Missouri
Department of Economic Development

MISSOURI CERTIFIED SITE

MISSOURI CERTIFIED SITES PROGRAM

(Revised Program Requirements Effective 1/2022)
CERTIFIED SITES PROGRAM
OVERVIEW

Introduction

The purpose of the Missouri Certified Sites program is to define benchmarks consistent with national economic development industry 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 availability of data documentation. 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 a 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 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 by the Technical Review Committee 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 Committee is only for completeness and standards conformance listed and in no way certifies the accuracy of the included data.

What is a Certified Site?

A Missouri Certified Site is a land site that:
- which a local government or locally recognized economic development organization or private/property developer 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;
- which parcel(s) total 25 contiguous acres or more in size, are controlled by one entity;
- is primarily to be marketed by the community and/or local economic development organization for business recruitment or business expansion;
- is not intended for retail;
• contains at a minimum 6” water main, sanitary system, planned storm sewer commitment, and 3-phase electric infrastructure available to the property line of the Site;
• has been cleared of dense forestation and underbrush, any buildings, has no bodies of water, and is reasonably flat to the extent adequate developable space is available without excessive cut and fill effort;
• is listed on Missouri Location One (LOIS) with complete and current community information or electronic application materials attached to the site page on LOIS; and
• 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; and
• Locally or regionally recognized formally organized economic development organization.
• Private sector developers

Who are the Program Sponsors/Sponsoring Organizations?

The Program is a cooperative effort of Ameren Missouri, EVERGY, Missouri’s Electric Cooperatives, Missouri Partnership, Spire, Union Pacific, the Missouri Department of Economic Development, the Missouri Department of Natural Resources, Missouri Economic Development Council and individual economic developers who may serve periodically on the Technical Review Committee.

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.

What is the Technical Review Board?

A review board 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 Missouri Certified Sites program applications.
What does Certification Mean and What does it Offer?

The Technical Review Committee will review the information provided by the applicant for **completeness** (the extent to which the materials provided satisfy the list of required data elements beginning on page 9 of this application) and **standards conformance** (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 Technical Review Committee as true.

The Certification is valid for a three-year period. Each Certified Site will be provided a logo that will indicate its achievement on the LOIS 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 service 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 (NOI) 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.

Quarterly Review Schedule (approximate):

- March
- June
- September
- December

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 Technical Review Committee encourages all applicants to complete the Certification process within one year. Guidelines are reviewed annually in December. The applicant will be subject to the guidelines in the year the NOI was received, up to one year.

STEP ONE

1. Complete and sign the Certified Site Notice of Intent (Attachment A).
2. Submit the completed Certified Sites Notice of Intent electronically to redevelopment@ded.mo.gov.

STEP TWO

1. Complete a signed Certified Site Application Form (Attachment B)
2. Complete the items listed in the Program Requirements Checklist/Comprehensive Resource Guide.
3. Upload all documents via FTP (instructions below):

   **Upload Program Application(s) and Documents**

   The FTP is a file system that allows you to send large documents that are too big to go through email. Sending documents through FTP can also help you save space in your inbox!

   To upload a file, please click the following link and enter the username and password provided below:

   **Username: ded.redevelopment**
   **Password: BCSformupload2020**

   Need help? **Click here**

   A notification email confirming receipt will be sent to the email address listed in the application within 3 business days.

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

4. If at any time during the review the Technical Review Committee 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 Certification 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 at the Missouri Department of Economic Development.

b. The site will be denoted as a Missouri Certified Site in LOIS; 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 LOIS. The logo may be used in all other marketing efforts.

