard Map:** Inclusion of mapping of the site to verify seismic hazard percentage for 2% in 50 years peak ground acceleration (PGA).
- **Geotechnical Survey:** Study investigating sample soil borings taken at site to obtain information on the physical properties of the site's soil and rock to determine the strength and properties of a required building foundation. Report will determine any known risk factors including seismic vibration/activity, fault lines, sink holes and past under-mining. Must meet the requirements of one soil boring for every ten acres of land and each soil boring must be a minimum of 20 feet in depth.
- **Topographical Map using LIDAR:** LIDAR mapping is a technological form of mapping that uses high-resolution to project deep set imagery that collects data via LIDAR and provides a detailed image.
- **Utility Capacity and Distance defined:** Letters from utility providers identify the site's capacity and distance for water, wastewater, electric, natural gas and high speed communications to the property line or located on the property or the community has demonstrated the ability to construct and pay for the infrastructure up to the property line.
- **Wetland Delineation Report:** Report performed by a certified professional determining wetland boundaries or locations on the property.