



CERTIFIED DEVELOPMENT COMMUNITY (CDC) PROGRAM

INDUSTRIAL PARK TRACK MANUAL

- **West Virginia Development Office
Community Development Division
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CERTIFIED DEVELOPMENT COMMUNITY PROGRAM
INDUSTRIAL PARK TRACK MANUAL

Applicant Information	
Name of Organization	
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Title	
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Telephone	
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Email Address	
Website Address	
Date Last Updated	
County	
Multiple Counties	
Year of Participation	

PLEASE TYPE OR PRINT

**CERTIFIED DEVELOPMENT COMMUNITY
(CDC)
PROGRAM**

Program Manual

**An Economic Development Program
Of the
West Virginia Chamber of Commerce
West Virginia Economic Development Council
West Virginia Development Office**

**WEST VIRGINIA
CERTIFIED DEVELOPMENT COMMUNITY
(CDC)
PROGRAM**

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CERTIFIED DEVELOPMENT COMMUNITY (CDC)

PROGRAM

I. OVERVIEW OF PROGRAM

The West Virginia Certified Development Community program is an economic development initiative jointly sponsored by the **West Virginia Chamber of Commerce**, the **West Virginia Economic Development Council** and the **West Virginia Development Office**. The program is intended to spur communities to better prepare and equip themselves to respond to the needs of existing and prospective business and industry.

The program builds upon the basics of community development and moves communities to the next steps in the preparedness process: prospect servicing, commercial building inventory and industrial site development.

A community's preparation will be facilitated by successfully completing the Certified Development Community requirements and becoming "certified." Successful entrants will have to fulfill five main objectives:

1. Designation (or establishment) of a local economic development organization and formation of a prospect handling team;
2. Completion of a comprehensive community assessment, development of a strategic plan to address deficiencies and completion of a community profile;
3. Establishment of an active business retention and expansion program;
4. Identification and categorization of available industrial/commercial sites and buildings, and;
5. Development of a fully served, locally controlled industrial site with completion of data file requirements.

In the process of completing the requirements of this program, each entry community will be able to evaluate its present condition, distinguish its strengths and begin to work toward eliminating its weaknesses. And by addressing and improving its preparedness level, each of these communities will be better equipped to respond to the needs of business prospects and, therefore, will have a better chance of receiving positive attention from prospective companies.

It is for this reason why the West Virginia Certified Development program is so vital to West Virginia's economic competitiveness. The certified development program is designed to foster and assist in community preparedness.

Furthermore, the program is designed to help bring public attention and recognition to successful communities. As part of this, **a special presentation will be made by the**

Governor and the three sponsoring organizations to acknowledge each new Certified Development Community's accomplishment and to designate the community as "certified." This dedication will involve the placement of special highway signs by the West Virginia Department of Highways at the community's borders. These signs will identify to travelers that the community is "certified" and well suited for consideration by prospective businesses.

Although the requirements for the Certified Development Community program are stringent, successful completion of them should provide significant and long-term rewards. Certification will make West Virginia's communities better prepared and capable to compete for new business and jobs. This program is not a competition among communities, but rather a standard to be met by all.

In the highly competitive field of economic development, those with the highest degree of readiness are most likely to succeed. Presenting well defined and prepared industrial and commercial sites is critical. This certified development program is designed to assist in this logical next step of community preparedness.

II. HOW TO ENTER

Entry into the West Virginia Certified Development Community program is open at any time to any community in West Virginia. For the purpose of the program, a community shall be either a county or multi-county region.

In any case, it is strongly encouraged, where applicable, to utilize the geographic area of responsibility of any existing development organization(s). It is not the intent of this certification program to create a duplication in local development programs. Also, communities that do not have a full-time professional development staff should work, where possible, with the closest appropriately funded and staffed program.

To enter, a community first needs to complete the entry application and resolution of participation and cooperation in this packet (found on the following pages) and return them to the **Project Development Unit of the West Virginia Development Office, Building 6, Room 553, Capitol Complex, Charleston, West Virginia 25305**. Entries should also be endorsed by those agencies (public and private) that will be involved in this development program (development authority, area chamber of commerce, etc.).

Multicounty applications require a resolution of participation and cooperation from each county.

WEST VIRGINIA
CERTIFIED DEVELOPMENT COMMUNITY (CDC) PROGRAM
OFFICIAL ENTRY APPLICATION

The _____ hereby formally expresses its
(Name of community - county or region)

desire to participate in the West Virginia Certified Development Community (CDC) program this ____ day of _____, 20____. Our community understands the requirements for certification are demanding and we have 18 months from today to successfully complete the program. We also understand this program will require the cooperation, assistance and commitment of dedicated individuals within our community who are willing to volunteer their expertise and energy toward the completion of the program. To this end, we have formed a local steering committee consisting of such key people from both the public and private sector and have selected the following person to serve as our CDC Program Coordinator:

(Name of CDC Program Coordinator) (Occupation/Title)

(Address)

(Daytime phone number)

(Name of cooperating, professionally staffed development organization)

I _____ have reviewed the West Virginia
(Name of CDC Program Coordinator)

Certified Development Community (CDC) Program Manual and hereby pledge my commitment to the successful completion of the program.

(Signature of CDC Program Coordinator)

**WEST VIRGINIA
CERTIFIED DEVELOPMENT COMMUNITY (CDC) PROGRAM
RESOLUTION OF PARTICIPATING AND COOPERATION**

WHEREAS, the governing body of _____ is
(Name of Community)
interested in the economic well-being of its citizenry and the community at-large; and

WHEREAS, the governing body is prepared to support appropriate efforts within
the community to become totally prepared to promote economic development; and

WHEREAS, the **West Virginia Chamber of Commerce, the West Virginia
Economic Development Council and the West Virginia Development Office** are
offering a program that is specially designed to help West Virginia communities become
better prepared for industrial and related economic development; and,

WHEREAS, BE IT RESOLVED by the _____, that
(Name of Community)
our community and/or region wishes to participate in the Certified Development
Community program, and that the leadership of this community fully realizes this
program requires dedicated effort; and,

BE IT FURTHER RESOLVED, that by making entry into this program, we are
pledging our
honest effort to become designated as a "Certified" community; and

BE IT FURTHER RESOLVED, that the program requires the existence or
formation of a Local
Economic Development Organization, and this governing body designates the

as representing our community for the purpose of participating in this program.

This resolution is in full effect upon its adoption this ____ day of
_____, 20____.

Name of Official Title

Attest Title _____

**WEST VIRGINIA
CERTIFIED DEVELOPMENT COMMUNITY
(CDC)
PROGRAM**

III. REQUIREMENTS FOR CERTIFICATION

Each entry community first needs to define its jurisdiction and form a local steering committee of key people from both the public and private sectors. This committee should be committed to the completion of the program. Communities may find it beneficial to have on this committee, individuals with expertise from a variety of areas: economic development, community planning, local government, real estate, utilities, housing, banking, downtown revitalization, etc.

