



September 2014

## IEDA Certification Program Guidebook for Participation – Step 2



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## PROGRAM OVERVIEW

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### IMPORTANCE OF SITE CERTIFICATION

One of the fastest growing trends in the site location business is the demand for project-ready industrial sites. The reason is simple: companies continue to reduce the time allowed for making a location decision as well as the time required to start construction and complete the project. As such, the location decision process demands available sites, and those sites need to be ready for development. Companies looking to build new facilities want sites that are ready to go and relatively "risk free."

As a result, communities who are seeking to recruit projects need to be prepared to market their sites with a wealth of site-related information and data on their community. Companies are not willing to wait for a community to find an appropriate site and determine its suitability for development.

Recognizing this trend, the Iowa Economic Development Authority (IEDA) initiated a Certification Program. To assist with this endeavor, IEDA has retained McCallum Sweeney Consulting (MSC), a site selection consulting firm based in Greenville, South Carolina. MSC has executed a number of similar programs around the country. The programs are designed to closely parallel MSC's site selection projects, with the questionnaires and required support documentation similar to that which is required on siting projects.

### CERTIFICATION CATEGORIES

IEDA's Certification Program is designed to certify both industrial sites and industrial parks. An industrial site is defined as a property that is appropriate for a single industrial user, meaning there are no impediments to development or mitigation for any known impediments can be accomplished in less than 90 days (180 days for Mega Site). Impediments to development include features such as streams, roads, and utility easements. Environmental contamination issues must be remediated prior to certification. There are four site categories included in the program based on site size and infrastructure capacity (i.e., utilities, transportation, etc.) necessary to support an industrial facility.

An industrial park is defined as property that is appropriate for multiple industrial users, meaning that the total acreage is subdividable into multiple parcels. While there may be impediments to developability within the park (streams, roads, utility easements, etc), the park will have multiple developable, contiguous acreages identified and will have the infrastructure necessary to support multiple industrial facilities. There are two park categories included in the program.

### PROGRAM OBJECTIVE AND BENEFITS

The objective of IEDA's Certification Program is to develop a portfolio of certified sites that will make Iowa more competitive in site selection projects. Site certification provides the following benefits:

- Allows for effective pro-active marketing
- Prepares you for better re-active marketing
- Educates you on the site's strengths and weaknesses
- Prepares you to offer development assistance as may be needed
- Speeds up development schedule by having due diligence completed

## SCHEDULE

<b>Deadline to Submit a Step 2 Application</b>	<b>October 7, 2014</b>
Applicant Receives Feedback on Step 2 Application	End of October 2014
<b>Site Visit</b>	<b>November 5-14, 2014</b>
Applicant Receives Notification of Invitation to Proceed	December 18, 2014
<b>Deadline to Submit a Step 3 Application</b>	<b>December 18, 2015*</b>
Applicant Receives Feedback on Step 3 Application	January 2016
<b>Applicant Receives Notification of Certification Decision</b>	<b>April 2016</b>
Announcement Event or Press Release	TBD

\* If the Step 3 Application is submitted early (prior to December 18, 2015), then feedback from MSC and the Notification of Certification Decision will also occur earlier.

## CERTIFICATION EXPIRATION AND RECERTIFICATION

An expiration date for each site or park that reaches certification will be indicated in the certification letter provided to each applicant.

In order for a property to remain certified upon expiration, the property will have to be recertified. All properties will have to be recertified under the program guidelines and minimum criteria in place at the time of recertification.

The certification expiration date will be based on the earliest date of the following items\*\*:

- The expiration of property availability documentation;
- The expiration date stated in the approved Army Corps of Engineers Jurisdictional Determination letter;
- Five years from the date of the most recent Environmental Site Assessment;
- Five years from the date of the most recent threatened and endangered species survey;
- Five years from the date of the most recent archaeological and historical investigation.

\*\* Certification Revision: If the item that determines certification expiration (from list above) is updated within two years of the certification date, MSC will provide an updated certification letter with updated expiration date (based on earliest date of the items listed above). Please note that MSC will only revise the certification letter once.

## INSTRUCTIONS FOR SUBMISSION

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Step 2 Applications must be submitted no later than **Tuesday, October 7, 2014**.

The Step 2 Application submission **must include a fully completed Property & Community Questionnaire and all of the Step 2 Required Items**. Incomplete forms and documents not directly related to the application will not be accepted.

Send one hard copy and one electronic copy (CD or jump drive) to:

Kimberly Williams  
Senior Consultant  
McCallum Sweeney Consulting  
15 South Main Street, Suite 950  
Greenville, SC 29601

Send a second hard copy and an electronic copy (CD or jump drive) to:

Chris Cataldo  
Program Manager  
IEDA  
200 East Grand Avenue  
Des Moines, IA 50309

**A check for \$500 must accompany the submission to IEDA (payable to IEDA).**

If you have any questions regarding the application process, questionnaire, or attachments please contact McCallum Sweeney Consulting:

Kimberly Williams  
864-553-7035  
[kwilliams@mccallumsweeney.com](mailto:kwilliams@mccallumsweeney.com)

Cole Egan  
864-553-7037  
[cegan@mccallumsweeney.com](mailto:cegan@mccallumsweeney.com)

If you have any questions regarding payment, please contact IEDA:

Chris Cataldo  
(515) 725-3157  
[chris.cataldo@iowa.gov](mailto:chris.cataldo@iowa.gov)

Upon receipt of the Step 2 Application, MSC will conduct a desktop evaluation of the questionnaire and the required attachments. MSC will contact the applicant to schedule a site visit. Prior to a site visit, MSC will issue a letter to the applicant requesting additional information or clarification of certain items. MSC will conduct a site visit, and additional follow-up information may be requested at that time.



## ITEMS REQUIRED FOR EVALUATION AND CERTIFICATION

**ONLY THE ITEMS IN BOLD FONT IN THE TABLE BELOW AND WITH “STEP 2” INDICATED IN THE LAST COLUMN ARE REQUIRED AT THIS TIME.**

Please construct your submission in the order indicated by this list. For the hard copies, separate each attachment with a tab. The file name for each attachment on electronic copies should correspond to the same numbering as the hard copies.<sup>1</sup>

### GUIDELINES

The Property & Community Questionnaire must be typed. Hand written responses to the questionnaire are not acceptable.

All maps should show a scale, a directional arrow, clear boundaries of the property, and a date. Hand drawn maps are not acceptable. *(Examples are shown in Appendix C.)*

All letters must be on the appropriate letterhead and include a date and a signature.

*Note: If invited Step 3, All due diligence studies must be conducted on the entire acreage that you are seeking to certify. If you have a previously conducted study that only covers a portion of the acreage that you are seeking to certify, a study on the additional acreage is required.*

### GENERAL REQUIREMENTS

Attachment #	Documentation Required for Certification	Step
1	Completed Property & Community Questionnaire	Step 2
2	General location map	Step 2
3	Transportation network map (all highways, rail, and commercial airports within 45 miles of the property)	Step 2
4	Aerial photograph with property boundaries identified	Step 2
5	USGS quadrangle map with property boundaries identified	Step 2

<sup>1</sup> For example, the file name for the general location map (#2 on this list) should read “2 – General Location Map” on the electronic copy.

## PROPERTY AVAILABILITY

The site or park must be available for sale or lease (with a documented price and terms) to prospective industrial investors. If the site or park is only available for lease, the lease term must be a minimum of 25 years.

