

Certified Sites Program

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Kansas Department of Commerce



CERTIFIED SITE
KANSAS



Overview

- ▶ What is a Certified Site?
- ▶ Sources of Prospects
- ▶ Kansas Program Overview
- ▶ Benefits of Site Certification
- ▶ Certified Site Application Process
- ▶ Application Requirements
- ▶ Q&A



▶ What is a Certified Site?

- ▶ A Kansas Certified Site designation is issued to properties that have successfully completed a set of program requirements to demonstrate that the property is primed for development and ready for investment.
- ▶ The program seeks to reduce the risk associated with development by providing detailed information including price and availability, utilities, access, environmental concerns and potential site development costs.



► Sources of Prospects



Self generated by local contacts



Existing business looking to expand or add new product line



Kansas Department of Commerce



Site selection consultant for client



▶ Program Overview

A Kansas Certified Site is a parcel, or parcels, of land which:

- ▶ A local government or locally recognized economic development organization has completed a compilation of required data specific to the site, submitted such data to the Kansas Department of Commerce, and has reviewed the accuracy of such data
- ▶ Parcel(s) total 10 contiguous acres or more in size, are controlled by one entity
- ▶ Primarily to be marketed by the community and/or local economic development organization for business or industrial recruitment or expansion
- ▶ Not intended for retail or residential development



▶ Program Overview

- ▶ Containing, at a minimum:
 - A 6” water main
 - Industrial capacity sanitary sewer
 - 3- phase, 12Kv electric infrastructure available to the property line of the site
 - If utilities are not in place, letters from the utility purveyor(s) may be provided describing process, estimated costs for extensions and service connections, and timeline required
- ▶ Cleared of dense forestation and underbrush and which is reasonably flat to the extent adequate developable space is available without excessive cut and fill effort
- ▶ Listed on LOIS-LocationOne with complete and current community information or electronic application materials attached to the site page
- ▶ Achieved recognition and certification from the Kansas Department of Commerce
- ▶ \$250 fee for non-KEDA members through December 31, 2021



► Benefits of Site Certification



Improves the competitive edge for marketing an available site



Provides more certainty for businesses to relocate



Decreases the investment period for a potential Commerce project



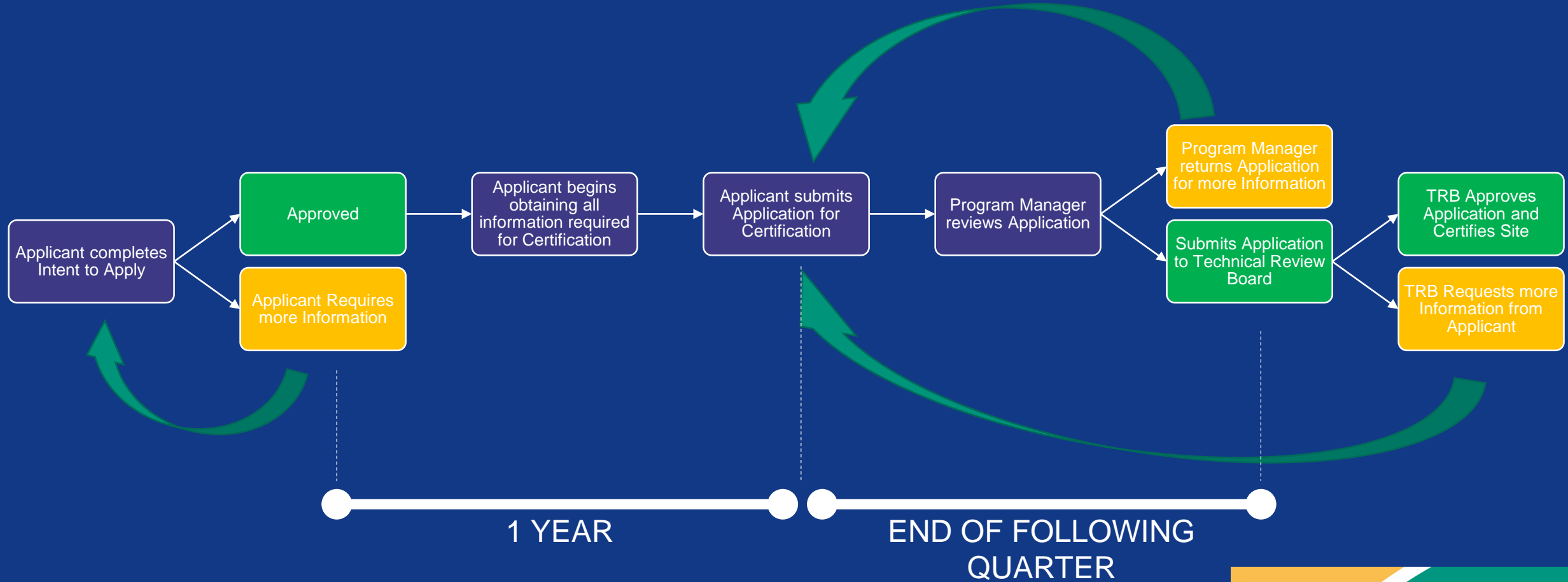
Demonstrates to a potential business that the site is economically and developmentally sound



Demonstrates the commitment of the site community to the success of the potential business



▶ Certified Site Application Process



► Process Timeline Examples

EXAMPLE 1	
Applicant Submits Intent to Apply	January 1, 2021
Designated Date for Application Submission	November 30, 2021
Application Reviewed by TRB No Later Than	March 15, 2022
Application Approved By	March 31, 2022

