

SURE SITES

Select Utah Real Estate



SURE Site Application v1.0
Explanation & Instruction

SURE Sites Participant,

Thank you for your interest in the SURE Sites program. It is through initiatives like this that we can all play a part in growing Utah's economy.

The SURE Sites application is intended to provide a more detailed level of analysis on properties throughout the state. This analysis allows prospective tenants to have a better understanding of a land site's strengths and weaknesses. In order for the program to work, the information in this document needs to be as accurate and up-to-date as possible. We recommend you use this set of explanations and instructions as a guide to make sure the best information possible is being used, and the questions understood. If you should encounter any problems please contact the EDCUTAH offices.

Once completed, the data provided in the application will be entered into a geographic information system (GIS) enabled database that is housed at www.edcutah.org. This database will be accessible to companies and consultants throughout the world looking to relocate or expand operations. By being part of the SURE Sites program, your property will be exposed to these firms and increase the chance of it being utilized for development.

Thank you again for your support of this initiative, and please contact us for further information.

Best regards,

EDCUTAH

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1. This site is being certified for the following uses

Explanation

- An indication of what type of project the site could accept.
- For each appropriate use, write "yes" in the blank. If a use is not appropriate, write "no" in the blank.
- If there is another use not specified that the site would be appropriate for, indicate so by putting a one word description in the "other" blank.
- It is acceptable to select more than one use for a site.
- Typically driven by current zoning, local government desires, existing industry and future economic development plans.
- "Flex space" is a term used to indicate a building with office space up front and manufacturing or distribution space in the back.
- Sites cannot be qualified under the SURE Sites designation for retail or residential uses.

Sources

- Property owners.
- Planning and zoning department.
- City management.

2. Address

Explanation

- The physical location of the site.
- This data is used to locate the site on a map as well as the method local utilities use to verify service capabilities.
- EDCUTAH recommends all sites be given a name as a means for quick reference.
- Lot numbers will typically be used when the site is located within the boundaries of a larger development that has been subdivided. If your site has not been subdivided or is one contiguous parcel, indicate so by placing "N/A" in the blank.
- Web sites are typically only available for sites located within a large industrial development. If your site does not have a website, leave this blank empty.

Sources

- Map.
- Tax records.
- Property owner.

3. General site description

Explanation

- A verbal expression of what one would see if they were to stand in the middle of the site and describe its conditions in all directions.
- Should include brief descriptions of foliage at the site, site slope and terrain, the presence of structures on or near the site, the presence of roadways on or near the site, and all other pertinent characteristics one would notice on first inspection.
- The description is not intended to be technical, scientific or overly detailed in nature. A layman's expression of the conditions is appropriate.
- *Example: "The site is fairly flat, with a slight elevation increase toward the north west corner. There are pockets of scrub oak spread throughout the site, with the majority of foliage located at the southern end. There are no structures located on or near the site, and except for the*

presence of power lines running along the western border, no other construction is present. A two-lane highway running directly adjacent to the western border of the property serves the site.

Source

- First-hand knowledge of the site should be gathered prior to writing the description.

4. Acreage

Explanation

- Total acreage refers to all the land present at the site. It is to include available land, land occupied by others and land unavailable for development.
- Available acreage refers only to the total parcels of land where development could occur.
- Maximum possible contiguous acreage refers to the largest single piece of land available for development and can not be greater than the total acreage.
- Minimum possible contiguous acreage refers to the smallest parcel the owner or developer is willing to sell, or the smallest parcel that is available.

Sources

- Property owners.
- Property developers.
- Commercial real estate representation.

5. Sale and lease information

Explanation

- Total sale price should only be entered if the entire site can be purchased. If the site being qualified is an industrial park, and the total park cannot be purchased, place "N/A" in the blank.
- Sale price per acre can be entered as an average or a range. If the property is only available for lease, leave this blank empty.
- If desired, a period of time can be given for which the total sale price or sale price per acre is valid. This blank should be filled in as either days, months or years. If no expiration date is anticipated, leave this blank empty.
- Lease price per acre can be entered as an average or a range. If the property is only available for sale, leave this blank empty.
- If there is no minimum term for which land will be leased, leave this blank empty.
- To be qualified as a SURE Site, a site must have either a total sale price, sale price per acre or lease price per acre entered on the application. Sites with pricing information unavailable will not be qualified under the program.

