

June 11, 2024

# CERTIFIED SITES: CRITERIA & DEFINITIONS



## Summary

The following document provides descriptions and additional information to answer each question requested in the Step 2 – Comprehensive Site Information document. Information on each question follows the same major category and question number as it appears in the Step 2 Comprehensive Site Information questionnaire.

## Introduction to Select Tennessee Site Certification Program

Companies locating new facilities are often limited in time and resources and are seeking sites on which they can most quickly build with the least risk. The Tennessee Department of Economic and Community Development (TNECD) recognizes this reality and has developed a site certification program to meet this need. This program ensures that the state's premier sites meet a consistent set of standards and can be marketed as ready for development while providing a set of guidelines for communities to follow to improve uncertified sites and prepare for development. Additionally, the enhanced information available about the sites that are part of the program is critically important for marketing these sites.

A Select Tennessee Certified Site is a site that has:

- 20 or more developable acres. Sites in Tier 3 or Tier 4 counties with at least 15 developable acres that are part of an industrial park are also eligible.
- Confirmed asking price from a willing seller
- Documented acreage outside known flood-prone areas
- Property boundary survey and topographic maps completed
- Truck-quality road access
- All utilities at the site or a formal plan to extend to the site
- Current zoning in place or an expedited rezoning plan
- Documented permitting process, timeline, and fees
- A recent Phase I Environmental Site Assessment
- Documentation of geotechnical attributes, water resources, known cultural resources, and protected species
- Detailed report of comprehensive site information
- Minimized risk factors for development
- Certification by a professional site selection consulting firm – Austin Consulting

In addition, special qualities will also be identified as applicable such as:

- Rail
- Inland Waterway Access
- Excess Water/Sewer Capacity
- Industrial Park Development
- Other special considerations

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## Ownership Information

### A.1. Site Representative Information

Please provide the contact information for the person, real estate broker, developer, economic development organization, or other entity that is marketing the site for development. This may be the sponsoring entity.

### A.2. Landowner Information

Please indicate whether the site is publicly or privately owned. (Note: either ownership type is eligible for certification through the program.) If publicly owned, please indicate the name of the ownership entity.

### A.3. Guarantee of Site Availability

For a site to be eligible for certification, it must be available for sale or lease to prospective investors. The price, terms, and assurance of the availability of this transaction must be documented. At a minimum, the property must be available for sale for at least three (3) years after the certification process is complete.

Please attach as an exhibit to the application the following:

- a) Property Owner Letter: A dated letter from the property owner stating the property is for sale and at what asking sales price (or lease price) in dollars per acre. This letter should include the terms of this asking price.

Note 1: The letter must be signed by the legal property owner(s) of record, or legal representative, however, contact information for the owner(s) is not required to be contained in this letter.

Note 2: If the terms or asking price change after the site has been certified, it is requested that an updated letter be submitted to Austin to update the information packet.

- b) Real Estate Listing (if applicable) - In addition and if it is available, please also include the current Real Estate Broker listing, including terms of listing.

#### **A.4. Property Deed**

A copy of the current deed indicating the ownership of the property must be included in the application.

#### **A.5. Title Search**

Clear title to the property must be indicated through the results of a title search prepared by a title company, licensed abstractor, or attorney. At a minimum, the prior 50-year history of the property must be considered, and the search must indicate that the owner has a saleable interest in the property. Alternatively, a copy of the title insurance can be shown as evidence of a clear title to the property.

#### **A.6. Tax Map**

Please include a copy of the current tax map showing the site. Please be sure that the boundary of any property or properties that comprise the site for which certification is sought is clearly identified.

#### **A.7. Voluntary Real Property Disclosure Form**

This document will be provided to the applicant in the application package via the Basecamp site from Austin. This form must be completed and signed by the landowner.

## **Property Information**

#### **B.1. Property Information**

Please indicate site name, address (or intersection), city, and county where the site is located. Please include an aerial map (existing city/county site maps OR Google, Bing, or other online maps are also acceptable) of the site that outlines site boundaries and has streets and other location information labeled.