Once established, an entry's steering committee will work to fulfill five main objectives in the CDC entry process:

- 1) Designation/establishment of a local economic development organization and formation of a prospect handling team;
- 2) Completion of a comprehensive community assessment, development of a strategic plan to address deficiencies, and completion of a community profile;
- 3) Establishment of an active business retention and expansion program;
- 4) Identification and categorization of available industrial/ commercial sites and buildings, and;
- 5) Development of a fully served, locally controlled industrial site with completion of data file requirements.

For each of these requirements described in detail on pages 8-17, an entry will be required to complete specific documentation. In addition, it will be necessary for the entrant to accumulate a minimum of five (5) of the possible thirteen (13) bonus points listed below:

- Agreement of cooperation among two or more local development organizations 1 bonus point
- Production of a more detailed community profile, i.e., fact book 1 bonus point
- Development of a marketing plan including submission of collateral materials such as brochures and audio/visual presentations 1-2 bonus point(s)
- Fully developed site bonus options:
 - Larger site size 1-2 bonus point(s)
 - Degree of control 1-2 bonus point(s)
 - Rail/water transportation at site 1 bonus point
 - Environmental audit 1 bonus point
- Development of a local financing program (Capitol Pool) 1 bonus point

- Creation of a shell building/incubator 1 bonus point
- Creation of a tourism information center 1 bonus point

A documentation checklist is provided on page 18.

Program Requirements

1. Local Development Organization/Prospect Handling Team

ACTIVITY A:

Create or designate a formal organization responsible for the economic development in the community. This organization should possess the appropriate powers and authority to fully engage in economic development activities.

Starting a program of economic development require more than the effort of one person, though many times one person provides the spark which ignites interest. Ideally, however, a local organization with recognized leadership should assume the responsibility for spearheading this program. The formation of a non-profit development corporation is helpful to many communities to learn about the different types of tax-exempt corporations. The organization should be composed of the leading citizens of the community and represent all of its interest: industry, finance, agriculture and commerce.

A resolution from the Governing Body, designating the organization as the leader for business development, is required. The resolution provides the organization with the authority to act on behalf of the community, and to promote cooperation between the public and private sector. A formal communication mechanism between the Governing Body and the development organization must be developed to keep both parties involved and aware of what the other is doing in economic development.

The second step is to organize several key committees within the selected local economic development organization. Terms of office for committee members should be long enough to allow knowledge and expertise to develop -- a minimum of three to five years. Some members should serve on a continuing basis because of their specialized knowledge and abilities.

Basic committees to be established could include Information, Prospect Contact, and Finance. You may deem others necessary in your community. The structure of your organization and its committees might be as follows:

Prospect Contact Committee - The Prospect Contact Committee would be responsible for meeting the industrial prospect, answer his/her questions, and tour the community. The committee would be comprised of a banker, an attorney, chamber of commerce executive, the mayor, city manager, president of the county commission, a representative from the utility company, prominent business, and education.

The committee must be thoroughly familiar with community data, site information, the community's financing capacities, and be able to discuss each item knowledgeably with industrial prospects.

ACTIVITY B:

Designate a program coordinator to administer the local development organization.

The Development Organization will be responsible for designating a program coordinator.

ACTIVITY C:

Ensure adequate funds are available to carry out basic development functions.

There are different methods of fund raising which can be used by a development organization. Membership dues are one of the most common forms. A basic rate can be set for annual dues. Memberships can also be sold on the fair-share principal; for example, a company with 50 employees would have higher dues than a company with 5 employees. Or memberships can be limited. Many communities develop a "Committee of One Hundred." In such cases, set a higher membership fee of perhaps \$1,000 or more per membership.

Sponsoring a campaign is another fund raising method. Fund raising campaigns usually take one of two forms. Funds are raised for a specific project, such as the purchase of land, or a lump sum is raised for the operating expenses for a set period of time. Regardless of which form is chosen, the possibility of hiring a professional fund raiser should be discussed. Acquiring the necessary funds can be a difficult task. Professionals aren't forced to consider what local citizens think about them; their job is simply to raise the money.

****BONUS --** *If two or more economic development organizations were actively involved in industrial development within the community or region as of July 1, 1990, one bonus point may be obtained by providing written agreement of cooperation among the organizations and/or a description of the "umbrella" organization having the vested responsibility of economic development for the community.*

2. Community Assessment

ACTIVITY A:

Design and execute a community needs survey and assessment.

The first step in the economic development process is determining the community's needs. Community leaders usually have a general idea of problems and needs, but a community needs survey and assessment helps them better define development issues. The information gathered from a survey helps community leaders make better decisions, and the survey results provide support for those decisions.

A community survey also serves to get the public involved in economic development. In order for community leaders to initiate successful development programs, they must have an accurate knowledge of what citizens perceive as problem areas. Participation in a community survey allows citizens to become more actively involved in planning for their area's future.

A community needs survey may include the following instructions:

- What are the desirable and undesirable aspects of the community?
- What are the most important problems or needs in the community?
- What do the majority of the citizens regard as important concerns?

Respondents should also have an opportunity to comment on, or rate such areas as local government, education, the library, medical and financial facilities. Community appearance, availability of cultural and recreational opportunities, economic, business and employment opportunities, and intangible elements such as community pride, friendliness and unity should also be considered.

Survey Methods

There are various methods of conducting a community needs survey. One of the most common approaches is to tap local personal knowledge. Within every community, there are residents who have been involved in every issue and have an extensive knowledge of the community's history. Every effort should be made to involve these people. Their knowledge and ideas can contribute greatly to the economic development process. These people can be reached by personal interviews, public hearings, mail, telephone, and notices by media.

Examining existing data compiled by various government agencies constitutes a second method. Area-wide planning organizations, university extension offices and public libraries are a few of the agencies collecting data useful in assessing a community's condition.

One of the easiest methods of conducting a needs survey and assessment involves hiring a specialist. However, this method is expensive and requires a clear agreement between the development group and the specialist on the precise scope and duration of the work. This agreement should include a timetable of completion dates and frequent progress review meetings with those responsible for overseeing the project.

Another method is the use of a sophisticated statistical survey using the techniques of aggregate quantitative analysis. While this method is especially useful for identifying relative weaknesses and strengths of a local economy, it also requires knowledge of statistics, operations research and systems analysis. For the majority of smaller communities, one of the other methods will serve equally well.

Planning is critical when conducting a community needs survey and assessment. No matter which survey method is chosen, consider the following before undertaking the survey:

- What is the real purpose of the survey and assessment?
- Is there any type of bias to the survey?
- Are the questions worded to reflect support for a specific position?

Defining survey goals before the survey is conducted helps eliminate any possible problems that may arise. One last question should be asked:

- What is the community prepared to do as a result of the community needs, survey and assessment?