Applications will be rejected if the application does not meet the completeness and standardization goals.
Attachment A

Missouri Certified Sites
NOTICE OF INTENT to APPLY FOR CERTIFICATION

Site Community: ________________________________________________________________

Applicant/Organization: ________________________________________________

Site Name (if applicable): ____________________________________________________

Acres to be Certified: ___________  Total Acres at Site: _________________________

Contact: ________________________________________________________________

Phone: (________) ______________________________________________________________________

Email Address: _______________________________________________________________________

Proposed Full Application Submission Date (month/year): _____________________________

Property Information: (check all that apply)

☐ Public Ownership  ☐ Private Ownership

☐ Greenfield (new development)  ☐ Redevelopment

Previous Use: ____________________________________________________________________

NOI Required Documents:

☐ Site map
☐ Marketing/LOIS brochure
☐ Current aerial photo with site boundary clearly identified

Applicant understands certain features within the boundaries of a Missouri Certified Site may themselves be restricted from Certification. Such areas include but are not limited to heavily forested areas, steep ravines, delineated wetlands, flood plains, lakes and pre-existing developments.

I hereby certify that the information contained herein is true and accurate to the best of my knowledge; the proposed site is 25 contiguous acres or more; there exists water, sewer, and electric infrastructure to the property line of the site; the Certification process has support from the city and local economic development community; the site is listed on LOIS with updated community information; there are local resources and capacity available to dedicate to the completion of the Certification process by the target date, and we have read and understand the process of Certification.

1/31/2022
Signature of Applicant: __________________________________________________________________________

Email to: redevelopment@ded.mo.gov
Attachment B
Missouri Certified Sites
APPLICATION SUBMISSION FORM

Note: This form must accompany the application.

Site Community: __________________________________________________________

Date: ____________________________________________________________________

Applicant/Organization: ____________________________________________________

Site Name (if applicable): ___________________________________________________

Acres to be Certified: ________ Total Acres at Site: ____________________________

Contact: __________________________________________________________________

Phone: ( ) __________________________________________________________________

Email Address: _____________________________________________________________

I have read the information contained in this application, including the ASTM Standard Phase I ESA and the ASTM Standard Soils Investigation Report and I acknowledge all information contained in these application materials constitute an Open Record upon receipt at the Missouri Department of Economic Development.

Signature of Applicant:

_____________________________________________________________________

Upload via FTP (instructions below):

Upload Program Application(s) and Documents

The FTP is a file system that allows you to send large documents that are too big to go through email. Sending documents through FTP can also help you save space in your inbox!

To upload a file, please click the following link and enter the username and password provided below:
Username: ded.redevelopment
Password: BCSformupload2020

Need help? Click here

A notification email confirming receipt will be sent to the email address listed in the application within 3 business days.
MISSOURI CERTIFIED SITES

Instructions

✓ All parts must be complete for consideration.

✓ Please include all documentation on separate attachments, labeled to correspond with the MCS 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.

✓ There are 5 Sections of information to be compiled and presented as part of the Certification process. The Sections are:
  
  o Ownership Information Section
  o Property Information Section
  o Environmental and Cultural Information Section
  o Access Information Section
  o Community Information Section

✓ All information submitted must be:
  
  o Organized by Section with Program Requirements and responses outlined on leading pages, followed by any necessary exhibits pertaining to the Section.
  o Identified by each of the Program Requirements and exhibits by the MCS reference number.
  o Labeled by section and MCS reference number as denoted in this manual and on the Comprehensive Resources Guide template.

*** DED is available to provide technical assistance to applicants.
Missouri Certified Sites Program Requirements Checklist

1. Ownership Information Section
   1.1 Provide the name, address and phone number of the legal property owner of record. Include an aerial showing the site in relation to the application community.
   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 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
   1.5 Indicate if plans are underway to annex the site into an existing incorporated city if presently located within a county jurisdiction.

2 Property Information Section - Please note certain features within the boundaries of a potential Missouri 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 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 acres as recorded by local assessor; and
      2.1.3 Provide site specific aerial photo on which the site boundaries have been drawn. A clear satellite photo from GIS or other common sources may be substituted. (Image 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.
         • Photo should provide directional orientation.
      2.1.4 Provide the most current U.S. Geological Survey topographical quad map(s) showing the Site and surrounding areas. Quad maps are available at https://ngmdb.usgs.gov/topoview/viewer/#4/39.98/-100.06. 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. PLEASE MAKE ALL SITE MAPS AND RELATED BOUNDARY INFORMATION THROUGHOUT THE APPLICATION CONSISTENT WITH THE BOUNDARIES SHOWN ON THIS MAP.
      2.1.5 Include record of the current taxes paid, current tax rate(s) and parcel identification number(s). 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 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 if listed with a realtor or real estate broker;
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.