#### **B.2. Site Acreage and Dimensions / Developable Area**

Please include the total site acreage to be certified and the site dimensions in feet (length vs. width). In addition, please indicate the total NCDA (net contiguous developable acreage). To illustrate this, please include a map of the site that outlines site boundaries, labels dimensions, illustrates the NCDA, and illustrates

the flood plain as well as any other known impediments on the site. In addition, if it is applicable, please also indicate on the map adjacent to additional acreage that may also be available.

Note that to be certified, the NCDA portion of the property should be located outside of the 100-year flood plain as designated on the FEMA Flood Insurance Rate Map for the property.

### **B.3. Asking Price per Acre**

Indicate the asking price per acre for the property to be certified, or if a lease arrangement please indicate the lease price per acre and any terms and conditions associated with the lease. Please note that a price range is also acceptable, but a number or range must be provided (just the word “negotiable” is not acceptable).

### **B.4. Surrounding Land Uses**

Please include a recent aerial map of the site and surrounding areas. Outline the proposed site and label the surrounding land uses for those properties immediately adjacent to the site. If the surrounding land is occupied by a manufacturing user(s), please specify the name of the business(s) on the map. For other land uses, please label by general category (e.g., commercial, agricultural, residential, etc.).

### **B.5. Site Status**

Please indicate if the site is currently being leased or occupied for any use such as agricultural, storage, or other. Please indicate the nature of the operation and any terms associated with this use.

### **B.6. Previous Use**

Please indicate past site uses, including information on existing structures currently in use or previously located on site. Please indicate whether minerals have ever been extracted from the site. If so, please explain further and include documentation of mineral rights.

### **B.7. Master Park Development Plan**

If this designation is applicable the application must include a master site development plan for the park. This plan should address the location (or

anticipated location) of internal roadway and utility infrastructure including points of ingress and egress for the park, easements for utilities and drainage, the location (or proposed location) of internal lot lines and lot acreage, and total site acreage. This plan should consider the location of natural and cultural resources on the site and should accommodate the location of features such as wetlands and floodplains. In addition, please include the industrial park covenants and restrictions document for the planned park.

#### **B.8. Site Photos**

Please provide up to 10 color photos of the site. Photos can be inserted into a PowerPoint or Word document. For each photo, briefly describe the location and direction where the photo was taken at the site (ex. Looking North from the road). Also identify on a map, the location of where site photos were taken.

#### **B.9. Site Description**

Please provide a general description of the site (cleared, pad ready, cropland, forest, etc.) and highlight any unique vegetation or conditions that may affect the development of the site.

#### **B.10. Property Boundary Survey**

A Category I (Class A) boundary survey of the property prepared by a licensed land surveyor must be submitted with the application. Any easements, liens or rights-of-ways associated with the property must be indicated on the survey.

Note: An ALTA survey is not required for certification, but if one has been conducted on the site, please include it here.

#### **B.11. Topographic Analysis/Map**

Please provide a written description of the topography of the site and areas surrounding the site (flat terrain, gently rolling, mountainous terrain, etc.). A topographic survey of the site is required at a 1-inch to 100-foot scale with contours at 2-foot intervals. In addition, please include the most recent USGS topographic map of the site (with site boundaries outlined.)

Note: If all the developable acreage of a site has been mass-graded under the specifications of a grading plan (showing a maximum of 2-foot contour intervals) and that grading plan is provided, then a topographic map will not be required.



## B.12. Flood Plain Information

Please provide a FEMA Flood Insurance Rate Map (FIRM) for the site. The official FEMA Flood Insurance Rate Map(s) (with the panel number clearly identified) showing the site must be submitted. The boundaries of the property should be clearly identified on the map.

Note: This map may be obtained from the FEMA Map Service Center website. See the instructional document in the [FAQ section](#) of the program website to support this item.)

## B.13. Zoning

Please provide information on the current zoning designation, the definition of this designation, and permitted uses. Note that a site that is not currently zoned for industrial use, may still be eligible for certification if it is a site that can be re-zoned in a relatively short time.