It's important to find out community needs, but if no action is taken to follow up, the survey could become a topic of contention for years. The results of a community needs survey and assessment play a vital role in the formation of a solid economic development plan for a community. It is also an excellent tool for generating public participation and involving all citizens in the community's economic development effort.

ACTIVITY B:

Complete a community profile. Use Form A in Appendix. If you need additional forms, please photocopy.

ACTIVITY C:

Prepare a community strategic plan with goals and specific objectives.

Once a community needs have been defined, the next step is to design a community development plan and strategy for economic growth. The first component in developing a community action plan is to determine the community's desired future image. By identifying the qualities of community life that are important and should be maintained, the community can begin to formulate goals which will reflect the desired image.

A community's goals should be specific and realistic. Goals are intended to provide guidance. To simply say a community's goals are "to stimulate growth" provides no real direction as to what action should be taken.

What kind of growth is wanted: Growth in number of firms? Growth in employment? Growth in local business income? A more useful example would be "to expand the commercial and service sectors so that employment is roughly the same in each of these sectors as it is in manufacturing."

Once a community's goals have been set, the next step is to determine its objectives. Objectives are specific, quantified, and time-framed performance targets. They provide a measurement of the plan's success and serve as a reference point in the economic development process. As an example of specific objectives, refer back to the goal of "expand(ing) the commercial and service sectors so that employment is roughly the same in each of these sectors as it is in manufacturing." Appropriate objectives might be stated as follows:

- Create 75 new service jobs every two years for the next 10 years.

Within six months complete one study of the detailed alternatives, if any, for creating 150 new commercial jobs within three years. These examples are hypothetical.

Another element of a community development plan is the identification of alternatives which may be used to achieve objectives. Some objectives will suggest one unique course of action; however, in most cases, there will be a number of different actions or projects that can be undertaken.

Brainstorming sessions can also be used to identify alternatives. Suggestions and ideas should be accepted from all available resources before the selection of alternatives begins.

To continue with the goal example:

Goal: Expand the commercial and service sectors so that employment is roughly the same in each of these sectors as it is in manufacturing.

Objective A: Create 75 new service jobs every two years for the next 10 years.

Actions:

1. Interview existing local businesses to determine future potential for expansion.
2. Determine expansion of existing industries.
3. Determine voids in existing commercial and service sectors.

Information Committee - The information committee will have the responsibility of gathering community data that is current and above all, accurate. This information, once assembled, will have a dual purpose. It will be used to point out areas of concern in the community to its citizens and to motivate them to correct those conditions considered as liabilities by industrialists seeking plan locations.

The Information Committee will also be given the responsibility to collect and catalogue information on all types of industrial financing available at both the local level and the state level. Data should be gathered on public and private financing tools and a qualified committee member should be identified for inclusion on the prospect handling team.

Source of Volunteers:

Chambers of Commerce, Travel Agencies, Civic Organizations, Educational Institutions, Utility Companies, Banks, Financial Service Organizations.

****BONUS** -- *Communities receive one bonus point for the completion of each one of the following.*

- A. *Development of a more detailed profile or "fact book."*
- B. *Development of a promotional/marketing brochure that will serve as an introduction to the community, as a direct mail, and/or hand-out piece for business prospects.*
- C. *Production of an audio-visual presentation.*

3. Business Retention Program

ACTIVITY A:

Form an active business and industry visitation team in coordination with the West Virginia Development Office.

Members of a visitation team should know the community, its people, its potential and its limitations. Team members must be enthusiastic and patient. They must also be willing to develop a knowledge of industrial sites, financing, utilities, labor, transportation, construction, insurance, local government, taxation, media and environmental considerations. Team members need not become experts in these areas, but should have a working knowledge in them.

ACTIVITY B:

Develop and implement a visitation and assistance program.

A visitation and assistance program must be developed which expresses the community's interest in each local business and industry and offers assistance or access to (1) local resources, technical training, finance, mutual support programs and; (2) local and state programs.

Approximately 80% of the new jobs created each year come from existing industries. It is important for development groups to establish a program aimed directly at that sector if industrial growth which existing industries provide.

When strong ties with existing industries are not maintained, a small problem can develop into a major situation before it has been identify. An annual visitation and assistance program help identify and solve such problems.

Common areas of business concern include:

- Assistance in securing and maintaining adequate labor.
- Assistance with infrastructure problems.
- Assistance with expansion and improvement of industrial buildings and sites.
- Assistance in obtaining financing for expansion.
- Assistance with government regulations and municipal services.
- Assistance in identifying sources of raw materials and technical assistance.

The West Virginia Development Office can provide additional information on initiating a Business Retention and Expansion program.

ACTIVITY C:

Initiate public awareness of existing business and industry and its local contribution.

Local industry in a community creates valuable business opportunities but often is not recognized for these economic contributions. Industry recognition activities and events help improve relations and increase communications between industry and the community. Any of the following activities can be implemented to increase public awareness:

- Establish a local trade show at the shopping center, town square or auditorium. Industrial open houses can be arranged at the same time.
- Develop an advertising program telling why industry is beneficial for the community and vice versa.
- Sponsor a luncheon in honor of local industry and invite plant managers and their spouses.
- Implement an appreciation letter program. Every manufacturer in the area should receive a letter of appreciation.

ACTIVITY D:

Ensure that the economic development organization and industry assistance programs are coordinated on a continuing basis.

Coordination and communication are key elements in the success of any economic development program. A regular means of communication should be established between the economic development organization and the industry assistance program. This communication may take the form of a monthly report on program activities, at an organization meeting, weekly memos or other appropriate communications. Communication must take place on a regular basis.

A brochure entitled "How to Implement Local Industry Development and Retention," published by the SIDC, is available from the West Virginia Development Office. This brochure may be used as a guide for implementation of the local retention program.

Business Retention Committee - The Business Retention Committee will be charged with the task of surveying existing business and developing a plan to help the businesses expand and prosper. In order to accomplish this task, the committee must survey existing business, catalogue the problems the business encounters in day to day activities and design and implement a plan to address the problems. The Business Retention Committee will also be responsible for designing a promotional campaign that educates the community on the important role that local business plays in the community.

Sources of Volunteers:
Local Business People, Chambers of Commerce, Civic Organizations

4. Existing Acreage and Building Identification

ACTIVITY A: Conduct site planning, development, and evaluation.

Nationwide, existing industrial parks and sites provide proof that planned location and development enhances a community's appearance. They also increase local employment, tax revenues, and sales. Simply designating areas in which land is available for industrial development will do little to attract or hold a company. With rare exceptions, very few industries are free to locate wherever they choose. There are several considerations which should be kept in mind when choosing industrial sites for the community.

