KANSAS

COMMERCE

CERTIFIED SITE

KANSAS

Program Instructional Guide and Application

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Kansas Certified Sites Program Overview

Introduction

The Kansas Certified Sites program strives to increase the availability and development potential for commercial or industrial sites. The Kansas Certified Sites program aligns with national economic development industry standards. The established criteria were based on current industry data requirements and the site selection Request for Information (RFI) process. Site readiness through the certified sites process provides a standardized tool by which both development professionals and business prospects can assess prospective sites for compatibility with their development needs. Having available sites that have completed the due diligence process can reduce the risk associated with site development by providing an opportunity to mitigate potential issues prior to development. The Certified Sites program increases Kansas's competitive edge by demonstrating the states commitment to ongoing industrial development.

Program Objectives

The Certified Sites program is designed to achieve the following:

- Establishes a statewide inventory of development-ready industrial property, certified sites.
- Increases development certainty through a formal due diligence readiness process.
- Provides a framework of site-specific data standards to support the site selection process.
- Supports economic development organization unique strategic development goals.
- Promotes comprehensive analysis of sites prior to the formal site selection process.
- Validates Kansas is committed to rapidly advancing economic development projects.
- Improves the state's competitive edge by demonstrating development best-practices.

A site achieves certification through a rigorous review of key data required to evaluate site suitability. The collaborative process ensures that community partners are aligned and prepared to welcome development opportunities in their community. Whether relocating or expanding within Kansas, potential developers and site selectors will have access to pertinent detailed information to aid in decision-making. Information includes the availability of utilities, site access, environmental concerns, land use conformance, and potential site development costs.

The certification process is designed to assemble and substantiate current information into a single useable package. The format provides readily available, relevant data to decrease the amount of time involved in the decision-making process. The due diligence process addresses factors related to industrial development. It is the responsibility of the user of the information to review all obtainable and applicable information concerning a potential property acquisition. Risk determination for a particular parcel is tied to its intended use. The application review process ensures completeness and conformance with required standards.

It is important to note that **all risk cannot be eliminated** in real estate development. The data provided in the application is gathered and confirmed by the applicant prior to submission. The accuracy of the data is validated by the applicant upon submission. The applicant is fully responsible for its accuracy and any consequences arising from its use or reliance. The Kansas Department of Commerce (KDC) and TRB are not liable for any errors or omissions in the information provided.

Kansas Certified Site Criteria

A parcel, or parcels, of land must meet the subsequent requirements:

- A local government or economic development organization has submitted a compilation of essential data specific to the site application in the required format.
- All utilities at site or a feasible formal plan to extend to the site:
  - 6" water main.
  - Industrial capacity sanitary sewer.
  - Three-phase 12 kV electric infrastructure.
- Is cleared of dense forestation and underbrush.
- Is reasonably flat to the extent adequate developable space is available without excessive cut and fill effort.
- 10 contiguous total acres at minimum, and controlled by one entity, either public or private.
- Primarily marketed for commercial or industrial recruitment or expansion.
- Land is not designated for retail or residential development.
- Listed on LOIS-LocationOne with complete and current community information or electronic application materials attached to the site page.
- KDC and the TRB has certified the site through a comprehensive review.

Approved Applicants

- Economic development organizations that are either local or regionally recognized with formal designation.
- City or county governments.

Kansas Certified Site Designation

The Kansas Certified Site Designation is achieved when the program standards outlined are deemed satisfactory through the formal review process. This requires a comprehensive review by the Kansas Department of Commerce and the Technical Review Board (TRB). The materials provided must satisfy the level of detail and relevance in a manner that would assist a site consultant or developer in decision-making. Certification does not attest to the accuracy of the information. **Certification of accuracy is provided by signature of the applicant and is accepted by the TRB as true.**

The applicant will receive a formal certification letter from the department upon application approval. Each certified site will be provided a logo that will designate certification on LOIS-LocationOne. Communities are required to actively market the site after certification approval. The logo will be restricted for use for Kansas Certified Sites but may be used by the applicant on other materials to actively market the site.

Role of the Technical Review Board

Technical Review Board (TRB) assess the compiled data for completeness to aid in the decision-making process. The application process ensures that the applicant is armed with relevant detailed information so a potential buyer can evaluate associated risk, cost, and time involved in the development of the parcel.

The review board consists of approximately 10 select economic development professionals, including utility and certified community/economic development practitioners. Kansas Economic Development Alliance (KEDA), Evergy, BNSF Railway, and any other utility or professional partners may serve periodically on the board.