Sources

- Property owners.
- Property developers.
- Commercial real estate representation.

6. Site population and workforce information

Explanation

- An indication of the availability of workers and the density of the surrounding population.
- "Estimate as of" should indicate the year the data was published.

Sources

- EDCUTAH.
- Governor's Office of Planning and Budget.

- Census Bureau (www.census.gov).

7. Unemployment rate

Explanation

- Unemployment rates are reported in “seasonably adjusted” and “unadjusted” formats. Use the unadjusted number for this application.
- “Estimate as of” should indicate the most recent month and year for which there is data.

Source

- Utah Department of Workforce Services (www.jobs.utah.gov).

8. Non-farm county employment by industry

Explanation

- The Utah Department of Workforce Services provides the exact data to fit this table.
- “Estimate as of” should indicate the most recent month and year for which there is data.

Source

- Utah Department of Workforce Services (www.jobs.utah.gov).

9. County wage survey

Explanation

- Job types used in this section should be based on the site’s anticipated highest and best use.
- A range of positions should be selected from entry level to management.
- “Estimate as of” should indicate the most recent month and year for which there is data.

Source

- Utah Department of Workforce Services (www.jobs.utah.gov).

10. Describe the regions immediate area of economic influence

Explanation

- The “area of economic influence” refers to the geographic region the sight is related to, regardless of city or county boundaries.
- The area should reflect the normal commuting patterns of the local population relative to employment, shopping and education.
- In rural areas, the area of economic influence will tend to be much larger, possibly up to a 90-mile radius.
- In urban areas, the area of economic influence will tend to be smaller, usually less than a 15-mile radius.

Source

- Local economic development officials.

11. Surrounding major employers

Explanation

- The largest employers, by employee headcount, located in the region’s area of economic influence.

Sources

- Local economic development officials.
- Local Chamber of Commerce officials.
- EDCUTAH.
- Utah Department of Workforce Services (www.jobs.utah.gov).

12. Recent company expansions

Explanation

- Major company expansions within the region’s area of economic influence.

- An expansion refers to an existing firm that adds a significant number of employees to the local operation.
- Estimate the date of the activity to the closest month and year in which it took place.
- Estimate the number of jobs affected by the activity as best as possible.
- If no reason is known, leave this blank empty.
- If no activity has recently occurred, enter "none" in the company name blank.

Sources

- Local economic development officials.
- Local Chamber of Commerce officials.
- EDCUTAH.

13. Recent company contractions

Explanation

- Major company contractions within the region's area of economic influence.
- A contraction refers to an existing firm that decreases the number of employees by a significant amount, or entirely, within a local operation.
- Estimate the date of the activity to the closest month and year in which it took place.
- Estimate the number of jobs affected by the activity as best as possible.
- If no reason is known, enter "none".
- If no activity has recently occurred, enter "none" in the company name blank.

Sources

- Local economic development officials.
- Local Chamber of Commerce officials.
- EDCUTAH.

14. Recent company relocations

Explanation

- Company relocations within a region's area of economic influence.
- Relocation refers to a new company entering a region and bringing new jobs to the area.
- Estimate the date of the activity to the closest month and year in which it took place.
- Estimate the number of jobs affected by the activity as best as possible.
- If no reason is known, leave this blank empty.
- If no activity has recently occurred, enter "none" in the company name blank.

Sources

- Local economic development officials.
- Local Chamber of Commerce officials.
- EDCUTAH.

15. Community introduction

Explanation

- The community introduction is intended to be a brief description highlighting unique attributes of the local community.
- Attributes may include cultural amenities, historical landmarks, outdoor recreation and other quality of life indicators.
- The description is intended to be short; four sentences or less is preferred.