Attachment #	Documentation Required for Certification	Step
6	<b>Appropriate documentation that ensures that the property will be offered for a period of at least two years.<sup>2</sup> This could be:</b> <ul style="list-style-type: none"> <li>• An appropriate real estate listing agreement authorizing an agent to offer the property for sale</li> <li>• An option to purchase</li> <li>• A contingency contract to purchase or lease</li> <li>• If the property owner is also the applicant, a letter from the owner (or his/her authorized representative) indicating the intent to sell the property.</li> </ul>	Step 2
7	<b>Letter from the owner or controlling entity stating a price, conditions of a sale or lease, and the length of time the property will be offered. (<i>Can be combined with documentation in Attachment #6, if applicable.</i>)</b>	Step 2
8	<b>Copy of the present deed that indicates the current ownership of the property.</b>	Step 2
9	<b>County tax map, with tax parcel identification numbers shown, depicting the location and property boundaries.</b>	Step 2
10	<b>Recordable survey for the property that at a minimum shows property boundaries, easements, and rights-of-way and corresponding acreages.</b>	Step 3
11	<b>The results of a title search showing clear title to the proposed property (the title search must encompass at least the prior 50-year history). An acceptable title search must indicate:</b> <ul style="list-style-type: none"> <li>• The owner does have a saleable interest in the property</li> <li>• Any restrictions on the use of the property (covenants or easements)</li> <li>• Any liens that may exist against the property.</li> </ul> <b>The title search must include a full title attorney opinion.</b>	Step 3

<sup>2</sup> If the applicant intends to pursue certification lasting for a duration of five years (the maximum possible duration), then the applicant must document that the site or park can be offered for a period of five years. Certifications will not be issued for a duration longer than the period of property control.

## PROPERTY DEVELOPABILITY

The site or park must meet the requirements for total acreage<sup>3</sup> and minimum contiguous, developable acres<sup>4</sup>. The total acreage for each category is listed below. For sites, the minimum contiguous, developable acreage must be at least 80% of the total acreage. For parks, the primary site within the park must have at least 80% contiguous, developable acreage. At least 60% of the remaining park acreage must be developable. The configuration of an industrial park must provide developable parcels for multiple users.

**General Industrial Site:** 50 to 249 acres

**Large Site:** 250 to 499 acres

**Super Site:** 500 to 999 acres

**Mega Site:** 1,000+ acres

**General Industrial Park:** 100+ acres with one site  $\geq$  50 acres

**Super Park:** 500+ acres with one site  $\geq$  250 acres

Attachment #	Documentation Required for Evaluation and Certification	Phase
12	Documentation of any known rights-of-way, easements (including conservation easements), judgments, liens, restrictive covenants, and any other items that might impact the property's developability.	Step 2

## Flood Areas

The site or park's developable acreage must be located outside of the 100-year flood zone.

Attachment #	Documentation Required for Evaluation and Certification	Phase
13	a FEMA flood map(s) with panel number indicated and property boundaries identified.	Step 2
	b If there is filling in designated flood areas of the property, the applicant must provide an engineer's certification that the filled areas are in compliance with local ordinances or other recognized standards. If filling is anticipated for the property, the applicant must provide an engineer's estimate of the cost and schedule required to fill the flood areas.	Step 3

<sup>3</sup> The total acres cannot be separated by an interstate or four-lane highway.

<sup>4</sup> "Developable" acres are those that have no impediments to development, or mitigation for any known impediments can be accomplished in less than 90 days (180 days for Mega Site). Environmental contamination issues must be remediated prior to certification.



## Environmental Concerns

The site or park's developable acreage must be free of recognized environmental concerns or have recognized environmental concerns remediated prior to certification.

Attachment #	Documentation Required for Evaluation and Certification		Phase
14	a	Phase I Environmental Site Assessment (ESA), conducted in accordance with current ASTM Standards, must be completed. Any Phase I ESA conducted after January 1, 2014 must be in accordance with ASTM Standard E1527-13. Any Phase I ESA conducted prior to January 1, 2014 must be in accordance with ASTM Standard E1527-05.	Step 3
	b	If there is indication of a recognized environmental concern, a Phase II ESA must be completed.	Step 3
	c	If the recognized environmental concerns are part of or will impact the acreage to be developed and the Phase II ESA indicates that these areas will need to be remediated, then remediation must be completed prior to certification.	Step 3

## Wetlands

The site or park's developable acreage must be free of wetlands or be able to be mitigated within 90 days (180 days for Mega Site). If the schedule for mitigation is longer than 90 days (180 days for Mega Site), mitigation must be completed prior to certification.

Attachment #	Documentation Required for Evaluation and Certification		Phase
15	a	<b>National Wetlands Inventory (NWI) map with property boundaries identified.</b>	<b>Step 2</b>
	b	Wetlands Delineation including report(s) and map(s) indicating the location of wetlands must be completed.	Step 3
	c	An approved Jurisdictional Determination letter from the U.S. Army Corps of Engineers verifying the Wetlands Delineation should be provided. <sup>5</sup>	Step 3
	d	If wetlands exist and will be disturbed, a plan for mitigation, including costs and a schedule, must be submitted. Mitigation must be able to be completed within 90 days (180 days for Mega Site). If the schedule for mitigation is longer than 90 days (180 days for Mega Site), mitigation must be completed prior to certification.	Step 3

<sup>5</sup> If all other criteria have been met successfully, the property will be certified contingent upon receiving the Jurisdictional Determination letter from the U.S. Army Corps of Engineers. Proof that a request for an approved Jurisdictional Determination letter has been submitted to the Corps must be provided.

## Threatened and Endangered Species

The site or park's developable acreage must be free of federal and state rare, threatened, and endangered species or be able to be mitigated within 90 days (180 days for Mega Site). If the schedule for mitigation is longer than 90 days (180 days for Mega Site), mitigation must be completed prior to certification.

Attachment #	Documentation Required for Evaluation and Certification		Phase
16	a	Documentation including report(s) and map(s) indicating the presence and location of federal and state rare, threatened, and endangered plant and animal species must be submitted.	Step 3
	b	A concurrence letter from the U.S. Fish and Wildlife Service should accompany the report(s).	Step 3
	c	If any state rare, threatened, and/or endangered plant and/or animal species are identified, a concurrence letter from the state department of natural resources should accompany the report(s).	Step 3
	d	If any areas of concern are part of or will impact the acreage to be developed, a plan for mitigation, including costs and a schedule, must be submitted. Mitigation must be able to be completed within 90 days (180 days for Mega Site). If the schedule for mitigation is longer than 90 days (180 days for Mega Site), mitigation must be completed prior to certification.	Step 3

## Archeological and Historical

The site or park's developable acreage must be free of areas of archaeological or historical significance or be able to be mitigated within 90 days (180 days for Mega Site). If the schedule for mitigation is longer than 90 days (180 days for Mega Site), mitigation must be completed prior to certification.

Attachment #	Documentation Required for Evaluation and Certification		Phase
17	a	Documentation including report(s) and map(s) indicating the presence and location of archaeological findings, historic sites, or structures must be submitted.	Step 3
	b	A concurrence letter from the State Historical Preservation Office (SHPO) should accompany the report(s). <sup>6</sup>	Step 3
	c	If any areas of concern are part of or will impact the acreage to be developed, a plan for mitigation, including costs and a schedule, must be submitted. Mitigation must be able to be completed within 90 days (180 days for Mega Site). If the schedule for mitigation is longer than 90 days (180 days for Mega Site), mitigation must be completed prior to certification.	Step 3

<sup>6</sup> All new investigations conducted for Site Certification (studies begun after February 2014) should be conducted in accordance with the Memorandum of Understanding (MOU) between the Iowa Economic Development Authority (IEDA) and the State Historic Preservation Office, Department of Cultural Affairs (SHPO). See Appendix B for a copy of the MOU.

