**OVERVIEW AND INSTRUCTIONS FOR SUBMISSION**

Michigan Economic Development Corporation (MEDC) has created the MI Sites program to address the real estate needs of companies seeking to locate or expand operations in Michigan.

MEDC is working with Quest Site Solutions (Quest) to evaluate current and future industrial sites.

**Eligible Applicants must complete this questionnaire and provide all required attachments listed on the last page of the questionnaire for each property that they submit to the Candidate Pool.** **Entrance Applications for 2024 (the Pilot Round of the program) must be uploaded to WizeHive by Friday, April 19, 2024.**

If you have questions regarding the application process or required attachments, please contact:

 MEDC: Paul O’Connell at oconnellp2@michigan.org or 517-290-1487

 Quest: Kim Davis at kdavis@questsitesolutions.com or 864-982-4905

**The deadline for submitting questions is Tuesday, April 9, 2024.**

*Please note that participation in Step 2 will be limited to a select number of properties and not all properties for which an Entrance Application is submitted will get to move forward. Properties that are not selected to move forward during the round in which they are submitted will remain in the Candidate Pool and will be automatically considered for future rounds.*

**PROPERTY AND APPLICANT INFORMATION**

|  |  |
| --- | --- |
| Property Information |  |
| Property Name |  |
| Municipality, County, Zip |  |
| Latitude, Longitude |  |
| Prosperity Region |  |

|  |  |
| --- | --- |
| Applicant Information |  |
| Name |  |
| Title |  |
| Organization |  |
| Street Address |  |
| City, County, State, Zip |  |
| Office Phone Number |  |
| Mobile Phone Number |  |
| Email Address |  |
| Website |  |
| Application Date(Month and Year) |  |

**PROPERTY CHARACTERISTICS**

1. **Property Size and Configuration**

***Note:******Place an “X” in the first column of the chart below to indicate the size category of the property, then provide the total available acreage and any relevant notes.***

|  |  |  |  |
| --- | --- | --- | --- |
| Place “X” in Applicable Box | **Size Category** | **Total Available Acreage** | **Notes** |
|  | 25-99 acres |  |  |
|  | 100-249 acres |  |  |
|  | 250-499 acres |  |  |
|  | 500-999 acres |  |  |
|  | *1,000+ acres\** |  |  |

*\* For properties of 1,000+ acres, contact MEDC before completing this Entrance Application to receive guidance on potential for development as a Mega Site.*

1. **Prior Uses**

***Note:******For the MI Sites program, a brownfield is a property as defined under Act 381 as an “eligible property” (Section 125.2652 Section 2 (p)).***

|  |  |
| --- | --- |
|  | **Answer** |
| Is the property a brownfield? (Yes or No) |  |
| **If the property is a brownfield, complete the section below.** |
| Has the property been assigned a facility number by EGLE? (Yes or No)If yes, indicate the facility number. | **EGLE Facility Number** |  |
| What was the prior use(s) of the property? |  |

**OWNERSHIP AND AVAILABILITY**

1. **Tax Parcel Information (add additional rows if necessary)**

|  |  |  |
| --- | --- | --- |
| Tax Parcel Number | **Parcel Size (acres)** | **Owner(s) Name** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Property Price (total price or average price per acre, add additional rows if necessary)**

***Note: must provide specific pricing, response indicating “negotiable” is not acceptable.***

 ***Price ranges and/or escalators are acceptable, but they need to be clearly defined.***

|  |  |  |
| --- | --- | --- |
| Tax Parcel Number | **Price** | **Notes** |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
|  | $ |  |
| **TOTAL PRICE** | **$** |  |