Sources

- Local economic development officials.
- Local Chamber of Commerce officials.

- Local travel or tourism officials.

16. Residential real estate costs

Explanation

- Home prices should represent the most recent sales data available, preferably within the last 12 months.
- Rental rates should be representative of a two bedroom, 1 bath apartment.
- Rental prices should be reported as a monthly average cost.

Sources

- Local Board of Realtors.
- Local real estate agents.
- Local economic development officials.
- Local Chamber of Commerce officials.

17. Government contacts

Explanation

- Jeff Edwards, president and CEO of EDCUTAH, has been designated as the statewide economic development contact for this program.
- The county contact will typically be the senior county commissioner, county commissioner in charge of economic development or another county-level elected official designated as the economic development contact.
- City contact will typically be the mayor, city manager, city economic development director or another city-level elected official designated as the economic development contact.

Source

- Local economic development official.

18. Weather

Explanation

- Measure of the average summer (April-September) and winter (October-March) weather conditions present at the site.
- Rainfall and snowfall totals should reflect average monthly amounts.

Sources

- www.weather.com.
- www.weatherbase.com.
- Local airport authority.
- USU extension service.

19. Natural disasters

Explanation

- Location relative to site should give an indication of estimated distance and direction (i.e. 30 miles north)
- Damage assessment should give an indication of the value of the damage caused (i.e. \$10 million)
- If no natural disasters have occurred, enter "none" in the blanks.

Sources

- Emergency Services Director.
- USU extension service.
- Local economic development official.

20. Taxes

Explanation

- The property tax rate should reflect the total tax levied at the site with all applicable assessments included.
- The state sales tax rate is 4.75%; the combined rate should reflect this amount plus all local options.
- The income tax rates are provided by EDCUTAH and should not be altered.

Source

- Utah State Tax Commission.

21. Military bases and armed forces

Explanation

- There are currently three active installations in Utah: Hill Air Force Base (23,000 personnel), Tooele Army Depot (750 personnel) and the Dugway Proving Ground (300 personnel).
- Use only the installations above for this question, if none are within 75 miles, place "none" in the blank.

Sources

- Local economic development official.
- Installation personnel.

22. Primary and secondary education

Explanation

- If more than one school district lies within a 75 mile radius, place both in the box in a comma separated list.
- The number of schools should reflect the total within a 75-mile radius of the site.
- If more than one private school is available, limit the list to the three largest in order of size (i.e. Juan Diego H.S., Judge H.S., Cosgriff M.S.).

Sources

- Utah State Office of Education.
- Local school district officials.
- Local economic development officials.

23. Vocational and two-year colleges

Explanation

- If more than two vocational or two-year colleges are within a 75-mile radius of the site, use the data for the two with the largest enrollments.
- If no two-year colleges are within a 75-mile radius, place "none" in the blank.
- Indicate the type of school as a community college, vo-tech or tech college.
- Enrollment should reflect both full-time and part-time
- Number of graduates should be for the most recent year available. Certificates issued may substitute for graduates at vo-techs or tech colleges.
- Typical training program will be Custom Fit Training and Short-Term Intensive Training. Confirm their availability at each institution.
- Industry related programs refer to areas of expertise unique to each institution.

Sources

- Individual institutions.
- Utah System of Higher Education.
- Local economic development officials.

- EDCUTAH.

24. Four-year colleges

Explanation

- If more than two four-year colleges are within a 75-mile radius of the site, use the data for the two with the largest enrollments.
- If no four-year colleges are within a 75-mile radius, place "none" in the blank.
- Enrollment should reflect both full-time and part-time
- Number of graduates should be for the most recent year available.
- Indicate the types of PhD and Masters programs available in a comma separated list (i.e. business, engineering, medical school)
- Industry related R&D refers to areas of expertise unique to each institution.

Sources

- Individual institutions.
- Utah System of Higher Education.
- Local economic development officials.
- EDCUTAH.

25. Ambulance/EMT service

Explanation

- In many areas, EMT service will be provided by a county agency.
- If several private companies operate an EMT service, provide data for the largest entity.

