

INSTRUCTIONS
APPLICATION FOR OREGON INDUSTRIAL SITE CERTIFICATION

Before proceeding with this application, please contact the Oregon Economic and Community Development Department's (OECD) Community Development Division Regional Coordinator assigned to your county or OECD's Business Development Officer. He/she will guide you through the process and help you obtain the necessary documentation from other state agencies. Your Regional Coordinator also also send you the Tabs for your notebook.

Please Note:

- For your site to be fully reviewed and certified, you must answer ALL questions and furnish documentation to substantiate your response;
- Provide this signed application and associated information in a 3-ring binder, using dividers provided by OECD
- If something is too bulky to include in the notebook, put an executive summary and relevant findings in the appropriate tab and send the entire document separately;
- All maps and aerial photos need to show: directional arrow for north, and clear, exact outline or shading for the areas(s) being certified and
- Include nonrefundable fee in amount of \$500 (currently waived).

INSTRUCTIONS FOR COMPLETING APPLICATION FORM

Project-ready Certification is open to industrial sites meeting minimum requirements. Program requirements and other program materials can be found [on the web](#). Project Ready means that development can begin within six months (180 days) of the site being acquired.

Eligible applicants for Project Ready Certification include property owners, real estate developers, municipalities, local economic development organizations, industrial development agencies, ports, chambers of commerce, real estate developers, and other businesses and agencies engaged in economic and real estate development.

Before proceeding with the submission of an application, contact your OECD Regional Coordinator. You will need to complete the Project Ready /Information Form and provide the required materials. If a site is eligible for certification, you will be invited to submit an application.

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The Application Form must be **completely** filled out with **all** required attachments provided.

Any costs incurred by the applicant during the project ready certification process and the preparation of the application are the responsibility of the applicant.

Applicants may submit more than one site. Each site must have a separate, completed application and all the required attachments collated by tab in a 3-ring binder and sent to the appropriate Regional Coordinator (link).

As a general rule the Owner/Applicant will provide the following information:

- Maps showing Certified Acreage (Application)
- Surrounding/neighbor uses–aerial photo with labels
- Letter or Listing Agreement showing property is for sale
- Preliminary Title Report showing easements, liens, etc
- FEMA map showing 100 year flood plain
- Buildability data, USGS map, etc.
- Photos and descriptions of existing improvements)
- Telecommunications Letter
- Energy Letters

The following information will be available from the Local Government. Sample letters can be provided by your Regional Coordinator:

- Local Government Support Letter
- Local Zoning Ordinance with letter and map
- Planned Pending or Ongoing Land Use letter
- Water Supply Letter answering questions from application
- Wastewater Letter answering questions from application
- Emergency and Public Safety information
- Demographics ad Workforce information
- Tax Incentives, and System Development Charges and other development fees

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The following information involving State issues can be obtained by your OECDD Regional Coordinator:

- Compliance with State Land Use Laws, DLCD letter
- Environmental (Phase I) review letter from DEQ, Air Quality
- Threatened and Endangered Species letters from ODF&W
- Wetlands Determination/Alternatives Analysis/Mitigation Plan
- Archeological Resources Letter
- Historical Resources Letter

Transportation information will involve local government and consultation with the Oregon Department of Transportation.

All information in the notebook should be presented so that someone unfamiliar with Oregon, your community, or your site will have a clear understanding of the site's characteristics. Think of a site consultant or company representative sitting in another city and going through the notebook, trying to decide whether or not to keep your site on a list of prospects. Will that person have a clear picture of your site and your community and be able to find the site without help? If so, you've succeeded!

Be sure to include all of the property owners on the application, using a separate sheet if necessary. If the site to be certified consists of multiple parcels with different owners, all owners must sign letters agreeing to the price and other terms of certification.

TAB A, SITE LOCATION:

Purpose: To clearly identify and describe the applicant, property owners, the property being certified and its location.

Documentation:

1. A basic map of the site's specific overall land area and a county map of tax lots;
2. The legal description of the property with Township, Range, Section and Tax lots such as that found in a title report or other legal documents. The Township, Range, Section and Tax lots are important. Also provide a

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physical address for the site. If a street address is not available, provide location information such as on the east side of Any Street between Hwy 11 and Sunset Road, milepost information or nearest crossroads.