Members of the Technical Review Board (TRB) serve in a volunteer capacity. The TRB is responsible for review and approval of all Kansas Certified Sites program applications. The TRB contributes content expertise on programmatic decisions and standards at the request of the department.

The TRB reviews applications for completeness of the application report and substantiating documentation satisfactorily provides the required data elements. The TRB makes reasonable effort to ensure the information provided is complete and conforms with program standards. Additionally, the TRB may provide recommendations to the applicant for improvement of the information content of the site based on their experience with the site selection process. The process provides the opportunity for applicants to mitigate uncovered deficiencies prior to development.

Applicant Liability

It is the sole responsibility of the applicant to provide accurate and true information in the submission of the application. Information gathered by consultants on behalf of the applicant should be reviewed prior to the submission. Certification of accuracy is provided by signature of the applicant and is accepted by all reviewers as true. Recommendations made throughout the process are made in the best interest of the applicant with the goal of best positioning the land for industrial development.

KDC and TRB are not responsible for the continued currency of the information, for any errors or omission and/or for any consequences arising from the use of or reliance on the information in all situations. The responsibility of the accuracy of site information is the sole responsibility of the applicant.

The Kansas Department of Commerce makes no representation, guarantee, or warranty, express or implied, as to the accuracy of the information and specifically disclaim any liability to any party for the accuracy or completeness of the information or for any damages arising out of the use of or reliance on any of the information provided.

LocationOne® Information System (LOIS)

Kansas Department of Commerce provides communities and economic development organizations license to use LOIS, a statewide database, to promote available sites and buildings. This inventory database was designed by economic development professionals to effectively market properties to site selectors and prospective developers. The robust features provide customizable layers with market information, demographics, workforce, infrastructure, housing, business for industry site selectors and real estate consultants. The system provides the ability to create customizable searches, through GIS technology and data sources. The functionality is designed to provide comprehensive reporting and property consideration. States and communities offer these systems since site selectors are 98% more likely to search for property and community data online prior to contacting the state for a formal Request for Information (RFI).

A core requirement of the Certified Sites Program is that applicants utilize LOIS to promote their site. To be most effective, listings should be current and updated frequently as new information is gathered. Other types of development projects in the community can impact utility capacity. If the site goes through a formal RFI submission the new information gathered on utility capacity information should be updated on LOIS.

The site readiness process provides a community with data on their natural assets. The property profile on LOIS should include a description that concisely highlights the unique attributes of the site. The picture of the property should be an aerial view of the property preferably showcasing access to major highways, rail service, or other desirable access points. The property detail section ought to include detailed utility information and capacity. Companies make decisions based upon a lower production cost on their chosen site compared to any other site. Potential purchasers need to distinguish if the site can adequately serve the company's infrastructure demands. A price for the property should always be listed even if the property price is negotiable. Production costs are a primary reason for a site decision, it is wise for economic developers to effectively target industrial segments for which the community and site can provide a natural advantage.

A community can more effectively target industrial segments through the information gathered through the certification process. The certification process reveals details that can help a community determine the most suitable target industry. There is no one-size-fits-all marketing approach. Each community and site possess natural advantages that can be highlighted on LOIS. Additional photos, videos, and marketing documents can be attached to the LOIS file to communicate the unique attributes that the site and community offers.

Cross-Certification

At the discretion of KDC, with input from the TRB, the state's certification designation may be extended to sites that have been certified under another program. In these instances, the certification standards will be analyzed to verify comparable standard requirements. In general, the submission documentation and content standards must be comparable to those outlined by the state's program.

The benefit to cross-certification is that each program provides a unique approach to marketing and has access to various distribution channels for information. The bulk of the work of the certification is completed by the original certification program. The benefit to a dual certification outweighs the time involved.

Applicants seeking cross-certification under this exception should contact the Certified Sites Program Manager to request a formal review.

Cost of Certification

The applicant is responsible for all associated application costs. Expenses may include gathering and compiling information and data, or other professional services required to complete the application. Professional services providers may include, but are not limited to, attorneys, real estate professionals, environmental specialists, engineers and/or laboratory analysts.

Kansas Department of Commerce requires a $250 processing fee for all applications. Other state agencies may require fees to issue letters related to the environmental condition of the site. The applicant and the landowner should determine all associated application costs prior to beginning the application process.

