

## INTENT TO CERTIFY

Any community interested in pursuing site certification must first complete the *Intent to Certify* form and submit it to the Certified Sites Program Director along with the required attachments for review by the Steering Committee.

All documentation must be labeled as specified in the Certification Checklist in each category. For example: "Site/Park Name – Property Availability – City Support Letter - Year."

Sponsor Organization:

Site/Park Name:

Total Acreage Submitted for Certification:

1. Are you seeking certification as a site or a park?  **Site**  **Park**

2. Does the sponsor organization own the property?  **Yes**  **No**

If no, does the site have an established price and terms for the sale or lease of the property?  **Yes**  **No**

3. Is the site a Brownfields Site?  **Yes**  **No**

If yes, does the site have a current Brownfields Agreement with the North Carolina Department of Environmental Quality that is transferrable to a prospective developer?

*Note: Sites that are located in a Brownfields Site without a Brownfields agreement are not eligible for certification as part of the Certified Sites Program.*  **Yes**  **No**

4. Is the site located in one of the 20 coastal counties covered by Coastal Areas Management Act (CAMA)?  **Yes**  **No**

If yes, is the site located in an Area of Environmental Concern (AEC) established by the Coastal Resources Committee?

*Note: Sites that are located in an Area of Environmental Concern (AEC) are not eligible for certification as part of the Certified Sites Program.*  **Yes**  **No**

5. Has the community verified with NCDOT/County Engineer that the road to the proposed site is compatible with NCDOT standards for tractor/trailer access?  **Yes**  **No**

6. If No, please describe present road condition:

7. Is the site at least 10 buildable acres, or do half the sites in the park have 10 buildable acres?  
*Buildable Acres is defined as the area of land that can be built upon with minimum permitting issues. This means the total site excluding any property that cannot be built upon due to wetlands, 100-year flood plains, streams and buffers, and/or where development is restricted by protective covenants, easements, and right-of-ways.*  **Yes**  **No**

8. Is the proposed site located in a designated critical area of a public water supply?  **Yes**  **No**

9. Is there fill on the site in a designated floodway area? <i>No sites in the floodway can be certified.</i>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Yes</b>	<b>No</b>
10. Is there fill on the site in designated flood fringe areas?	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Yes</b>	<b>No</b>
If yes, do the areas with fill appear to be in compliance with local ordinances or other recognized standards?	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Yes</b>	<b>No</b>
11. Is an engineer's certification of fill standards available?	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Yes</b>	<b>No</b>
12. Can industrial quality power (minimum three-phase) be made available to the site?	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Yes</b>	<b>No</b>
13. Is public water supply within 500 feet of site?	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Yes</b>	<b>No</b>
14. Does water provider have 500,000 gallons of excess capacity based on average flow?	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Yes</b>	<b>No</b>
15. Is public wastewater supply within 500 feet of site?	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Yes</b>	<b>No</b>
16. Does wastewater provider have 300,000 gallons of excess capacity based on average flow?	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Yes</b>	<b>No</b>

**Please provide the following information and visuals to assist in the evaluation of the proposed site/park:**

- A Boundary Survey that includes a title, legend, scale, and directional arrow.
- Aerial Photo of the site with all large buildings/companies seen on map labeled.
- Letter from county government expressing support for the project.
- Letter from local municipality (if applicable) expressing support for the project.
- If the site/park is a Brownfields site, in addition to the above requirements, submit a letter from the NC Department of Environmental Quality that validates that the site has a current Brownfields Agreement.
- If the site/park is within one of the 20 coastal counties covered by CAMA, in addition to the above requirements, submit a letter from the North Carolina Division of Coastal Management (NCDQM) that validates that the site is consistent with the county's certified CAMA land use plan and is allowed for industrial development.

**Communities should not proceed with certification requirements until receiving feedback on the Steering Committee's review and approval of the *Intent to Certify* form.**

\* Indicates items required to be updated for **Intermediate Recertification**.  
*An updated Geotech is only required if ground-disturbing activities have taken place.*

\*\* Indicates additional items required to be updated for **Full Recertification**.

**If you have any questions about the certification process, please contact:**  
Will Best, NC Certified Sites Director, NC Department of Commerce  
wbest@commerce.nc.gov | 984-365-0298