If the property is not subject to zoning, then a letter is required from the local government with the authority to zone the property stating that the property is not subject to a local zoning ordinance or resolution. (If the local government with authority to enact zoning for the site is the same as the local government submitting the letter of support, this statement can be included in the local government letter of support.)

If the property is subject to a zoning ordinance or resolution, then to document the property's zoning designation the application must include a copy of the official zoning map for the area around the site. The boundaries of the site must be clearly identified on the zoning map. Also, the cover or title page of the zoning ordinance and the pages of the zoning ordinance that establish the permitted uses, minimum lot sizes, restrictions, and other information specific to this zoning district must be submitted with the zoning map. (At a minimum include such items as the title/cover page, the table of contents, the page establishing permitted uses in and requirements of the appropriate zone as well as the signature page of the document.)

If the property adjacent to the site has a different zoning designation than the zoning for the site itself, then the application must also contain the pages from the zoning ordinance or resolution pertaining to the zoning districts that are

adjacent to the site. These pages must address the permitted uses in these districts.

#### **B.14. Site Covenants**

Please indicate if in addition to zoning, are there any special site or industrial park covenants or deeded restrictions that would impact a company locating at the site. Covenants are required for sites applying as a “Master Park Development.”

#### **B.15. Site Grading**

(Note: Not required for certification)

If the site is “pad ready” and has been graded to include a building pad, the site grading plan should be submitted as verification. If a compaction test has been conducted on the graded site, the results of the test should also be included.

If the site has not been graded but a plan and estimate to make the site “pad ready” for development has been established, please submit this plan as evidence. This plan should be prepared by a professional engineering firm and should consist of an engineer’s cost and schedule estimate of the clearing, grubbing, and grading of a building pad on the site. The minimum size of the graded pad shown on the plan should be 300 feet by 500 feet. Please also provide a visual indicating the location of the proposed pad on the site.

Note: Please consult with AC early in the review process to determine the optimal size of the building pad that should be shown on the plan.

Note this is not required for certification.

#### **B.16. Foreign Trade Zone**

(Note: Not required for certification)

Please indicate whether the site is located within a Foreign Trade Zone and indicate the name of the zone.

## Transportation Information

### C.1. Roadway access

The site must have direct access to a roadway that is designed to the national standard for tractor-trailer access of 80,000 pounds for the gross weight of the vehicle and 20,000 pounds per single-axle or provide an engineering design and plan to improve deficiencies in the roadway. A map must be provided to illustrate the route from the site to the interstate or state highway.

Note: If this level of site access is not available or if portions of the route to the interstate or state highway are determined by Austin Consulting to be deficient for industrial or business needs, the applicant must supply an engineering study and fee schedule for how the deficiencies will be addressed. State and local authorities should be consulted and should review this engineering study to determine feasibility.

### C.2. Planned Improvements

Please provide the following:

- a) List proposed road improvements planned for the immediate site area, if so, what is the funding source and expected completion date for each planned improvement?
- b) List of proposed road improvements planned for the outlying site area (within an approximate 10-mile radius from the site): If so, what is the funding source and expected completion date for each planned improvement?

### C.3. Traffic Study

Please indicate if a traffic study is necessary at the state or local level for development to occur at the site. If required, please indicate whether a traffic study has been performed at the site or within a 10-mile radius of the site. If yes, attach it as an exhibit.

### C.4. Rail access

(Note: Rail access is not required for certification.)

Documentation must be provided identifying rail service to the site or planned service. If the rail is already on the site, please provide a letter from the rail provider documenting their existing rail line to/on the site, their willingness to serve the site, and a map of the existing rail infrastructure.

If rail service infrastructure is not in existence but is feasible and is being planned then provide documentation that establishes the route, schedule, and cost to extend the rail infrastructure to the site. If the extension requires the acquisition of right-of-way, then documentation must also be included establishing that the necessary right-of-way is under the control through option or letter of intent.

### **C.5. Intermodal**

(Note: Direct intermodal access is not required for certification.)