## Soils

The site or park's developable acreage must have soils compatible with industrial development.

Attachment #		Documentation Required for Evaluation and Certification	Phase
18	a	County soil survey with property boundaries identified.	Step 2
	b	Geotechnical study documenting that the property's soil characteristics are compatible with industrial development must be submitted. Applicants must do a minimum of four borings for properties less than 200 acres. One boring per 50 developable acres is required for properties larger than 200 acres. Borings must be to a depth of at least 25 feet. The study should also indicate a specific Seismic Site Class per current International Building Code. Classification can be based on a soil boring up to 100 feet, shear wave velocity, or geophysical methods.	Step 3

## Topography

The topography of the site or park must be demonstrated, as well as a proposed building pad.

19		Topographic survey or topographic analysis of the property indicating the two-foot contours of the property. Aerial LIDAR surveys are acceptable.	Step 3
20	a	Engineer's cost and schedule estimate of the clearing, grubbing, and grading of a building pad on the property. To complete this estimate, the applicant should assume a square or rectangular graded pad of a minimum of the following square feet: <ul style="list-style-type: none"> <li>• 250,000 square feet (General Industrial Site, General Industrial Park)</li> <li>• 500,000 square feet (Large Site)</li> <li>• 750,000 square feet (Super Site, Super Park)</li> <li>• 1,000,000 square feet (Mega Site)</li> </ul>	Step 3
	b	A visual indicating the location of the proposed pad on the property.	Step 3

## ZONING

The site or park must be zoned appropriately or be able to be rezoned for industrial use within 90 days (if applicable).

Attachment #	Documentation Required for Certification	Step
21	Map illustrating the current zoning for the area with property boundaries identified. If there is no zoning in the jurisdiction, please attach a comprehensive or long-range plan and/or map (if applicable).	Step 2
22	a A document that indicates the property's current zoning description and outlines the acceptable uses under the current zoning description (if applicable).	Step 2
	b If the zoning for the area surrounding the property is different than the zoning for the property itself, also attach a description of allowable uses under current zoning classifications for surrounding property (if applicable).	Step 2
23	Letter of willingness from authorized personnel to consider a change to property's zoning (if applicable). This letter should also include an outline of the rezoning process and a timeline. The rezoning process must be able to be completed within 90 days.	Step 2

## TRANSPORTATION

### Roads

The site or park must be directly served or be able to be served within six months by a road that is compatible with standards for tractor-trailer access (80,000 pounds / 20,000 pounds per axle). The site or park must also meet the following requirements:

- General Industrial Site:** 15 miles of an interstate or four-lane highway  
**Large Site:** 10 miles of an interstate or four-lane highway  
**Super Site:** 5 miles of an interstate or four-lane highway  
**Mega Site:** 5 miles of an interstate or four-lane limited-access divided highway

- General Industrial Park:** 15 miles of an interstate or four-lane highway  
**Super Park:** 5 miles of an interstate or four-lane highway

Attachment #	Documentation Required for Certification		Step
24	a	<b>Map indicating the route from the property to the closest interstate that also denotes:</b> <ul style="list-style-type: none"> <li>Any bridges that must be crossed, and the weight limit of those bridges; and</li> <li>Any underpasses that occur along the route, and the height and width clearances of those underpasses.</li> </ul>	Step 2
	<b>If the route does not completely allow for tractor-trailer access, the applicant must also submit the following documentation:</b>		
	b	Letter of Intent from an appropriate authority stating access will be upgraded to required standards when the property is developed. This letter should contain specific details about all road improvements necessary to allow access to the property.	Step 3
	c	A plan including itemized cost and schedule estimates for making all necessary upgrades to the property access. All necessary upgrades must be able to be completed within six months.	Step 3
	d	A written plan to finance all necessary upgrades to the property access.	Step 3



## Rail

If the applicant intends to market the site or park as rail-served, the property must be served or be able to be served within 12 months by rail. **Rail service is required for Super Sites, Mega Sites, and Super Parks.** (Rail service is optional for General Industrial Sites, Large Sites, and General Industrial Parks.)

**Note: If the site or park will not be marketed as rail-served, no Attachment #25 is required.**

Attachment #	Documentation Required for Certification		Step
25	a	Map of existing rail infrastructure (if applicable).	Step 2
	b	A letter from the rail provider indicating its feasibility and willingness to provide rail access to the site (if applicable).	Step 2
	If the property is not currently served by rail, the applicant must <i>also</i> submit the following documentation:		
	c	A plan (including the route, a cost, and a schedule) for providing rail to the proposed property (if applicable). Rail extension must be able to be completed within 12 months.	Step 3
	d	Potential rail layouts for the property with site boundaries identified (if applicable).	Step 3
	e	Proof that rights-of-way for a rail extension are under control with either a Letter of Intent from the owner or an option (if applicable).	Step 3

## UTILITIES

### Electric

The site or park must be served or be able to be served by industrial level electric infrastructure that can meet the following minimum electric requirements:

**General Industrial Site:** 2.5 MW within six months

**Large Site:** 5 MW within nine months

**Super Site:** 10 MW within nine months

**Mega Site:** 30 MW with minimum redundancy from two substations within twelve months

**General Industrial Park:** 5 MW within six months

**Super Park:** 15 MW within nine months

Attachment #	Documentation Required for Certification		Step
26	a	<b>Letter from the electric supplier(s) addressing the following:</b> <ul style="list-style-type: none"> <li>Indicate feasibility and willingness to supply industrial electric service at the required level to the property</li> <li>Provide details about the electric infrastructure serving the property               <ul style="list-style-type: none"> <li>Voltage</li> <li>Location</li> <li>Available capacity (MW)</li> </ul> </li> <li>Identify the route of proposed extension, including rights-of-way and ownership</li> <li>Provide a rough cost estimate and timeline to extend electric infrastructure to the property to meet the required level of service</li> </ul>	Step 2
	b	A map showing the location and voltage of the nearest electric infrastructure serving the property.	Step 2
	<b>If the infrastructure to provide the required level of service (MW) is not at the property, the applicant must <i>a/so</i> submit:</b>		
	c	An engineer's detailed plan for extending infrastructure to provide the required level of service to the property. The plan must include a visual indicating the proposed extension, an itemized cost estimate, and schedule. Electric infrastructure extension must be able to be completed within the required timeframe.	Step 3
	d	Proof that rights-of-way for the extension are under control with either a Letter of Intent from the owner or an option. No documentation is needed if proposed extension is along a public right-of-way (i.e., state or county roads).	Step 3

## Natural Gas

The site or park must be served or be able to be served by natural gas infrastructure that can meet the following minimum requirements:

**General Industrial Site:** 10,000 mcf per month within six months  
**Large Site:** 15,000 mcf per month within nine months  
**Super Site:** 25,000 mcf per month within nine months  
**Mega Site:** 50,000 mcf per month within twelve months

**General Industrial Park:** 15,000 mcf per month within six months  
**Super Park:** 32,500 mcf per month within nine months

