



City of Spokane Certified Site Program Application Checklist

Identification of Site Proposed For Certification:

Name or Brief Description of Site
Location/Address
Parcel Number(s)
Indicate industry profile targeted (e.g., Heavy Industrial, Technology, Commerce Park, Warehouse/Distribution)

Applicant contact information:

Name and Title
Organization
Telephone Number(s)
EMAIL

Applicant is the: (**Check each that applies**) ☐ Legal owner of record ☐ Authorized representative of owner * ☐ Local economic development organization (private/nonprofit) ☐ Site developer with contract to buy/lease property * ☐ City or other government in whose jurisdiction site is located ☐ Licensed broker with listing agreement * ☐ Other *

CERTIFIED SITE CHECKLIST

Thank you for your interest in the City of Spokane's Certified Site Program. This voluntary program was developed to assist with the commercial and industrial business site selection, planning and development process in the City by providing property owners with the opportunity to provide detailed information about their property's readiness for commercial and/or industrial development. Properties that meet specific criteria will be accepted into the City's Certified Site Program and will be marketed as "project ready" locations for new business investment and expansion in the City of Spokane. In determining whether to accept particular sites into the City's program, the City will rely on the information provided as part of the site documentation which must be included with the completed Certified Site Application when it is submitted. It is important that the site documentation be as complete and accurate as possible. The purpose of this checklist is to help identify the specific documentation requirements and assist you in the preparation of your application. For assistance, please contact the Business and Development Services Department at (509) 625-6983.

DISCLAIMER

Acceptance into the City's Certified Site Program does not constitute a waiver of any conditions that may apply to development or use of a site and acceptance shall not relieve a property owner or developer from that party's obligations to comply with rules and regulations applicable to the site and development of the site, and/or to secure such authorizations and permits as may be imposed as a condition of any work or development activity being performed on the site. In order to maintain a site's participation in the program, the applicant must confirm the status of the site annually by filing a letter with the City stating that the site remains available and indicating that the information contained in the site's application remains unchanged.

Bold statements designate the step is mandatory for completion



PHYSICAL ATTRIBUTES AND DEVELOPABILITY

1. SIZE OF PROPERTY

Total site area = _____ ACRES

☐ Full site Certification

☐ Partial site Certification —————> Net Contiguous Development Acres (NCDA) for partial site certification _____

2. SLOPE AND TERRAIN

☐ Grade (relative flatness) of site is described as suitable for building without alteration

☐ Grade of site is **not** suitable for building but engineering plan exists to modify site within 180 days

3. GEOLOGIC STABILITY

☐ Research completed regarding soil types, seismic vibration, fault lines, sinkholes, past undermining and comparable risk factors

4. AIR QUALITY DESIGNATIONS

☐ Site is an ambient air quality non-attainment or maintenance area —————> Criteria pollutant _____

5. WATER

Relative to 100-year Flood plain, NCDA is (choose only one):

☐ Completely outside of flood plain

☐ Inside of flood plain but engineering plan exists to modify & elevate land within 180 days

Wetlands and Waterways (City Staff can help you coordinate with appropriate agencies)

☐ *Wetlands "determination" conducted for site Determination Date _____

☐ Determination indicated presence of jurisdictional wetlands and/or other Waterways

6. ENDANGERED OR THREATENED PLANT AND ANIMAL SPECIES

☐ All relevant state and (as necessary) federal agencies were contacted regarding the potential presence of listed species and (choose only one):

☐ All contacts indicated no such potential at site or in immediate vicinity

☐ Subsequent biological survey found suitable habitat to be absent or made negative "affects determination".

7. ENVIRONMENTAL ASSESSMENT – GROUND CONTAMINATES

☐ Phase 1 environment study has been performed for site Date performed _____

Check all that apply:

☐ Phase 1 had significant findings

☐ Institutional/engineering controls in place

☐ Phase 1 had **NO** significant findings

☐ DOE issued determination of "No Further Action"

☐ There has been site activity since study

8. EXISTING STRUCTURES

☐ Buildings or other structural improvements exist on site (excluding utilities)

☐ Special information about improvements

LAND USE PLANNING AND MUNICIPAL ZONING REGULATIONS

9. GROWTH MANAGEMENT ACT (GMA) COMPREHENSIVE PLAN

☐ Selected industry profile is consistent with Comprehensive Land Use Designation

10. LOCAL ZONING ORDINANCE

☐ Selected industry profile(s) is/are permitted consistent with specifically allowed uses and



development standards under all applicable City/County zoning codes and ordinances

11. PLANNED, ONGOING, OR PENDING LAND-USED PROCESSES

- ☐ Administrative or Judicial process (planned, ongoing or pending) in place that *could* affect the GMA Comprehensive plan (see # 9) or any local zoning ordinance (see # 10)
- ☐ Existing development approvals, agreements or conditions of approval that *could* affect use or development of Property

12. SURROUNDING OR NEIGHBORING USES, ACTIVITIES AND OPERATIONS

- ☐ Existing or planned uses on all adjacent sites are specifically identified
- ☐ Adjacent vacant lots that could be similarly developed are specifically identified

13. SPECIAL AVOIDANCE FACTORS

Industry profile for site is "High Tech Manufacturing/Processing" or "Campus Industrial/Electronic and Computer Assembly"

- ☐ YES ☐ NO

If **YES** enter miles from site for each location:

Location	Miles
Railroad	
Large river or body of water	
Solid waste landfill or similar land use	
Wastewater treatment plant, sewage lagoon or similar land use	
Other nearby source of significant vibration, noise, dust or airborne contaminants	

HISTORIC AND CULTURAL PRESERVATION

14. HISTORIC BUILDINGS

- ☐ Overall site is free of any structure over 50 years old or acceptable plan exists to address any relevant structure, including but not limited to removal or physical avoidance/buffering

15. ARCHAEOLOGICAL IMPACT (City Staff can help you coordinate with the State Archaeologist)

- ☐ Investigation by qualified professional archaeologist concluded that intact, potentially significant remains are unlikely to be impacted by ground-disturbing activities

TRANSPORTATION INFRASTRUCTURE

16. STREET AND HIGHWAY ACCESS

- ☐ Legal, functional access points on/off site (and in/out of industrial park area) exist and are clearly illustrated
- ☐ Secondary entrance/exit to local public street system exists
- ☐ Local street routes are clearly described and mapped
- ☐ Plans to enhance access to the site exist and are ready to execute

17. TRAFFIC FLOW, IMPACTS AND REGULATION

- ☐ Vehicle trips per day are controlled or limited under the local comprehensive plan, zoning ordinances or development standards

Traffic Impact Study or Analysis (TIS or TIA) relevant to selected industry profile necessary for Certification

- ☐ YES → TIS/TIA completed and documentation attached (mandatory)? ☐



- ☐ NO —► Project (based on industry profile) *could* trigger TIS/TIA requirement for site development
- ☐ YES ☐ NO
- ☐ Entitlements to develop site are potentially dependent on highway or roadway improvements to mitigate traffic issues
- ☐ Plans to mitigate traffic issues are developed and ready to execute
- ☐ Relevant (major/minor) system improvements are underway and/or are imminent

18. FREIGHT RAIL SERVICE

- ☐ Site is served by rail **or** there is a plan to develop the necessary rail spur and connections to serve it

19. PROXIMITY TO MAJOR CONDUITS OF COMMERCE

Enter miles from site for each location:

Location	Miles
Marine Port	
Inter-modal container facility (loading/unloading)	
International airport	
Commercial airport	

International cargo service? ☐ YES ☐ NO

20. PROXIMITY TO HIGHWAYS AND INTERSTATES

Enter miles from site for each location:

Location	Highway Name	Miles
State/US highway or principal arterial		
Major connecting state/US highway		
Four lane/limited access highway continuous to interstate		
Access onto actual interstate freeway system		

PUBLIC AND PRIVATE UTILITIES AND SERVICES

21. WATER SUPPLY

Water service is currently at site? ☐ YES ☐ NO

If **YES**: Name of Service Provider _____

System information:

Total water system capacity in Gallons Per Day (GPD)	
Average daily use of system (Gallons)	
Maximum daily use of system (Gallons)	
Peak flow volume available for use at/for site (GPD)	
Smallest water line size between site and source (Inches)	
Water pressure available at site (Pounds per square inch or PSI)	

Adequate flow/pressure exists for selected industry profile(s)' **fire suppression** needs? ☐ YES ☐ NO

22. WASTEWATER AND SEWER

City sanitary sewer treatment system can serve site? ☐ YES ☐ NO

If **YES**: Name of Service Provider _____



Total water system capacity (GPD)	
Average daily use of system (Gallons)	
Maximum daily use of system (Gallons)	

Sewage service is currently at site? ☐ YES ☐ NO

If **YES**:

Peak sewage flow volume available at/away from site (GPD)	
Smallest sewer line size between site and treatment plant (Inches)	

23. ELECTRICAL POWER:

Name of Service Provider _____

Is electricity service currently available at site? ☐ YES ☐ NO

If **YES**: What Phase is available? _____ If **NO**, the distance to the nearest available facility is: _____

The largest demand that can be served at site using existing system is _____ **MW** (1000 kVA = 1 MW)

Reliability: Is reliability report available? _____

Redundancy: A redundant feeder is available to serve site. ☐ YES ☐ NO

If not at site, the distance to nearest redundant feeder is approximately: _____.

Does the service provider require a "stand-by capacity charge" for redundant feeder service? ☐ YES ☐ NO

24. NATURAL GAS:

Name of Service Provider _____

Is natural gas service currently available at the site? ☐ YES ☐ NO

If **YES**: The size of the gas line is _____ inches If **NO**: The distance to nearest available facility is: _____

25. TELECOMMUNICATIONS:

"T1" service is available at site without infrastructure improvements ☐ YES ☐ NO

List all leading service providers for the area:

Name	Service Type

Advanced Services for/at Site	Readily available	Route/Provider Diversity Exists
Fiber Optic or Equivalent (microwave)		
"T3"		
Satellite/Commercial-grade Wireless		

26. EMERGENCY, PUBLIC SAFETY AND PROTECTIVE SERVICES

Service	Location of nearest service provider	Distance in miles
Ambulance/EMT		
Fire Station		
Police		



INCENTIVES

27. BUSINESS AND DEVELOPMENT INCENTIVES

- ☐ Site is located in a Washington Enterprise Zone or a Federal Enterprise Community/Empowerment Zone
- ☐ Site is located in a Tax Increment Financing District
- ☐ Site is in a local improvement district (LID)

Estimate the cost for:

General facilities charges (GFCs) at site using examples from the primary selected industry profile _____

All other one-time, local charges and/or fees using examples from the primary selected industry profile _____