Indicate the location of the nearest intermodal operation, driving distance from the site (in miles), and drive time from the site (in hours).

### **C.6. Inland Waterway**

(Note: Direct waterway access is not required for certification.)

Documentation must be provided identifying the site's access to inland waterways. If infrastructure exists (or is planned) at the site to provide access to a waterway then submit documentation addressing the nature of this accessibility, including capacity to handle cargo, harbor length, months of operation, dock frontage, turning radius available, any temporary storage facilities and any available information such as channel depth and typical flow rate of the current at normal pool.

### **C.7. Airport access**

Direct access to an airport is not required for certification; however, information must be provided to document the air service (via international, commercial, cargo, and local aviation airports) that is available to the site. To be certified, the applicant must provide the name and distance to the nearest airport with commercial airline service.

## C.8. Public Transportation

If appropriate, submit documentation of public transportation routes available in the vicinity of the site or mass transit (i.e., bus service) available at the site.

## Utility Information

Note: The Step 2 questionnaire discusses that for each site to be certified an average estimated monthly utility bill must be prepared by the utility authority supplying service to the site based on the volumes provided. For certification, the community should at a minimum have the ability to serve the requirements listed as “Assumptions” for this estimated bill as requested in the Step 2 Application. In addition, if the location has the ability to meet greater utility volumes, a special notation will be made in the site’s file regarding excess utility availability. Additional utility requirements based upon a larger end-user and specific water/wastewater reserve capacities will be determined on a case-by-case basis.

### D.1. Electric Power

Note: electric power service does not have to be at the road serving the site in order for the site to be certified. If service is not at the site, then a letter from the electric service provider including an engineering study that indicates the cost and time to extend the line to the site must be included.

The site must be or have the ability to be readily served by industrial quality power (a minimum of three-phase electric service). To document the service available to/on the site the application must include a formal letter from the power supplier. This letter should specifically state the availability and time required to supply a “three-phase” service.

Additionally, the letter should specify:

- Location and voltage of the line serving the site
- Distance to nearest substation and whether existing substation can provide dual feed service
- Peak load capacity available to the site
- Utility’s ability to provide “transmission-level” service to the site.

If electric service is not within 500 feet of the site, the application must contain:

- A plan prepared and stamped by a professional engineer that documents how electric service can be extended to the site. This plan must address the cost and schedule for this extension and the capacity of the service being extended.
- Documentation that the utility has control of the needed right-of-way to extend the service.

Applicants should also provide a rate schedule, an estimated bill based on provided assumptions, a map of the location of the substation serving the site in relation to the site, information on capacity and reserve capacity of the substation, feasibility of dual feed service, and contact information for the utility service provider.

## D.2. Natural Gas

Sites must be served by natural gas or a similar fuel. The application must include a letter from the provider of the natural gas (or other) service. This letter must state the utility's willingness to provide the service and the size and static pressure of the gas line serving the site. If the infrastructure necessary to provide the service is not within 500 feet and would have to be extended, the letter should address the cost and timing required for this extension and the utility's ability/willingness to extend the infrastructure needed to provide the service.

Applicants should also provide a rate schedule, estimated bill based on provided assumptions, a map of the location of lines serving the site, service pressure at the site, and contact information for the utility service provider.

## D.3. Water

The site must be served with a water supply capable of providing at least 150,000 gallons per day. Greater volumes may be required on a case-by-case basis depending on the size and ultimate intended use of the site.

Provide a letter from the utility provider documenting its ability and willingness to supply the required service and that the infrastructure needed to provide the service is in existence within 500 feet of the site. The letter should also specify:

- The line size of the infrastructure serving the site
- The distance to the nearest water tank and the tank's volume

- The static and residual pressures in the area of the site
- The excess capacity of the water treatment facility

If the necessary infrastructure to provide this volume is not within 500 feet of the property, the applicant must include an engineer's design for extending the necessary infrastructure. This design must establish the cost and schedule to construct this extension. Documentation that necessary right-of-way is under the utility's control must be provided. The letter from the utility must document that the utility has approved and accepted this design extension to the system. The letter should also address the funding of this extension.