Attachment #	Documentation Required for Certification		Step
27	a	<p><b>Letter from the natural gas supplier(s) addressing the following:</b></p> <ul style="list-style-type: none"> <li>• Indicate feasibility and willingness to supply natural gas at the required level to the property</li> <li>• Provide details about the natural gas line(s) serving the property <ul style="list-style-type: none"> <li>○ Size</li> <li>○ Pressure</li> <li>○ Location</li> <li>○ Available capacity (mcf per month)</li> </ul> </li> <li>• Identify the route of proposed extension, including rights-of-way and ownership</li> <li>• Provide a rough cost estimate and a timeline to extend natural gas infrastructure to the property to meet the required level of service</li> </ul>	Step 2
	b	A map showing the location of the nearest natural gas line(s) serving the property.	Step 2
	If natural gas infrastructure to supply the required mcf per month is not at the property, the applicant must <i>a/so</i> submit:		
	c	An engineer's detailed plan for extending natural gas infrastructure to the property. The plan must include a visual indicating the proposed extension, an itemized cost estimate, and schedule. The extension must be able to be completed within the required timeframe.	Step 3
	d	Proof that rights-of-way for the extension are under control with either a Letter of Intent from the owner or an option. No documentation is needed if proposed extension is along a public right-of-way (i.e., state or county roads).	Step 3

## Water

The site or park must be served or be able to be served by water infrastructure and a water system that can meet the following minimum requirements:

**General Industrial Site:** 250,000 gpd of excess capacity within six months  
**Large Site:** 500,000 gpd of excess capacity within nine months  
**Super Site:** 750,000 gpd of excess capacity within nine months  
**Mega Site:** 1,500,000 gpd of excess capacity within twelve months

**General Industrial Park:** 500,000 gpd of excess capacity within six months  
**Super Park:** 1,000,000 gpd of excess capacity within nine months

Attachment #	Documentation Required for Certification	Step
28	<p><b>Letter from the water service provider addressing the following:</b></p> <ul style="list-style-type: none"> <li>• Indicate feasibility and willingness to supply water at the required level to the property</li> <li>• Provide details about the water line(s) serving the property               <ul style="list-style-type: none"> <li>○ Size</li> <li>○ Location</li> <li>○ Total capacity</li> <li>○ Excess capacity</li> </ul> </li> <li>• Identify the route of proposed extension, including rights-of-way and ownership</li> <li>• Provide a rough cost estimate and a timeline to extend water infrastructure to the property to meet the required level of service</li> <li>• Provide details about the existing water treatment system that serves the property               <ul style="list-style-type: none"> <li>○ Permitted capacity</li> <li>○ Allocated capacity</li> <li>○ Average utilization</li> <li>○ Peak utilization</li> <li>○ Excess capacity</li> </ul> </li> <li>• Identify any encumbrances on the excess capacity including all known requests for additional capacity</li> <li>• Identify the location and capacity of any available water storage in the vicinity of the property</li> </ul>	Step 2
b	A map showing the location and the size of the nearest water line(s) serving the property.	Step 2

## Water (continued from page 15)

28	If the water infrastructure to supply the required gallons per day is not at the property, applicant must <i>also</i> submit:		
	c	An engineer's detailed plan for extending water infrastructure to the property. The plan must include a visual indicating the proposed extension, an itemized cost estimate, and schedule. The extension must be able to be completed within the required timeframe.	Step 3
	d	Proof that rights-of-way for the extension are under control with either a Letter of Intent from the owner or an option. No documentation is needed if proposed extension is along a public right-of-way (i.e., state or county roads).	Step 3
	e	A written plan to finance the water extension upon request for service.	Step 3
	If the water system is not capable of providing the required gallons per day, the applicant must <i>also</i> submit:		
	f	An engineer's detailed plan for expanding the existing water treatment system. The plan must include an itemized cost estimate and schedule. The water system expansion must be able to be completed within the required timeframe, including permitting.	Step 3
	g	A copy of all required permits for the water system expansions.	Step 3
	h	A written plan to finance the water system upgrade upon request for service.	Step 3



## Wastewater

The site or park must be served or be able to be served by wastewater infrastructure and a wastewater treatment plant that can meet the following minimum requirements.<sup>7</sup>

**General Industrial Site:** 250,000 gpd of excess capacity within six months  
**Large Site:** 500,000 gpd of excess capacity within nine months  
**Super Site:** 750,000 gpd of excess capacity within nine months  
**Mega Site:** 1,500,000 gpd of excess capacity within twelve months

**General Industrial Park:** 500,000 gpd of excess capacity within six months  
**Super Park:** 1,000,000 gpd of excess capacity within nine months

Attachment #	Documentation Required for Certification	Step
29	<p><b>a</b></p> <p><b>Letter from the wastewater treatment service provider addressing the following:</b></p> <ul style="list-style-type: none"> <li>• <b>Indicate the feasibility and willingness to supply wastewater treatment services at the required level to the property</b></li> <li>• <b>Provide details about the wastewater line(s) and pumping facilities serving the property</b> <ul style="list-style-type: none"> <li>○ <b>Size</b></li> <li>○ <b>Location</b></li> <li>○ <b>Total capacity</b></li> <li>○ <b>Excess capacity</b></li> </ul> </li> <li>• <b>Identify the route of proposed extension, including rights-of-way and ownership</b></li> <li>• <b>Provide a rough cost estimate and a timeline to extend wastewater infrastructure to the property to meet the required level of service</b></li> <li>• <b>Provide details about the existing wastewater treatment plant that serves the property</b> <ul style="list-style-type: none"> <li>○ <b>Permitted capacity</b></li> <li>○ <b>Allocated capacity</b></li> <li>○ <b>Average utilization</b></li> <li>○ <b>Peak utilization</b></li> <li>○ <b>Excess capacity</b></li> <li>○ <b>Type of treatment technology</b></li> </ul> </li> <li>• <b>Identify any encumbrances on the excess capacity including all known requests for additional capacity</b></li> </ul>	Step 2
	<p><b>b</b></p> <p><b>A map showing the location and size of the nearest wastewater line(s) and pumping facilities serving the property.</b></p>	Step 2

<sup>7</sup> Septic tanks are not an acceptable wastewater treatment solution.

## Wastewater (continued from page 17)

29	<b>If the wastewater infrastructure to handle the required gallons per day is not at the property, the applicant must <i>a/so</i> submit:</b>		
	c	An engineer's detailed plan for extending wastewater infrastructure to the property. The plan must include a visual indicating the proposed extension, an itemized cost estimate, and schedule. The extension must be able to be completed within the required timeframe.	Step 3
	d	Proof that rights-of-way for the extension are under control with either a Letter of Intent from the owner or an option. No documentation is needed if proposed extension is along a public right-of-way (i.e., state or county roads).	Step 3
	e	A written plan to finance the wastewater extension upon request for service.	Step 3
	<b>If the wastewater treatment plant is not capable of providing the required gallons per day of treatment capacity, the applicant must <i>a/so</i> submit:</b>		
	f	An engineer's detailed plan for expanding the existing wastewater treatment system. The plan must include an itemized cost estimate and schedule. The wastewater treatment plant expansion must be able to be completed within the required timeframe, including permitting.	Step 3
	g	A copy of all required permits for the sewer system expansions.	Step 3
	h	Written plan to finance the wastewater system upgrades upon request for service.	Step 3

## Telecommunications

The site or park must be served or be able to be served by a minimum of DS-1 or T-1 telecommunications infrastructure within the following timeframe:

**General Industrial Site and General Industrial Park:** Six months  
**Large Site, Super Site, and Super Park:** Nine months  
**Mega Site:** Twelve months