EXAMPLE 2	
Applicant Submits Intent to Apply	December 15, 2020
Designated Date for Application Submission	December 1, 2021
Application Reviewed by TRB No Later Than	March 15, 2022
Application Returned for Missing Information By	March 31, 2022
Completed Application Re-Submitted	May 15, 2022
Application Reviewed by TRB No Later Than	September 15, 2022
Application Approved By	September 30, 2022

▶ Annual Verification

- ▶ If a Certified Site has not been sold or transferred within 1 year of Certification, the Applicant must submit an Annual Verification, at no charge
- ▶ Required information for Annual Verification:
 - Acres Certified
 - Total Acres at Site
 - Number of RFPs Submitted for the Site
 - Number of Visits Site Received for RFP Consideration
 - First Site Certification Date

▶ Tips to Get Started

- ▶ Make sure the applicant and community are fully on board
- ▶ Time intensive process for the community and person compiling the application
- ▶ Can be expensive - who will pay bills?
- ▶ Commitments need to be made regarding the site and utilities
- ▶ Divide up the work and set benchmarks for completion

* Site Community

* Applicant Name:

* Site Name (if applicable):

* Acres to be Certified:

* Total Acres at Site:

* Contact Person Name:

* Contact Phone Number:

* Email:

Intent to Apply

Available at

https://kansasapps.force.com/KansasDepartmentofCommerce/s/certified-sites-notice-of-intent?language=en_US

- ▶ Refer to the Program Information and Program Resource Guide to assist with the Intent to Apply
- ▶ The Intent to Apply must be accompanied by at least one of the following:
 - Site Map
 - Marketing Brochure
 - Current Aerial Photo
 - Suitable material showing the site and its general location relative to the Site Community

Application for Certification

Available at

<https://kansasapps.force.com/KansasDepartmentofCommerce/s/kansas-certified-sites-applications>

Refer to the Program Information and Program Resource Guide to assist with the Application for Certification

- ▶ All sections of the application must be completed, including:
 - Ownership Information
 - Property Information
 - Environmental & Cultural Information
 - Access Information
 - Community Information
- ▶ All attachments must be in PDF format

* Site Community

Test Town

* Applicant Name

Town Site

* Site Name (if applicable)

50.0

* Acres to be Certified

50

* Total Acres at Site

50

Contact Name:

First Name

Jonathan

Last Name

Test

► Ownership Information

Ownership Information Requirements		
1.1	Name & Contact Information of the Owner	✓
1.2	Letter from Owner with Fixed Sale Price	✓
1.3	Certificate of Title, Title Insurance, or Title Opinion	✓
1.4	Documentation of all easements, liens, rental contracts or encumbrances; Sealed copy of boundary survey with name and contact information of provider	✓
1.5	Indication of plans to annex the site into an existed incorporated city if located within county jurisdiction, if necessary	✓

► Property Information

Property Information Requirements		
2.1.1	Parcel information, including name of site (if applicable), address of site, legal description, GPS coordinates of site center or entry	✓
2.1.2	Parcel size in acres	✓
2.1.3	Aerial photo or GIS image that includes ½ mile radius around property, date of photograph, detail to show existing surface features (homes, tree lines, etc.), and directional orientation	✓
2.1.4	US Geological Survey topographical map with drawn boundaries, designation of certification site, and average change in slope, if possible	✓
2.1.5	Current tax millage rate and tax amount of site and parcel, with all pertinent taxing districts.	✓

► Property Information

	Property Information Requirements	
2.2.1	Sale or lease price per square foot or acre	✓
2.2.2	Total asking price or annual lease rate for parcel	✓
2.2.3	Real estate agent documentation	✓
2.2.4	Any easements, covenants, leases, or licenses required for development	✓
2.3.1	Name of zoning district and governing jurisdiction	✓
2.3.2	Copy of zoning regulations or development requirements	✓
2.3.3	Copy of any special overlay district regulations or requirements, if applicable	✓

► Environmental and Cultural Information

Environmental & Cultural Information Requirements		
3.1	Phase 1 Environmental Assessment and report (less than 2 years old) with name and contact information of provider.	✓
3.2	Phase 2 Environmental Assessment, if necessary	✓
3.3	Additional investigations, if necessary	✓
3.4	Regional air quality assessment	✓
3.5	Wetland or Waters of the US Boundaries	✓
3.6	Flood Plain Boundaries	✓
3.7	Threatened or Endangered Species Review	✓

► Environmental and Cultural Information

Environmental & Cultural Information Requirements		
3.8	Archaeological and Cultural Resources Assessment	✓
3.9	Soil Conditions Assessment	✓
3.10	Seismic Activity	✓
3.11	Karst Topographical Conditions	✓

► Access Information

	Access Information Requirements	
4.1	Site Access Summary, including roadway width, crossroads, type, construction type, control methods, condition of perimeter streets, access availability, scheduled improvements, and contact information for all agencies that will review or permit access to the site.	✓
4.2	Rail Access Summary	✓
4.3	Air Service Access Summary	✓
4.4	River Port Access Summary	✓
4.5	Fire Insurance Rating	✓
4.6	Utilities	✓

► Community Information

	Community Information Requirements	
5.1	Post Office	✓
5.2	Freight Service	✓
5.3	Emergency Medical Response	✓
5.4	Building Department	✓
5.5	Police Protection	✓
5.6	Local Support	✓
5.7	LOIS-Location One	✓
5.8	Site Marketing Plan	✓
5.9	Workforce	✓

▶ It's not over, you still have work ahead

- ▶ Certifying a site does not guarantee you'll be selected for a project!
- ▶ It simply demonstrates that the community and landowner are on the same page and ready to make something happen.

QUESTIONS



Contact Information

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<https://kansascommerce.gov>

<https://www.kansascommerce.gov/certified-sites>

