



## **Certified Site Program Application** **Bolivar Business Park**

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Attachment B  
**Missouri Certified Sites**  
**APPLICATION SUBMISSION FORM**

*Note: This form must accompany the Full Application Materials and placed at the front or beginning of the submission, whether electronic or paper content.*

Site Community: Bolivar, Missouri

Date: April 18, 2017

Applicant (city/county/local ED organization): Springfield Area Chamber of Commerce

Site Name (if applicable): Bolivar Business Park

Acres to be Certified: 72.7 Total Acres at Site: 72.7

Contact: Sabrina Drackert

Phone: ( 417 ) 862-5567

Email Address: sabrina@springfieldchamber.com

*I have read the information contained in this application, including the ASTM Standard Phase I ESA and the ASTM Standard Soils Investigation Report and I acknowledge all information contained in these application materials constitute an Open Record upon receipt at the Missouri Department of Economic Development.*

Applicant Signature:

*Sabrina Drackert*

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Send to: Missouri Department of Economic Development  
Attn: Certified Sites Program / Application  
P.O. Box 118  
Jefferson City, MO 65102

# MISSOURI CERTIFIED SITES

## 1. Ownership Information

- 1.1. Provide the name, address and phone number of the legal property owner of record. Include in this section a detailed locator map with the site for which certification is sought clearly defined.

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- 1.2. Include a letter from the property owner stating fixed sale price.

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- 1.3. Provide evidence of clear title to the property through Certificate of Title prepared by a title company, licensed abstractor or attorney.

- 1.3.1. Or, a copy of the title insurance or a Title Opinion signed by a licensed attorney can also show evidence of a Clear Title.

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- 1.4. Provide documentation of all easements, liens, rental contracts or other physical or legal encumbrances associated with the property.

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- 1.5. Indicate if plans are underway to annex the site into an existing incorporated city if presently located within a county jurisdiction.

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# MISSOURI CERTIFIED SITES

**2. Property Information** – Please note that certain features within the boundaries of a Missouri Certified Site may be restricted from the certification. These areas include (but not limited to) heavily forested areas, steep ravines, delineated wetlands, floodplains, lakes and pre-existing developments.

2.1. Provide the following about the parcel to be listed

2.1.1. Location information including

Name of site: \_\_\_\_\_

Address of site: \_\_\_\_\_

Section: \_\_\_\_\_

Township: \_\_\_\_\_

Range: \_\_\_\_\_

Plat map: \_\_\_\_\_

2.1.2. Parcel size in acres as recorded by local assessor

\_\_\_\_\_

2.1.3. Provide site specific aerial photo on which the site boundaries have been drawn. A clear satellite photo from GIS or other common sources may be substituted. (Image should cover a half mile radius around the property). Include date of capture, sufficient detail of parcel and provide directional orientation.

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2.1.4. Provide the most current U.S. Geological Survey topographical quad map(s) showing the Site and surrounding areas.

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2.1.5. Include record of the current tax millage rate, current tax rate and parcel identification number(s) for the Site. Include a list of the various taxing districts pertinent to the Site and indicate the total utility sales tax that would be assessed to consumers located on the Site.

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**2.2. Provide the following about the sale or lease of the property**

2.2.1. Price (or rent) per square foot or acre

\_\_\_\_\_

2.2.2. Total asking price (or annual rent and term lease) for the parcel being listed:

\_\_\_\_\_

2.2.3. Copy of realtor listing and name of licensed broker with listing or leasing agreement

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2.2.4. Copy of an option to purchase the property, listing agreement or leasing agreement

# MISSOURI CERTIFIED SITES

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2.2.5. Documentation of right of first refusal.

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2.2.6. Any additional information regarding required easements, leases or licenses necessary to develop or use the site.

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**2.3. Provide the following about the property's zoning designation**

2.3.1. Provide the name of the zoning district

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2.3.2. Provide a copy of the zoning regulations detailing development requirements for the parcel; or if there is no zoning district, provide a copy of any applicable development requirements. This may include Conditions, Covenants and Restrictions (CC&Rs). Conditional Use Permit (CUP), Planned Unit Development (PUD), etc. (The property must be appropriately zoned to successfully complete the Certified Site requirements).

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2.3.3. Provide a copy of any special overlay district regulations or requirements, if applicable.

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# MISSOURI CERTIFIED SITES

## 3. Environmental and Cultural Information

### 3.1. Phase I Environmental Assessment (ASTM)

3.1.1. Provide name and contact information of entity conducting Phase I Environmental Assessment

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3.1.2. Provide a copy of the Phase I Environmental Assessment Report developed by a qualified professional in the environmental field. The report shall have been completed within the last 2 years prior to submission and in conformance with the most current EPA-approved ASTM Standard version.