2.3. **Provide the following about the property’s zoning designation:**
2.3.1 Provide the name of the zoning district;
2.3.2 Provide a copy of the zoning regulations (and CC&Rs, CUPs, or PUDs) detailing development requirements for the parcel; or
   2.3.2.1 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. (The parcel must be appropriately zoned to successfully complete the requirements).
2.3.3 Define any overlay Special Taxing District and provide a copy of any such district’s regulations or requirements, if applicable. Special districts may include Soil, Community College, Fire, Ambulance, Drainage, Sheltered Workshop, etc.

3 **Environmental and Cultural Information Section**

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 two years 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, submit the Phase I ESA to DED who will evaluate the need for a Phase II.

3.2 **Phase II Environmental 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 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.

*If environmental issues are present following the Phase II, DED may require a remediation plan prior to authorizing certification. The Missouri Department of Natural Resources can provide oversight and review on cleanup by enrolling in the Voluntary Cleanup Program (missouribrownfields.com).*
3.3 Regional Air Quality
3.3.1 Provide a copy of the Missouri section of the U.S. Environmental Protection Agency’s “Currently Designated Nonattainment Areas for All Criteria Pollutants.” State whether the site is in an ozone and PM2.5 nonattainment area.
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 the U.S. Fish & Wildlife Service National Wetland Inventory map showing the limits of any wetlands or other environmentally sensitive areas on the parcel. Accurately inscribe the boundary of the Site for which certification is sought onto the map.
3.4.2 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,
3.4.3 Provide documentation that the U.S. Corps of Engineers and applicable agencies have reviewed the indication a wetland may be present on the site.

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 (NFIP), 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.
3.5.3 Provide a copy of the Flood Plain Development Ordinance for the municipality in which the Site is located.

3.6 Threatened or Endangered Species Review
3.6.1 Provide a copy of documentation submitted to the U.S. Fish & Wildlife Service/Missouri Department of Conservation and a copy of the response identifying both the presence and species of state and federal threatened and endangered species within the boundary of the parcel, or absence thereof.
3.6.2 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. Please provide documentation, if applicable.

3.7 Archeological and Cultural Resources
3.7.1 Provide a copy of documentation submitted to the Missouri Department of Natural Resources 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.

3.8 Soil Conditions
3.8.1 Provide a copy of an ASTM Standard soils investigation report performed on the Site by a qualified Missouri geo-technical or engineer based on preliminary site and grading plans.

<table>
<thead>
<tr>
<th>Site Acres</th>
<th>Min. # Bores</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 – 50</td>
<td>3</td>
</tr>
<tr>
<td>51 – 100</td>
<td>4</td>
</tr>
<tr>
<td>101 – 250</td>
<td>5</td>
</tr>
<tr>
<td>251 – 400</td>
<td>6</td>
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<tr>
<td>401 – 550</td>
<td>7</td>
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<tr>
<td>551 – 700</td>
<td>8</td>
</tr>
<tr>
<td>701 – 850</td>
<td>9</td>
</tr>
<tr>
<td>851 – 1000</td>
<td>10</td>
</tr>
</tbody>
</table>

For sites of 1001 acres and more, contact the Department of Economic Development. Soil bores should be a minimum of 25 feet deep or to competent auger refusal of bedrock.
3.9 Seismic Activity
3.9.1 Provide intensity rating based on Mercalli Scale as measured by the State Emergency Management Agency.

3.10 Tornado Activity
3.10.1 Provide a map showing areas of tornado activity within the past 10 years. A website for reference may be found at https://www.ncdc.noaa.gov/stormevents/choosedates.jsp?statefips=29%2CMISSOURI.