Attachment #		Documentation Required for Certification	Step
30	a	<b>Letter from the telecommunications service provider(s) addressing the following:</b> <ul style="list-style-type: none"> <li>• Indicate feasibility and willingness to supply telecommunications infrastructure at the required level to the property</li> <li>• Identify all of the types of services available to the property</li> <li>• Provide an estimated cost and schedule to serve the property with telecommunications infrastructure</li> </ul>	Step 2
	b	A map showing the location of the telecommunication line(s) serving the property.	Step 2
	<b>If telecommunications infrastructure is not at the property, the applicant must also submit:</b>		
	c	An engineer's detailed plan for extending telecommunications infrastructure to the property. The plan must include a visual indicating the proposed extension, an itemized cost estimate, and schedule. The extension must be able to be completed within the required timeframe.	Step 3
	d	Proof that rights-of-way for the extension are under control with either a Letter of Intent from the owner or an option. No documentation is needed if proposed extension is along a public right-of-way (i.e., state or county roads).	Step 3

## Other Requirements – Site Only

Attachment #	Attachment	Step
31	<b>A copy of the industrial park covenants, conditions, and restrictions (if applicable).</b>	<b>Step 2</b>
32	<p>A Site Concept Plan (map) must be provided that shows:</p> <ul style="list-style-type: none"> <li>• Total and developable acreage</li> <li>• Potential building pad</li> <li>• Road access points</li> <li>• Potential rail layout (if applicable)</li> <li>• Location of utilities (existing and proposed)</li> <li>• Easements</li> </ul> <p>The Site Concept Plan should take into consideration and note the location of development limitations such as wetlands, floodplains, and permanent easements.</p>	Step 3

## Other Requirements – Park Only

Attachment #	Attachment	Step
31	A draft set of protective covenants that at a minimum address the following: building type, landscaping, parking, outdoor storage, setback specifications, and sign control.	Step 3
32	<p>A Master Development Plan (map) that shows:</p> <ul style="list-style-type: none"> <li>• Proposed lot locations and sizes (including the total and developable acreage for each lot)</li> <li>• Potential building pad</li> <li>• Road access points and proposed roads within the park</li> <li>• Potential rail layout (if applicable)</li> <li>• Location of utilities (existing and proposed)</li> <li>• Easements</li> </ul> <p>The Master Development Plan should take into consideration and note the location of development limitations, such as wetlands, floodplains, and permanent easements.</p>	Step 3

## Appendix A

### Acceptable Timeframes for Documentation



## ACCEPTABLE TIMEFRAMES FOR DOCUMENTATION

The chart below shows the length of time documentation is acceptable for certification. We will not accept documentation that is older than what is shown below. The entire property being considered for certification must be included in the documentation. All concurrence letters (Army Corps of Engineers, U.S. Fish and Wildlife, etc.) must also be provided. *Please note that these acceptable documentation periods are only applicable for certification. Future end users may require updated and/or additional documentation.*

Document	Time Period	Notes
Phase I ESA*	5 years	Phase I ESA must be conducted in accordance to current program standards.
Wetlands Delineation*	5 years	Must include approved Army Corps of Engineers Jurisdictional Determination letter.
Threatened and Endangered Species Survey*	5 years	Must include U.S. Fish and Wildlife concurrence letter.
Archaeological and Historical Investigation*	5 years	Must include State Historic Preservation Office (SHPO) concurrence letter.
Geotechnical Assessment	15 years	The geotechnical assessment must include the required number of borings to the required depths and Seismic Site Classification.
Boundary Survey	5 years	There must be no changes since the latest boundary survey (sale of parcel, etc.) and must be up to current standards (shows rights-of-way, etc.).
Title Search	5 years	We will accept title searches that have been completed in the past five years as long as there have been no changes in ownership.

\*The certification expiration date will be based on the earliest date of the following items:

- The expiration of property availability documentation;
- The expiration date stated in the approved Army Corps of Engineers Jurisdictional Determination letter;
- Five years from the date of the most recent Environmental Site Assessment;
- Five years from the date of the most recent threatened and endangered species survey;
- Five years from the date of the most recent archaeological and historical investigation.

## **Appendix B**

### **MOU Between IEDA and SHPO**

## MEMORANDUM OF UNDERSTANDING

### BETWEEN THE IOWA ECONOMIC DEVELOPMENT AUTHORITY AND THE IOWA STATE HISTORIC PRESERVATION OFFICE REGARDING THE IMPLEMENTATION OF GUIDELINES FOR CULTURAL RESOURCE IDENTIFICATION SURVEYS CONDUCTED FOR THE IOWA ECONOMIC DEVELOPMENT AUTHORITY SITE CERTIFICATION PROGRAM

#### Introduction and Intent

The purpose of the Iowa Economic Development Authority Site Certification Program is to identify and clarify issues pertaining to the potential development of a specific commercial or industrial site. To that end, the Iowa Economic Development Authority (IEDA) and the State Historic Preservation Office, Department of Cultural Affairs (SHPO) have developed guidelines for collecting initial information regarding cultural resources that may be affected by potential development at Certification Sites.

#### Project Coordination

The entity requesting site certification will hire a Cultural Resources Consultant who meets the Secretary of the Interior's Professional Qualification Standards (36 CFR 61) in Archaeology, History, and/or Architectural History (as appropriate) to prepare a Cultural Resource Identification Survey (CRIS). The purpose of a CRIS is to provide preliminary identification of significant Cultural Resources on or near the Certification Site and within a defined area. A CRIS for this Memorandum of Understanding (MOU) should be minimally equivalent to a Phase I Archaeological Survey / Phase I Intensive Archaeological Survey, a Reconnaissance Level Architectural and Historical Survey, or both as necessary and appropriate. In some cases, a CRIS may show that significant cultural resources are so unlikely to be present that there is no need for additional investigations and a recommendation consistent with this finding will be made. In other cases, a CRIS may indicate that additional surveys focus only on particular subareas or types of resources. The National Historic Preservation Act (NHPA) creates and directs the SHPO to manage state and local programs with or without federal undertakings. Among other responsibilities described in the NHPA, the SHPO is directed to advise and provide consultation regarding the eligibility of properties for listing on the National Register of Historic Places (NRHP). This MOU is developed to best meet the goals of local communities and IEDA for economic growth in the State of Iowa while taking into consideration the presence of any cultural resources for sites that may or may not become locations of future developments or federal undertakings.

#### Cultural Resource Identification Survey

A CRIS will contain background historical research on the Certification Site and a summary report with recommendations of the likelihood with which the entity requesting Site Certification would encounter significant cultural resources on the site. In addition to the guidance below, all archaeological investigations should be conducted in conformance with the *Guidelines for Archaeological Investigations in Iowa, 1999*, and all standing structure evaluations should be in conformance with the standards established by the National Register of Historic Places and the documentation guidelines established by the Iowa SHPO.

#### **Background Research**

Background research will include the entire site certification area. The following sources, at a minimum, will be utilized as part of the background research:

- I-Sites Pro database at the subscriber level (maintained as the online Iowa Site File)
- Historic maps of the project area (historic atlases and plat maps; topographic maps; historical soil maps, Sanborn Fire Insurance maps, and historic aerial photographs, as appropriate)
- Current aerial photographs
- Soil mapping, topographic and geomorphic data (USDA-NRCS and I-Sites Pro LANDMASS)

If a search of the I-Sites Pro database indicates that previously identified cultural resources are present, then the following additional sources of information will need to be reviewed, as appropriate:

- Archaeological site files at the Iowa Office of the State Archaeologist, The University of Iowa (OSA)
- State Inventory files at the Iowa State Historic Preservation Office, Department of Cultural Affairs (SHPO)
- Statewide survey files at OSA and SHPO

#### **Previous Cultural Resources Surveys**

In general, review of a given Certification Site by a Cultural Resources Consultant may use previous surveys for cultural resources and documented areas of previous disturbance to eliminate relevant portions of the area from further review. If a previous archaeological survey exists for only a portion of a Certification Site, the Cultural Resources Consultant hired to assist in this site certification will use any previous surveys to inform the CRIS finding and will conduct a full survey for the remainder of the Certification Site. The use of previous surveys within the Certification Site will be noted in the written discussion of the CRIS and copies of previous reports completed within the Certification Site should be included with the submittal of the CRIS to the SHPO.

