



## Getting Ready for AdvantageSite

- Review the program criteria
- Select your site
- Prepare for the consultation
- Schedule a consultation

### **WHAT IS THE PURPOSE OF THE CONSULTATION?**

The purpose of the consultation meeting is to review select site documents in order to confirm that the site for which designation is sought meets minimum requirements for program participation, review application and document standards and, review the application process, including deadlines. After the consultation is completed, a window of 14 days exists for applicant to formally request an application.

### **IS THE CONSULTATION REQUIRED FOR PROGRAM PARTICIPATION?**

Yes. An initial consultation will be required for each site considered for designation.

### **WHO SHOULD ATTEND?**

Along with the applicant (local economic development staff), anyone who will have a major role in preparing the application document should attend the consultation.

### **WHERE WILL THE CONSULTATION TAKE PLACE?**

The consultation will take place at EDPA's offices at 500 Beacon Parkway West in Birmingham. The consultation will last no more than two hours.

### **WHAT SHOULD I BRING TO THE CONSULTATION?**

In order to determine whether a site meets minimum program standards, the applicant will be required to bring to the consultation, complete copies of the following items:

- Deeds(s), option agreement(s), or letter(s) from property owner(s) that collectively demonstrate that
  - the applicant organization or recognized public entity owns/controls the site or has expressed permission to offer the site for sale or lease for industrial purposes. For privately-owned property, documentation must also demonstrate that the site is marketable for a minimum of two years for industrial purposes (length of designation)
  - there is an established price and related terms of sale or lease of the site.

- Location and site boundary map(s ) that collectively demonstrate that
  - the site has a minimum of 25 developable acres in an industrial park or 50 contiguous, developable acres for a standalone site, and is reasonably rectangular in shape.
  - The site is accessible at minimum by a two-lane, paved public roadway.
- Environmental Phase 1 Site Assessment (ASTM International Guidelines)\*
- Preliminary Wetlands Assessment\*
- Preliminary Geotechnical Exploration\*
- Information concerning rare or endangered species, archeological findings or sites with historical concerns\*
- Questions - review the AdvantageSite program criteria and sample application, noting any questions or special circumstances related to your site that you would like to discuss with the review team

**\*Notes:**

- ✓ *Please bring complete copies of environmental and geotechnical studies, assessments, and reports (not just summaries or conclusions) to the consultation. Studies must be complete at time of consultation.*
- ✓ *All required environmental and geotechnical studies, assessments, and reports must address conditions across the entire boundary of the site being submitted for designation in order to provide adequate coverage of the entire subject property.*
- ✓ *Documents required for consultation are for eligibility review only. Additional documentation is required to fully complete the application.*

**HOW DO I SCHEDULE A CONSULTATION?**

Send an e-mail request to Tammy Radmard, [tradmard@edpa.org](mailto:tradmard@edpa.org).

In the subject line of e-mail: AdvantageSite Consultation Request (site name)

In body of e-mail include the following information:

- Site Name
- Applicant Organization
- Contact
- e-mail
- Phone
- Comments