Applicants should also provide a rate schedule, an estimated bill based on provided assumptions, a map of the location of water lines serving the site, information on capacity and reserve capacity of water service, water pressure at the site, and contact information for the utility service provider.

#### D.4. Waste Water

The site must be served by a central wastewater system capable of receiving 150,000 gallons per day. Greater volumes may be required on a case-by-case basis depending on the size and ultimate intended use of the site.

Note: By way of clarification, a "central wastewater system" is intended to be a conventional wastewater treatment system proven capable of handling wastewater discharge from existing industrial customers. Industrial sites served or planned to be served by alternative technologies in a decentralized or non-conventional system are not eligible for certification. The purpose of this requirement is to ensure the certified sites are served by systems of the type and quality typically expected and required by a wide range of industrial companies.

Provide a letter from the utility provider documenting its ability and willingness to supply the required service and that the infrastructure needed to provide the service is in existence within 500 feet of the site.

The letter should also specify:

- Line size of the infrastructure serving the site
- Excess capacity of the wastewater treatment facility

- Availability to handle potential wastewater effluents such as BODs and suspended solids

If the necessary infrastructure to provide this volume is not within 500 feet of the property, the applicant must include an engineer's design for extending the necessary infrastructure. This design must establish the cost and schedule for this extension. Documentation that necessary right-of-way is under the utility's control must be provided. The letter from the utility must document that the utility has approved and accepted this design extension to the system. The letter should also address the funding of this extension.

Applicants should also provide a rate schedule, estimated bill based on provided assumptions, a map of the location of sewer lines serving the site, information on capacity and reserve capacity of sewer service, and contact information for the utility service provider.

#### D.5. Telecommunications

The application must include a letter from the telecommunications provider establishing the type of service that is available to the site. If an additional service could be extended, the letter should address the extension of this additional service and the cost and timing associated.

## Community Information

#### E.1. Local Permitting Contact and Process Information

Please indicate the agency responsible for issuing building permits, site grading, and initiating the overall permitting process. Please also describe the process, the timeline, and the fees associated with the permitting process.

#### E.2. Building Code

Please indicate the building code standards, including electrical, plumbing, and mechanical code standards that are applicable for building development on the candidate site (ex. 2012 International Building Code, etc.). Additional comments or explanations may be made in the comment box provided (optional).



### E.3. Impact Fees

Please indicate whether the community or county assesses any one-time impact fees based on industrial development (i.e., trip generation, size of building, impact on area roads, employment, etc.); if so, discuss all potential community impact fees including how fees are assessed.

### E.4. Local Property Tax Information

Provide property tax rates at site per \$100 of assessed valuation by real property (land and building), personal property (machinery and equipment), and inventories (raw materials, goods-in-process, finished goods) for the most recent tax year. If local property taxes are exempt at the specific property level, please indicate so. Indicate if a PILOT program is available to abate personal and real property taxes and provide details on duration and items for inclusion.

### E.5. Local Incentive Programs

Please indicate whether local incentive programs are available or not. If desired, the applicant may enter additional information in the “comment” box provided (optional).

### E.6. State Incentive Programs

The State of Tennessee will provide a general listing of potential state incentive programs, this information will be submitted in this section in all applications for reference purposes.

### E.7. Demographic and Community Information:

Please provide information on the following:

- a) Report of Demographic and Income info for the site (15-30-45-mile radius) [Austin to provide this for all step two applications.]
- b) The county unemployment rate for the past 12 months (by percent by month)
- c) Please list the top ten manufacturing/distribution companies in the community (or county) by employment, product manufactured, and year located

### E.8. Fire Information

Please provide information on the following:

- a) Nearest fire station

- b) Distance to the site
- c) Number of full-time and volunteer personnel
- d) ISO rating at the site's location

#### E.9. Medical Information

Please provide information on the following:

- a) Location of nearest general hospital
- b) Distance from site

#### E.10. Police Information

Please provide information on the following:

- a) Nearest police department
- b) Number of officers
- c) Number of squad cars

## Environmental Information

Note: The Regional Director for External Affairs in each Tennessee Department of Environment and Conservation field office is available to assist applicants. This staff member can help you navigate and communicate with each of the TDEC Divisions mentioned below. Please visit the following TDEC website or consult the map at the end of this section to locate the contact information for your local TDEC field office and Regional Director.

