



# MEGA SITE

**CLASSIFICATION STANDARDS & APPLICATION INSTRUCTIONS**



# Application Checklist

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## 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 "Mega-Site" 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 (300 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 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. - Rail Service**

Rail service must be present on the subject property. Provide the following information:

**3.2.1 - Rail Carrier**

Identify the rail carrier serving the subject property. Provide the following:

- Name of rail carrier.
- Rail carrier classification (an indication of revenue).
  - Example:*
    - Class I - \$250 million or more
    - Class II - \$20 million to \$250 million.
    - Class III - Less than \$20 million.
- Rail track classification (an indication of speed).
  - Example:*
    - Class I - 10 mph - freight; 15 mph - passenger
    - Class II - 25 mph - freight; 30 mph - passenger
    - Class III - 40 mph - freight; 60 mph - passenger
    - Class IV - 60 mph - freight; 80 mph - passenger
    - Class V - 80 mph - freight; 90 mph - passenger
    - Class VI - 110 mph - freight; 110 mph - passenger

**3.2.2 - Rail Track Location**

Provide a map showing all rail track on the subject property including the following:

- Main rail carrier line(s). Rail siding(s). Rail spur(s). Rail switch location(s).

*Note: If the subject property does not presently have on-site rail lines, provide verification that rail will be constructed on the site and rail service can be provided and the time period for implementation.*

### 3 PROPERTY ACCESS (cont.)

#### 3.2.3 - Rail Authority

Indicate if a rail authority has been created to facilitate rail development on the subject property. If so, provide the following:

- Name of rail authority.
- Geographic service area.

*Note: Rail authorities are legally organized entities under state law, typically involving one or more cities and one or more counties.*

#### 3.2.4 - Rail Line Updates

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

- Name of rail line to be updated.
- Location of rail line to be updated.
- Description of planned rail line improvements.
- Timeline for completing rail line improvements.

### 3.3. - Road Access

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

#### 3.3.1 - 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.

#### 3.3.2 - 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.

#### 3.3.3 - 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.

### 3.4. - Freight Service

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

#### 3.4.1 - National Freight Carriers

- Identify national freight carriers serving the subject property.  
*Example: Federal Express (Fed Ex), United Parcel Service (UPS)*

#### 3.4.2 - 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 (8 inch minimum).
- Daily supply capacity (250,000 gallons/day 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 (8 inch minimum).
- Waste water handling capacity in gallons per day (125,000gallons/day 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 115kV or greater capable of serving a 2 MW or larger load.*
- 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 UTILITY ACCESS (cont.)

### 4.4. - Natural Gas

The subject property must be served by 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.  
*Note: Minimum of 10,000,000 cubic feet per month.*
- 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: 30 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 More Information:**

Joe Fiala

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Governor's Office of Economic Development

1.800.872.6190



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