

Missouri Certified Sites Comprehensive Resources Guide

Revised 1/2016

MCS I.D.	MCS Information Request	Information Request Clarification	
1	OWNERSHIP INFORMATION SECTION		
1.1	Provide the name, address & phone number of the Legal Property Owner(s) of record. <u>Include a detailed locator map with the site for which certification is sought clearly defined;</u>	On applying organization's letterhead, provide the name(s), address and phone number of Legal Owners of the proposed site to be certified. Provide email address if appropriate. State if the proposed certified site property is within an incorporated city or in a county jurisdiction.	
1.2	Include a letter from the Property Owner(s) stating fixed sale price;	The sale price should be listed in USDollars and should be consistently referenced throughout the application	
1.3	Provide evidence of Clear Title to the property to be certified through Certificate Of Title prepared by a title company, licensed abstractor or attorney; or	Provide a letter from a licensed attorney stating Clear Title. Review committee is looking for a "Fee Simple Title" in this instance. This is not needed if Applicant is providing a Title Insurance Policy.	
1.3.1	A copy of the title Insurance or a signed Title Opinion from a licensed attorney may 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 to be certified; and	Documentation required where applicable in the form of a current graphical (map) of the site, as well as written.	
1.5	Indicate if plans are underway to annex the site into an existing incorporated city if presently located within a county jurisdiction.	Documentation required. If the site has been annexed within the past 12 months from application date, submit a copy of the Ordinance adopting such annexation.	
2	PROPERTY INFORMATION SECTION		
2.1	Provide the following about the parcel to be certified / listed:		
2.1.1	Location information, including:	Provide a plat map showing Section, Township & Range and one that also shows names of current ownership of adjoining properties. <u>Clearly identify the site proposed for certification.</u> Also include longitude and latitude of the proposed site.	
2.1.1.1	Name of site, if applicable;		
2.1.1.2	Address of site (street number if it exists or best available information);		
2.1.1.3	Section;		
2.1.1.4	Township;		
2.1.1.5	Range;		
2.1.1.6	Plat map showing names of current ownership of adjoining properties.		
2.1.2	Parcel size in acres as recorded by local assessor; and	Documentation required.	
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). Photo should provide directional orientation which may be hand-written onto the document.	Provide area photo that shows additional half mile radius around the property <u>and which clearly identifies the boundaries of the site for which certification is sought</u> , structures, wooded areas, creeks (wetland or flood plain possibilities) and road system. Google Earth or ML 1 may work; might check with county government which may have photos in tax department.	
2.1.3.1	Photo must include date of capture; and show	Date of capture must be imprinted on photo	
2.1.3.2	Sufficient detail to show large existing surface features such as homes, roads outbuildings, tree and brush lines	Photo is expected to be of sufficient size to adequately show required details	
2.1.4	Furnish the most current printing of the U.S. Geological Survey topography quad map(s) covering the area in which the Site is located. On this map, draw the boundary lines of the Site and if applicable, draw the subordinate interior boundaries of that portion of the full Site for which certification is sought. Hand-drawn boundary lines are acceptable with reasonable attention to accuracy. <u>PLEASE MAKE ALL SITE MAPS AND RELATED BOUNDARY REFERENCES THROUGHOUT THE APPLICATION CONSISTENT WITH THE SITE BOUNDARIES INDICATED ON THIS MAP!</u>	Downloadable USGS quad maps for the entire United States are available at http://www.usgs.gov/pubprod/maps.html . Key "Get Printed Maps" and "download or buy maps". Site boundary lines may be hand-drawn with reasonable attention to accuracy.	

2.1.5	Include record of the current taxes paid and the 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.	Provide record of millage rate and parcel identification number with description. This can be shown by providing most recent tax bill by the assessor. Make sure all taxing districts are represented. Property identification must meet other legal descriptions of the property referenced in the application. If proposed property has multiple tax numbers, place tax numbers on map differentiating number with each parcel	
2.2	Provide the following about the sale or lease of the property:		
2.2.1	Price (or rent) per square foot or acre;	Information should have already been provided in Section 1.2 of the application.	
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;	Realtor agreement should include contact information of Realtor, terms and dates in the agreement, along with signatures.	
2.2.4	Copy of an option to purchase the property, listing agreement or leasing agreement; and	Provide a copy of Option to purchase property or Right of First Refusal. Should be provided by local economic development group or if not entered into with local ED group, copies of documents by property owner entered into with another party. Review Committee is looking for terms, dates, conditions and signatures.	
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.	In a letter, identify any other claims against the property or conditional uses by property owner, private citizen or governmental entities.	