***Financial assistance may be available for portions of the application from various state and federal programs.*

Certification Process

Site certification is a three-step process that includes the Notice of Intent to Apply, the Certified Site Application, and the Annual Verification. Prior to beginning the process, the applicant should contact the Certified Sites Program Manager to review program requirements and expectations. Not every property is ideal for the intensive due diligence process.

Application Process Overview

Step One

- Contact the Certified Sites Program Manager to assess suitability of the prospective site.
- Complete the Notice of Intent to Apply in the application portal.

Step Two

- Complete the Certified Sites Application report within one year of Notice of Intent.
- Upload the report to the online Certified Sites application portal.
- Submit $250 application fee.
- The Certified Sites Program manager reviews application and provides necessary corrections to the applicant prior to TRB review.
- The TRB review will be scheduled for a 3-week timeframe.
- During or following the review process the TRB may request additional information or data, this should be provided with one week.
- The TRB will make a recommendation to the department for approval.
- A letter of certificate and Kansas Certified Site logo will be provided upon final approval.
- The site will be designated as a Kansas Certified Site on LOIS-LocationOne.
- The site will be promoted on the KDC Certified Sites webpage and social media channels.

Step Three

- Complete the online the Annual Verification in the application portal.
- Complete an update application after the third year.
- Notify KDC when the property or parcels are sold or leased.

Application Components

Compile **all section components** with substantiating documentation in the required report format, only complete applications will be reviewed.

- A complete application will include the following five sections:
    1. Ownership Information
    2. Property Information
    3. Environmental and Cultural Information

4. Access Information
5. Community Information

- Required submission report format:
  1. Organized and labeled by sections and reference number as denoted in this manual.
  2. Questions displayed in entirety for each section.
  3. Responses following each question with a hyperlink to appendix documentation.
  4. The appendix documents should be in section order and labeled with a return hyperlink by reference number. Multiple sections that require a single document should be referenced with the corresponding hyperlink.
  5. Upload final report to the submission portal.

Notice of Intent

A Notice of Intent should be completed to begin the formal process. The Notice of Intent gathers preliminary information regarding the applicant and the site proposed for certification. This step serves as a screening tool to ensure that the property can meet the certification criteria. Additionally, the Notice of Intent establishes the beginning of the application process. The completed certified site application must be submitted within a year of an approved Notice of Intent.

Application Requirements

Completing the application will require many entities to provide information. A planning meeting between the city, county, landowner, and applicant is encouraged. The various items that need to be compiled also can be divided among the parties. All parties should understand the importance of site certification.

The applicant should serve as the point-of-contact and gather all data for report compilation. Please note that professional service providers may be needed to complete the level of documentation required. In the event a consultant is hired to compile the application on behalf of the applicant, it is the responsibility of the applicant to ensure that the work product meets program standards and gathered in a timely fashion to ensure that the deadline for submission is met. Only complete applications will be considered for review.

Submission Format

The application should be compiled into a report format, including all five sections. The title page should include the name of the site, the year, site location, name of the entity applicant and address. The table of contents should include each section, subsection, and the contents of the appendix. The application responses should include the section reference number in the order provided, the question in its entirety, a summary answer directly below the associated question, and a hyperlink to the appendix to support the documentation of the assertions. Every application question should be included and answered. Each answer should be concise and summarize the pertinent details. There will be items that do not apply to apply to every site, such as port access or rail availability. If a question does not apply to your site, simply indicate Not Applicable. The application will indicate if a Not Applicable answer is allowable for the question.

Each title of the section, numbered section, and subsection should be bolded. Pages numbers are required at the bottom of each page. The sections should be prominent and displayed at the top of the page. The appendix should include letters, documentation, and maps. Appendix items should be hyperlinked to each relevant answer including return to answers hyperlinks.

The use of color graphics and maps is encouraged. The goal is to provide information that can be easily found and provided during an RFI submission for the site. This also ensures an efficient review of the application.

Application Submission

The application file should be uploaded in the Commerce application database. The application will be linked to the Notice of Intent and the Annual Verification through this process. A separate drop folder can be provided if the file is too large, however, the application for certification will still need to be submitted.

If any of the application material is confidential and proprietary, please put such information on separate pages and clearly state “Confidential and Proprietary Information” at the bottom of the page.