1. Generally speaking, industrial sites require large, flat or nearly flat pieces of ground that have good load-bearing qualities. However, in some cases land that is not completely level is preferable. For example, it's possible to save on construction costs for a high dock building if three sides of the building are at one level and the dock side is at a lower elevation.
2. The land should have good drainage. Land covered by large buildings, storage areas, and parking lots can create storm water runoff problems. Additionally, sites should not be located in or near flood plain areas for obvious reasons.
3. All utilities need to be available or easily extended to the site. Necessary services include water, sewage, gas, electric, and telephone.
4. Truck access via one or more highways is mandatory. Depending upon site size, direct access should be provided by two or more arterial streets to avoid traffic congestion. Industrial parks of a hundred acres or more generally require four lane access streets. For smaller parks, two lanes will suffice, but each lane should be fourteen to sixteen feet wide to accommodate large trucks. Intersections should be designed to handle truck turning movements easily.
5. If possible, locate the site near rail service and other transportation networks.
6. The site selected should be large enough to provide flexibility. Although it is virtually impossible to predetermine specific requirements for individual plants, the site should be able to accommodate a wide variety of plant types and sizes.
7. Space must also be available for storage of materials, products, and waste. Truck storage and employee parking must be considered.
8. Land should be priced in a range that is reasonable compared to other land in the immediate area.
9. Proper zoning is important. Sites should be protected by zoning laws which prevent residential overgrowth but allow for industrial expansion.
10. Suitable housing for industrial workers should be available within a reasonable commuting distance. The rule-of-thumb for maximum commuting time is thirty minutes

11. Compatibility among various industries should be assured. Landscaping, parking areas, set backs, and building construction standards are all tools which can be used to establish the character and desirability of a site.

All CDC entrants are required to undertake an inventory of existing property resources. A catalog of all available industrial sites and buildings must be provided to the West Virginia Development Office to determine which sites and buildings have already been catalogued. Once this is done, any number of methods for identifying parcels may be employed, including: checking with local real estate agent, chambers of commerce and development groups, advertising for information on potential sites and examination of tax maps to identify larger tracts of privately held parcels.

All properties must have a **pre-established firm price.** Forms B1, B2 or C in this manual should be utilized; this will enable data to be inputted easily into the state's computer database of available buildings and sites. If you need additional copies of these forms, please copy the one in the Appendix of this manual. Please note that only those sites and buildings that meet the following criteria are to be submitted as readily available industrial/commercial properties:

- Utilities should be available or easily extended to the site.
- There should be acceptable access or right-of-way available to the site.
- The land should be generally flat and have good load-bearing characteristics.
- The land should have good drainage and out of any flood plain.
- The property's pre-established firm price should be competitive with that of other similar properties in the area.
- The site should be appropriately zoned if applicable.
- The site should be clean and free of all trash, debris and overgrowth.
- A plat map of each site and a floor plan on each building should be available.
- Buildings should be structurally sound and require a minimum of rehabilitation.

Sites and Building Committee - The Sites and Building Committee should seek out and develop data in good industrial sites in the area which can be catalogued and shown to the industrial prospects. The committee should also catalogue buildings which might be available in the community for industrial purposes and have information regarding lease/purchase, rental, etc. A comprehensive updated inventory should be kept on all sites and buildings.

The Sites and Building Committee will also be responsible for completing requirement number 5 (Fully Developed Industrial Site - see below).

Source of Volunteers:

Real Estate Agencies, Civic Corporations, Chambers of Commerce, Financial Institutions, Utility Companies, Planners

5. Fully Developed Industrial Site

The most critical component of the CDC initiative is the availability and control of a fully served industrial site. For the purposes of this requirement, the following criteria will be used to constitute such a site:

- | | | |
|---------------|---|---|
| SIZE | - | Must be a minimum of five acres. |
| ACCESSIBILITY | - | Must be served by a hard surfaced road. |
| TOPOGRAPHY | - | At least 60 percent of the total acreage must have an overall slope of 5 percent or less. |
| FLOODPLAIN | - | At least 80 percent of the site must be above the 100-year floodplain. |

- ZONING - If applicable, the site must be zoned industrial (or commercial if the community has targeted such type of development as most appropriate).
- CONTROL - At a minimum, the local economic development organization must have a right of first refusal.
- PRICE - The property owner(s) must agree to a pre-established firm price that may not escalate more than 30 percent during the three-year certification period.
- MAINTENANCE - An operational plan insuring that the site is kept clean, the grass is mowed and that access roads will be maintained (including snow removal) is required.
- ENVIRONMENTAL - To the best of the entrant's knowledge, the site must be free of environmental contamination.
- UTILITIES - Water, sewage, natural gas and electric service must be available if practicable with adequate capacity to handle targeted industrial loads. showing its relationship to the surrounding area, soil data, topographic map, land survey and aerial photography is also required. **(Entrants are reminded that they also must complete Form B1 or B2 for this site, whichever form is applicable.)**

****Bonus** - Bonus points are available for completion of the following:

SIZE - If the site is between 10 and 20 acres, add one bonus point. If the site is larger than 20 acres, add two bonus points.

CONTROL - If the economic development organization has an option to purchase the site, add one bonus point. If the organization already owns the property, add two points.

TRANSPORTATION - If the site is served by rail or barge, add one bonus point.

ENVIRONMENTAL - If an environmental audit or assessment is available, add one bonus point.

6. Other Optional Bonus Initiatives

***BONUS - Communities are strongly encouraged to create and manage a pool of capital that can be used with other sources of financing for industrial development projects. Those communities that have or create their own pool of investment capital (minimum of \$50,000) or set-up a revolving loan program, venture capital fund, SBA 504 certified development corporation or other similar financial program will qualify for one bonus point.*

***BONUS - Communities that operate a small business incubator or a shell building program will qualify for one bonus point.*

***BONUS - Communities that establish and operate a local or regional tourism information center will qualify for one bonus point.*

IV. AVAILABLE ASSISTANCE

An added benefit of this program is that development professionals will be made available from the sponsoring entities to offer technical assistance. Upon request, an entry community will be offered assistance from the membership of the West Virginia Economic Development Council, as well as, personnel from the West Virginia Development Office. While such assistance is not intended as a means to help in completing the required documents, these development

specialists can offer suggestions and respond to questions regarding such issues as whether a particular parcel of land is a suitable site, what funding resources may be available, etc.