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3.1.3. If the Phase I Environmental Assessment (ESA) indicates the presence of a Recognized Environmental Condition (REC) on the subject site, submit the Phase I ESA to the Missouri Department of Natural Resources, Hazardous Wasted Program, PO Box 176, Jefferson City, MO 65102-0176 (800-361-4827 or 573-526-8913) and enroll in the MDNR's Brownfield Voluntary Cleanup Program (VCP) and proceed to the Phase II Environmental Assessment. If the Phase I indicates the site does not have RECs it is not necessary to submit and Phase 1 material to MDNR or enroll in the VCP.

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### 3.2. Phase II Environmental Assessment (ASTM)

3.2.1. If the Phase I ESA indicated the presence of RECs on the site, provide the name and contact information of the entity conducting the Phase II Environmental Assessment

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3.2.2. Provide a copy of the Phase II Environmental Assessment Report developed by a qualified professional in the environmental field. The Phase II ESA shall indicate, at a minimum the results of investigation and detailed remediation plan.

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### 3.3. Regional Air Quality

3.3.1. Provide a copy of the Missouri section of the U.S. Environmental Protection Agency's "Currently Designated Nonattainment Areas for All Criteria Pollutants." State whether the site is in an ozone and PM2.5 nonattainment area (non attainment counties include Clay, Franklin, Jackson, Jefferson, St. Charles, St. Louis and the City of St. Louis)

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# MISSOURI CERTIFIED SITES

3.3.2. Document prevailing wind direction associated with property. Provide a “Wind Rose” available from your local airport or from University of Missouri Extension.

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### 3.4. Wetland or Waters of the U.S. Boundaries (if applicable)

3.4.1. Provide a copy of the U.S. Fish & Wildlife Service National Wetland Inventory map showing the limits of any wetlands or other environmentally sensitive areas on the parcel.

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3.4.2. If a wetland or other environmentally sensitive area is indicated by the National Wetland Inventory Map, indicate in writing how the area will be incorporated into development of the Site.

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3.4.3. Provide documentation that the U.S. Corps of Engineers and any other applicable agencies have reviewed the indication a wetland may be present on the Site.

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### 3.5. Flood Plain Boundaries (if applicable)

3.5.1. Provide documentation that the city is a member in good standing of the National Flood Insurance Program, if applicable.

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3.5.2. Provide a copy of an updated Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) for the parcel and surrounding areas.

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3.5.3. Provide a copy of the Flood Plain Development Ordinance for the municipality.

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### 3.6. Threatened or Endangered Species Review

3.6.1. Provide a copy of documentation submitted to the U.S Fish and Wildlife Service / Missouri Department of Conservation and a copy of the response identifying both the presence and species of state and federal threatened and endangered species within the boundary of the parcel, or absence thereof.

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# MISSOURI CERTIFIED SITES

3.6.2. If threatened and endangered species are identified by governing agencies, species identification and delineation needs to be completed by qualified biologist and reviewed by the appropriate authority to determine any development restrictions or mitigation measures. Please provide documentation, if applicable.

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### 3.7. Archeological and Cultural Resources

3.7.1. Provide a copy of documentation submitted to the Missouri Department of Natural Resources State Historic Preservation Office (SHPO) and a copy of SHPO's response regarding the likelihood of significant archeological or historic resources at or on the Site

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### 3.8. Soil Conditions

3.8.1. Provide a copy of and ASTM soils investigation report performed on the Site by a qualified Missouri geo-technical or engineer based on preliminary site and grading plans.

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3.8.2. The minimum number of soil bores required on the subject site shall be:

<u>Site Acres</u>	<u>Min # Bores</u>	<u>Site Acres</u>	<u>Min # Bores</u>
10 – 50	3	401 – 550	7
51 – 100	4	551 – 700	8
101 – 250	5	701 – 850	9
251 – 400	6	851 – 1000	10

For sites of 1,0001 acres or more, contact the Department of Economic Development.

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### 3.9. Seismic Activity

3.9.1. Provide intensity rating based on Mercalli Scale as measured by the State Emergency Management Agency.

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### 3.10. Karst Topographical Conditions

3.10.1. If the Site is located in or near an area of prominent karst topography, provide information regarding the presence of caves, sink holes or other such features also including known abandoned underground mine shafts within one mile of the Site.