2.3	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	Provide the contact information of the chief administrative person in charge of zoning and the name of the zoning district (if applicable). Also, provide the zoning map, site designation and section of the Ordinance that defines the site designation. If the locality does not have zoning and the site is publically owned or the local economic development group owns the site, provide industrial covenants that have been filed with the county clerk. Certified Sites is looking for allowable uses and prohibitions of uses for the site. Also identify if zoning requirements require buffer areas or special districts.	
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		
3.1	Phase 1 Environmental Assessment (ASTM)		
3.1.1	Provide name and contact information of entity conducting the Phase 1 Environmental Assessment;	Documentation required.	
3.1.2	Provide a copy of the Phase 1 Environmental Assessment Report developed by a qualified professional in the environmental field. <u>The report shall have been completed within the last two years</u> and shall be in conformance with the current EPA-approved ASTM Standard version.	To complete a Phase 1 Environmental Site Assessment, the community may either hire a qualified environmental professional or the community may enroll in the MODNR Brownfield Voluntary Cleanup Program. For questions regarding the MODNR program, please contact Missouri Department of Natural Resources, Hazardous Waste Program, P.O. Box 176, Jefferson City, MO 65102-0176 (800-361-4827 or 573-526-8913)	
3.1.3	If the Phase 1 Environmental Assessment indicates the presence of Recognized Environmental Conditions (REC) on the subject site, submit the Phase 1 Environmental Assessment to the Missouri Department of Natural Resources, Hazardous Waste Program, P.O. Box 176, Jefferson City, Missouri 65102-0176 (800-361-4827 or 573-526-8913) and enroll in the MDNR's Brownfield Voluntary Clean up Program (VCP) and proceed to the Phase 2 Environmental Assessment.	Documentation required in the form of a copy of the ASTM-Standard Phase 1 Environmental Assessment. The MDNR NFA Letter is not required for this application if the Phase 1 determines the site does not contain any RECs. If the Phase 1 determines the site Does not contain any RECs, it is not necessary to submit a the Phase 1 documents to the MDNR.	
3.2	Phase 2 Environmental Assessment (ASTM)		
3.2.1	If the Phase 1 ESA indicated the presence of RECs on the site, provide the name and contact information of the entity conducting the Phase 2 Environmental Assessment;		

3.2.2	Provide a copy of the ASTM-Standard Phase 2 Environmental Assessment Report developed by a qualified professional in the environmental field. The Phase II ESA shall indicate, at minimum, the following:	Documentation is required. If a Phase 2 Environmental Assessment is recommended, or if further remediation is necessary, this will not by itself prohibit a successful Certified Sites application to DED. However, 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.	
3.2.2.1	The results of investigation of the identified contaminants and recommendation for further action.	Documentation is required.	
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.	Documentation is required.	
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.	EPA-designated non-attainment areas in Missouri: http://www.epa.gov/oar/oaqps/greenbk/anc1.html#MISSOURI Provide a copy of the Missouri Section from the above website page titled "Currently Designated Nonattainment Areas for All Criteria Pollutants".	
3.3.2	Document prevailing wind direction associated with the Site.	Information may be available from local airport, FAA or NOAA. A suitable graphic representation of prevailing winds at a specific location is termed a 'Wind Rose'. See also www.agebb.missouri.edu/weather/windroses	
3.4	Wetland or Waters of the US Boundaries (if applicable)		
3.4.1	Provide a copy of the U.S. Fish & Wildlife Service national Wetland Inventory map showing showing the limits of any wetlands or other environmentally sensitive areas on the parcel. Accurately <u>inscribe the boundary of the Site for which certification is sought onto the map.</u>	To make a wetlands map, access the US Fish & Wildlife National Wetlands Inventory Mapper: http://www.fws.gov/wetlands/	
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,	NRCS Wetlands Determination Contacts: http://www.mo.nrcs.usda.gov/technical/soils/tss/out/wetland_contacts.pdf	
3.4.3	Provide documentation that the US Corps of Engineers and applicable agencies have reviewed the indication a wetland may be present on the Site.	US Army Corps of Engineers District Map & Contacts: http://www.dnr.mo.gov/env/wpp/401/corps-map3.gif	
3.5	Floodplain Boundaries (if applicable)		
3.5.1	Provide documentation that the municipality in which the site is located is a member in good standing of the National Flood Insurance Program (NFIP), if applicable; and	NFIP Community Status Book (Scroll to MO & click PDF, print page on which community is listed: http://www.fema.gov/cis/MO.pdf	
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; and	If a FEMA FIRM map is not available, a FEMA Firmette Map may be created at the following website: http://msc.fema.gov/webapp/wcs/stores/servlet/FemaWelcomeView?storeId=1000&catalogId=10001&langId=-1&userType=G	
3.5.3	Provide a copy of the Flood Plain Development Ordinance for the municipality in which the Site is located.	To participate in the National Flood Insurance Program, a municipality must have an Ordinance that establishes the parameters for development activities occurring in a flood plain. Copy will be available from the local jurisdiction.	