In addition, a special videotape (VHS) that describes how to initiate a community economic development program is available from the West Virginia Chamber office. This tape, approximately 75 minutes in length, is a compilation of five economic development training modules produced by the International Economic Development Council (formerly AEDC). It may be particularly useful to those entry communities that do not have an already established development program. The subject matter addressed by the five modules includes:

1. Leadership for Development
2. Organizing the Receiving Team
3. How To Develop Prospects
4. Site Evaluation
5. Business Retention

V. PROGRAM ADMINISTRATION

The following is an outline of the flow of activities for the administration of the Certified Development Communities program:

1. The Project Development staff will take receipt of the resolution of participation from the county seeking certification.
2. A letter acknowledging receipt of the resolution and encouraging the community to continue its efforts is sent from the Project Development staff.
3. A package of information that contains the application, the names of the support team members, and other relevant information will be sent by the Project Development staff.
4. Project Development staff will coordinate an organizational meeting of the three sponsoring agencies and local community. This meeting will review the program guidelines and procedures, establish a timeline for application development, designate the local team and support groups, and identify contact persons.
5. The project team will consist of the following individuals:
 - a. Community Development Representative - Will facilitate the effort to certify a county by acting as the coordinator both on and off site.
 - b. WVEDC Representative - Will lead the activities on site when assistance is needed with technical aspects of the program application.
 - c. Industrial Development Representative

The team will be available on an as needed basis to assist counties in the development of their applications. It will be the responsibility of the Community Development Representative to monitor the application process to determine the level of assistance needed and to pull the appropriate resources together to provide that assistance.

6. The application is submitted within 18 months of receipt of the resolution to the review committee. The review committee is comprised of representatives of the three sponsoring agencies and the Community Development Representative.

7. Within a 60 day time frame, the application is either approved or returned to the local group. If returned, the Community Development Representative will arrange for a follow-up visitation with the local group to explain the problems associated with the application and to establish a new time-line for re-submittal. (Up to 6 months).
8. If approved, the Community Development Representative will work with the State Chamber of Commerce and the West Virginia Economic Development Council to organize a presentation of certification to include the Executive Director of the West Virginia Development Office.
9. Recertification (p.20)

WEST VIRGINIA CERTIFIED DEVELOPMENT COMMUNITY PROGRAM

VI. DOCUMENTATION CHECKLIST

1. ADMINISTRATION

BONUS POINTS

- _____ Completion of Official Entry Form
- _____ Completion of Resolution of Participation
- _____ Completion of Resolution of Participation and Cooperation
(If more than one County - 1 Bonus Point)

- _____ Date Forms Sent
- _____ Program Acceptance Date (Official Letter)
- _____ Date of Organization Meeting

2. LOCAL DEVELOPMENT ORGANIZATION/PROSPECT HANDLING TEAM

- A.
- _____ Creation or Designation of a formal organization responsible for economic development in the county
 - _____ Constitution (Optional)
 - _____ Bylaws
 - _____ Articles of Incorporation
 - _____ List of Officers' names, addresses, and phone numbers
 - _____ Local contact person (and alternate) designated to administer the local development organization (name, address, and phone number)
- B.
- _____ Formation of a Local Prospect Handling Team
(List of names, addresses, and phone numbers)
 - _____ Contact for current data and information on prospect
 - _____ Designation of local briefing room
 - _____ Local Finance Committee designated, include representatives of local financial institution and person(s) knowledgeable with state and local financial incentives

3. COMMUNITY ASSESSMENT

- _____ Community Needs Assessment Survey designed and executed (see guidelines in Appendix)
- _____ Community Profile (Form A - Appendix)
- _____ Community Action plan and strategy with goals and specific objectives identified
- _____ One Step Guide (fact book) for Economic Development (1 Bonus Point)
- _____ Community Marketing Plan and Brochure (1 Bonus Point)
- _____ Production of Audio Visual Presentation (1 Bonus Point)

4. BUSINESS RETENTION PROGRAM

- _____ Designation of Business and Industry Visitation Team
- _____ Development of Business and Industry Retention Program
- _____ Existing Business and Industry Promotional Program

5. EXISTING ACREAGE AND BUILDING IDENTIFICATION
Identification and Description of available industrial/commercial sites
(Form B-1 -Appendix)

Identification and Description of available industrial/commercial parks
(Form B-2 – Appendix)

Identification and Description of available industrial/commercial bldgs.
(Form C – Appendix)

6. FULLY DEVELOPED INDUSTRIAL SITE

BONUS POINTS

Size:

- _____ 5 acres to 9.9 acres
- _____ 10 acres to 19.9 acres (1 Bonus Point)
- _____ 20 acres + (2 Bonus Points)
- _____ Aerial map with site boundaries identified

Accessibility:

- _____ Vehicle
- _____ Railroad (1 Bonus Point)
- _____ Barge (1 Bonus Point)

Topography:

- _____ Slope Requirements
- _____ Topographic map with site boundaries identified

Flood Plain:

- _____ U.S. Army Corps of Engineers flood data (if applicable)

Zoning:

- _____ Zoning Requirements (if applicable)

Ownership:

- _____ Own (2 Bonus Points)
- _____ Option to buy (1 Bonus Point)
- _____ Right of First Refusal
- _____ Price Agreement (if applicable)

Maintenance:

- _____ Maintenance Responsibility
- _____ Maintenance Plan

Environmental:

- _____ Phase I Environmental Study (1 Bonus Point)

Utilities:

- _____ Sewer
- _____ Water
- _____ Gas

_____ Electric
_____ Telephone

7. OTHER BONUS INITIATIVES

_____ Capitol Pool (1 Bonus Point)
_____ Small Business Incubator or Shell Building (1 Bonus Point) _____
_____ Local or Regional Tourism Information Center (1 Bonus Point) _____

8. EVALUATION/VERIFICATION

Communities ready for certification must complete and return their documentation to the Local Capacity Development office within 18 months of the date of entry. Shortly upon the receipt of the completed packet of required documents and materials, an impartial review team from the sponsoring organizations will check entries for completeness and satisfaction of the program requirements.

Within the next 60 days, the review committee will rule on the application. If entry does not meet the requirements for certification, an additional period of up to six months may be granted by the review panel.

9. RECERTIFICATION PROCESS

Each community's Certified Development Community (CDC) status is valid for three years from the date of approval of your CDC application. During this three-year period, each certified community shall participate in an ongoing Recertification Program, as described below. Within four months prior to the CDC expiration date, each CDC must submit a Recertification Application Package to the West Virginia Development Office, Community Development Division.

It is the intent of the CDC program that those seeking initial certification will seek recertification. Should a community fail to meet the recertification requirements, it will be necessary to surrender the CDC highway signs.

RECERTIFICATION PROGRAM REQUIREMENTS

Long-Range Strategic Plan

Within this three-year period, each Development Authority must participate in a long-range Strategic planning process. This process should include:

- assessment of the community/communities
- identification of key local issues
- outline of goals and objectives; objectives should describe the key results to be achieved; measures of progress, and target dates for achievement
- development of strategic actions that will bring about the accomplishment of your goals and objectives
- implementation plan that includes organizational responsibilities, resource allocation, and a one-year work program (annual action plan)
- definition of an evaluation process that will enable your organization to determine if it is achieving the results it expects, and if not, why not. This will allow you to change goals and/or strategies as necessary to achieve the level of satisfaction desired in the economic development program.

