



BUSINESS SERVICES / RESEARCH & DEVELOPMENT

CLASSIFICATION STANDARDS & APPLICATION INSTRUCTIONS



Application Checklist

SUBMISSION

- Submit one hard copy in a three-ring binder.
- Submit one digital copy on a USB flash drive.
- Send the hard copy application and digital application with all supporting materials to:

Joe Fiala

Governor's Office Of Economic Development
 711 E. Wells Ave.
 Pierre, SD 57501
joe.fiala@sdreadytowork.com

SECTION ORGANIZATION

- Clearly separate and label each section.
- For hard copies, separate and label each section with a tabbed, three-ring binder insert.

Application sections to include:

- Application Page
 - Table Of Contents
 - ① Ownership Information
 - ② Property Information
 - ③ Property Access
 - ④ Utility Access
- For hard copies, place a blank sheet of colored paper at the end of each sub-section.
Example: At the end of subsection 1.1; at the end of subsection 1.2, etc.
 - Clearly label attachments. Identify each attachment by section, title, and letter.
Example: 1.1 - Proof Of Ownership - Property Deed - Attachment A

APPLICATION PAGE

- Identify the sponsoring organization and contact person; provide contact person mailing address, phone number, and e-mail address.
- Place a checkmark beside the "Business Services/Research & Development" box.
- Provide the name by which the subject property is/will be known.
- Provide the subject property's address or general location in the community.
- Identify the site's total acreage (10 contiguous acres minimum).
- Identify the total number of acres presently occupied by a business/businesses.
- Identify the total number of acres available for development.
- Provide signature of authorized person representing the sponsoring organization.
- Date the application.

TABLE OF CONTENTS

- Clearly identify each application section by number, name, and page number.

Example:

1. - Ownership Information- Page 1
1.1 - Proof Of Ownership Information- Page 1

- Clearly identify all attachments by number, name, and letter.

Example:

- 1.1 - Proof Of Ownership - Property Deed - Attachment A

1 OWNERSHIP INFORMATION**1.1 - Land Ownership/Control**

Provide documentation showing that the subject property is owned by the applicant; is under long-term lease to the applicant; is under purchase option to the applicant; and/or controlled by a developer actively marketing the property for sale. Provide as attachments:

- Copy Of Deed(s) Proving Ownership By The Applicant
 Copy Of Purchase Option(s)
 Copy Of Developer's Marketing Information

1.2. Land Selling Price

State the land selling price(s). Provide as an attachment:

- Letter from the property owner, applicant, or developer stating land selling price(s).

Note: The land selling price cannot be listed as "negotiable"

1.3. Property Easements & Rights-Of-Way

Provide documentation of all property easements and rights-of-way. Provide as attachments:

- Property map showing applicable easements.
 Property map showing applicable rights-of-way.

Note: Clearly label and show park boundaries on the maps.

1.4. Property Covenants

Provide documentation of property covenants. Provide as an attachment:

- Property covenants.

2 PROPERTY INFORMATION**2.1. - Maps & Photo**

Provide the following maps/photo as attachments:

Note: Clearly label and date each map/photo and show the park boundaries on each attachment.

- 2.1.1 - Plat Map** - showing the surveyed property boundaries. The map should be prepared by a registered surveyor; be approved by the appropriate local governmental authority; and be filed with the local register of deeds.
- 2.1.2 - Topographic Map** - showing contours in one-foot increments.
- 2.1.3 - Site Map** - showing existing land use of the property. Lots available for development should be identified. Businesses presently operating within the subject property should be identified by name and location.

2 PROPERTY INFORMATION (cont.)

- 2.1.4 - Aerial Photo** - showing aerial resolution of at least 100 ft. per inch. The map should clearly show existing surface features including homes, outbuildings, tree/brush lines, etc.

Note: Contact the South Dakota Department of Transportation at (605) 773-3265 for information regarding available aerial photos.

2.2 - Zoning Classification

Provide the following zoning information with corresponding attachments:

- 2.2.1 - Zoning Authority** - Identify the zoning jurisdiction having authority over the subject property.