<https://www.tn.gov/environment/contacts/about-field-offices.html>

#### F.1. Environmental Site Assessment (ESA)

The application must include a Phase 1 environmental assessment for the site conducted in accordance with the current standards required by the American Society of Testing and Materials for this type of assessment (ASTM Standard E1527-21 or subsequent standard). If the Phase 1 ESA is more than three (3) years old at the time of certification, then an updated Phase 1 ESA is required.

Note: To be consistent with All Appropriate Inquiry (AAI) established by the U.S. Environmental Protection Agency a new Phase I ESA must be completed each

year. While this is not required for certification, it is advantageous and provides a degree of liability protection from EPA intervention at the site.

Upon completion of the Phase 1 ESA, the applicant must submit the report to the TDEC-Division of Remediation for review and determination if further action is required. This report should include a statement explaining that this is a site anticipated for industrial or business use and that the report is being requested as a required element of TNECD's Select TN Certified Sites program. [Include a map identifying the site and its NCDA.]

If no further action is required, TDEC-Division of Remediation will issue a letter to the applicant indicating agreement with the findings and that no further action is required. This letter should be included with the Step 2 application.

If the Phase 1 ESA identifies environmental concerns, the TDEC-Division of Remediation will review the results and determine if a Phase 2 ESA is required. TDEC will issue a letter to the applicant indicating these findings.

If a Phase 2 ESA is conducted and areas of environmental concern coincide with the portions of the site to be developed, site remediation is required for certification. TDEC-Division of Remediation will then review the site and declare the property suitable for future development.

Information and requests for desktop reviews of ESAs should be submitted to the Tennessee Division of Remediation:

Paula Middlebrooks, Tennessee Division of Remediation  
312 Rosa L. Parks Avenue, Nashville, Tennessee 37243  
Office: (615) 532-0926 / [paula.middlebrooks@tn.gov](mailto:paula.middlebrooks@tn.gov)

## F.2. Hydrologic / Wetland Delineation

Applicants must identify and map the boundaries of all streams and wetlands that may be present on the site. Streams and wetlands are regulated by both state and federal law by the Tennessee Division of Water Resources and the U.S. Army Corps of Engineers, respectively. Applicants must secure written concurrence with the applicant's stream and wetlands identification and delineation from both agencies. The process to obtain this is outlined below.

A stream and wetland determination study is required for all sites. Hydrologic determinations to identify jurisdictional streams for the State of Tennessee must be conducted by either a certified Qualified Hydrologic Professional (QHP) or a QHP-In Training and must follow standard operating procedures for making stream and wet weather conveyance determinations (Rule 0400-40-03-.05, (9)). A list of all Qualified Hydrologic Professionals is found at: <http://tnhdt.org/certified.asp>.

Wetland delineations must be conducted by qualified individuals following the Corps of Engineers' 1987 Wetland Delineation Manual and appropriate Regional Supplement. Many QHPs are also qualified to perform wetlands delineations. The credentials or qualifications of the QHP to perform wetlands delineations should be verified by the applicant.

A report providing the data and results for both stream and wetland determinations must then be submitted to the applicable regional field office of the Tennessee Department of Environment and Conservation – Division of Water Resources. The submittal should include a statement explaining that this is a site anticipated for industrial or business use and that a review of the Hydrologic/Wetland Delineation is being requested as a required element of TNECD's Select TN Certified Sites program. In addition, to obtain a presumption of correctness for a wet weather conveyance determination, the report must comply with rule 0400-40-17-.04 Requirements for Wet Weather Conveyance Determination Reports.