At the conclusion of this process, the leadership of your organization and of your community should have a three to five year plan that identifies what needs to be done to foster economic development.

The information outlined above should be submitted to the Development Office in your Recertification Application Package.

Long-Range Funding Plan

The long-range funding plan should be an outgrowth of your long-range strategic plan. Identify the cost for implementation of each strategy and identify potential resource providers. Include the cost for time and travel of staff and consultants and other persons involved in the projects. Also, identify other organizational needs, including adequate staffing, equipment, and resources to operate an efficient and productive economic development business. Include necessary capital reserves to respond to immediate business opportunities. Identify and contact potential funding sources for the ongoing operation of the Authority. Prepare your budget accordingly. Submit this Funding Plan with your Recertification Application Package.

Community Profile

Submit an updated Community Profile, reflecting current conditions within your area. This profile is for use as a marketing tool to prospects and should be of professional quality. Please include the date of publication with this submission.

Economic Development Evaluation

Prepare and submit an evaluation of the economic development efforts in your county during the three years following the recognition of your county achieving Certified Development Community status. This evaluation should include quantifiable results, such as:

- _____ Number of new manufacturing businesses located in your county.
- _____ Number of new jobs created from these new manufacturing businesses
- _____ Number of new small businesses created in your county
- _____ Number of new jobs created from these new small businesses
- _____ Number of business expansions in your county
- _____ Number of new jobs created from these business expansions
- _____ Number of businesses closed in your county
- _____ Number of jobs lost due to business closures
- _____ Number of industrial sites developed in your county
- _____ Number of volunteers working on economic development with you
- _____ Number of collaborative efforts with other local and regional economic development organizations
- _____ amount of investment in infrastructure in your county
- _____ amount of investment in industrial sites/parks in your county

The examples above are not required to be completed. They are only to **serve as a guide** to the type of evaluation we are seeking. These quantifiable results should be **reflective of the goals and objectives in your Strategic Plan.**

**CERTIFIED DEVELOPMENT COMMUNITY
(CDC)
RECERTIFICATION APPLICATION**

PLEASE TYPE OR PRINT

1. Name of Organization: _____
2. Contact Person _____
Title: _____
3. Mailing Address (Contact Person): _____
Telephone: _____ Fax: _____
E-Mail Address: _____
4. Name of Single County: _____
Multiple Counties: _____
5. Date of Last Certification: _____
6. Date This Application Submitted: _____

APPLICATION CHECKLIST:

- | | |
|---------------------------------|--|
| _____ Long-Range Strategic Plan | _____ Long-Range Funding Plan |
| _____ Community Profile | _____ Economic Development
Evaluation |

10. APPENDIX - COMMUNITY ASSESSMENT GUIDELINES

I. City and County Government

- A. Does a recently completed long-range physical improvement and land-use plan exist and is it being followed?
- B. What is the extent of business representation on local government boards and councils?
- C. Are local building, fire and zoning codes reasonable and are they enforced?
- D. Are taxes levied equitably?
- E. Are property tax assessment practices fair to business and industry?
- F. Are local government agencies adequately funded and staffed to provide acceptable levels of services to new (and existing) industry?
 - . fire protection (include classification)
 - . emergency/disaster services
 - . police protection (including performance during labor disputes)
 - . water and sewage capacities and type of treatment
 - . solid waste disposal (restrictions?)

II. Education System

- A. What is the percentage of high school graduates?
- B. Are technical and vocational education students being taught the skills that are required by your existing businesses and the skills that will be required by prospective business and Industry?
- C. Does every local school have an effective business "Partner In Education?"
- D. What percentage of your high school graduates continue on to higher education?
- E. What is the condition and sophistication of your school facilities and instructional equipment?
- F. Do local secondary and higher education institutions offer business training, adult education and advanced degree opportunities that would be beneficial to new industry?
- G. Does the local school system offer a level of instruction, curriculum, discipline and motivation that will be acceptable to management employees transferring in to your community from throughout the world?
- H. Are acceptable private schools available in your community?
- I. Do you have a good public library system?

III. Quality of Life

- A. Are cultural, athletic, social, recreational and shopping opportunities adequate to attract new employees to your community?
- B. Does your community have an attractive and viable central city or downtown business district?
- C. Is there adequate local support for community service organizations?
- D. Are hotel, motel and meeting accommodations adequate?
- E. Are adequate medical services available locally?
- F. Is there a wide choice of religious organizations?
- G. Is there an availability of competitively priced residencies and apartments of a quality sufficient to appeal to both top management and other, less affluent members of the prospective industry's workforce?
- H. Do local newspapers, radio and TV stations take an active, professional role in community development?

IV. Transportation

- A. Does your community have adequate commercial air and air freight services and facilities for private aircraft?
- B. Is your highway system adequate to handle increased commercial truck traffic?
- C. Are an adequate number of motor freight carriers and terminals available and at competitive rates?
- D. Is rail service and containerized/piggyback facilities available and at competitive rates?
- E. Is bus, parcel and/or courier service available?
- F. Does your community have access to a navigable waterway with docking facilities?
- G. Is parking an issue within your community?

V. Labor Force

- A. Is there an adequate number of skilled workers within your community's labor market to meet the needs of prospective employers?
- B. Is a current wage and benefit survey of your existing workforce available?
- C. What are the documented characteristics of your community's labor force in terms of productivity, absenteeism, turnover and work stoppages?
- D. What are the attitudes within your community concerning non-union labor?

VI. Utility and Support Services

- A. Are natural gas and electric services available at competitive rates and insufficient (reliable) quantities to support new business and industry?
- B. Are there state-of-the-art telephone services available in your community?
- C. What local financial resources available for economic development projects?
- D. Does your community have convenient access to the following support services necessary for day-to-day plant operations?
 - . employment agencies
 - . metal fabrication
 - . material suppliers
 - . maintenance services
 - . machine shops
 - . building trades, etc.
- E. Do you know what the supply needs of your existing business and industry are?
- F. Do you have a published guide listing the types of goods and services offered by your existing businesses?
- G. Does your community know the type of new business and/or industry it wants or is likely to attract?

VII. Other

- A. Are your community leaders committed to economic development?
- B. Are there active and influential environmental, political, historical or other citizens' groups that would oppose any new type of industrial development?
- C. Does your existing industry want additional industrial development?

**WEST VIRGINIA
A
CERTIFIED DEVELOPMENT
COMMUNITY PROGRAM**

COMMUNITY PROFILE FORM

Community _____

County(s) _____

Compiled by _____ Date _____

Standardized profile form adopted for use by the Southern Industrial Development Council.