3.11 Karst Topographical Conditions
3.11.1 If the Site is located in or near an area of prominent karst topography or underground mining activity, provide information regarding the presence of caves, sinks or other such features also including known abandoned underground mine shafts within or in close proximity the Site boundaries.

4 Access Information Section
4.1 Site Access
4.1.1 Provide a summary that includes the following:
- Width of roadway(s) and indicate cross roads 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.);
- 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;
- 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, please:
- 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 and distance to nearest airport with scheduled commercial (passenger) airline service.

4.4 River Port Access (not required for Certification)
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.

4.5 Parcel Boundary Survey
4.5.1 Provide a sealed copy of a Missouri Minimum Standard Property Boundary Survey performed by a registered Missouri land surveyor or engineer specifying the site boundary for Certification.
4.5.2 Provide the name and contact information for the land surveyor 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; and
4.6.3 Provide the distance measured from the Site to the nearest fire station.

4.7 Utilities
4.7.1 **Electric Service;** please provide the following on the electric utility’s letterhead:
   • Provider name and contact information;
   • A map of the line(s) size at site and capacity in Kilovolts (kV).
4.7.2 **Natural Gas;** please provide the following on the gas service utility’s letterhead:
   • Provider name and contact information;
   • Operating Pressure (PSI) and line(s) size at site
4.7.3 **Water;** please provide the following on the water district’s letterhead:
   • Provider name and contact information;
   • Capacity of water system (gallons per day);
   • Amount of excess capacity (gallons per day);
   • Submit copy of the latest water quality report (Consumer Confidence Report) for the water utility serving the site.
4.7.4 **Telecoms;** please provide the following:
   • Possible providers;
   • Existence of fiber optic lines to the site.
   • Is there a commitment for Broadband service to the community from the local provider?
4.7.5 **Solid Waste;** please provide the following:
   • Collection provider name and contact information;
   • Name of landfill servicing community and distance from site;
4.7.6 **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 if it’s gravity or forced main;
   • Copy of the most current wastewater quality or compliance report for the wastewater utility serving the site.
4.7.7 **Storm Sewer;** please provide the following on the district, utility or site owner’s letterhead:
   • Provider name and contact information;
   • A map of the size of line at the site.

5 Community Information Section
5.1 Post Office (U.S. Postal Service)
5.1.1 Provide the address of the nearest U.S. Postal Service facility.

5.2 Freight Service
5.2.1 Provide name and relevant information regarding all freight services from 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(s) that would provide: emergency medical services, nearest hospital (include size and services provided), and nearest Level 1 Trauma Center (include location and distance from the site).
5.3.2 Provide the name of the public or private ambulance/EMS Responder.
5.3.3 Provide information regarding available air ambulance providers and the name of the hospital to which air ambulance most usually delivers patients and its distance from the site.
5.3.4 Provide information regarding the available 911 communications serving the site.
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 and provide a copy of the 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, if applicable.
5.5.2 Provide a copy of the building permit form issued by the municipality in which the Site is located. Provide an example of typical associated permitting fees or a fee schedule, if available.

5.6 Police Protection
5.6.1 On the appropriate police or sheriff’s department letterhead, provide distance in miles to the nearest police/sheriff’s office or station to the Site;
5.6.2 A statement regarding the capacity of the police force; officers per capita; officers per square mile; etc.

5.7 Local Support
5.7.1 Provide a letter of support 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.

5.8 LOIS
5.8.1 Provide evidence in the form of a copy of the site’s listing on LOIS showing that the Community Information Section has been updated with the most recent information and that the Site Information Section, including a photo of the site is also complete and updated with the most recent information.

5.9 Miscellaneous
5.9.1 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.

5.10 Site Marketing Plan
5.10.1 Provide a copy of the Site Marketing Plan for the property for which Certification is being sought.
5.10.2 The Site Marketing Plan must contain at a minimum:
5.10.3 Indicate which industry types or tenants are targeted for the Site location.
5.10.4 Indicate what tools are being used to market the Site in addition to LOIS.
5.10.5 Indicate the name of any other organization, public or private, which may be assisting your organization’s site marketing.
5.10.6 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.