Example: Name of City or Name of County.

2.2.2 - Zoning Classification

Identify the subject property's zoning classification and verify that it is appropriate for heavy industrial uses. Provide as attachments:

- Zoning map.
 Copy of local authority's zoning classifications with allowable uses within each classification.

2.2.3 - Adjacent Land Use/Zoning

Identify the land uses adjacent to the subject property and corresponding zoning classifications. Provide as attachments:

- Map showing land uses surrounding the subject property.
 Map showing the zoning classifications of the land surrounding the subject property.

2.3 - Environmental Information

Provide the following environmental information:

- 2.3.1 - Phase I Environmental Assessment** - Provide a Phase I Environmental Assessment specific to the subject property meeting American Society of Materials standard E1527-05.

Note: The Phase I Environmental Assessment must have been prepared within the past three years.

- 2.3.2 - Endangered Species** - Identify endangered species residing within or frequenting the subject property.

Note: Endangered species information can be obtained by contacting the following:

*US Fish & Wildlife Service | South Dakota Ecological Services Field Office
 420 S. Garfield Avenue, Suite 400
 Pierre, SD 57501 (605) 224-8693*

- 2.3.3 - Designated Wetlands** - Provide a map showing designated wetlands within the subject property.

Note: Clearly show park boundaries on the map.

Note: To prepare a designated wetlands map, access the US Fish & Wildlife Service National Wetlands Inventory Mapper at: <http://www.fws.gov/wetlands/data/mapper.html>.

- 2.3.4 - 100-Year Flood Plain** - Provide a map showing areas within the subject property designated by the Federal Emergency Management Agency as falling within the agency's 100-Year Flood Plain.

Note: Clearly show park boundaries on the map.

Note: To prepare a 100-Year Flood Plain Map, access the Federal Emergency Management Agency Map Service Center at <http://msc.fema.gov>. The map can be produced by creating a Firmette.

- 2.3.5 - Archaeological Evaluation** - Provide an archaeological evaluation of the subject property.

Note: Archaeological reports can be performed by a number of entities, see your local planning district for a listing.

2.3.6 - Geotechnical Data - Provide geotechnical data from soil borings.

Note: Data must be compiled by a geotechnical engineer with results specifying that soil characteristics, including bearing capacity, are acceptable for site pad preparation. Soil borings are to be conducted on the following scale:

- One soil boring for every ten acres; Minimum of three soil borings per site.
- The number of soil borings should be rounded up to a whole number.
- For sites in excess of 100 acres, this requirement may be modified due to the size and geology of the site.

3 **PROPERTY ACCESS**

3.1. - Air Service

Provide the following information relative to the nearest airport(s) serving the subject property:

3.1.1 - Public Airport

Identify the nearest public airport to include the following:

- Name of airport.
- Distance in miles from the subject property.
- Travel time in minutes from the subject property.

3.1.2 - Air Passenger Service

Identify the nearest public airport providing passenger service to include the following:

- Name of airport.
- Distance in miles from the subject property.
- Travel time in minutes from the subject property.
- Air carriers providing passenger service.

3.2. - Road Access

The subject property must be served by a hard-surfaced road. Provide the following information.

3.2.1 - Ingress/Egress Locations

Identify locations providing ingress/egress to the subject property. Provide the following:

- Subject property map showing ingress/egress locations.
- Hard-surface road type.
- Road width.

3.2.2 - Four-Lane Highway

Identify the nearest four-lane highway. Must be within 1 mile. Provide the following:

- Name of four-lane highway.
Example: US Interstate Highway 29, US Highway 12
- Distance in miles from the subject property.

3.2.3 - Two-Lane Highway

Identify the nearest two-lane highway(s). Provide the following:

- Name of two-lane highway.
Example: US Highway 81, US Highway 46
- Distance in miles from the subject property.

3.2.4 - Road Improvements

Identify planned updates to roads serving the subject property. Provide the following:

- Name of road to be improved.
- Location of road to be improved.
- Description of planned road improvements.
- Timeline for completing road improvements.