LOCATION

EDUCATION

<u>Nearby Metropolitan Area</u>	<u>Distance In Miles</u>		# of	# of	
Number			<u>Schools</u>	<u>Teachers</u>	<u>Grades</u>
<u>Enrolled</u>					
_____	_____	Elementary	_____	_____	_____
_____	_____	Junior High	_____	_____	_____
		(or Middle School)			
_____	_____	High School	_____	_____	_____
		Private &	_____	_____	_____
Average Elevation _____		Parochial			

POPULATION

	<u>2010</u>	<u>2000</u>	<u>1990</u>			
County	_____	_____	_____	College(s)		
				(State or private)		
City	_____	_____	_____			

% Nonwhite _____ Libraries: Number _____ Total
Volumes _____

Estimated Present
Population (30 miles) _____

COMMUNITY FACILITIES

Churches (number:) Protestant _____

CLIMATE

Annual Avg. _____ Monthly Avg. _____ Catholic _____ Jewish _____
Other _____

Temperature: _____ Jan. _____

MEDICAL

_____ July _____ Hospitals: Number _____ Beds

Annual average rainfall (inches) _____ Clinics: Number _____ Beds

Annual average snowfall (inches) _____

Doctors: _____

Dentists: _____

Prevailing winds _____

RECREATIONS FACILITIES (Public)
(Indicate number of facilities)

LODGING/RETAIL OUTLETS

Number of motels _____ Total rooms _____

Movie _____

Number of hotels _____ Total rooms _____

Court _____

Number of shopping centers _____

Course _____

Number of department stores _____

Auto Race Track _____

Skating Rink _____

Bowling _____

Ball Field _____

Indoor _____

Pool _____

Drive-In _____

Tennis _____

YMCA _____

YWCA _____

Golf _____

RECREATION FACILITIES

Assets

Fitness Center _____

Amateur Theater _____

Number of Parks _____

Local _____

Other _____

Other Recreation Facilities (country club, auditorium, civic center, museums, etc.)

FINANCIAL INSTITUTIONS

Number

Total

Banks _____

\$ _____

Names _____

Savings & Loan

Associations _____

\$ _____

Names _____

Plant Financial Assistance Available

Yes () No ()

COMMUNICATIONS

Newspaper(s) _____

Daily _____

Weekly _____

Radio Station(s) _____

Television Station(s) _____

Distance to Stations _____

Cable Television _____ # of Channels _____

Telegraph Service _____

UTILITIES AND SERVICES

Electricity -- Power Supplier(s): _____

Water -- Supplier(s) _____

Source _____

Maximum daily capacity _____ GPD

Peak Load _____ GPD

Storage Capacity: Overhead _____ Gals.

Post Office _____ (class)

Ground _____ Gals.

GOVERNMENT

_____%
Type of Government:
City _____
_____%

County _____

Police Dept. Personnel (Full Time) _____

Fire Dept. Personnel (Full Time) _____

(Volunteer) _____

Equipment _____

Fire Insurance Rating _____

Service Provided Industry Beyond Corporate Limits Or By

County _____

Planning Commission: Yes () No ()

Industrial Plan Approval: Yes () No ()

Zoning Regulation: Yes () No ()

LABOR ANALYSIS

Radius of Labor Drawing Area

Est. Available: Males _____ Females _____

Annual # of High School Graduates _____

Work Stoppages In Last Five Years _____

Manufacturing Workers In Unions: _____%

Latest Unemployment Rate: _____%

Right-to-Work Law Yes () No ()

Wage and/or Labor Survey
Available Yes () No ()

TRANSPORTATION

Highways Serving Area _____

Sewers

Storm Sewer: Yes () No () Coverage

Sanitary Sewer: Yes () No () Coverage

Treatment Plant: Type _____

Capacity _____ GPD Present Load ___%

Solid Waste Disposal _____

Natural Gas

Gas Supplier(s) _____

Gas Distributor(s) _____

Other Fuels

Coal Source(s) _____

Fuel Oil Distributor(s) _____

LP Gas Distributor(s) _____

TAXES

Manufacturers' Real Property

	Rate \$1,000	Asses. Ratio	Effective Rate In City	Effective Rate Out City
City	\$ _____	____%	\$ _____	\$ _____
County	\$ _____	____%	\$ _____	\$ _____
School	\$ _____	____%	\$ _____	\$ _____
Other	\$ _____	____%	\$ _____	\$ _____

Effective Rate/\$1,000 Actual Value: \$ _____

Avg. % Increases last 5 Years _____

Local Non-Property

Type City County

Distance To Nearest Interstate interchange _____

Railroads: _____

Piggyback Service : _____

Frequency of Switching Service: _____

Motor Freight Carriers/Terminal Facilities:

Name _____ Miles to nearest _____

Air Service:

Nearest Airport _____

Runway Length _____ Surface _____

Commercial Service _____

Bus Service: _____ Intricacy: Yes () No ()

Parcel Service: _____

Waterways: Nearest Navigable and Channel Depth:

Port Facilities: _____

AVAILABLE INDUSTRIAL PROPERTIES

Name	Size (acres)
_____	_____
_____	_____
_____	_____
_____	_____

MAJOR EMPLOYERS

Name	Product or Service	% of Employees		Year Established Here	Union
		Male	Female		
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Inventory (Yes) _____ (Yes) _____

Machinery-Equip. (Yes) _____ (Yes) _____

Retail Sales (Yes) _____ (Yes) _____

Income (Wage) (Yes) _____ (Yes) _____

State Taxes

Type _____ Rate _____

Corporate Net Income _____ %

Consumer Sales/Use _____ %

Intangibles _____ %

Individual Income:

Maximum Rate _____ %

Minimum Rate _____ %

Gasoline _____ ¢ per gallon

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

FOR ADDITIONAL INFORMATION, CONTACT:

Name _____

Organization: _____

Address _____

Phone (____) _____

**WEST VIRGINIA DEVELOPMENT OFFICE
1900 KANAWHA BOULEVARD, EAST
CHARLESTON, WEST VIRGINIA 25305-0311
TELEPHONE (304) 558-2234, TOLL FREE 1-800-982-3386, FAX (304) 558-0449**

INDUSTRIAL BUILDING DATA COLLECTION FORM

SPECIAL NOTE: It is a requirement as part of the listing partnership with the West Virginia Development Office to keep us current on the status of the property. Please contact Carl Gunnoe at (304) 957-2021 or email: Carl.J.Gunnoe@wv.gov to make any changes to the property listing. If the West Virginia Development Office is informed thru a 3rd party that the status of the property has changed, we reserve the right to remove the listing from our database.