3.6	Threatened or Endangered Species Review		
3.6.1	Provide a copy of documentation submitted to the US 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 and their habitat within the boundary of the parcel, or absence thereof.	US Fish & Wildlife Service, Columbia Ecological Services Field Office, Charlie Scott, Field Supervisor, 101 Park Deville Drive, Suite A, Columbia, MO 65203-0057 Ph. 573-234-3132. Missouri Dept of Conservation online Heritage Review Report: http://mdcgis.mdc.mo.gov/heritage/	
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 copy of documentation submitted to the Missouri Department of Natural Resources State Historic Preservation Office (SHPO) and a copy of the SHPO response regarding the likely presence of significant archeological or historic resources at or on the site;	Submit to SHPO the ' Section 106 Project Information Form ' found at the following link, along with relevant attachments. (Reviews may 30 days or longer). http://www.dnr.mo.gov/shpo/sectionrev.htm	

3.8	Soil Conditions		
3.8.1	Provide a copy of an ASTM-Standard Soils Investigation Report performed by a qualified Missouri geo-technical or engineer based on preliminary site and grading plans and the number of acres present on the Site.	Documentation required. The minimum number of soil bores required is based on site acreage: 10-50ac-3 bores; 51-100ac-4 bores; 101-250ac-5 bores; 251-400ac-6 bores; 401-550ac-7 bores; 551-700ac-8 bores; 701-850ac-9 bores; 851-1000ac-10 bores. For sites of 1001 or more ac, contact DED. <u>Please accurately inscribe the boundaries of the site for which certification is sought onto the map or chart showing the locations of the required soil bores.</u>	
3.9	Seismic Activity		
3.9.1	Provide intensity rating based on Mercalli Scale as measured by the State of Missouri Emergency Management Agency	SEMA Mercalli Scale: http://sema.dps.mo.gov/EQ%20Map.pdf	
3.10	Karst Topographical Conditions		
3.10.1	If the Site is located within 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 abandoned underground mine shafts within or in close proximity to the Site boundaries	For information regarding karst topography contact US Fish & Wildlife Ecological Services Field Office, 101 Park DeVille Drive Ste. A, Columbia, MO. For information on karst topography and abandoned mine shafts, www.dnr.mo.gov .	
4	ACCESS INFORMATION SECTION		
4.1	Site Access		
4.1.1	Provide a summary including the following:	In a concise manner, address all of these questions as thoroughly as you can. Review Committee is specifically looking for how vehicles, large and small, have access to and from the site for industrial purposes.	
4.1.1.1	Width of roadway(s) and indicate cross roads either by listing or as shown on a map of the area;		
4.1.1.2	Type (i.e. Interstate, 4-lane highway, etc);		
4.1.1.3	Construction type (asphalt, concrete, gravel, etc);		
4.1.1.4	Is access controlled by stoplight or other means;		
4.1.1.5	Condition of perimeter streets or roads and availability of access to the site from each of these streets.		
4.1.1.6	Scheduled improvements.	Documenation required.	
4.1.2	Provide the name and contact information of agencies responsible for the review and permitting of access to the site.	Provide the contact information of the chief administrative person in charge of zoning for the proposed certified site.	
4.2	Rail Access		
4.2.1	If a Class 1 railroad or sort line railroad serves site, provide a letter from them detailing their services and capabilities at the site (trans-loading, switching, offloading, warehousing, etc).	Provide a letter from the rail representative stating capabilities at the site and answer if switching is done by the class 1 rail provider or a short-line rail provider. On a map, show how the rail serves the site and draw spur if one is not shown. Review Committee wants to see if the proposed spur has a long curve on the property, if spur is not present, identify proposed route, cost of spur and the amount of time needed to build the spur. If this information is being provided by the local economic development professional, provide name of railroad and contact information for railroad representative.	
4.2.2	If rail opportunities are accessible to your company's site,		
4.2.2.1	Provide a map detailing how rail can be brought into the site; and		
4.2.2.2	A cost estimate (when estimating rail spur extensions, please use one quarter mile as a standard length of a rail spur and cost of switch).		