Application Review

The Certified Sites Program Manager will contact the applicant if additional information is required by the TRB during the review of the certification application. To the extent possible, additional information requests should not interfere or delay the certification process. If there is a request that will significantly delay approval, the applicant will be notified. Applicants should be accessible by phone for the scheduled review to provide input, clarification, and information to the review board. Generally, required revisions or corrections should be resubmitted within the following week of the completed review. If the corrections will take longer than 3 weeks, the applicant may be required to resubmit the application. If review process reveals that the application does not meet the program criteria standard, the applicant will be notified in writing by the Certified Sites Program Manager.

Maintaining Certification

Certification is valid for a three-year period from the date listed on the certificate. The applicant is required to submit an annual verification on the date of certification for the two subsequent years. The property will remain on the Certified Sites webpage and maintain the Kansas Certified Site by meeting program validation requirements. To do so, the applicant must participate in the annual verification process to verify pertinent details about the site. Following the third year, an updated application is required. At that time, a review of the application with the Certified Site Program Manager should be scheduled to discuss the process.

The annual verification application was designed to capture any changes to the property size or infrastructure, and capture the number of RFI submissions, for program development and marketing purposes. A renewal notice reminder will be emailed to the applicant prior to the due date. The annual verification form on the Kansas Commerce portal at this link.

In addition, LOIS should be updated. Ideally, the LOIS listing should be current as new information is available. Most often site selectors and other prospective customers go to LOIS to find properties prior to contacting the state, community, or economic development organizations. Non-active listings should be taken down as it could reflective poorly on the community.

Application for Certification

Section 1: Ownership Information		
Reference Number	**Information Requested**	**Suggested Source or Response**
1.1	List legal property owner's name, address, and phone number. Include a detailed locator map for the site.	Provide requested information, including an aerial map of the location on the applicant's letterhead. Include a close-up of the site with the boundaries outlined. Provide a second map illustrating a regional perspective.
1.2	A letter from the property owner stating fixed sale price; if applicable, note any option or first rights to purchase the property.	This should be provided on the property owner's letterhead.
1.3	Provide evidence of clear property title through a Certificate of Title.	The document should be provided by a title company, licensed abstractor, or attorney. A Certificate of Title is not required if title insurance or a title opinion is provided. A licensed attorney can also show evidence of a clear title.
1.3.1	A signed copy of the Title Insurance or a Title Opinion.	
1.4	Provide documentation of all easements, liens, rental contracts, or other physical or legal encumbrances associated with the property.	Provide a written summary of these items. Include a separate map depicting easements, rental agreements, etc.
1.5	Provide a parcel boundary survey performed by a licensed Kansas land surveyor or engineer.	Include the digitally sealed survey in the application packet on surveyor's letterhead. This should provide the name and contact information for the entity conducting the survey.
1.6	Indicate if plans are underway to annex the site into an existing incorporated city if presently located within a county jurisdiction.	Provide documentation from the governing jurisdiction. If plans are underway to annex the site by a municipality, provide documentation of that projected timeframe by the city.

<table>
<tr><td colspan="3">Section 2: Property Information</td></tr>
<tr><td colspan="3">Certain features within the boundaries may be restricted from certification. Exclusions include heavily forested areas, steep ravines, delineated wetlands, floodplains, lakes, and pre-existing developments. Other exclusions may apply.</td></tr>
<tr><td>Reference Number</td><td>Information Requested</td><td>Suggested Source or Response</td></tr>
<tr><td>2.1</td><td>Provide the following parcel details:</td><td rowspan="2">Provide a Plat map with requested items noted. Boundaries for the site should be delineated. Information may be obtainable from the owner, surveyor, or county officials.</td></tr>
<tr><td>2.1.1</td><td>Name of site, if applicable.
Address of site, street number if it exists, or best available information.
Parcel’s legal description.
GPS coordinates at approximate center of site or designated entry way.</td></tr>
<tr><td>2.1.2</td><td>Parcel size in acres from deed(s) survey, or as recorded by County Appraiser.</td><td>Provide documentation from the county appraiser, public listing from Open Records for Kansas Appraisers (ORKA), a notarized/certified copy of the deed, or from the boundary survey.</td></tr>
<tr><td>2.1.3</td><td>Provide site specific aerial photo on which the site boundaries have been drawn. A clear photo from GIS or other common sources may be substituted. Image should cover a half mile radius around the property.
Must include date of photograph.
Sufficient detail to display large existing surface features, including homes, outbuildings, tree, and brush lines, etc.
Provide directional orientation on photo.</td><td>Provide an aerial photo (preferably less than 2 years old) noting the requested items. The boundaries for the site should be delineated. Information may be available from the owner, surveyor, or county officials.

