

Missouri
Department of Economic Development



MISSOURI
CERTIFIED SITES PROGRAM

(Revised Program Requirements Effective 4/2019)

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 conformance with the standards 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 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, industrial capacity sanitary system, planned storm sewer commitment, and 3-phase, 12Kv 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 (ML1) with complete and current community information or electronic application materials attached to the site page on ML1; 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.

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 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 **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 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 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 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 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 Technical Review Committee encourages all applicants to complete the Certification process within one year.

STEP ONE

1. Complete and sign the Certified Site Notice of Intent (Attachment A).

STEP ONE (Continued)

2. Submit the completed Certified Sites Notice of Intent to:
Missouri Department of Economic Development
Attention: Missouri Certified Site Program
301 West High Street, Room 770
PO Box 118
Jefferson City, MO 65102

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. Send eight (8) electronic copies of all attachments* to:

Missouri Department of Economic Development
Attention: Missouri Certified Site Program
301 West High Street, Room 770
PO Box 118
Jefferson City, MO 65102

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

The signature page must be signed original copy or will require an electronic signature. If submitted via email, the email must originate from or cc the signatory.

4. If at any part of 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 or in hard copy at the Missouri Department of Economic Development.
 - b. The site will be denoted as a Missouri Certified Site in MO-Location One; 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 be rejected only if the application does not meet the completeness and standardization goals outlined under “What Does Certification Mean and What Does it Offer?”

Attachment B
Missouri Certified Sites
APPLICATION SUBMISSION FORM

Note: This form must accompany the Full Application Materials and be placed at the front or beginning of the submission.

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 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:

Send to: Missouri Department of Economic Development
Attn: Missouri Certified Sites Program
301 West High Street, Room 770
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 or documents, 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. DED may provide technical assistance to applicants as is available.
- ✓ There are **5 Sections** of information to be compiled and presented as part of the Certification process. The Sections are:
 - Ownership Information Section
 - Property Information Section
 - Environmental and Cultural Information Section
 - Access Information Section
 - Community Information Section
- ✓ 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 by each of the Program Requirements and exhibits by the MCS reference number.
 - Labeled by section and MCS reference number as denoted in this manual and on the Comprehensive Resources Guide template.

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 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;
- 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 (which may be hand-written onto the document).
- 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 <http://www.usgs.gov/pubprod/maps.html>. 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. Hand-drawn boundary lines are acceptable with reasonable attention to accuracy. 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 tax millage rate, current tax rate, and parcel ID 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 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 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. (The property must be appropriately zoned to successfully complete the Certified Site requirements).
- 2.3.3 Provide a copy of any special overlay district regulations or requirements, if applicable.

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 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 does not have RECs it is not necessary to submit any Phase I 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 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.
**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.*

3.3 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 (Missouri nonattainment counties currently 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. Provide a “Wind Rose” available from your local airport or from University of Missouri Extension.

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.
- 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 any other 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, 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.

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.
- 3.8.2 The minimum number of soil bores required on the subject site shall be:

<u>Site Acres</u>	<u>Min. # Bores</u>	<u>Site Acres</u>	<u>Min. # Bores</u>
25 - 50	3	401 - 550	7
51 - 100	4	551 - 700	8
101 - 250	5	701 - 850	9
251 - 400	6	851 - 1000	10

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 might be <http://www.tornadohistoryproject.com/tornado/Missouri>.

3.11 Karst Topographical Conditions

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

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 nearest airport and nearest airport with scheduled commercial (passenger) airline service and all such airports within approximately 2 hours driving time of the Site.
- 4.3.2 For each, provide details on the type of airport, including:
- Miles to site;
 - Length of runway, paving; and
 - Night landing capability (lighting); and
 - Fuel type(s) sold; and
 - Facility communications radio frequencies; and
 - Airport Structure Influence (Cone of influence map), if applicable.
- 4.3.3 Provide the airport overlay district map that establishes land uses that are compatible with continued airport operations, if applicable.

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.

- 4.4.2 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 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 surveyor conducting the boundary survey.

4.6 Fire Insurance Rating

- 4.6.1 On official Fire Department or District letterhead (if applicable), 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 Include a single, easy-to-interpret map or other graphic of existing utilities with line sizes, capacities (if available) and pressures noted;
- 4.7.2 **Electric Service;** please provide the following on the electric utility's letterhead (if applicable):
 - Provider name and contact information;
 - A map of the line(s) size at site
- 4.7.3 **Natural Gas;** please provide the following on the gas service utility's letterhead (if applicable):
 - 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);
 - Any excess capacity of gas system in CF or BTU, if information available.
- 4.7.4 **Water;** please provide the following on the water district's letterhead (if applicable):
 - 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;
 - Submit copy of the latest water quality report (Consumer Confidence Report) for the water utility serving the site.
- 4.7.5 **Phone/Fiber;** please provide the following on the service provider's letterhead (if applicable):
 - 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, commitment for Broad Band service to the community;
 - Is there a commitment for Broadband service to the community from the local provider describing what could exist at the site?
 - A map of the line(s) size at site and capacity.
- 4.7.6 **Solid Waste;** please provide the following on the service provider's letterhead (if applicable):
 - Collection provider name and contact information;
 - Name of landfill servicing community;
 - Life of landfill servicing community – provide written statement of projected landfill life provided by the solid waste collection company;
 - 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 (if applicable):

- 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;
- Copy of the most current wastewater quality or compliance report for the wastewater utility serving the site.

4.7.8 **Storm Sewer**; please provide the following on the district, utility or site owner's letterhead (if applicable):

- 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). Provide 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 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.

5.3.3 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", etc.).

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.

5.5.2 Provide a copy of the building permit form issued by the municipality in which the Site is located. Provide a fee schedule with an example of a sample listing of the permit fees that would typically be associated with the type and size of construction of which development on the Site is intended.

5.6 **Police Protection**

5.6.1 On the appropriate police or sheriff's department letterhead (if applicable), provide distance (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;

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

5.7 **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 Missouri Location One

- 5.8.1 Provide evidence in the form of a copy of the site's listing on Missouri Location One 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 if a specific company, already located adjacent to the site or within your service area is seeking to expand pursuant to your submission of Missouri Certified Sites application.
- 5.10.5 Indicate what tools are being used to market the site in addition to Missouri Location One: e.g., brochures, signage, advertising (on-line or other print), professional staff outreach, etc.
- 5.10.6 Indicate the name of any other organization, public or private which may be assisting your organization's site marketing, e.g. The Missouri Partnership, Missouri Department of Economic Development, local energy utility development department, commercial realty company, etc.
- 5.10.7 Indicate the amount of your organization's marketing budget specific to the site for which Certification is being sought.
- 5.10.8 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.

XXXXX