Sources

- EMT service provider.
- Local economic development officials.

26. Fire protection

Explanation

- Fire protection rating is based on several criteria and should be known by the individual fire stations.

Sources

- Fire department.
- Local economic development officials.

27. Police/Sheriff

Explanation

- Estimate average response time from police station to site.

Sources

- Local police or sheriff department.
- Local economic development officials.

28. Available state incentives

Explanation

- The state incentive chart has been filled out by EDCUTAH and should not be altered.
- If the site is within a recycling zone, indicate it in the chart.

Source

- EDCUTAH.

29. Available local incentives

Explanation

- Indicate the availability of local incentives present at the site with a "yes" or "no."

- In the RDA/EDA section the maximum incentive should be stated as a specific percent over a specific number of years (i.e. 70 percent for seven years).
- Use of funds will typically be land write-down or infrastructure.
- Criteria are typically related to number of jobs being created, wages of jobs being created, capital investment or industry.

Sources

- Local economic development officials.
- EDCUTAH.

30. Nearest road transportation

Explanation

- The distance truck traffic would need to travel to reach one of Utah's four interstates: I-15, I-80, I-84 or I-70.
- Interstate quality state highways can be substituted in this question if they are closer to the site.

Sources

- Google maps.
- <http://www.mapquest.com/>.
- EDCUTAH.

31. Distances

Explanation

- Large river or body of water should be reflective of any source that has the potential to flood the site.
- Typical sources of significant vibration could be surrounding large manufacturers, major roadways or rail lines.
- Typical sources of significant noise could be surrounding large manufacturers, major roadways or rail lines.
- Use your best judgment on what vibration or noise is "significant."
- A general description of the direction is appropriate, i.e. NE, SE, due south, etc.

Source

- Local economic development officials.

32. Distances

Explanation

- Distances in miles to major western US marketplaces.
- A general description of the direction is appropriate, i.e. NE, SE, due south, etc.

Sources

- Google maps.
- <http://www.mapquest.com/>.
- EDCUTAH.

33. Freight carriers

Explanation

- Common carriers refer to local trucking firms that provide short or long haul trucking services.
- Local terminals refer to any cross-dock, intermodal or other off loading facilities located within a reasonable distance from the site.
- If none are available, place "none" in the blank.

Sources

- Local economic development officials.
- Local Chamber of Commerce officials.

34. Air transportation – international

Explanation

- EDCUTAH will provide the data on the Salt Lake City International Airport with the exception of the distance from the site.
- For communities in the southern half of the state, McCarran International Airport in Las Vegas may be closer to the site than Salt Lake City International Airport.

Source

- Individual airport web sites.

35. Air transportation – regional and private service

Explanation

- Any local airport with limited commercial service or the ability to handle corporate aircraft would be appropriate.
- Daily flights refer to scheduled in-bound and out-bound commercial traffic.
- Markets refer to cities flown to on a regularly scheduled basis out of the airport.
- If no daily flights are scheduled, place “none” in the daily flights, markets and carriers blanks.

Source

- Individual airport authorities.

36. Is the site currently served by, or immediately adjacent to, a commercial rail line?

Explanation

- You are only required to fill out either the section for “yes, the site is served,” or “no, the site is not served,” not both.
- Main line provider refers to the company that operates interstate lines; for most all of Utah this will be Union Pacific.
- Short line refers to companies that operate spurs off the main line, lines within industrial parks or any other non-main line portion of rail.
- Siding and spur available should refer to rail that currently serves the site or is immediately adjacent to the site.

Sources

- Local economic development officials.
- Property owners.
- Local commercial rail service providers.

37. Are telecommunications services available at the site?

Explanation

- You are only required to fill out either the section for “yes, the site is served,” or “no, the site is not served,” not both.
- If service is available, across the top of the table indicate the name of the service providers who currently supply telecommunications to the site.
- Indicate the type of service available at the site by placing “yes” in the space provided. If a specific type of service is unavailable, leave the box blank.
- If service is unavailable, estimate the distance in miles to the closest telecommunications service.