As a last resort, a Google Earth Map may be provided.</td></tr>
</table>

2.1.4	Provide most current U.S. Geological Survey topographical map displaying site and surrounding areas. Map should include: ▪ Draw site boundaries, if applicable. ▪ Indicate subordinate boundary lines that portion of the full site for which certification is sought. ▪ Calculate the average change in slope within the site's boundaries, if possible.	Quad maps are available at [USGS - The National Map-Data Delivery.](#) Hand-drawn boundary lines are acceptable with reasonable attention to accuracy. Ensure all site maps and related boundary information throughout the application is consistent with the boundaries shown on topographical map. The site's average slope may be available from the property owner, surveyor, or county mapping officials.
2.1.5	Include record of the current tax millage rate, including current tax amount and parcel CAMA number(s) for the site. Include a list of the various taxing districts pertinent to the site.	The millage rate can be obtained from the county appraiser or county clerk.
2.2	Provide the following about the sale or lease of the property:	
2.2.1	Sales price or lease rate per square foot or acre.	Price should match the information provided in Section 1.2.
2.2.2	Total asking price (or annual lease rate and term of lease) for the parcel being listed.	
2.2.3	Provide documentation designating real estate agent or person representing property owner including any listing agreement, lease agreements or rights of first refusal.	If the property is for sale by owner, provide documentation of this status. It is important to note any contractual obligations regarding the listing, leases, and rights to first refusal or other conditions attached to the site. Documentation should be provided by the owner or designated real estate agent.
2.2.4	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:	Provide the information as requested. If zoned, provide the contact information for the site's chief zoning official.
2.3.1	Provide the name of current zoning district including governing jurisdiction.	

2.3.2	Provide a detailed copy of the zoning regulations specifying development requirements for the parcel. If there is a website link the document, please include. If there is no zoning district, provide a copy of any applicable development requirements. Include Conditions, Covenants and Restrictions (CC&Rs), Conditional Use Permit (CUP), Planned Unit Development (PUD), etc.	This information will be available from the chief zoning official. The property must be zoned for business use to successfully complete the Certified Site requirements.
2.3.3	Provide a copy of special overlay district regulations or requirements, if applicable.	

Section 3: Property Environmental and Cultural Information		
Reference Number	**Information Requested**	**Suggested Source or Response**
3.1	Phase 1 Environmental Site Assessment (ASTM)	Provide documentation as outlined. To obtain a Phase I, an outside consultant may be used. Applicants are encouraged to see if the site is eligible for the free KDHE program. You may choose to participate in a program offered by Kansas Department of Health and Environment, Brownfields Program, 1000 SW Jackson, Topeka, KS 66612 (785) 291-3246.
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 must be less than two years old prior to full application submission. The report must be in conformance with 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, the Kansas Brownfields Program may conduct additional investigations. Phase II and III ESAs and or conduct small brownfields cleanup actions for eligible properties may be required if RECS are found.	Note if a Phase II is not required, for the remaining associated sections. If additional work is needed, the applicant may want to utilize the free KDHE program or hire an outside consultant. KDHE - Brownfields Program may be able to aid with the site review.
3.1.4	If no RECS are identified during the Phase I ESA, no further action is necessary.	
3.1.5	If a building was located on the property, owners may also want to consider additional	Although not required, potential prospects may find the additional surveys helpful in

	surveys. These can be completed concurrently with the Phase I ESA. If a building did not exist, no further action is necessary.	evaluating the site. Applicant should note if any have been completed.
3.2	Phase II Environmental Site Assessment (ASTM)	Provide the documentation as outlined. To obtain a Phase II, an outside consultant will be necessary; the Phase I ESA consultant may be used. Applicants are encouraged to see if the site is eligible for the free KDHE program.
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	Discussion on investigation results, analytical data that demonstrates the presence of contaminants of concern, and recommendations for further assessment or cleanup.	
3.3	Alternatives to further investigation and/or Remediation	Provide the documentation as outlined. **If none of these measures are undertaken, simply note that in the application and move on.** If funding and eligibility allows, the Kansas Brownfields Program may conduct additional phases of investigation or small cleanups. KDHE at Kansas Brownfields Program | KDHE, KS If ACBMs are identified at the site, the Kansas Brownfields Program may provide for the abatement of those ACBMs. If Brownfields addresses the contamination, it could be funded through the program. If the VCPRP is chosen, eligible participants hire their own consultant, conduct any investigation or cleanup with state oversight. The participant or voluntary party provides the necessary funding.
3.3.1	Identified contamination exceeding regulatory standards may be addressed by the Kansas Brownfields Program or voluntarily through the KDHE's Voluntary Clean-up and Property Redevelopment Program (VCPRP).	