4.3	Airport Access		
4.3.1	Name of nearest airport and nearest airport with <u>scheduled commercial (passenger) airline service.</u>	Information may be obtained from the local airport. For information on major airport facilities within about two hours driving time from the Site, go to: www.aopa.org/airports or www.airnav.com <u>It is recommended the application also include information relating to either KCI/MKC and/or STL/SUS airports in the Kansas City and St. Louis regions and any other major airport facility within 2 hours driving time of the Site.</u>	
4.3.2	Provide facility details, including:		
4.3.2.1	Miles to site		
4.3.2.2	Runway length, width, paving		
4.3.2.3	Night landing capability		
4.3.2.4	Fuel type(s) sold		
4.3.2.5	Facility communications radio frequencies		
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.	Information may be obtained directly from the local river port authority or from www.missouriports.org	
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, etc.		

4.5	Parcel Boundary Survey		
4.5.1	Provide a sealed copy of the boundary survey performed by a Missouri registered land surveyor or engineer.	Provide contact information for the engineer or land surveyor, the scale used and their registered stamp. <u>Survey mapping must accurately indicate the specific parcel or lot for which certification is sought.</u>	
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;	Provide the name and contact information for the chief fire official and corresponding fire protection district.	
4.6.2	Provide the Fire Insurance Rating (ISO) for the site and any changes in the past 2 years; and	Provide actual ISO rating.	
4.6.3	Provide the distance measured to the nearest fire station.	Provide this measurement in miles. Also include the type and size of fire trucks & other significant equipment located at the nearest fire station house.	
4.7	Utilities		
4.7.1	Provide a single, easy-to-interpret map of all existing utilities with line sizes noted.	Provide a map of all existing utilities with line sizes, capacities and pressures. This will likely require GIS mapping capabilities.	
4.7.2	Electric Service, please provide the following:		
4.7.2.1	On the electric utility's letterhead, please provide utility name and contact information;	Provide the name of the electric service provider, company contact and information on the size of available electric line(s) serving the site. Provide a map showing location of existing line(s) and capacity in Kilovolts (kV). Please make distinction between operating capacity and available capacity.	
4.7.2.2	A map of the lines noting the line(s) size at the site		
4.7.3	Natural Gas, please provide the following:		
4.7.3.1	On the gas utility's letterhead please provide utility name and contact information;	Provide the name of the company, company contact and contact information for natural gas at the site. Information should state <u>size of line in inches</u> and PSI rating. State capacity of the system at the site. Show location of line(s) at site as well as excess capacity of gas system at the site expressed in CF or BTUs, if available. Natural gas is not required at site, however, if property has propane tank or other, please describe.	
4.7.3.2	Line(s) size at site;		
4.7.3.3	Pounds per Square Inch (PSI) at the site;		
4.7.3.4	Capacity of the gas system in cubic feet (CF);		
4.7.3.5	Any excess capacity of gas system in CF or BTU, if information available.		
4.7.4	Water, please provide the following:		
4.7.4.1	On the water district's letterhead please provide utility name and contact information;	Provide name of local government, water district or company serving the site. Contact information for their representative(s), <u>size of the line in inches</u> and PSI rating. Please identify current usage expressed and design capacity in GPD. Also, indicate total system capacity by GPD and current operating capacity. Include a copy of the latest report(s) for both fresh (i.e. 'Consumer Confidence Report') sent to any governmental regulatory agency such as MoDNR.	
4.7.4.2	Capacity of water system in gallons per day (GPD);		
4.7.4.3	Amount of excess capacity in GPD;		
4.7.4.4	Line(s) size and PSI at the site.		
4.7.4.5	Submit a copy of the latest water quality report (Consumer Confidence Report) for the water utility(s) serving the site.	Consumer Confidence Reports for many municipalities are available from MoDNR at: www.dnr.mo.gov/env/wpp/pub/dw-ccr.htm	
4.7.5	Telephone Wire/Fiber Communications Net, please provide the following:		
4.7.5.1	On the telephone utility's letterhead provide utility name and contact information;	Provide name of telephone company and its representative's contact information. Include the size and type of lines. Identify what company has the POP serving the site and how far it is from the site. Include in description what type of line is present (T1 or T2) and indicate available capacity; BroadBand capability? If fiber optics is not at the site, indicate the nearest fiber line and distance to it.	
4.7.5.2	Statement of whether there is currently fiber optic lines at the site and if not, provide the distance to nearest fiber optic point in feet or miles.		