- If service is unavailable, contact the service provider who supplies service nearest to the site and get an estimate for the number of months it would take to connect telecommunications to the site.

Sources

- Local economic development officials.
- Property owners.
- Telecommunications providers.

38. Are electric services available at the site?

Explanation

- You are only required to fill out either the section for “yes, the site is served,” or “no, the site is not served,” not both.
- If service is available, contact your regional Utah Power or municipal power representative for assistance in filling out this chart.
- If service is unavailable, contact your regional Utah Power or municipal power representative for an estimate of the service nearest to the site in miles.
- Service location at site indicates the area of the site where the service enters, i.e. NW, front of lot, to property line, etc.

Sources

- Utah Power representative.
- Municipal Power representative.
- Local economic development officials.
- Property owners.

39. Is natural gas service available at the site?

Explanation

- You are only required to fill out either the section for “yes, the site is served,” or “no, the site is not served,” not both.
- If service is available, contact your regional Questar Gas representative for assistance in filling out this chart.
- If service is unavailable, contact your regional Questar Gas representative for an estimate of the service nearest to the site in miles.

Sources

- Questar Gas representative
- Local economic development officials
- Property owners

40. Is sewer service available at the site?

Explanation

- You are only required to fill out either the section for “yes, the site is served,” or “no, the site is not served,” not both.
- If service is available, contact your city or county water/sewer representative for assistance in filling out this chart.
- If service is unavailable, contact your city or county water/sewer representative for an estimate of the service nearest to the site in miles.

Sources

- City or County water service.
- City or County engineers.

- Local economic development officials.
- Property owners.

41. Is water service available at the site?

Explanation

- You are only required to fill out either the section for “yes, the site is served,” or “no, the site is not served,” not both.
- If service is available, contact your city or county water/sewer representative for assistance in filling out this chart.
- If service is unavailable, contact your city or county water/sewer representative for an estimate of the service nearest to the site in miles.

Sources

- City or County water service.
- City or County engineers.
- Local economic development officials.
- Property owners.

42. Solid waste service at the site

Explanation

- If there are multiple providers, supply data on the largest.

Sources

- Solid Waste Service provider.
- Local economic development officials.
- Property owners.

43. Has an Environmental Phase 1 assessment been conducted?

Explanation

- If an Environmental Phase 1 has been conducted on the site, indicate it by placing “yes” in the blank provided.
- A local economic development official should have a copy of the Environmental Phase 1 on file in the event a potential user inquires about the site.
- All three contact people listed at the end of the application should be aware of the report, and preferably have copies on file.
- In addition to the Environmental Phase 1, indicate the land’s previous uses. General descriptions are appropriate.

Sources

- Local economic development officials.
- Property owners.

44. Chronology of surrounding land uses

Explanation

- For surrounding land uses, general descriptions are appropriate.
- Date should be given in a month, year format.

Source

- Local economic development officials.
- Property owners.

45. Additional environmental studies

Explanation

- Additional environmental studies may include, but not be limited to, Environmental Phase 2, endangered species, historical artifact or others.
- Copies of additional studies that are available should be kept on file with the local economic development official, and preferably with all contacts listed at the end of the application.
- If no additional studies have been conducted, place a "none" in the blank.

Source

- Local economic development officials.
- Property owners.

46. Are there wetlands on the site?

Explanation

- Appropriate answers are "No" if there is a certainty that wetlands do not exist, "Yes" if wetlands are visibly identified or indicated in a wetlands study, or "Possible" if there is a possibility wetlands exist and no study has been conducted.
- Wetland determination can come as the result of official environmental studies conducted at the site, a visual inspection resulting in identified standing water or wetland plant life, or through wetlands identified on surrounding and adjacent parcels.
- Copies of available delineation studies should be kept on file with the local economic development official, and preferably with all contacts listed at the end of the application.

Source

- Local economic development officials.
- Property owners.