3.4	Regional Air Quality	Kansas Department of Health and Environment, Bureau of Air, (785) 296-1551. As of August 2017, only a small portion of Saline County has been designated for nonattainment. The remainder of the state is within attainment standards. Current Salina-Saline County Airborne Lead Information
3.4.1	State whether the site is in an ozone and PM2.5 nonattainment area.	
3.4.2	Document prevailing wind direction from the nearest reporting station.	Per the Kansas Climatologist: The prevailing wind direction for the state is from the south.
3.5	Wetland or Waters of the U.S. Boundaries	Provide the documentation as outlined. This online tool may be of assistance. US Fish and Wildlife Service Wetlands Mapper The region's Metropolitan Planning Organization or Natural Resources Conservation District may also be able to assist.
3.5.1	Provide a copy of the U.S. Fish & Wildlife Service National Wetland Inventory map. Map should display limits of any wetlands or other environmentally sensitive areas on the parcel.	
3.5.2	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.	
3.5.3	Provide documentation that the U.S. Corps of Engineers and other applicable agency review that indicates a wetland may be present on the site.	If there is a Corps Lake in the region, a contact there might be helpful. Otherwise, contact US Army Corps of Engineers.
3.6	Flood Plain Boundaries	Provide a letter from the city or county as required.
3.6.1	Provide documentation that the city or county is a member in good standing of the National Flood Insurance Program.	
3.6.2	Provide a copy of an updated Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) for the parcel and surrounding areas, if applicable.	These maps are available from FEMA, or the county or city planning office. FEMA Flood Map Service Center
3.6.3	Provide a copy of the Flood Plain Development Ordinance for the city or county.	The county or city planning office can provide this information.
3.7	Threatened or Endangered Species Review	Provide the documentation as required. Assistance can be obtained from Kansas Dept of Wildlife & Parks - Threatened and Endangered Wildlife.
3.7.1	Provide a copy of documentation submitted to the U.S. Fish & Wildlife Service or the Kansas Department of Wildlife & Parks. Provide 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.	
3.7.2	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.	Provide documentation as needed.
3.8	Archeological and Cultural Resources	Provide the documentation as required. Assistance can be obtained from Kansas Historical Society Site Protection.
3.8.1	Provide a copy of documentation submitted to the Kansas 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.	
3.9	Seismic Activity	Provide documentation as required. Obtain assistance from Kansas Geological Survey.
3.9.1	If a seismic event of 2.5 and above on the Mercalli Scale has been reported within one mile of the site within the past 10 years, please provide details of the seismic activity.	
3.10	Karst Topographical Conditions	Provide the documentation as required. Assistance or information can be obtained from the following: KU - Kansas Geological Survey USA Karst US Topographical Map
3.10.1	If the site is located within or near an area of known 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.	

Section 4: Access Information

Reference Number	Information Requested	Suggested Source or Response
4.1	Site Access	Provide a detailed summary of the access questions. An annotated map may be included.
4.1.1	Provide a summary that includes the following: ▪ Width of roadway(s). Indicate crossroads 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 access availability from site to each street. ▪ Scheduled improvements.	
4.1.2	Provide name and contact information for all agencies responsible for review and site access.	
4.2	Rail Access	Note N/A if rail is not available.
4.2.1	If a Class 1 railroad or a short line railroad can serve the site, please provide a letter from them detailing whether the site can be classified as rail served or rail accessible. ▪ A rail-served site has existing rail and must be further classified into Active, Inactive or Rehab required. Active track is a facility that is currently receiving service or has received rail service within the past six months. Inactive is track that has not received service within the past 12 months and requires minor track repairs. Rehab is any track that has not had service in several years and requires a significant amount of rehabilitation. ▪ A rail-accessible site requires construction of new track and mainline switch for rail service to the site. ▪ Whether a site is considered rail served or	If the applicant does not intend to market the site as having rail available, only initial documentation is required. If the applicant intends to market the site as rail served, the railroad must provide a letter supplying the information outlined in the application. If the site is considered rail served or rail accessible, the transportation provider should include a ballpark estimate for re-establishing full service to the site.