1. **Method of Control**

|  |  |  |
| --- | --- | --- |
| **Place an “X” in Applicable Box(es)** | **Method of Control** | **Description** |
|  | Owned by Economic Development Entity (IDA, local government, non-profit, etc.)  |  |
|  | Purchase Agreement |  |
|  Name of entity listed as purchaser |  |
|  Date agreement expires |  |
|  | Option |  |
|  Name of Option Holder |  |
|  Option Expiration Date |  |
|  | Real Estate Listing |  |
|  Name of Listing Agent |  |
|  Duration of Listing |  |
|  | Letter from Property Owner  |  |

**ZONING AND LAND USE PLANNING**

1. **Zoning and Land Use Planning**

|  |  |
| --- | --- |
| Zoning | **Answer** |
| Is the property zoned? (Yes or No)  |  |
| If yes, indicate the jurisdiction in which the property is zoned (county, township, city etc.). |  |
| Provide a link to the zoning ordinance. |  |
| What is the property’s current zoning? |  |
| Is a zoning change necessary for industrial uses? |  |
| Identify the zoning of surrounding parcels. |  |
| **Land Use Planning** | **Answer** |
| Indicate the title of the Master Plan for the jurisdiction in which the property is located. |  |
| Indicate the date when the Master Plan or was adopted and, if applicable, the date the document was last revised. | **Adopted** |  |
| **Latest Revision**  |  |
| Provide a link to the Master Plan.  |  |
| What land use is shown for the property on the Future Land Use Map within the Master Plan? |  |
| Is a change to the Plan necessary in order for the property to be developed for industrial uses? |  |

**TRANSPORTATION INFRASTRUCTURE**

1. **Roads**

|  |  |
| --- | --- |
| Road Access | **Answer** |
| Number of roads that the property has frontage on or is located adjacent  |  |
| Name(s) of roads the property has frontage on or is located adjacent |  |
| Four-Lane Highways and Freeways | **Answer** |
| Name of nearest four-lane highway |  |
| Distance from property to nearest four-lane highway |  |
| Is there at least one route from the property boundary to the nearest four-lane highway for which all roads along the route are rated as “All-Season”? If yes, describe the route.If no, provide a brief description of route conditions. |  |
| Name of nearest freeway (limited access highway) |  |
| Distance from property to nearest freeway |  |
| Is there at least one route from the property boundary to a freeway for which all roads along the route are rated as “All-Season”? If yes, describe the route.If no, provide a brief description of route conditions. |  |
| List all bridges and rail crossings on the route from the site to the freeway. |  |
| Current and Planned Road Improvements | **Answer** |
| Are there road improvements currently underway to improve access? If yes, provide a brief description. |  |
| Are future road improvements already planned to improve access? If yes, provide a brief description. |  |
| Have you discussed the transportation needs of the property with the local MDOT Transportation Service Center? If yes, indicate who at MDOT. |  |

1. **Rail**

|  |  |
| --- | --- |
|  | **Answer** |
| Will the property be marketed as rail-served?  |  |
| **If the property will be marketed as rail served, complete the section below.** |
| Name of rail provider(s) |  |
| Location of and distance to closest rail line |  |
| Type of track (mainline/siding/etc.) |  |

**UTILITY INFRASTRUCTURE**

1. **Existing Utility Infrastructure**

|  |  |
| --- | --- |
| Electric | **Answer** |
| Name of electric distribution company(ies) |  |
| Distance from property to nearest electric line |  |
| Provide any additional details that you currently know about electric service for this property (Examples: size and capacity of nearest line, distance to substation serving the property, etc.) |  |
| Natural Gas | **Answer** |
| Name of natural gas distribution company(ies) |  |
| Distance from property to nearest natural gas line |  |
| Provide any additional details that you currently know about natural gas service for this property (Examples: size and pressure of nearest line, distance to nearest transmission line, etc.) |  |
| **Water** | **Answer** |
| Name of water provider(s) |  |
| Distance from property to nearest water line |  |
| Provide any additional details that you currently know about water service for this property (Examples: size and capacity of nearest line, excess capacity of water treatment plant, etc.) |  |
| **Wastewater / Sewer** | **Answer** |
| Name of wastewater service provider(s) |  |
| Distance from property to nearest sewer line |  |
| Provide any additional details that you currently know about wastewater service for this property (Examples: size and capacity of nearest line, excess capacity of sewer treatment plant, etc.) |  |
| **Telecommunications** | **Answer** |
| Name of telecommunications company(ies) |  |
| Distance from property to nearest telecommunications infrastructure |  |
| Provide any additional details that you currently know about telecommunications service for this property (Example: services available) |  |