47. Air quality

Explanation

- Attainment / non-attainment status refers to the allowable amount of pollution at the site.
- EPA Class 1 areas are typically national parks or wilderness areas and have the most stringent air quality requirements.
- Heavy emitters refer to facilities that release a substantial amount of pollution. If none are located near the site, place "none" in the blank.

Source

- Department of Environmental Quality (<http://www.deq.utah.gov>).
- Local economic development officials.
- Property owners.

48. Hazardous industrial waste

Explanation

- Hazardous industrial waste refers to any waste not commonly handled at publicly-owned landfills.

Source

- Department of Environmental Quality (<http://www.deq.utah.gov>).
- Local economic development officials.
- Property owners.

49. Has a geo-technical assessment been conducted on the site?

Explanation

- If a geo-technical assessment has been conducted on the site, select yes and do not fill out the table below.

- Copies of the geo-technical report should be kept on file with the local economic development official, and preferably with all contacts listed at the end of the application.
- Soil classifications refer to the systematic arrangement of soils into groups or categories based on their characteristics.
- Design wind speed and snow load refers to local building requirements at the site.
- Known geological restraints could be sinkholes, natural springs, fault lines or other geological anomalies.

Source

- USGS (www.usgs.gov).
- Local economic development officials.
- Property owners.
- Local planning and zoning officials.

50. Current site zoning

Explanation

- The zoning currently found at the site.
- A list of the common permitted uses is acceptable.

Source

- Local economic development officials.
- Property owners.
- Local planning and zoning officials.

51. Planned zoning according to general plan

Explanation

- Planned zoning according to general plan indicates the future use for the site.
- Current zoning and zoning according to the general plan often times are the same.
- A list of the common permitted uses is acceptable.

Source

- Local economic development officials.
- Property owners.
- Local planning and zoning officials.

52. Current surrounding site zoning

Explanation

- The zoning currently found surrounding the site.
- Indicate the type of zoning found north, south, east and west of the site.
- A list of the common permitted uses is acceptable.

Source

- Local economic development officials.
- Property owners.
- Local planning and zoning officials.

53. Does the site currently have any restrictive covenants or conditional uses?

Explanation

- Restrictive covenants or uses may be the result of city ordinances or industrial park restrictions.
- Copies of the restrictive covenants should be kept on file with the local economic development official, and preferably with all contacts listed at the end of the application.

Source

- Local economic development officials.
- Property owners.
- Local planning and zoning officials.

54. Are copies of the owner's letter of intent to sell or lease available?

Explanation

- To be qualified as a SURE Site, the local economic development contact, real estate broker or property owner must have a signed letter of intent to sell on file. Preferably, all three entities would have a copy of the letter.

Source

- Property owners.

55. Has a preliminary title report been run?

Explanation

- To be qualified as a SURE Site, the local economic development contact, real estate broker or property owner must have a copy of the property title report on file. Preferably, all three entities would have a copy of the title report.

Source

- Property owners.

56. Permitting process

Explanation

- Fast-tracking refers to a city's ability to process multiple facets of the permit simultaneously as opposed to consecutively.
- For time frames and fees, a relative range is appropriate.

Source

- Local economic development officials.
- Local planning and zoning officials.

57. Other special permits

Explanation

- If any additional permits are required on a local basis, indicate so in this section.

Source

- Local economic development officials.
- Local planning and zoning officials.

58. SURE Sites application prepared by

Explanation

- Contact information should be for the person responsible for completing the form.
- If multiple individuals are responsible for the application, provide the contact information for the person with the greatest knowledge of the site.

Source

- Local economic development officials.
- Property owners.

59. Broker or in-house information

Explanation

- Contact information should be for any licensed commercial real estate agent or in-house agent holding a listing on the property.

Source

- Local economic development officials.

- Property owners.

60. Economic development contact

Explanation

- Contact information should be for the economic development official most directly involved with the site.

Source

- Local economic development officials.
- Property owners.

61. Date of Qualification

Explanation

- "Initial qualification" should reflect the date and month the site was first designated as a SURE Site.
- "Updated" should reflect the date and month of the most recent update to the SURE Site application.

Source

- Individuals responsible for SURE Site application.