For a copy of the application or more information, visit sdreadytopartner.com/community/CRS

3 PROPERTY ACCESS (cont.)

3.3. - Freight Service

Provide the following information relative to national and local freight carriers serving the subject property.

3.3.1 - National Freight Carriers

Identify national freight carriers serving the subject property.

Example: Federal Express (Fed Ex), United Parcel Service (UPS)

3.3.2 - Local Freight Carriers

Identify local freight carriers serving the subject property.

Example: ABC Freight Moving, Johnson Brothers Express IX.

4 UTILITY ACCESS

4.1. - Water

Provide the following information relative to water availability at the subject property:

4.1.1 - Water Provider

Identify the entity providing water to the subject property. Include the following:

Name of provider.

Size of the water line in inches (4 inch minimum).

Location of the water line in relation to the subject property.

4.1.2 - Water Line Improvements

Identify planned updates to the water line serving the subject property. Provide the following:

Description of planned water line improvements.

Timeline for completing water line improvements.

4.2. - Waste Water

Provide the following information relative to the system for handling waste water at the subject property:

4.2.1 - Waste Water Services Provider

Identify the entity providing waste water services to the subject property. Include the following:

Name of entity providing waste water services.

Size of the waste water line in inches (4 inch minimum).

Location of the waste water line in relation to the subject property.

4.2.2 - Waste Water Line Improvements

Identify planned updates to the waste water line serving the subject property. Provide the following:

Description of planned waste water line improvements.

Timeline for completing waste water line improvements.

4.3. - Electricity

Provide the following information relative to the electrical system serving the subject property:

4.3.1 - Electrical Service Provider

Identify the entity providing electrical service to the subject property. Include the following:

Name of entity providing electrical service.

Existing line size in kilovolts.

Note: Proximate transmission access at 12kV

Location of the electrical line in relation to the subject property.

4.3.2 - Electrical Service Improvements

Identify planned updates to the electrical service serving the subject property. Provide the following:

- Description of planned electrical service improvements.
- Timeline for completing electrical service improvements.

4.4. - Natural Gas

Provide the following information relative to the natural gas system serving the subject property:

4.4.1 - Natural Gas Provider

Identify the entity providing natural gas service to the subject property. Include the following:

- Name of entity providing natural gas.
- Existing line size in inches.
Note: 3-inch minimum.
- Existing line pressure in pounds per square inch (PSI) .
Note: Delivery must be at high pressure.
- Existing capacity in cubic feet.
- Location of the natural gas line in relation to the subject property.

4.4.2 - Natural Gas Service Improvements - Identify planned updates to the natural gas system serving the subject property. Provide the following:

- Description of planned natural gas system improvements.
- Timeline for completing natural gas system improvements.

4.5. - Telecommunications

Provide the following information relative to the telecommunications system serving the subject property:

4.5.1 - Telecommunications Provider

Identify the entity(s) providing telecommunications service to the subject property. Include the following:

- Name of entity(s) providing telecommunications service.
- Distance from the subject property to the nearest Point of Presence (POP).
- Type of line servicing the subject property.
- Connection speed.
Note: 100 Mbps minimum.
- Description of provider's redundancy network.
- Location of the telecommunications line in relation to the subject property.

4.5.2 - Telecommunications Service Improvements

Identify planned updates to the telecommunications system serving the subject property. Provide the following:

- Description of planned telecommunications system improvements.
- Timeline for completing telecommunication system improvements.

4.6. - Solid Waste Disposal

Provide the following information relative to the entity(s) providing solid waste disposal services at the subject property:

4.6.1 - Solid Waste Disposal Services

Identify the entity(s) providing solid waste disposal services at the subject property. Include the following:

- Name of entity(s) providing solid waste disposal services.
- Solid waste disposal capacity.
- Description of solid waste accepted at the local landfill.

For a copy of the application or more information, visit sdreadytopartner.com/community/CRS

For More Information:

Joe Fiala

joe.fiala@sdreadytowork.com

Governor's Office of Economic Development

1.800.872.6190



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