3. A plat map (if site is platted)
4. A state map that shows where the site is located.

Photos may be included if they provide additional information on the Site Profile. Also, marketing materials can, and should, be included in this section.

It is important to mark the outline of the actual site to be certified on ALL maps; all maps and photos need to be clearly outlined and consistent throughout the notebook, w/scale & directional arrow.

In order to include your site on Oregonprospector.com, the state's official industrial site location website, it must be possible to easily locate it on a map. You must include location information such as street address, if it's available, or the road/street name with nearest crossroads, mileage marker, etc.

TAB B, BASIC SITE DESCRIPTION:

Purpose: To provide additional information about the site and clearly establish ownership and the not-to-exceed price of the property.

Documentation:

1. Map with scale and north arrow showing total acreage and clearly delineating the Net Contiguous Developable Acreage. This is the acreage that can be built on. It must not be bisected by a road, stream, ditch (unless it can be filled). [The Oregon Map](#)
2. An explanation of why the entire area will not be certified, if applicable. An example of this is if a corner of the property cannot be developed because it contains a wetland that must be avoided or right of way that cannot be built on;
3. A signed letter from the owner(s) stating that the property is for sale or lease and providing the price per acre. A real estate agreement to sell may be included if it shows the price.
3. If there is an option on the property, the Tab-B documentation must fully explain it and include copy of option agreement; option-holder then replaces owner for purposes of availability letter.
4. In the application, either the sale or lease (or both) boxes need to be checked and prices *must* be included.

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5. If the applicant is an authorized representative of the owner, a site developer with a contract to buy/lease the property or a licensed broker with a listing agreement, the notebook must contain evidence of the agreement.

If real estate conditions warrant a price change during the two-year certification period, you may submit documentation supporting the change to the department. Upon acceptance of the change, the department will notify you in writing and change the price in the official documents. Otherwise, the owner agrees to sell the property for the amount listed in the application.

TAB C, LOCAL SUPPORT:

Purpose: To indicate that the local government and the community support industrial development on the site and that the developer will not face significant community opposition.

Documentation:

1. A letter written by the chief elected official for the city or county where the site is located. The letter should show that the community supports the development of the site and the industry profile selected. A sample letter is available. In other sections of the notebook there is other information that the jurisdiction must supply. All information can be combined into one letter with copies in the applicable notebook sections with pertinent information clearly highlighted. [Oregon Local Government Center](#)

TAB D, EASEMENTS, LIENS, LEASES:

PURPOSE: To clearly identify any easements on the property or liens against the property

Documentation:

1. Preliminary or complete Title Report that describes all encumbrances (legal or physical). The more complete, the better. Check for possible mineral and water rights ownership that could affect the sale of the property.
2. A map (preferably an ALTA map) clearly indicating all easements. All easements should be shown on a single map. <http://www.acsm.net/alta99.pdf>
3. If any easement, lease, or license is necessary to develop or use the site, provide plans or agreements to obtain these items.

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TAB E, BUILDABILITY:

Purpose: To provide information about the appearance and slope of the property, the soil types and any other aspects of the site that an engineer will need to take into account when designing a facility.

Documentation:

1. A copy of an official Federal Emergency Management Agency (FEMA) map with the site clearly outlined. [FEMA Map Service Center - Welcome](#)
2. If all or a portion of the site falls within the 100-year flood plain, include a mitigation plan by a licensed engineer with cost estimates and a timeline for completing the work. The Site can only be certified if the mitigation can be completed within 180 days or less.
3. A US Geological Service quadrangle map with site outlined. [USGS NATIONAL GEOLOGIC MAP DATABASE - HOMEPAGE](#)
4. A topographical map with site outlined
5. Description of the terrain with minimum and maximum topographic elevations of the site.
6. Soils map or description [Soil Survey Contents | NRCS Soils](#)
7. Reports and other documentation with information about seismic vibration, fault lines, sinkholes, or any past undermining or other risk factors. [Oregon Department of Geology and Mineral Industries \(DOGAMI\) Homepage](#)
8. Description of any terrain engineering plans with cost estimate, if applicable

All maps must have the site clearly outlined along with a north directional arrow.

TAB F, SITE IMPROVEMENTS:

Purpose: To clearly identify and describe any existing structures, roads or parking lots on the site.