Typically, if a Cultural Resources Consultant conducted the prior survey after 1999 or the previous fieldwork otherwise meets the criteria of identification and evaluation and is consistent with the MOU, no additional survey in the previously surveyed area should be necessary. However, if a previous survey was completed before 1999 or a copy of a qualified report cannot be submitted to SHPO for review, then the Cultural Resources Consultant must complete a CRIS for the entire Certification Site. SHPO will recommend if additional fieldwork is necessary. The CRIS should discuss any previous research as part of the results of background information review as well as the findings of any required new fieldwork.

Evaluations of above-ground resources are valid for up to five years from the date of evaluation. As a guide, the Cultural Resources Consultant should consider if the area contains previously surveyed above-ground properties that have been determined as not eligible for listing in the NRHP. This can be accomplished by contacting the SHPO inventory director and requesting a list of previously evaluated resources within the area of the Certification Site. The Cultural Resources Consultant need not resurvey ineligible properties as documented in the SHPO inventory within the last five years for the CRIS unless those resources have achieved significance since the time they were last evaluated. The Cultural Resources Consultant should take current photographs of any above-ground resources and submit them with the CRIS. The Cultural Resources Consultant should include a survey or resurvey of any resources that have not been adequately previously evaluated by SHPO. Evaluations for above-ground resources should be documented on the Iowa Site Inventory Form available through the SHPO. Copies of all previous documentation such as prior Iowa Site Inventory Forms that were used to inform the findings of the CRIA must be included in the CRIS and should be supplemented to meet current documentation standards if necessary.

#### **Certification Site Field Work**

The Cultural Resources Consultant will conduct a survey of the area to identify any cultural resources that may be altered by future activity at the Certification Site. Review should be broad based but concise. Consideration for a wide range of potential uses at the Certification Site should be made. Provide photographs in the amount sufficient to convey the general character of the setting and location surrounding the Certification Site. For any individually eligible properties, include two photos, labeled to indicate subject and cardinal direction to orient a cold viewer. Provide a brief description of any potentially eligible building or structure in the area. Include an Iowa Site Inventory Form / site record form as appropriate for any eligible or previously unevaluated resources.

The field work will also include an assessment of the Certification Site's physical condition and on-site soil characteristics and geomorphology, and an assessment of whether there are or are likely to be any significant cultural resources in the area that would be altered by activity at the Certification Site. The Cultural Resources Consultant will use field-testing of the Certification Site consistent with the stated level of investigation where previously not surveyed to examine the likely presence or absence of potentially significant cultural resources and to identify areas that are not likely to contain significant cultural resources.

The Cultural Resources Consultant will record all archaeological sites with the Iowa Archaeological Site File using I-Sites Pro following instructions provided by OSA. If preparation of a CRIS results in revisiting previously identified archaeological site, then the Cultural Resources Consultant will complete a supplemental site form. Documentation of affected historic buildings and structures is required for the summary report.

#### **Summary Report**

The Cultural Resources Consultant will prepare a summary report for review by the IEDA and SHPO. Final archaeological reports resulting from field investigation and data recovery must be responsive to contemporary professional standards described in the Iowa Guidelines. The report should follow the format provided in *Guidelines for Archaeological Investigation in Iowa* (1999) and all other federal or state standards as appropriate such as National Park Service guidance on conducting surveys. Buildings or Structures or other above-ground resources thought to be significant should be reported on Iowa Site Inventory Forms. Archaeological sites are reported on the Iowa Archaeological Site Form. The IEDA and SHPO will not accept CRIS reports without the appropriate state site numbers. Reports will not reveal to the public information relating to the location or character of historic resources and archaeological sites when it has been determined that disclosure of such information may create a substantial risk for harm, theft, or destruction to such resources or to the area or place where such resources are located.

#### **Review, Comment, and Objection**

The consultation between the entity requesting site certification and the SHPO will be entered as a Technical Assistance request to the SHPO, and the SHPO will provide comments based on the sufficiency of the CRIS to meet the terms of this agreement and the recommendations made by the consultant. Once a CRIS is completed, the Cultural Resources Consultant will provide the entity requesting site certification a hard copy of the completed report. The report will then be provided to IEDA and SHPO for review. SHPO will respond, in writing, to the entity requesting site certification and IEDA within forty-five (45) days from the date of receipt of the report and will:

- (1) Render an opinion as to whether the report was completed in accordance with state and federal guidelines for such a survey and meets the MOU requirements, and
- (2) Provide comments on the consultant's recommendations, including if identified resources meet the criteria for inclusion on the NRHP. If there is sufficient information, SHPO will issue a statement that they either agree or disagree with the Cultural Resources Consultant's recommendations regarding the probability for the Certification Site to contain significant cultural resources, and agree or disagree with the provided recommendations for future cultural resources surveys, if warranted.

SHPO may require the reissuance of the report if it does not meet MOU requirements. In order for SHPO to require the reissuance of the report, the written comments must clearly articulate the way(s) in which the CRIS report does not meet the MOU requirements and the specific actions that the Cultural Resources Consultant can take in order for the CRIS report to be acceptable to SHPO. In any cases in which SHPO is requiring reissuance of a report, SHPO will, at the request of IEDA, participate in a conference call with the entity requesting certification and the Culture Resources Consultant to answer any questions about the necessary actions for the CRIS report to be acceptable to SHPO.

SHPO may also indicate, in writing, that it disagrees with some or all of the Cultural Resources Consultant's recommendations and provide specific objections. Any written comments by SHPO will be included as part of the site certification package.

Any necessary document revisions or subsequent reviews of further recommended survey work will be subject to the same forty-five (45) day review and comment period by SHPO. Site certification cannot be achieved until the entity requesting site certification receives written correspondence from SHPO indicating the report was completed in accordance with state and federal guidelines for such a survey and meets the MOU requirements. Additionally, resources that may meet the criteria for inclusion on the NHRP or areas that have a high probability to contain significant cultural resources will not be considered as developable acreage within the certification program.

#### Limitations

Completion of a CRIS does not intend to fulfill the requirements of Section 106 of the NHPA. The IEDA will make site certification applicants aware that compliance with these or other applicable federal, state, or local laws is required for certain types of projects. Additional consultation with the appropriate agencies, State Historic Preservation Officer, Indian tribes, and other interested parties may be required if future projects on the Certification Site receive federal funding or require federal permitting.

#### Amendment and Modification

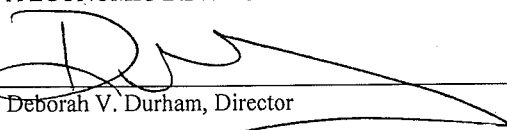
Either party to this MOU, may request that it be amended or modified at any time, at which point the parties will consult with each other to consider such amendment or modification. Any such amendment or modification must be approved in writing by both parties.