	rail accessible, the transportation provider should include a ballpark estimate for re-establishing full service to the site. ▪ Provide information for new customer/ track extensions or additions about the required approval through the railroad's formal process. This should include the implementation of appropriate track agreements.	
4.3	Air Service Access	Provide a summary of information for both the closest local airport and the nearest airport with scheduled passenger service. This should also include one of the three metro airports -- Kansas City International, Wichita Dwight D. Eisenhower National Airport and Denver International.
4.3.1	Provide the name(s) of the nearest airport and nearest airport with scheduled commercial (passenger) airline service, including information about air carriers, and all such airports within approximately two hours driving time of the site.	
4.3.2	For each, provide details on the type of airport, including Miles to site; Length of longest runway, paving; and Night landing capability (lighting); and Fuel type(s) sold.	This information can be obtained from each airport operator. This web site also provides summary information: AirNav.com.

4.4	River Port Access	If the site does not have direct access to a river port, note that in the application and move on. If it does have direct access, obtain the requested information from the appropriate port authority.
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	Fire Insurance Rating	Have this information provided by the local fire department on their letterhead.
4.5.1	On official fire department or district letterhead, provide the name and contact information for the local fire department or district.	

4.5.2	Provide the Fire Insurance Rating (ISO) for the site and any changes in the past two years.	
4.5.3	Provide the distance measured from the site to the nearest fire station.	

4.6	Utilities	
4.6.1	Include a single, easy-to-interpret map or other graphic of existing utilities with line sizes noted.	This may be created for the site once all the utility information is gathered.
4.6.2	Electric Service - provide the following on the electric utility's letterhead: ▪ Provider name and contact information. ▪ A map of the line(s) and type(s) serving the site. ▪ Distinguish between operating capacity and available capacity.	Have the electrical provider supply the information requested in the application. If no service exists, the utility must provide documentation, outlining the process for providing service to the site. This includes a timeframe, funding plan, and estimate of costs. If service to the site is projected, it should be estimated based on full site development.
4.6.3	Natural Gas - provide the following on the gas service utility's letterhead: ▪ Provider name and contact information. ▪ Verification of their ability to service the site. ▪ When possible, include a map of the line(s) size at the site with the following information (or attach to map): ○ PSI and BTU at the site. ○ Capacity of the gas system in MCF. ○ Any excess capacity of gas system in MCF, if information is available.	Have the natural gas provider supply the information requested in the application. If gas service does not exist, the district or utility must provide documentation outlining the process for providing service to the site. This includes a timeframe, funding plan, and estimate of costs. If service to the site is projected, it should be estimated based on full site development. If a propane tank or onsite well is available, provide that information.

4.6.4	Water - 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). ▪ A map of the line(s) size and PSI at site. ▪ Flow test at nearest fire hydrant(s) to the site. ▪ Submit copy of the latest water quality report (Consumer Confidence Report) for the water utility serving the site.	Have the water provider supply the information requested in the application. If no service exists, the district or utility must provide documentation the process for providing service to the site. This includes a timeframe, funding plan, and estimate of costs. If service to the site is projected, it should be estimated based on full site development.
4.6.5	Solid Waste - provide the following on the service provider's letterhead: ▪ Collection provider name and contact information. ▪ Name of landfill servicing the community and contact information. ▪ Provide written statement of projected landfill life provided by the landfill operator servicing community. ▪ Statement of whether the nearest landfill provider is publicly or privately owned. ▪ Statement regarding waste restrictions related to the landfill. Explain the type of waste restriction that exists.	Have the solid waste provider supply the information requested in the application. If service to the site is projected, it should be estimated based on full site development.
4.6.6	Phone/Fiber - provide the following on the service provider's letterhead: ▪ Provider name and contact information. ▪ Statement of whether there is fiber optics at the site. 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 broadband service to the community. ▪ A map of the line(s).	Have the phone and fiber provider supply the information requested in the application. If no service exists, the district or utility must provide documentation outlining the process for providing service to the site. This includes a timeframe, funding plan and estimate of costs. If service to the site is projected, it should be estimated based on full site development.