Documentation:

1. Aerial photo with an outline of the subject property **clearly marked**.
2. If there are improvements on the property including structures and roads, provide a description, including size, age, current or previous use.

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3. If existing structures have no value and are not included in the sale price, please provide a letter to that effect and indicate who will be responsible for removing them

TAB G, LAND USE PLANNING AND MUNICIPAL ZONING REGULATIONS

PURPOSE: To demonstrate that the site is within the UGB or unincorporated community boundary or in an area where local land use regulations permit industrial development. Also, to show that the property is correctly zoned, that the uses for which it is being certified are "outright permitted uses" under the local zoning ordinances, and to show the zoning on all surrounding parcels.

Documentation:

1. Letter from jurisdiction confirming that the property is or is not within the Urban Growth Boundary along with highlighted excerpts from ordinances for zoning code. Letter should also address development standards, stating that current zoning codes and ordinances allowing for direct plan review are based on clear and objective criteria.
2. Zoning map of area with site and UGB clearly delineated;
3. Relevant portion of the jurisdiction's Comprehensive Plan and local zoning ordinances;
4. Labeled maps and aerial photos accompanied by a narrative describing the surrounding or neighboring properties/uses.

TAB H, ENVIRONMENTAL CONDITIONS :

- 1. PURPOSE:** To provide assurance that any environmental constraints have been identified. And, if there is any contamination, a plan, approved by the Department of Environmental Quality, exists to mitigate it. The plan must be one that can be completed within 180 days. Also to provide information about any air quality restrictions that might exist at the site. ***Your Regional Coordinator will be your contact for DEQ environmental and Air Quality information.***

Documentation:

2. A current Phase I Environmental Assessment conducted by a qualified Environmental Services Professional using ASTM standards along with a DEQ concurrence letter and No Further Action determination if there are no significant findings. [State of Oregon: Department of Environmental Quality](#)

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3. Any letters from DEQ regarding the environmental conditions on the property
4. If corrective action is required, the property owner must provide a letter confirming participation in either DEQ's Voluntary Cleanup Program or the Independent Cleanup Pathway program along with a plan for mitigating the contamination that can be completed within 180 days.
5. A letter from DEQ regarding air quality designations and any criteria pollutants.
6. If the subject site is located in Lane County, contact Lane Regional Air Pollution Authority (LRAPA) at 541-736-1056 or toll free, 877-285-7272 for their Narrative Statute on Air Quality, the Stationery Source Rules (Title 34), and the New Source Review (Title 38)

TAB I, LISTED SPECIES:

PURPOSE: To identify the presence of any state or federal threatened or endangered plants or animals that could impact development or the acquisition of 404 permits from the Army Corps of Engineers. For publicly owned lands, or privately owned lands that will require 404 permits, plant surveys will be required. Information about critical habitat is advisory and can be used during the development process to help avoid these areas. ***Your Regional Coordinator will be your contact for this information. (NOTE: If threatened or endangered species are present on the site and the issue cannot be resolved within 180 days, it may mean that the site cannot be certified.)***

DOCUMENTATION:

1. A letter from Oregon Department of Fish and Wildlife covering their observations regarding the presence of state or federal listed fish and wildlife species or their habitat.
2. For plant species, documentation that the plant species are not present, or if they are present, Oregon Department of Agriculture has been contacted and their consultation process completed.

TAB J, WETLANDS AND WATERWAYS:

PURPOSE: To provide a clear understanding of any wetlands issues that may exist on the property and a pre-approved mitigation plan. The Department of State Lands will provide a "conceptual removal-fill permit" for the site that will speed development provided the pre-approved development plan is followed. Federal requirements for a 404 permit are **not** included in certification. If your site will need a 404 permit, it may not be developable within 180 days. However, the Department of State Lands will work with you to ensure

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that necessary requirements are met to help minimize delays in receiving federal permits ***Your Regional Coordinator will be your contact for this information.***

Documentation:

1. Wetlands Determination; [State of Oregon: Department of State Lands](#)
2. If jurisdictional wetlands are noted, a full wetlands delineation by a DSL approved licensed consultant will be required;
3. If there are wetlands that cannot be avoided, you will need to continue on with an Alternatives Analysis and a Mitigation Plan.
4. Letter from DSL concurring with the Wetland Delineation and/or Mitigation Plan.