Streams and wetlands are also governed by the U.S. Army Corps of Engineers (Corps) as Waters of the United States. The Corps may utilize the data and information acquired by the QHP to help formalize a jurisdictional determination. However, the Corps has different procedures and regulations that define the waters of the United States, and therefore an applicant for TNECD's Select TN Certified Sites program must work directly with the Corps.

If wetlands or streams are located within the NCDA, a DRAFT mitigation plan is also required. The mitigation plan should specify estimated costs, schedules for mediation, and sources of funding.

Note: The purpose of the draft mitigation plan is to serve as a feasibility study that presents options (and associated costs, schedules, and funding) available to

mitigate streams and wetlands that may potentially be impacted on the site. The plan (in conjunction with the delineation study) shall identify the streams and wetlands, confirm/describe the type of streams and wetlands located on the site; describe the encumbrance of the streams and wetlands to developing the site; and outline options available to mitigating these streams and wetlands based on the most likely development scenario, although it may address alternative scenarios also. If present, the plan should speak to the “wetlands type” or “quality of the wetlands” present, referencing the classification method employed.

- A map of the TDEC field offices may be viewed at:  
<http://www.tennessee.gov/environment/topic/about-field-offices>

Information and requests for jurisdictional determinations by the U.S. Army Corps of Engineers should be submitted to either the Corps’ Memphis office or the Nashville office.

Nashville office:

P.O. Box 1070, Nashville, TN 37202 (615) 736-7161

- A map of the Nashville district may be viewed at:  
<https://www.lrn.usace.army.mil/Portals/49/docs/Regulatory/DistrictMap%20.pdf?ver=2016-07-18-104924-353>

Memphis office:

167 North Main Street, B202, Memphis, TN 38103 (901) 544-3005

- A map of the Memphis district may be viewed at:  
<https://www.mvm.usace.army.mil/Portals/51/docs/missions/projects/Projects%20By%20State/Illinois.pdf>

### F.3. Rare, Threatened, or Endangered Species

Applicants must secure correspondence from the Tennessee Department of Environment and Conservation – Division of Natural Areas regarding the applicant site. The process to obtain this is outlined below.

The applicant should begin by sending a request for a review of the site for the known presence of rare, threatened, or endangered species. This request should include a statement explaining that this is a site anticipated for industrial or

business use and that the report is being requested as a required element of TNECD's Select TN Certified Sites program. In addition, the following items should also be included with the request:

- Phase 1 Environmental Site Assessment
- Aerial Map with the site identified OR GIS shape file of the site (preferred)
- Photos of the site/area to be impacted
- Ecological or habitat surveys previously prepared for the site

The Division of Natural Areas will then perform an internal desktop review and will make an assessment as to the likelihood of any rare, endangered, or threatened species being affected in the development of this site and will submit a letter back to the applicant.

If no additional investigation is required, then the rare, threatened, and endangered species review is concluded. The letter obtained from the Division should be submitted with the Step 2 application.

If the Division response requires additional survey and/or testing, then the applicant must hire a qualified professional environmental firm to conduct the field investigation (field review). Following completion of the field investigation, a report on the investigation results must be submitted to the Division for review. A response will then be provided to the applicant based on the field investigation results. The response will state that either no additional work will be necessary, or additional investigation will be necessary if the species cannot be avoided.

Information and requests for desktop reviews should be submitted via the Environmental Review Tool: [ert.tdec.tn.gov](http://ert.tdec.tn.gov)

You will need to create an account to access the system. If you have never had an account before, you will need to schedule a training to have access to the report generator. You will see a question that asks if the project is funded by a public grant or is a Select TN Certified Site – answering “yes” to either question will waive the typical \$275 fee associated with the reports, making it a free report.

You will also need to request concurrence from TWRA, you can find their portal here:

<https://survey123.arcgis.com/share/65825ec63f0441ac8139837dd9468f5d?portal>.

#### F.4. Archaeological Resources

Applicants must secure correspondence from the Tennessee Department of Environment and Conservation - Division of Archeology regarding the applicant site. The process to obtain this is outlined below.