4.7.5.3	Name of point of presence (POP) provider, if one exists;		
4.7.5.4	Other attributes - T1 or T2 lines;		
4.7.5.5	Is there a commitment for BroadBand Service to the community?		
4.7.6	Solid Waste, please provide the following:		
4.7.6.1	On the service provider's letterhead indicate name of the solid waste collection company and contact information;	Identify local or regional company or local government responsible for operation of the most likely landfill and refuse hauler potential tenants would use to service the site. Identify the contact information for the landfill's representative and permitted life of the landfill and provide documentation of said permitted landfill life from the solid waste collection company. Describe	
4.7.6.2	Name of Landfill servicing community;		
4.7.6.3	Life of landfill servicing community; provide written documentation provided by the solid waste collection company.		

4.7.6.4	Statement of whether the nearest landfill provider is publicly or privately owned;	the type of refuse that can and cannot be deposited. Also, provide a copy of the latest landfill compliance report sent to any governmental regulatory agency (MoDNR/EPA)	
4.7.6.5	Statement of whether there are any restrictions on the type of waste that can be deposited into the landfill and if so, please provide details of the restriction(s).		
4.7.7	Sanitary Sewer, please provide the following:		
4.7.7.1	On the district's or utility's letterhead, provide the provider name and contact information;	Provide the name of the local government, wastewater district or company serving the site, contact information for their representative and <u>size of the line in inches</u> and psi rating. Identify current usage expressed and design capacity expressed in GPD. Include a copy of the latest report sent to any governmental regulatory agency (MoDNR/EPA).	
4.7.7.2	Capacity of sewer system in GPD;		
4.7.7.3	Excess capacity of sewer system in GPD;		
4.7.7.4	A map showing size of line(s) and PSI at the site.		
4.7.7.5	Submit a copy of the most current wastewater quality or compliance report for the wastewater utility(s) serving the site.	MoDNR/US Environmental Protection Agency	
4.7.8	Storm Sewer, please provide the following:		
4.7.8.1	On the district's, utility's or site owner's letterhead, state provider name and contact information;	Identify the name of entity responsible for storm sewers at the site and their representative's contact information. Provide a map depicting location of storm water ditches, swales, underground pipes and retention ponds or basins in relation to the site.	
4.7.8.2	Size of line(s) at the site in inches.		
5	COMMUNITY INFORMATION SECTION		
5.1	U.S. Post Office		
5.1.1	Provide the address of the nearest U.S. Postal Service facility.	State the services and capabilities of the post office that would serve the site such as are office delivery or pick ups available, size of packages or boxes that can be handled by postal personnel. Also identify how far the post office is from the site.	
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 & FedEx.	Identify the freight companies that serve the area. Please identify mileage from freight provider's place of business to the site.	
5.3	Emergency Medical Response		
5.3.1	Provide the name of the entity that would provide emergency medical services. Provide the name and size of the nearest hospital and services provided. Provide the name and location of the nearest Level 1 Trauma Center and its distance from the site.	Provide name and contact information of officials for companies or other entities that would provide emergency medical services to the site. Identify the closest hospital and the level and types of trauma services it can provide. Identify the nearest Level 1 Trauma Center and indicate how far the site is from the Level 1 Trauma Center.	
5.3.2	Provide the name of the public or private ambulance provider;		
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 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 Comprehensive Plan, if applicable.	Provide documentation that reflects utilization of the certified site in the city or county's most recent strategic plan. If possible, documentation should be provided by the chief elected official.	
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.	Provide the name and contact information for person and/or agency responsible for disseminating and receiving building permits, plan approval and permitting.	
5.5.2	Provide a copy of the building permit issued by the municipality in which the Site is located. Provide an example of typical associated permitting fees or a fee schedule, if available.	As an example, furnish 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, provide distance in miles to nearest police/sheriff's office or station from the site.	Provide the distance from the site to the closest police station or sheriff's department office or facility, the number of patrol officers/deputies and detectives employed, officers per capita and officers per square mile of local municipality.	
5.6.2	Provide 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 supporting the marketing and development of the property.	Provide a letter from the local government supporting Missouri Certified Site status for the property, 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 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.	Furnish a printout of the site page from ML1.	
5.9	Miscellaneous		
5.9.1	Provide any other 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 any other information pertinent to the property	Provide any additional information that investors or business locators should know about the site (special attributes) and community. Also identify any incentives (financial or other) specific to the site.	
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 the 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, outdoor signage, advertising (on-line or other print or electronic media), professional staff outreach, etc.	
5.10.6	Indicate the name of any other organization, public or private, which may be assisting your organizations'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 organizations'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.		