#### Duration

This MOU will remain valid until December 31, 2017 with annual reviews (e.g., e-mail, phone calls, or meetings, as appropriate) by the IEDA and SHPO for possible modifications, termination, or extension.

The parties to this MOU agree to its terms as of the last date signed.

IOWA ECONOMIC DEVELOPMENT AUTHORITY

By:  Date: 2-14-14  
Deborah V. Durham, Director

DEPARTMENT OF CULTURAL AFFAIRS

By:  Date: 2/18/14  
Mary Cownie, Director



## APPENDIX A

### Definitions

**Certification Site:** A specifically defined geographic area consisting of a site of at least 50 acres that can support a minimum of 50,000 square feet of building space on a single level and meets the standards of the Iowa Economic Development Authority Site Certification Program as set forth in the Iowa Economic Development Authority Site Certification Program Description and Instructions.

**Area:** the geographic area or areas within which a Certification Site may directly or indirectly cause alterations in the character, use, authenticity or interpretation of cultural resources, if any such properties exist in or near the Certification Site. The area will initially include the Certification Site for all cultural resources and a buffer of 0.25 miles surrounding the Certification Site, for above-ground resources that could be potentially impacted by development within the Certification Site. The area is influenced by the scale and nature of the intended use of a Certification Site and the final size may be made larger or smaller with appropriate justification for different kinds of uses intended at any given Certification Site.

**Cultural Resources Consultant:** an individual or a firm with a principal investigator or other duly authorized individual who meets the Secretary of the Interior's Professional Qualification Standards (36 CFR 61) in Archaeology, History, and/or Architectural History (as appropriate) and who will prepare a Cultural Resource Identification Survey (CRIS).

**Cultural Resources:** Buildings, structures, objects, sites, and districts and related materials associated with a culture's history or prehistory. Resources can also include less tangible attributes, such as plantings, landscapes, settlement patterns, transportation networks, and other associations important to the identity of cultural groups.

**Significant Cultural Resource:** includes both properties formally determined as eligible for the state inventory and those that could be certified for the same inventory in accordance with Iowa Code and/or standards set by the Secretary of the Interior as well as types of property or materials with special protection under Iowa Law. Examples provided in Iowa Code include any property listed on, the National Register of Historic Places or found to be eligible for such listing, any property designated as of historic significance to a district listed in the National Register of Historic Places or eligible for such designation by being located in an area previously surveyed and evaluated as eligible for the National Register of Historic Places, any property or district designated as a local landmark by a city or county ordinance, any barn constructed prior to 1937, or any human burial.

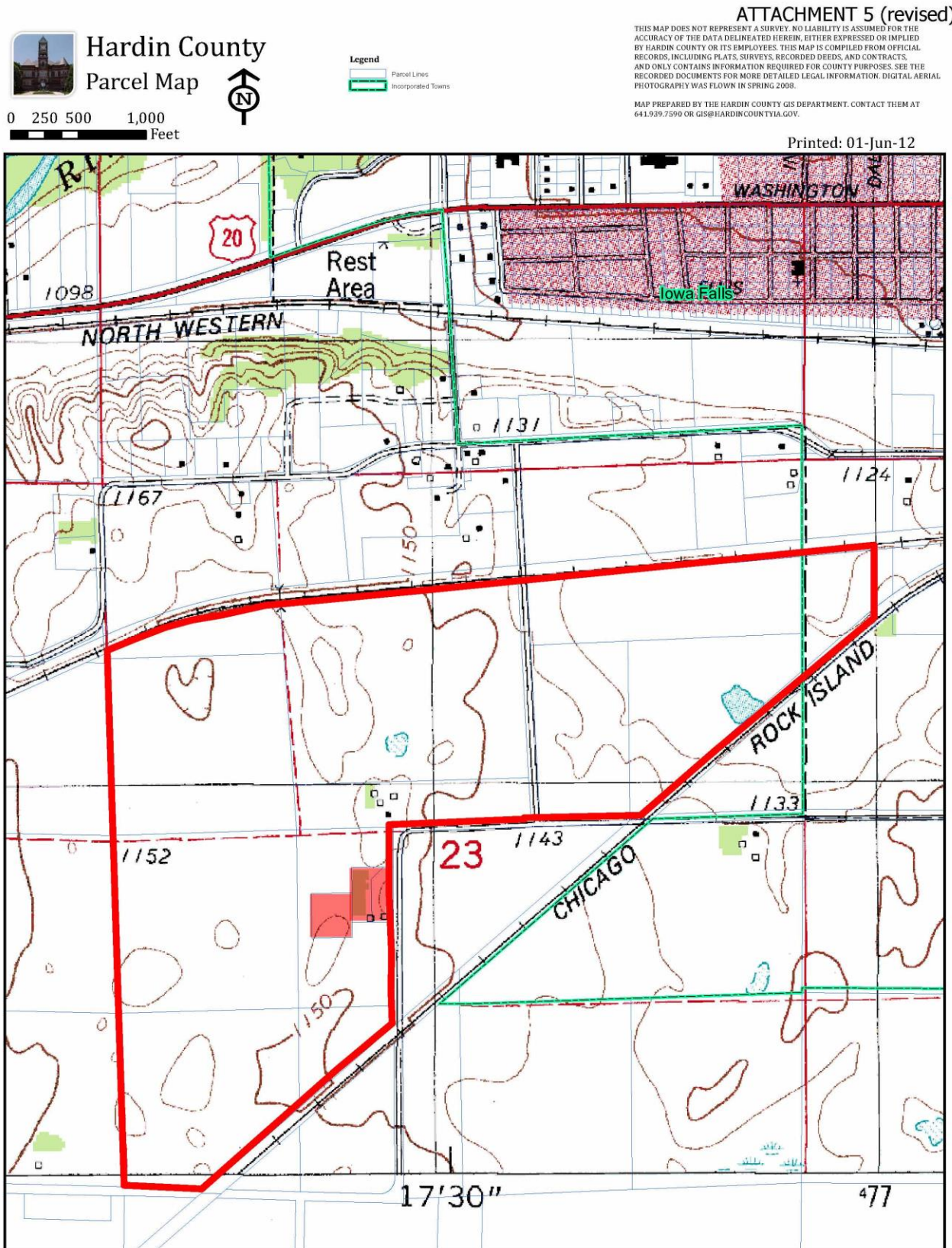
**I-Sites Pro:** A web-based mapping application that contains data indicating the location of known structural and archaeological cultural resources in Iowa from the OSA, Iowa State University Geographic Information Systems Support and Research Facility, Iowa Department of Transportation, and SHPO. Contact the OSA Site Records Manager for more information <http://www.uiowa.edu/~osa/focus/information/isf.htm>

**Significance:** Cultural resources are significant if they meet or appear to meet set criteria as eligible on the State Inventory or the National Register of Historic Places.

**State Inventory:** The body of information maintained by the State Historical Society of Iowa or the State Archaeologist in the form of records and documents under the title Iowa Site Inventory and Iowa Site File.

