City of Spokane Certified Site Program Checklist Instructions

CERTIFIED SITE CHECKLIST INSTRUCTIONS

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 site slection, 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. The criteria can be found at the end of these instructions. In determining whether to accept particular sites in 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. These instructions are intended to be used to help identify the specific documentation requirements and assist you in the completion of your checklist and application. They should be used in conjuction with the Checklist. 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.

1. **SIZE OF PROPERTY**

   Terms: NCDA = Net Contiguous Development Acres

   Examples of documentation:

   - Property map (such as a plat map, Binding Site Plan, ALTA or boundary survey) clearly designating outline of total site area
   - For partial site certification map must designate full property area as well as NCDA inside site area

2. **SLOPE AND TERRAIN**

   Examples of documentation:

   - Topographical (USGS) map
   - Description of terrain
   - Local land-use information
   - Engineering plans with cost estimate

3. **GEOLOGIC STABILITY**

   Examples of documentation:

   - Map/designation of seismic zone affecting building code
   - Reports, maps, data, vibration analysis or other pertinent information as provided by the USGS, local land-use agencies or geo-technical firms

4. **AIR QUALITY DESIGNATIONS**

   Examples of documentation:

   - Technical reports from the Spokane Regional Clean Air Agency (SRCAA)

5. **WATER**

   Examples of documentation:

   - Official FEMA flood zone map of site
   - Any other existing wetland delineations and/or studies
   - Official Department of Ecology (DOE) letter/report for determination

6. **ENDANGERED OR THREATENED PLANT AND ANIMAL SPECIES**

   Examples of documentation:

   - Formal record of response from authorized Washington Department of Fish and Wildlife (WDFD) staff
   - Input for listed plant species on public land. See: U.S. Department of the Interior (www.doi.gov) or National Oceanic and Atmospheric Administration (www.noaa.gov) for more information
   - Results of biological survey if applicable

7. **ENVIRONMENTAL ASSESSMENT – GROUND CONTAMINATES**

   Examples of documentation:

   - Phase 1 Environmental Assessment Report and supporting information
   - Any materials and records relating to Phase 2 clean-up plan (if necessary)

8. **EXISTING STRUCTURES**

   Examples of documentation:

   - Current aerial photograph of entire site with NCDA outlined
   - List of all improvements on site giving age, size, and any special information

9. **GROWTH MANAGEMENT ACT (GMA) COMPREHENSIVE PLAN**

   Examples of documentation:

   - If applicable, a full record of process and City provisions for “exceptions”

10. **LOCAL ZONING ORDINANCE**

    Examples of documentation:

    - Highlighted excerpts from ordinances for zoning code and associated development standards, and the relevant portion of zoning map outlining site boundary

11. **PLANNED, ONGOING OR PENDING LAND-USE PROCESSES**

    Examples of documentation:

    - Explanation, relevant evidence as necessary

12. **SURROUNDING OR NEIGHBORING USES, ACTIVITIES AND OPERATIONS**

    Examples of documentation:

    - Narrative and/or list detailing full 360° area surrounding site
    - Maps
    - Photos

13. **SPECIAL AVOIDANCE FACTORS**

    - Fill in information only if you answered “YES” regarding your industry profile

Examples of documentation:

- Description(s) of *other* sources listed

14. HISTORIC AND CULTURAL PRESERVATION

Examples of documentation:

- Photographs
- Listing on National or Local Register of Historic Places
- Engineering plans with timeline and estimated costs for mitigation

15. ARCHAEOLIGICAL IMPACT

Examples of documentation:

- Archaeological research/survey report

16. STREET AND HIGHWAY ACCESS

Examples of documentation:

- Map showing access points between site and local streets
- Area map of local streets and thoroughfares highlighting route(s) from the site to the nearest highway(s)
- Access or immediate-area infrastructure improvement plans

17. TRAFFIC FLOW, IMPACTS AND REGULATION

Examples of documentation:

- Formal communication & input from WSDOT and local City/County Public Works agency
- Copies of any TIS/TIA (applicable to site/vicinity) specific regulations
- Report on vehicle trip regulations, restrictions, maximums allowed and trigger points for special study, including copy of relevant excerpts from local traffic ordinances

18. FREIGHT RAIL SERVICE

Examples of documentation:

- Site map showing rail connections
- Rail extension plan/easement

19. PROXIMITY TO MAJOR CONDUITS OF COMMERCE

Examples of documentation:

- Area wide maps or aerial photography with markers for selected destinations and primary routes
- Estimates of true travel time from any formal advisory source

20. PROXIMITY TO HIGHWAYS AND INTERSTATES

No documents necessary

21. WATER SUPPLY

Examples of documentation:

- Formal specification/letter from water system (company, district, service provider) about current site connection and system capacity
- Formal indication from fire marshal, fire protection district, chief or similar authority

22. WASTEWATER AND SEWER

Examples of documentation:

- Formal specification/letter from sewer service provider about current site connection and system capacity

23. ELECTRICAL POWER

Examples of documentation:

- Formal specification/letter from electrical utility representative about current site connection and/or plans

24. NATURAL GAS

Examples of documentation:

- Formal specification/letter from gas utility representative about current site connection and/or plans

25. TELECOMMUNICATIONS

Examples of documentation:

- Formal specification/letter from telecommunication representative(s) about current site service and/or plans
- Description of advanced services, including existing capacity relative to site/selected industry profile(s), plans for implementing final connection to site, routing or upgrades, and the nature and degree of route diversity and alternative providers

26. EMERGENCY, PUBLIC SAFETY AND PROTECTIVE SERVICES

Examples of documentation:

- Materials from local service or dispatch providers
- Characterize role of volunteers if not staffed full-time by professionals
- Maps and background information (optional)

27. TAX INCENTIVES AND DISINCENTIVES

Examples of documentation:

- Zone or district boundary map and relevant material for designation and for any other special tax incentives
- LID assessments if applicable
- Schedule for general facilities charges (GFCs) and any other charges, such as fees for utility hook-ups, design review, permits to build/occupy, etc.

City of Spokane Certified Site Program Evaluation Criteria

- To be enrolled in the City of Spokane Certified Site Program, the following participation requirements must be completed and documented at the time of application:
- Applicant must be a property owner or authorized representative of the property owner. Site ownership must be documented (parcel numbers, parcel sizes, and owner names must be clearly delineated)
- Site must be available for sale or lease
- Site must be a minimum of three (3) contiguous, developable acres
- Site must be in an area that is designated and zoned for industrial/commercial use according to the City of Spokane Comprehensive plan and land use regulations
- Site must have completed environmental documentation addressing existing conditions including: presence of wetlands; geotechnical conditions; presence of environmental contaminants and hazardous substances; presence of archaeological and/or historic resources; and presence of endangered wildlife and/or plants
- Developable acreage must be outside the FEMA 100-year floodplain
- Site must be accessible (no rights-of-way, easements, or other impediments can be blocking access to, or development of, the site) or mitigation solutions (including costs and schedule for mitigation and appropriate commitments) must be clearly demonstrate
- Transportation infrastructure appropriate for truck traffic must be in place at the site. If the site does not have access to transportation infrastructure a detailed plan must be submitted that indicates how the site will be served. These plans should include a schedule for extending road, an approximate cost and secured funding source for the extensions. In addition, any necessary right-of-way access must be identified and a plan of action for securing the right-of-way should be clearly demonstrated
- Utility infrastructure (water, wastewater, electricity, natural gas, and telecommunications) must be in place at the site. If the site does not have access to utility infrastructure a detailed plan must be submitted that indicates how the site will be served. These plans should include a schedule for extending utilities, an approximate cost and secured funding source for the extensions. In addition, any necessary right-of-way access must be identified and a plan of action for securing the right-of-way should be clearly demonstrated
- Site must be capable of being fully permitted. The applicant must provide a detailed description of what permits are required in order to begin development of a project and the appropriate sequencing
- Exemptions to one or more of these criteria shall be considered on a case by case basis upon request