*[Letter should be on official office letterhead]*

*[Please email your completed letter to:* *Kirby.Lewis-Gill@tn.gov**]*

Date

Austin Consulting

6095 Parkland Blvd.

Cleveland, Ohio 44124

 Re: Letter of Intent to Apply and Sponsorship

I am writing to inform you of our intent to apply and sponsor [SITE NAME and ADDRESS] in the ***Select Tennessee Sites Certification Program***. This site is located in [COUNTY NAME] and is [*choose one*: “inside the corporate limits of [city name]” OR “in the unincorporated area of the county”].

The [SITE NAME] site is [*choose one*: “publicly owned” OR “privately owned”] and has road frontage along [NAME OF ROAD ADJACENT TO SITE]. At the site this roadway is [NUMBER] lanes wide and [*choose one*: “is currently” OR “can be improved to”] an industrial grade road. Please provide a Google, Bing, or other similar map showing the location of the site.

The following utilities are within 500 feet of the site (place an x): \_\_\_ electricity, \_\_\_ natural gas,
\_\_\_ potable water, and \_\_\_ sanitary sewer. If any of these utilities are not within 500 feet of the property, we [*choose one*: “are planning to prepare” OR “have already prepared”] the necessary engineering design and utility approval to extend the utility.

All correspondence and inquiries regarding this site should be addressed to [PERSON’S NAME]. This individual is authorized to represent the property through this certification process. The contact information for this person is:

* [Mailing address]
* [Email address]
* [Phone number]

 [For publicly owned sites, please use the following paragraph. (Remove this line.)]

I have reviewed the ***Select Tennessee Sites Certification Program’s*** Criteria and Definitions documentand understand the requirements that a site must meet to be certified. Further, I am prepared to bear the necessary expense required to obtain certification of this site.

 [For privately owned sites, please use the following paragraph. (Remove this line.)]

I have reviewed the ***Select Tennessee Sites Certification Program’s*** Criteria and Definitions document with the property owner and they understand the requirements that a site must meet to be certified.  Further, the [*choose*: “owner is” OR “local government/EDO applicant is” or “owner and local government/EDO applicant jointly are”] prepared to bear the necessary expense required to obtain certification of this site.

I fully recognize that this is a voluntary program. Additionally, I realize that awarding certification is at your discretion and is dependent on the qualities of the site and the materials prepared to fulfill the requirements for the program. By applying, I acknowledge that certification is not guaranteed.

Sincerely,

[Name of applicant]

[Name of sponsoring entity]

[Contact information for applicant/sponsoring entity]