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# MISSOURI CERTIFIED SITES

## 4. Access Information

### 4.1. Site Access

4.1.1. Provide a summary that includes the following

Width of roadway(s) and indicate cross roads : \_\_\_\_\_

Type (i.e. Interstate, 4-lane highway, etc.): \_\_\_\_\_

Construction Type (asphalt, gravel, concrete, etc.): \_\_\_\_\_

Is access controlled by stoplight or other means: \_\_\_\_\_

Condition of perimeter streets/roads and available of access to the site from each of these streets: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Scheduled improvements: \_\_\_\_\_

\_\_\_\_\_

4.1.2. Provide the name and contact information of agencies responsible for the review and permitting of access to the site.

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### 4.2. Rail Access

4.2.1. If a Class 1 railroad or short line railroad serves the site, provide a letter from them detailing their services and capacities at the Site (trans-loading, switching, offloading, warehousing, etc).

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4.2.2. If rail opportunities are accessible to the Site, provide a map detailing how rail can be brought to the Site and cost estimate.

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### 4.3. Airport Access

4.3.1. Name of nearest airport and nearest airport with scheduled commercial (passenger) airline service and all such airports within approximately 2 hours driving time of the Site.

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4.3.2. For each, provide details on the type of airport, including:

Miles to site: \_\_\_\_\_

Length of runway: \_\_\_\_\_

# MISSOURI CERTIFIED SITES

Night landing capability (lighting): \_\_\_\_\_

Fuel type sold: \_\_\_\_\_

Facility communication radio frequency: \_\_\_\_\_

Miles to site: \_\_\_\_\_

Length of runway: \_\_\_\_\_

Night landing capability (lighting): \_\_\_\_\_

Fuel type sold: \_\_\_\_\_

Facility communication radio frequency: \_\_\_\_\_

Miles to site: \_\_\_\_\_

Length of runway: \_\_\_\_\_

Night landing capability (lighting): \_\_\_\_\_

Fuel type sold: \_\_\_\_\_

Facility communication radio frequency: \_\_\_\_\_

Miles to site: \_\_\_\_\_

Length of runway: \_\_\_\_\_

Night landing capability (lighting): \_\_\_\_\_

Fuel type sold: \_\_\_\_\_

Facility communication radio frequency: \_\_\_\_\_

#### 4.4. River Port Access (not required for certification)

4.4.1. Does the site have direct access to a nearby river port facility? If so, provide the name of the facility, the river on which it is located, the mile marker of the port's location, the name and contact information of the port operating company or authority and the name and contact information for its chief officer.

4.4.2. If such direct access exists, provide a description of the route, transportation mode(s) to and distance to the port facility from the subject industrial park site.

# MISSOURI CERTIFIED SITES

4.4.3. Provide specific information pertaining to the port facility including capacity, months of operation, dock frontage, barge companies, turning radius available and any other information available such as guaranteed minimum water depth, rate of water current, etc.

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## 4.5. Parcel Boundary Survey

4.5.1. Provide a sealed copy of the boundary survey performed by a registered Missouri land surveyor or engineer.

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4.5.2. Provide the name and contact information for the land surveyor conducting boundary survey.

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## 4.6. Fire Insurance Rating

4.6.1. On official Fire Department or District letterhead (if applicable), provide the name and contact information for the local fire department or district

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4.6.2. Provide the Fire Insurance Rating (ISO) for the site and any changes in the past two years

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4.6.3. Provide the distance measured from the Site to the nearest fire station.

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## 4.7 Utilities

4.7.1. Include a single, easy-to-interpret map or other graphic of existing utilities with line sizes noted

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4.7.2. **Electric Service**, please provide the following on the electric utility's letterhead (if applicable)  
Provider name and contact information: \_\_\_\_\_

A map of the line(s) size at site: \_\_\_\_\_

4.7.3. **Natural Gas**, please provide the following on the gas service utility's letterhead (if applicable)  
Provider name and contact information: \_\_\_\_\_

A map of the line(s) size at site: \_\_\_\_\_

PSI at site: \_\_\_\_\_

Capacity of the gas system in Cubic Feet (CF): \_\_\_\_\_

Any excess capacity of gas system in CF or BTU, if information available: \_\_\_\_\_

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# MISSOURI CERTIFIED SITES

4.7.4. **Water**, please provide the following on the water district's letterhead (if applicable)

Provider name and contact information: \_\_\_\_\_

Capacity of water system (gallons per day): \_\_\_\_\_

Amount of excess capacity (gallons per day): \_\_\_\_\_

A map of the line(s) size and PSI at site: \_\_\_\_\_

Submit a copy of the latest water quality report (Consumer Confidence Report) for the water utility serving the Site. \_\_\_\_\_

4.7.5. **Phone/Fiber**, please provide the following on the service provider's letterhead (if applicable)

Provider name and contact information: \_\_\_\_\_

Statement of whether there is currently fiber optics at the site and if not, provide the distance to nearest fiber optic point in feet or miles.

