

Due Diligence Checklist

Introduction

The following outlines the content of the Ohio Job Ready Sites (JRS) Program's Due Diligence Checklist¹. The items listed below must be complete to obtain JRS site certification.

1. Fundamental Attributes of Site and Development

1.1 Ownership and Property Information - Formal letter from the property owner documenting the site's not-to-exceed sale (or lease price) and terms.

Attachments to the letter will include:

- 1.1.1 Site map
- 1.1.2 Photos (including aerials)
- 1.1.3 Total site acreage
- 1.1.4 Documented NCDA (net contiguous developable acres) or usage acreage
- 1.1.5 Outline site on tax map showing parcel acreage
- 1.1.6 List and describe any improvements on the property including access roads, existing structures, etc.

1.2 Site Development Plan - Plan approved by owner or developer of site (as an attachment to the letter in Item 1.1). The plan will include:

- 1.2.1 Any anticipated property subdivision with parcel sizes
- 1.2.2 Any internal road(s) or planned internal road(s)
- 1.2.3 Primary automobile and truck site ingress/egress (preferably separate)

The following only applies to the "Smart Office", "Technical Center/Research Laboratory", and Existing Building categories with buildings to be constructed or renovated:

- 1.2.4 Provide floor plans and building description

1.3 Strategic Marketing Plan - Outline of marketing program, including:

- 1.3.1 Marketing efforts to-date
- 1.3.2 Targeted industries as potential end-users for the site
- 1.3.3 Conceptual drawings and/or renderings of site development plan

1.4 Neighboring Site Uses Identified – Describe the neighboring properties and their current operations. Include maps, aerials, and photos, along with descriptions of neighboring sites.

1.5 Official Letters of Support – Letters of support from:

- 1.5.1 Chief elected official
- 1.5.2 Economic development agency
- 1.5.3 Any agency / organization who has allocated grants monies for planned infrastructure improvements that will impact this site

The following only applies to the certain applicants in the "Technical Center" category:

- 1.5.4 Letter from a senior level administrator at a university or post-secondary institution describing the official linkage between this property and the educational institution (if applicable)

1.6 Flood Plain - Provide the most recent FEMA flood plain map including the site (highlighted or outlined) and the surrounding area, showing:

¹ The JRS Due Diligence Checklist may periodically be updated with revisions.

- 1.6.1 All of the site's usable acreage located outside the 100-year flood plain
- 1.6.2 Other engineering maps delineating or showing the site outside the 100-year flood plain

1.7 Slope and Terrain

- 1.7.1 Description of topography
- 1.7.2 Indicate the percentage slope of the site
- 1.7.3 Topographical maps
- 1.7.4 Engineering plans with cost estimate for grading the site (if applicable)

1.8 Geological Stability - Report from engineering or other qualified firm, including:

- 1.8.1 Soil type
- 1.8.2 Soils map
- 1.8.3 Soil boring samples
- 1.8.4 Documentation of seismic risk factors
 - seismic vibration
 - fault lines
 - sinkholes
 - past undermining

1.9 Easements, Liens, Leases, etc. - ALTA Survey (ALTA/ACSM Land Title Survey) conducted or updated within 12 months of the certification date, including:

- 1.9.1 Map and description (e.g., deeds, title reports, county records, plans / agreements to acquire needed easement)
- 1.9.2 Site outline plat with all listed easements displayed

1.10 Sustainable Characteristics - *The following applies to Smart Office projects and other projects that indicate LEED certification will be achieved.* The building must be certified as meeting the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) standards - with a minimum of "certification" level or higher.

- 1.10.1 Level of LEED-certification being targeted by the current design and construction plans
- 1.10.2 Confirmation that the building will use healthy and efficient building, lighting, and HVAC design, use non-toxic building materials, furnishings, and office supplies
- 1.10.3 Confirmation that the building is constructed (or will be constructed) using modern building technology such as:
 - interior wireless service
 - interior fiber
 - modular wiring
 - spider fiber optics service
 - direct digital wiring controls
 - accessible wiring and cabling conduits
 - under-floor cooling systems

2. Land Use Planning and Municipal Zoning

2.1 Local Zoning, Deed Restrictions - Letter from zoning official confirming the property's current zoning designation and highlighted excerpts from:

- 2.1.1 Ordinance and relevant portion of zoning map, showing neighboring land uses and zoning

2.1.2 Covenants or deed restrictions pertaining to the site

2.2 Planned, On-going or Pending Land Use Processes - The following is to be included in the letter addressing items in 2.1:

2.2.1 Describe how any planned, on-going or pending land use changes may affect the site

2.2.2 Attach any long-term growth studies or future land use maps

2.3 Overview of the Site and Building Permitting Process – Letter(s) from applicable permitting official in charge of the site and/or building permit process, including and discussing the following:

2.3.1 Typical start-to-finish timeline

2.3.2 List of departments to review building plans

2.3.3 Targeted time periods for the departments to review and return comments

2.3.4 List any state agencies that are required to review and approve the plans

2.3.5 Discuss the opportunity for a “pre-submittal” meeting/review between the end-user’s architects/engineers and representatives from the permitting organization.