**PROPERTY DUE DILIGENCE**

1. **Due Diligence Studies**

|  |  |  |  |
| --- | --- | --- | --- |
| Study | **Completed****(Yes or No)** | **Date(s) of Study(ies)** | **Does the study include the entire acreage being proposed for the MI Sites Program?** |
| Phase I ESA  |  |  |  |
| Phase II ESA |  |  |  |
| Wetlands delineation |  |  |  |
| Level 3 Wetland Identification Program (WIP) review by EGLE’s Water Resources Division (WRD) |  |  |  |
| Threatened and Endangered Species (desktop review) |  |  |  |
| Threatened and Endangered Species (with fieldwork) |  |  |  |
| Archaeological / historical (desktop/preliminary analysis) |  |  |  |
| Archaeological / historical (with fieldwork) |  |  |  |
| Geotechnical investigation |  |  |  |
| ALTA Survey |  |  |  |
| Title report |  |  |  |
| Title attorney opinion and/or insurance |  |  |  |
| Traffic study or count |  |  |  |
| Transportation Impact Analysis |  |  |  |
| Other *(please specify type of study in the dates column)* |  |  |  |

**OTHER**

1. **Additional Details**

|  |  |
| --- | --- |
| Proactive Marketing | **Answer** |
| Is the property currently listed within MEDC’s Zoom Prospector database? |  |
| Provide links to any websites where the property is listed and/or marketed. (i.e., your organization’s website, regional marketing websites, utility provider site databases, etc.) |  |
| **Project Activity** | **Answer** |
| Have you previously submitted this property for site selection projects?  |  |
| Approximate date (year) the property was first submitted for a site selection project and the date of most recent submission. | **First Submission** |  |
| **Latest Submission** |  |
| Have you received any feedback on why the property was not selected for project(s)? If yes, provide details. |  |

**REQUIRED ATTACHMENTS**

In addition to completing and uploading this **Entrance Application** for each property, applicants **must upload the following required attachments** as part of their submission:

1. Aerial image with property boundaries identified.
2. Documentation that indicates the property will be offered for a specified period of time and the price. (Acceptable forms of documentation include a Purchase Agreement, Option, Real Estate Listing, or Letter from Property Owner.)
3. Zoning Map, showing the property and surrounding area, with property boundaries identified.

If applicable, include a map showing any overlay districts (including airport environs).

1. Future Land Use Map, showing the property and surrounding area, with property boundaries identified.
2. Local all-season road map(s).
3. Letter from leadership of local jurisdiction(s) for the property indicating community support for participation in the MI Sites program and preparation of the property for industrial uses.
4. If applicable, copies of all due diligence studies that have been completed on the property. (Including but not limited to Phase I ESA, wetlands delineation, threatened and endangered species study, archaeological / historical analysis, geotechnical investigation, ALTA Survey, Title information, traffic study or count, Traffic Impact Analysis)

**SUPPLEMENTAL ATTACHMENTS**

Eligible Applicants are encouraged to submit any other property-specific materials (not general community marketing materials) that will assist in evaluation of the property. Examples include:

* Transportation map (showing highways, rail, airports, ports) with property location identified
* Tax parcel map with property boundaries identified and parcel numbers labeled
* Topographic map with property boundaries identified
* FEMA floodplain map with property boundaries identified
* Utility infrastructure map(s) with property boundaries identified
* Copy of the industrial park covenants and restrictions (if applicable)