4.6.7	Sanitary Sewer - provide the following on the district or utility's letterhead: ▪ Provider name and contact information. ▪ Capacity of sewer system (gallons per day). ▪ Sewer system- excess capacity (gallons per day). ▪ Map the size of line and available capacity of the line at the site. ▪ Copy of the current wastewater quality or compliance report for the wastewater utility serving the site.	The sanitary sewer provider should supply the information requested in the application. If no service exists, the district or utility must provide documentation outlining the process for providing service to the site. This includes a timeframe, funding plan and estimate of costs. If service to the site is projected, it should be estimated based on full site development.
4.6.8	Storm Sewer - provide the following on the district, utility, or site owner's letterhead: ▪ Provider name and contact information. ▪ Is provider a KDHE regulated MS4. ▪ A map of the existing system.	If the storm sewer system would be designed as part of development, indicate that in the application along with the contact information for the creation authority.

Section 5: Community Information		
Reference Number	**Information Requested**	**Suggested Source or Response**
5.1	Post Office	Provide the information detailed in the application.
5.1.1	Provide the address of the U.S. Postal Service facility serving the site. Include a list of available services and distance from the site.	
5.2	Freight Service	Provide the information detailed in the application.
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	Have the local EMS provider and hospital administrator supply the requested information on their letterhead.
5.3.1	Provide the name of the entity that would provide emergency medical services at the site, including 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 the name and size of the nearest hospital and services it provides. Also provide the name and location of the nearest Level 1 Trauma Center and its distance from the site.	
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. 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, text 911,” etc.	Have the local 911 service provider to supply the requested information on their letterhead.
5.4	Building Department	Have the local building official supply the requested information on their letterhead.
5.4.1	Provide the name and contact information for the building department or agency responsible for plan approval and permitting for construction purposes.	
5.4.2	Provide information regarding the current adopted codes and related fee schedule.	

5.5	Police Protection	Have the local police chief or sheriff supply the requested information on their letterhead.
5.5.1	On the appropriate police or sheriff’s department letterhead: provide distance (miles) to the nearest police/sheriff’s office or station to the site.	
5.5.2	A statement regarding the capacity of the police force, officers per capita, officers per square mile.	
5.5.3	Provide name and contact information for the chief officer of the local law enforcement organization that provides service and protection to the site.	
5.6	Local Support	Have the elected official supply the

5.6.1	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.	requested information on their letterhead.
5.7	LOIS-LocationOne	Include a copy of the site's brochure from LOIS-LocationOne.
5.7.1	Provide evidence in the form of a copy of the site's listing on LOIS-LocationOne showing that information has been updated and includes a photo of the site.	
5.8	Site Marketing Plan	Provide the information requested in a summary noting each section.
5.8.1	Provide a copy of the marketing plan for the site for which certification is being sought. It must contain at a minimum:	
5.8.1.1	Indicate which industry types or tenants are targeted for the site location.	
5.8.1.2	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 Kansas Certified Sites application.	
5.8.1.3	Indicate what tools are being used to market the site in addition to LOIS-LocationOne: i.e., brochures, signage, advertising (on-line or other print), professional staff outreach, etc.	
5.8.1.4	Indicate the name of any other organization, public or private which may be assisting your organization's site marketing, i.e., The Greater Wichita Partnership, Kansas City Area Development Council, Kansas Department of Commerce, Western Kansas Rural Economic Development Alliance, local energy utility development department, commercial realty company, etc.	
5.8.1.5	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.	
5.9	Workforce	Provide the information requested in a

5.9.1	Provide a list of largest employers nearby and the distance from the site. Include company name, industry, and the number of employees for each employer listed.	summary noting each section. For employment statistics, reach out to KDOL.Laborstats@ks.gov
5.9.2	Provide a list of recent project announcements of firms entering the market or expanding operations and the distance from the site.	
5.9.3	Provide a list of recent closings, layoffs or union actions.	
5.9.4	Provide workforce population estimates for the laborshed and define the area considered the site's laborshed.	
5.9.5	Provide employment statistics for the area detailing labor force, employment, unemployment, and unemployment rate for the last five years.	
5.9.6	Provide a list of the universities, community colleges, vocational programs and technical schools that serve the area along with their proximity to the site. Detail information regarding the availability of employer training programs.	
5.9.7	Provide a list of the public schools and districts near the site along with their total enrollment, average ACT score and high school graduation rate.	

5.10	Miscellaneous/Optional	Provide the information requested in a summary.
5.10.1	Provide other data that would offer potential investors a more complete background of the parcel. Examples include: ▪ Research on the availability of financing mechanisms, local incentive programs and other information pertinent to the sale or development of the property. ▪ Information regarding neighboring developments, companies or employers, and geographic features pertinent to the development could also be included. ▪ Information regarding nearby military installations could also be provided.	