TAB K, ARCHEOLOGICAL AND CULTURAL RESOURCES:

PURPOSE: To provide reasonable assurance that there are no significant archeological or cultural artifacts on the site. To identify any structures of historic significance and provide a plan for protecting or moving them ***Your Regional Coordinator will be your contact for this information.***

Documentation

1. A letter from State Historic Preservation Office (SHPO) indicating if a cultural site is likely to be found on the subject property. [State of Oregon: Oregon Parks & Recreation Dept: Heritage Programs: State Historic Preservation Office](#)
2. If there is a likelihood of archeological or cultural artifacts on a site, a cultural survey, conducted by a qualified professional archeologist will be required. This survey will be submitted to SHPO and their recommendation for additional studies or safeguards (if any) must be followed.
3. If buildings on the site were constructed prior to 1960, a letter from SHPO indicating that they are not historically significant or, if they are, an approved plan to protect or move them.
4. Letter to appropriate Tribe(s) requesting information about known cultural sites (**NOTE: IF A CULTURAL SURVEY IS COMPLETED, THIS STEP IS NOT NECESSARY**)
5. Response letter from tribes if available

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TAB L, TRANSPORTATION:

PURPOSE: To clearly identify transportation routes and distances between the site and major highways and interstates, note any transportation improvements (and associated costs) that may be required by the local jurisdiction and associated costs and how much capacity exists at state or federal highway interchanges that would be impacted by site development.

DOCUMENTATION: [STATE OF OREGON: OREGON DEPARTMENT OF TRANSPORTATION](#)

1. Map of site showing access points to local streets (use arrows).
2. Map of local streets and highways highlighting the most direct routes to the nearest highways or interstate from the site location.
3. State highway map showing location of site.
4. Description of State, County and Local traffic improvements (if any) required for development of the site.
5. Relevant parts of the Oregon Department of Transportation acknowledged local Transportation System Plan (TSP) and any other local documents that delineate restrictions, trigger points for special study or actions, and relevant portions of any local traffic ordinances.
6. Include details of any proposed road/access improvements including costs and plans that can be implemented within 180 days.
7. If rail serves the subject property, provide a site map or aerial photo that clearly marks the location of the rail.
8. Information from Oregon Department of Transportation or local transportation department about the total vehicle trips per day capacity of the nearest highway or freeway interchange that will be affected by the site and the current number of vehicle trips per day at that interchange. Not necessary if interchange is more than 10 miles from the site.

TAB M, WATER SUPPLY:

PURPOSE: To document how much water is available to a user of the site. ***Your Regional Coordinator can provide a form letter for your local water system.***

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Documentation:

1. A letter from the water system provider (company, district, etc.) about current site connection, system capacity. Specifically, the letter must indicate in Gallons per Day (GPD)
 - a) Total water system capacity;
 - b) Current average daily use of the system;
 - c) Peak flow volume available at the site; and
 - d) Gallons of excess capacity available.
 - e) If the water line can be accessed by the site without additional infrastructure improvements, and if not, what it will take to get there.
 - f) The letter must also include, in inches, the smallest water line size between site and source and the water pressure available at the site.
2. If additional infrastructure is needed, include a preliminary engineering plan with identified costs, funding, and timeline showing that the work can be completed within 180 days of the sale of the property.
3. A letter from the local fire marshal indicating that water flow and pressure for fire suppression is available. [Oregon State Fire Marshal Oregon Fire Department Websites](#)

TAB N. WASTEWATER:

PURPOSE: To document the wastewater capacity of the local sewer system available for the site or provide a plan for on-site treatment. ***Your Regional Coordinator can provide a form letter for your local water system.***

DOCUMENTATION:

1. A letter from the sanitary sewer treatment system provider (company, district, etc.) about current site connection, system capacity. Specifically, the letter must indicate in Gallons per Day (GPD):
 - a. Total sewer system capacity;
 - b. Current average daily use of the system;
 - c. Peak flow volume available at the site; and
 - d. Gallons of excess capacity available.

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- e. If the sewer line can be accessed from the site without additional infrastructure, and, if not, what it will take to make this possible
 - f. The smallest sewer line size, in inches, between site and source.
2. If additional infrastructure is needed, include a preliminary engineering plan with identified costs funding, and timeline showing that the work could be completed within 180 days of the sale of the property.