2.3.6 Number of sets of plans to be submitted

2.3.7 List and describe any associated permitting fees, impact fees, or development fees.

2.3.8 Is there any opportunity for public comment during the permitting process? If so, describe the process.

2.3.9 A map or flowchart of the building permitting process

3. Environmental and Cultural Protections

3.1 Environmental Assessment (soil and groundwater) – Provide the following:

3.1.1 Phase 1 Environmental Site Assessment (from engineering or other qualified firm) with a recommendation of no further action (NFA) with supporting documentation. If the Phase I recommends further action, then proceed with 3.1.2 and 3.1.3.

3.1.2 Phase 2 Environmental Site Assessment (from engineering or other qualified firm) with a recommendation of no further action (NFA) with supporting documentation

3.1.3 A letter from the Ohio EPA concurring with the assessment’s findings. If Ohio EPA determines that further action is warranted, proceed to 3.1.4.

3.1.4 No Further Action Letter from the Ohio EPA providing limited liability protection from further regulatory action relative to the problem(s) addressed. (Note: a property must have participated in the Ohio’s Voluntary Real Estate Reuse and Cleanup Program (“Voluntary Action Program”), in order to receive such a letter.

3.2 Species Endangered / Threatened - Provide one of the following:

3.2.1 Letter from Ohio DNR or U.S. Fish & Wildlife confirming no apparent endangered / threatened species will be impacted by site development,
or

3.2.2 Letter from Ohio DNR or U.S. Fish & Wildlife outlining the necessary steps in the development process to avoid, minimize, or mitigate impacts to any endangered / threatened species

3.3 Air Attainment Status (by pollutant)

3.3.1 Confirm the status of the area's attainment with U.S. EPA National Ambient Air Quality Standards (NAAQS)

3.3.2 If the status is a nonattainment or maintenance area, provide the pollutants and offsets:

- Carbon Monoxide
- Lead
- Nitrogen Dioxide
- Particulate Matter (PM10)
- Particulate Matter (PM2.5)
- Ozone
- Sulfur Dioxide

3.4 Wetlands and Waterways - Conduct a (preliminary) wetland determination study performed by an engineering or other qualified firm. If any evidence of wetlands is present, conduct a wetland delineation study performed by engineering or other qualified firm, including:

3.4.1 Wetland delineation map

3.4.2 Documentation of wetlands or water bodies either on site or within 100 feet of site

3.4.3 Documentation that usable acreage is free of wetlands either because:

- none are present; or
- any wetlands and waterways are excluded from NCDA; or
- a mitigation plan is in place

3.4.4 Letter from Ohio EPA and/or U.S. Army Corps of Engineers concurring with the findings of the above wetland study (or studies) **or** a permit for development from Ohio EPA and/or U.S. Army Corps of Engineers

3.5 Archaeological / Historical Resources - Conduct an archeological and history survey/study performed by a qualified firm or organization concluding:

3.5.1 Site is free of the following:

- significant archaeological sites
- significant historical sites
- significant historical structures
("significant" as defined by the National Register Evaluation Criteria.)

3.5.2 Letter from the Ohio Historic Preservation Office providing clearance for the site's development

4. Transportation Infrastructure

4.1 Street and Highway Access

4.1.1 Document the driving distance from the site to the following:

- closest interstate highway interchange
- closest 4-lane highway intersection or interchange

4.1.2 Provide a description and map(s) of site showing access points, local streets and roads.

4.1.3 Document any planned improvements to the site's access road or to roads in the immediate area of the site

4.1.4 Confirm that the site's access roads are of industrial quality

4.2 Traffic Flow, Impact, and Regulation - Letter from the Metropolitan Planning Organization, Transportation Improvement District, City Engineer,

County Engineer, or other appropriate transportation authority confirming the following:

- 4.2.1 Description of any recent (last 2 years) or planned (next 5 years) road improvements relative to the site
- 4.2.2 Discussion of any (or confirmation of no) weight limitations/restrictions for the proposed truck route(s) from the site to the interstate
- 4.2.3 Discussion of any (or confirmation of no) roads currently over capacity relative to the site and its accessibility to the interstate
- 4.2.4 List and discuss any transportation and/or community impact fees based on proposed traffic generation and/or proposed building size, levied at the municipal or county level
- 4.2.5 Attach any existing traffic study (i.e. traffic counts) relative to the site
- 4.2.6 Relative to newly generated automobile and truck traffic from the development of this site, at what traffic volume threshold would a traffic study be required for development at the site?
- 4.2.7 Based on current information and conditions, identify the potential need for transportation infrastructure to accommodate the development, including turn lanes, signalization, deceleration lanes and similar improvements
- 4.2.8 Attach a copy of any relevant parts of the Ohio's most recent Statewide Transportation Improvement Program

4.3 Inter-Modal Container Facility - Description of available services and mileage to the nearest inter-modal container facility. Include map(s) of the facility (if available).