The applicant should provide the Division with site information including the property address, site coordinates (lat/long), as well as maps identifying the site and its NCDA clearly marked on a topographic map and an aerial image. Additionally, submit the Phase 1 ESA, photographs of the project area, information about current and previous land use, any archeological studies previously prepared for the site, and other pertinent site information to the Division of Archaeology. This request should include a statement explaining that this is a site anticipated for industrial or business use and that the report is being requested as a required element of TNECD's Select TN Certified Sites program. The Division will perform an internal desktop review and respond to the applicant that indicates whether a survey is necessary to evaluate potential cultural resources. If no additional investigation is required, then the cultural resources review is concluded. The letter obtained from the Division should be submitted with the Step 2 application.

If the Division response requires a survey and/or testing, then the applicant must hire a [qualified professional archaeologist](#) to conduct the field investigation. Following completion of the field investigation, a report on the investigation results must be submitted to the Division for review. The report should follow the [standards and guidelines](#) for archaeological resource management studies outlined by the Tennessee SHPO. A response will then be provided to the applicant based on the field investigation results. The response will state that either no additional work will be necessary, or additional investigation will be necessary if the archaeological site/cemetery/above-ground structure cannot be avoided.

Information and requests for desktop reviews should be submitted to:

Daniel Brock, TN Division of Archaeology  
1216 Foster Avenue, Cole Building #3  
Nashville, TN 37243  
615-687-4778 | [TDOA.StatePrograms@tn.gov](mailto:TDOA.StatePrograms@tn.gov)

For more information about TDEC – Division of Archaeology and the review process, visit the website at: <https://www.tn.gov/environment/program-areas/arch-archaeology.html>.

#### F.5. Geotechnical Study

A geotechnical study with sample soil borings is required for certification. The study should include information on soil condition and stability from an engineering or other qualified firm that discusses the following:

- Soil type at the site
- Results of sample soil borings taken at the site, test boring logs and document boring location on a map
- Engineering recommendations for site preparation including cut and fill factors for buildings, foundations, truck courts, roadways, etc.
- Documentation of the following risk factors, including seismic vibration/activity, fault lines, sinkholes, past undermining
- It is suggested that the average boring be drilled down to a depth of 35 feet to get a good indication of soil conditions
- Field and laboratory tests shall conform to applicable ASTM (American Society for Testing and Materials) specifications. The tests, which are conducted, shall be described in the final report and their corresponding ASTM designation shall be listed

If a current study is available, please submit the existing report to Austin Consulting to determine if the report meets current program requirements.

If conducting the geotechnical study for the first time, please consult with AC early in the review process to determine the number and location of borings to be drilled on site.

Soil borings should be taken from an area within the developable area of the site. The number of soil borings required per site depends on the size of the developable area:



Developable Area (Acres)	Recommended Soil Borings
Up to 30	6
30 - 49	8
50 - 99	10
100 +	Add 1 boring per 50-acre increments with a maximum of 16 borings per designated area to be certified

#### F.6. Air Quality

Please provide Air Quality/Air Attainment Status at the county level where the applicant site is located. Please indicate attainment, non-attainment, and maintenance status by a major source at the county level and include a map(s) showing attainment/non-attainment/maintenance status at the county level. Include the status at the county level for the following major sources: ozone, particulates, hydrocarbons, and sulfur dioxide.

#### F.7. Weather and Natural Disaster Information

- a) Tornado – Provide a 5-year history of tornado activity at the county and regional level (if available) if regional information is not available, please include all counties within an approximate 25-mile radius of the site.
- b) Earthquake – Include a map showing seismic activity at the site and within an approximate 25-mile radius of the site.
- c) Other natural disasters include any pertinent information on other natural disasters affecting the area in the past 5 years including any flooding, droughts, snowfall, ice storms, major wind damage, or other weather problems affecting the area.

Note: The following National Oceanic and Atmospheric Administration website provides information for specific weather events (including tornados) by county: <http://www.ncdc.noaa.gov/stormevents/>.