TAB O, ENERGY AND TELECOMMUNICATIONS:

PURPOSE: To provide information regarding the availability and level of service for utilities at the site including electricity, natural gas and telecommunications.

Documentation:

Formal Specification letters from the electrical power, natural gas and telecommunications service providers. [Public Utility Commission Links To Utility Web Sites](#)

1. The electrical power letter must include:
 - a. Distance in feet to connect to the power grid;
 - b. Line size in kVa that serves the site;
 - c. Miles to nearest and next nearest substations;
 - d. Peak load capacity available to the site (in MW).
 - e. Whether or not electric power redundancy is currently available for site.
2. The natural gas letter should specify that service is available at the site and the size of the gas line in inches and pressure available. If service is not available at the site, but could be provided, the letter should explain the conditions under which it could be provided. Of course if natural gas is not available to the site, and cannot be provided, a letter is not required.
3. A telecommunications letter is required from the Oregon Public Utility Commission franchised service provider for the site. The letter should also include the distance in miles to the closest central office serving the site, or the distance in miles from the site to the service provider's closest point of presence (PoP).
 - a. Telecommunications Service Types:

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- i. **Basic telephone service** means retail telecommunications service that is single party, has voice grade or equivalent transmission parameters and tone-dialing capability, provides local exchange calling, and gives the customer access to but does not include extended area services, long distance services, relay services, operator services, directory assistance services, and emergency 911 where available.(OAR 860-032-0260)

- ii. **Advanced telecommunications facilities** means high-speed, dedicated or switched broadband telecommunications infrastructure or equipment that enables users to send or receive high quality voice, data, or video telecommunications using any technology. (ORS 285C.530(a))
 1. **T1** is a digital transmission link with a signaling speed of 1.544Mbps (million bits per second) in both directions. T1 is a standard for digital transmission in North America. It is part of a hierarchy of digital transmission links known as the Digital Signal (DS) hierarchy and may also be referred to as a DS1.

 2. **DS1 or T1 service** is widely available and can be delivered to a customer's location over two pairs of unshielded copper wire.

 3. **DS3 or T3 service** is a digital transmission link with a signaling rate of 44.736 Mbps, the equivalent of twenty-eight T1 channels or six hundred seventy-two 64 Kbps (DS0 voice channels. T3 is commonly referred to as 45 Mbps. It is part of a hierarchy of digital transmission links known as the Digital Signal (DS) hierarchy and may also be referred to as a DS3.

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NOTE: DS3 or T3 service cannot be delivered to a customer's location over standard copper wire pairs. Fiber optic cable, a free-space optical system, or high capacity microwave radio system is required to provide service.

Miscellaneous/Other: Distance away from Special Avoidance Factors needs to be completed if your Profile(s) includes High Tech Manufacturing or Campus Electronics. These particular profiles are especially sensitive to vibrations.

The following Information is not required for certification, however, it will be helpful when marketing your site and we encourage you to include it in the notebook

TAB P, EMERGENCY SERVICES:

Purpose: To provide information about emergency services available in the area.

Documentation: Materials from local emergency, public safety and protective services. The letter should characterize role of volunteers if not staffed full-time by professionals and should indicate distance in miles from the nearest facility to the site.

TAB P, WORKFORCE:

Purpose: To provide information about workforce availability that will help a prospective user determine the suitability of the site for a specific type of development

Documentation:

1. Demographic and workforce information including population and other census data that can be obtained at <http://www.census.gov/> [OLMIS Home](#)
2. Lists of major employers, number of employees in industries comparable to selected profile(s) taken from an area up to 50 miles from site. Include lists of significant business hiring, closures and expansions. Your local chambers of commerce, economic development offices, and the Oregon Employment Department are excellent resources for this information.

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TAB P, INCENTIVES AND COSTS:

Purpose: To provide information about any local incentives for development and the costs associated with development.

Documentation:

1. Include all costs involved in locating a building on the subject site, including but not limited to, system development charges (SDCs) and other charges such as fees for utility hook-ups, design review, permit to build/occupy, from your city or county public works departments, special districts, etc.
2. Include any tax incentives that apply such as, urban renewal district, enterprise zone, or local improvement district savings. [Oregon Enterprise Zones—Oregon Economic & Community Development Department](#)
3. This would also be a place to include marketing information about the community that would make it more interesting to a prospective buyer. <http://info.econ.state.or.us:591/profile.htm>