Name of POP provider, if one exists: \_\_\_\_\_

Other attributes – T1 or T2 lines, commitment for Broad Band service: \_\_\_\_\_

A map of the line(s) size at site and capacity: \_\_\_\_\_

4.7.6. **Solid Waste**, please provide the following on the service provider's letterhead (if applicable)

Collection provider name and contact information: \_\_\_\_\_

Name of landfill servicing community: \_\_\_\_\_

Life of landfill servicing community – provide statement of projected landfill life provided by the solid waste collection company.

Statement of whether the nearest landfill provider is publicly or privately owned.

Statement of whether there are any restrictions on the type of waste that can be deposited in the landfill, and if so, explain.

4.7.7. **Sanitary Sewer**, please provide the following on the service provider's letterhead (if applicable)

Provider name and contact information: \_\_\_\_\_

Capacity of sewer system (gallons per day): \_\_\_\_\_

Excess capacity of sewer system (gallons per day): \_\_\_\_\_

A map of the lines noting the size of line and PSI at the site: \_\_\_\_\_

Copy of the most current wastewater quality or compliance report for the wastewater utility serving the site.

# MISSOURI CERTIFIED SITES

4.7.8. **Storm sewer**, please provide the following on the service provider's letterhead (if applicable)  
Provider name and contact information: \_\_\_\_\_

\_\_\_\_\_

A map of the size of line at the site: \_\_\_\_\_

# MISSOURI CERTIFIED SITES

## 5. Community Information

### 5.1. Post Office (U.S. Postal Service)

5.1.1. Provide the address of the nearest U.S. Postal Service facility.

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### 5.2. Freight Service

5.2.1. Provide name and relevant information regarding all freight services from site including national carriers and package delivery services such as UPS and FedEx.

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### 5.3. Emergency Medical Response

5.3.1. Provide the name of the entity that would provide emergency medical services at the site, including the name and size of the nearest hospital and services provided. Provide the name and location of the nearest Level 1 Trauma Center and its distance from the site.

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5.3.2. Provide the name of the public or private ambulance/EMS Responder and the name and contact information for the chief official of the district or company(s).

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5.3.3. Provide information regarding available air ambulance providers and the name of the hospital to which air ambulance most usually delivers patients and its distance from the site.

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# MISSOURI CERTIFIED SITES

- 5.3.4. Provide information regarding the available 911 communications serving the site. Information should include the name and contact information for the responsible agency and its leadership and the level of 911 service provided (i.e. “enhanced 911”, etc.).

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## 5.4. Planning Agency

- 5.4.1. Provide documentation that the site and proposed development is consistent with the most recent city or county comprehensive plan and provide a copy of the Comprehensive Plan, if applicable.

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## 5.5. Building Department

- 5.5.1. Provide the name and contact information for the building department or agency responsible for plan approval and permitting for construction purposes.

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## 5.6. Police Protection

- 5.6.1. On the appropriate police or sheriff’s department letterhead (if applicable), provide distance (miles) to the nearest police/sheriff’s office or station to the Site.

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- 5.6.2. A statement regarding the capacity of the police force, officers per capita and officers per square mile.

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- 5.6.3. Provide name and contact information for the chief officer of the local law enforcement organization that provides services and protection to the Site.

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## 5.7. Local Support

- 5.7.1. Provide a letter of support from the chief elected official of the governmental jurisdiction in which the Site is located at the time of application submission supporting the marketing and development of the property.

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# MISSOURI CERTIFIED SITES

**5.8. Missouri LocationOne**

5.8.1. Provide evidence in the form of a copy of the site’s listing on Missouri Location One showing that the community information section has been updated with the most recent information and that the Site information section, including a photo of the Site is also complete and updated with the most recent information.

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**5.9. Miscellaneous**

5.9.1. Provide other optional data that would offer potential investors with a complete background of the parcel. These include research on the availability of Tax Increment Financing or Tax Abatement Programs, Missouri Enterprise Zone and other information pertinent to the sale and development of the property.

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**5.10. Site Marketing Plan**

5.10.1. Provide a copy of the Site Marketing Plan for the property for which certification is being sought.

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