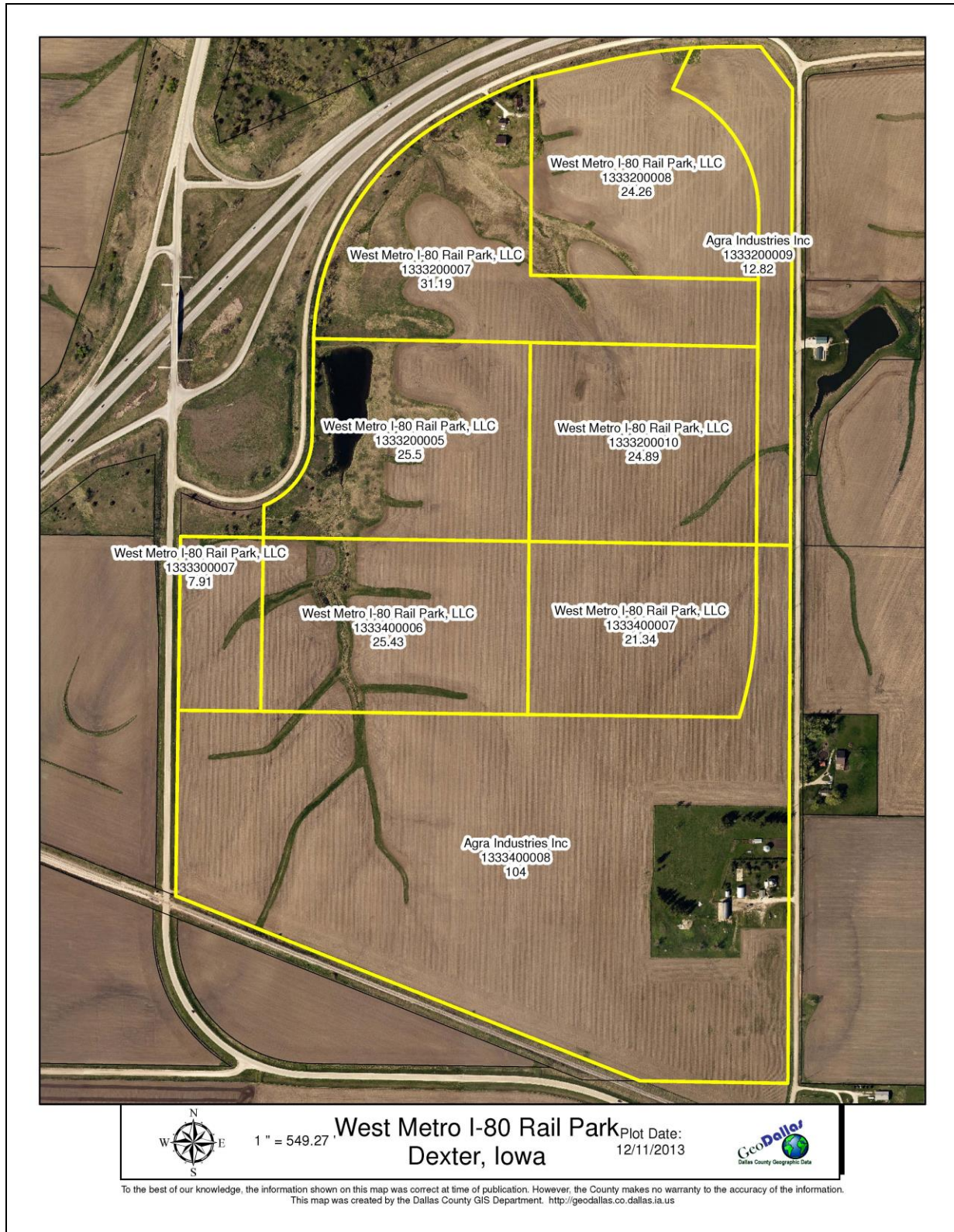
## Appendix C Examples

Attachment 5 - USGS Quadrangle Map with property boundaries identified



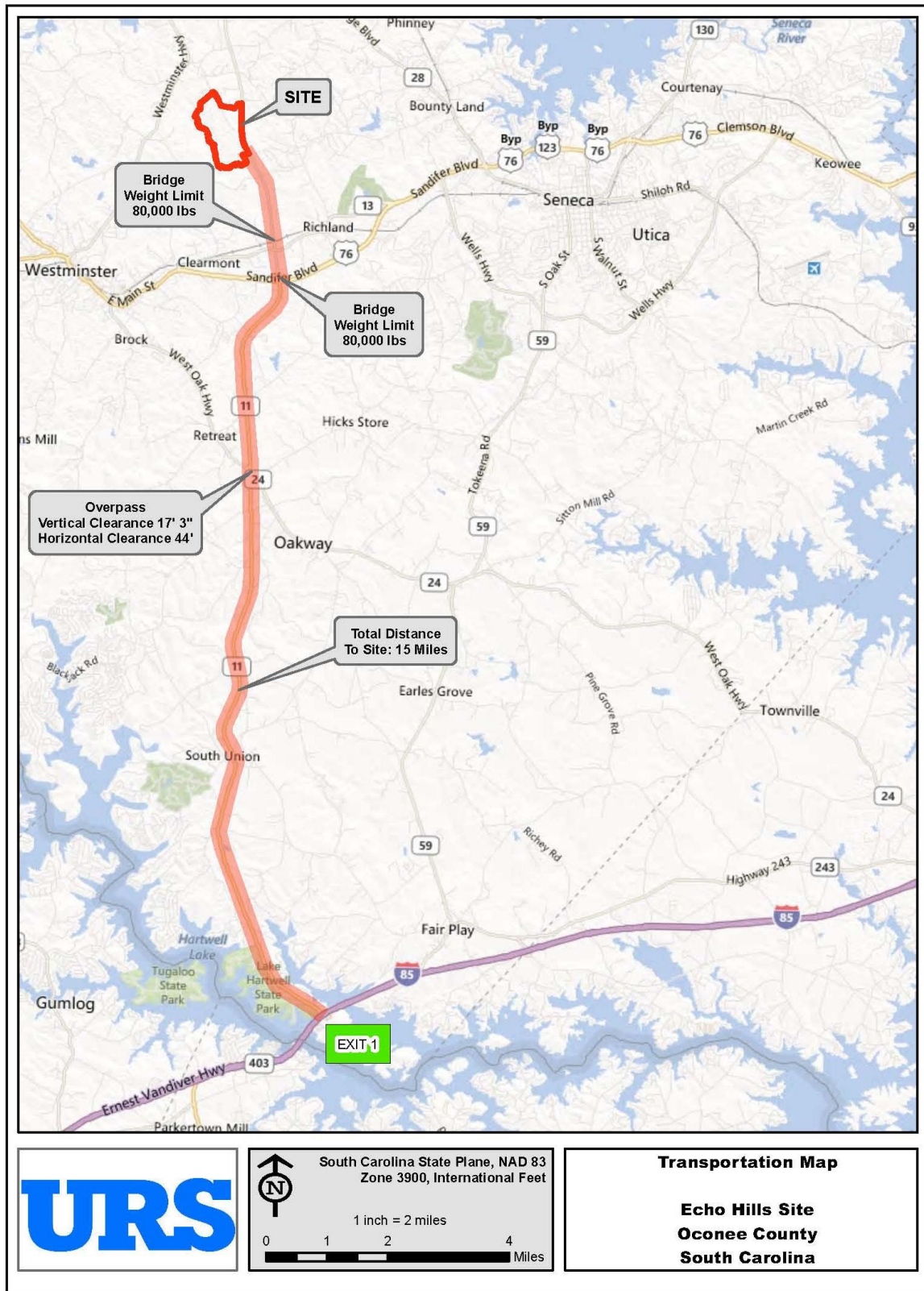


Attachment 9 – County tax map, with tax parcel identification numbers shown, depicting the location and property boundaries





Attachment 24a – Map indicating the route from the property to the closest interstate



## Attachment 25a – Map of existing rail infrastructure