LOCATION

Building name _____

Building address _____

City _____ Located in city limits (Yes/No) _____ County _____

Located in business/industrial park (Yes/No) _____ Can the building be multi-tenant (Yes/No) _____

SIZE

Total square feet _____ Total available square feet _____

Total leased square feet _____ Acres _____

Total manufacturing square feet _____ Available manufacturing square feet _____

Total warehouse square feet _____ Available warehouse square feet _____

Total office square feet _____ Available office square feet _____

Total other square feet _____ Available other square feet _____

CEILING HEIGHTS (Measurements should be taken under roof trusses at the eave and center)

Manufacturing space (minimum at eave) _____ (maximum at center) _____

Warehouse space (minimum at eave) _____ (maximum at center) _____

Office space _____

Other space _____

SPECIFICATIONS

Can the building be expanded (Yes/No) _____

Number of additional sq. ft. building can be expanded _____

Is there additional land available (Yes/No) _____ Number of additional acres _____

Date of construction _____ Dates of expansion _____

Date vacated _____

SPECIFICATIONS CONTINUED

Floor thickness & composition _____

Wall composition _____

Wall insulation (thickness & type) _____

Roof composition _____

Roof insulation (thickness & type) _____

Column spacing _____

Sprinkler system (type & what spaces served) _____

Office HVAC _____

Manufacturing HVAC _____

Warehouse HVAC _____

Type of lighting in manufacturing space _____

Type of lighting in warehouse space _____

Number & capacity of overhead cranes _____

Number of truck docks _____

Number & size of drive-through bay doors _____

Number of parking spaces _____

Previous use of the building _____

Building use is best suited for _____

TRANSPORTATION

Nearest interstate/4 lane highway access/miles to/exit number _____

Nearest commercial airport/miles to _____

Name of railroad located adjacent to the property _____

Is there a rail siding located on the property (Yes/No) _____

Name of navigable waterway located adjacent to the property _____

Are barge facilities available onsite? (Yes/No) _____

UTILITIES

Electric utility _____

Voltage _____ Phase _____

Gas utility _____

Size of service line _____ Gas pressure _____

Water utility _____

Size of service line _____

Water pressure (static) _____ (residual) _____

Excess capacity of treatment plant (GPD) _____

Sewer utility _____

Size of service line _____

Excess capacity of treatment plant (GPD) _____

Telephone supplier _____

Switching (Analogue/Digital) _____ Broadband service available (Yes/No) _____

SALE/LEASE

Sale price _____

Sale terms _____

Lease price _____

Lease terms _____

Available purchase or lease date _____

CONTACT

Name _____

Company _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____ Website _____

OWNER

Name _____

Company _____

Phone _____

TAX MAP INFORMATION (Need to supply tax map showing what parcels are available, or survey map)

District _____

Map numbers _____

Parcel numbers _____

ENVIRONMENTAL COMMENTS

REMARKS

**WEST VIRGINIA DEVELOPMENT OFFICE
1900 KANAWHA BOULEVARD, EAST
CHARLESTON, WEST VIRGINIA 25305-0311
TELEPHONE (304) 558-2234, TOLL FREE 1-800-982-3386, FAX (304) 558-0449**

OFFICE BUILDING DATA COLLECTION FORM

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LOCATION

Name of Building: _____

Address: _____

City, State, Zip Code: _____

Located in City Limits (Yes/No): _____ Zoning: _____

County: _____ Flood Hazard Zone: _____

SIZE

Total Square Feet Available: _____

Number of Floors: _____

Available Square Feet per Floor: _____

Will Owner Subdivide Space: _____

Acreage: _____

SPECIFICATIONS

Former use of the Building: _____

If Former Call Center, how many Work Stations: _____

Is Broadband Service Available (Yes/No): _____

Proximity to Point of Presence (POP): _____

Number of Parking Spaces: _____

Redundant Power Supply (Example: Backup Generator, UPS System): _____

Redundant Telephone/Internet Service (Yes/No): _____

Security System Installed (Yes/No): _____

Sprinkler System Installed & Type of System (Yes/No)(Example: Wet or Dry): _____

Date of Construction: _____

Number of Elevators & Use: (Example: Passenger or Freight): _____

ADA Compliant Restrooms (Yes/No): _____

Type of HVAC System: _____

Build-Out Required (Yes/No): _____

Annual Taxes: _____

UTILITIES

Electricity Provider: _____

Natural Gas Provider: _____

Water Provider: _____

Sewer Provider: _____

Telecommunications Provider: _____

FOR SALE/LEASE

Sale Price: _____

Lease Rate: _____

Availability: _____

CONTACT INFORMATION

Name: _____

Company: _____

Address: _____

City, State, Zip Code: _____

Phone: _____ Mobile: _____

Fax: _____ Email: _____

Website: _____

OWNER INFORMATION

Name: _____

Company: _____

Address: _____

City, State, Zip Code: _____

Phone: _____ Mobile: _____

Fax: _____ Email: _____

Website: _____

TAX INFORMATION

District: _____

Map & Parcel Numbers: _____

ENVIRONMENTAL COMMENTS

REMARKS

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1900 KANAWHA BOULEVARD, EAST
CHARLESTON, WEST VIRGINIA 25305-0311
TELEPHONE (304) 558-2234, TOLL FREE 1-800-982-3386, FAX (304) 558-0449**

INDUSTRIAL SITE DATA COLLECTION FORM

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LOCATION

Site Name: _____

City, State, Zip Code: _____ Located in City Limits (Yes/No): _____

Zoning: _____ County: _____

Flood Hazard Zone: _____

SIZE

Total Acreage: _____ Will Owner Subdivide the Property (Yes/No): _____

Acreage Range that Owner will Subdivide the Property: _____

TRANSPORTATION

Nearest Interstate/4 Lane Highway Access/Miles to/Exit Number: _____

Nearest Commercial Airport/Miles to: _____

Name of Railroad Located Adjacent to the Site: _____

Is there a Rail Siding Located on the Property (Yes/No): _____

Name of Navigable Waterway Located Adjacent to the Site: _____

Are Barge Facilities Available On Site: _____

UTILITIES

Electricity Provider: _____

Proximity to Power Line: _____

Voltage: _____ Phase: _____

Natural Gas Provider: _____

Proximity to Gas Main: _____

Size of Main: _____ Gas Pressure: _____

Water Provider: _____

Proximity to Water Main: _____

Size of Main: _____

Static Pressure: _____ Residual Pressure: _____

Excess Capacity of Treatment Plant (GPD): _____

Sewer Provider: _____

Proximity to Sewer Main: _____

Size of Main:

Excess Capacity of Treatment Plant (GPD): _____

Telecommunications Provider: _____

Switching (Analogue/Digital): _____ Broadband Service Available (Yes/No): _____

SALE/LEASE

Sale Price: _____

Sale Terms: _____

Lease Rate: _____

Lease Terms: _____

Available Purchase or Lease Date:

CONTACT

Name _____

Company: _____

Address: _____

City, State, Zip Code: _____

Phone: _____ Mobile: _____

Fax: _____ Email: _____

Website: _____

OWNER

Name: _____

Company: _____

Address: _____

City, State, Zip Code: _____

Phone: _____ Mobile: _____

Fax: _____ Email: _____

Website: _____

TAX INFORMATION

District: _____

Map & Parcel Numbers: _____

ENVIRONMENTAL COMMENTS

REMARKS