4.4 Port (deep water, barge) - Description of available services and mileage to the nearest water port facility. Include map(s) of the facility (if available).

4.5 Air (Commercial, Hub, Cargo) - Description of available services and mileage to the nearest commercial airport(s) and general aviation airport(s). Include map(s) of the facility (if available).

4.6 Freight Rail Service

The following only applies to the "Mega-Manufacturing" category and certain projects in the "Manufacturing" category.

- Site served by Class 2 track or higher
- Acceptance of data by site certification team
- Letter of support from the rail provider including the following:
 - 4.6.1 Confirmation of Class 2 Track or higher adjacent to the site
 - 4.6.2 Confirmation that rail service can be provided at the site (and a description of the necessary conditions to do so).
 - 4.6.3 Describe the geographic scope of the service area, including a map.
 - 4.6.4 Description of how materials would be moved to/from the site through the region to interstate mainline routes or water ports, including any transfer of service providers.
 - 4.6.5 List of all probable/potential rail providers to the site

5. Utility Infrastructure & Standards

5.1 Electricity - A commitment letter from the electric utility provider (on company letterhead) confirming:

- 5.1.1 Adequate delivery voltage and capacity (for the required site category criteria) to the site with reliable service characteristics

5.1.2 Distance to the primary and secondary substations that service the property

5.1.3 Provide the most recent electric power grid and distributions maps for the area in which the property is situated, including proposed system upgrades

5.1.4 State the number of interruptions (greater than 5 minutes) to the property in last 24 months

5.1.5 Identify the availability of dual feeds to the site from separate substations

5.1.6 Provide the current average use, peak use, and excess capacity from the primary substation

5.1.7 Provide the current average use, peak use, and excess capacity from the secondary substation

5.1.8 Identify the current customers (preferably industrial) serviced from the primary substation

5.2 Natural Gas - A commitment letter from the natural gas service provider (on company letterhead) confirming:

5.2.1 Ability to provide service to the site with the required capacity per site category criteria

5.2.2 Identify the current line size at the site

5.2.3 Current pressure (psi) at the site

5.2.4 If currently not at the site, what is the cost for extending natural gas service to the site? Who is responsible for the cost of the extending the service? Also discuss the estimated timeline for line extension.

5.2.5 Specify the distances to the closest natural gas distribution line, terminal, or town border station that presently services the site

5.2.6 Provide the most recent natural gas service provider map for the region in which the candidate site is situated, including any proposed upgrades.

5.3 Water - A letter from the municipal water provider (on company letterhead) confirming:

5.3.1 Ability to provide service to the site in the required capacity per site category criteria

5.3.2 Specify the size of the main water line that will be servicing the property

5.3.3 Provide the total capacity, peak daily usage, average daily usage, and excess capacity (in MGD) of the water treatment facility/facilities that service(s) the site

5.3.4 Provide a schedule of all one-time fees (connection fees, meter fees, tap-in fees, impact fees, etc.) for water service and describe how they are calculated

5.3.5 Identify the major industrial/commercial customers serviced from the water treatment plant

5.3.6 Provide the most recent water service map for the area in which the property is situated, including any planned improvements

5.3.7 In the past 5 years, have there been any water usage restrictions affecting industrial or commercial operations? If "yes", please explain.

5.3.8 Provide a copy of the latest water quality analysis performed

5.4 Sanitary Sewer - A letter from the municipal wastewater (sanitary sewer) provider (on company letterhead) confirming:

5.4.1 Ability to provide service to the site with the required capacity per site category criteria

5.4.2 Specify the size of the main wastewater line that will be servicing the property

5.4.3 Provide the average flow, permitted wet weather capacity, and excess capacity (in MGD) of the wastewater treatment facility/facilities that service(s) the site

5.4.4 Provide a schedule of all one-time fees (connection fees, meter fees, tap-in fees, impact fees, etc.) for wastewater service and describe how they are calculated

5.4.5 Identify the major industrial/commercial customers serviced by the wastewater treatment plant

5.4.6 Provide the most recent wastewater service map for the area in which the property is situated; denote any lift station(s) between the site and wastewater treatment facility

5.4.7 Attach a copy of the local sanitary sewer ordinance manual.

5.5 Telecommunication - A letter from the telecommunications provider (on company letterhead) confirming:

5.5.1 Ability to provide reliable service to the site via modern infrastructure per the site category criteria

5.5.2 Describe the type of cable adjacent to the site, its location and current capacity. Attach a map (if available).

5.5.3 If fiber optics is not currently at the site, what is the cost for extending fiber optics infrastructure to the site? Who is responsible for the cost of extending the service? Also discuss the estimated timeline for service extension.

5.5.4 Discuss the ability to provide looped fiber optics service to the site

5.6 Infrastructure Improvements - Describe anticipated or planned improvements to the utility infrastructure, including plans for financing, timetable and party authorizing the improvement