



## **CERTIFIED DEVELOPMENT COMMUNITY (CDC) PROGRAM**

### **RECERTIFICATION APPLICATION AND TECHNICAL ASSISTANCE GUIDE**

West Virginia Development Office  
Community Development Division  
Phone: 304.558.2234  
Fax: 304.558.3248

**CERTIFIED DEVELOPMENT COMMUNITY (CDC)  
RECERTIFICATION APPLICATION**

Applicant Information	
Name of Organization	
Contact Person	
Title	
Address	
Telephone	
Fax	
Email Address	
Website Address	
Name of Single County	
Multiple Counties	
Date of Last Certification	
Date This Application Submitted	

**APPLICATION CHECKLIST:**

\_\_\_\_\_ Long-Range Strategic Plan

\_\_\_\_\_ Long-Range Funding Plan

\_\_\_\_\_ Community Profile

\_\_\_\_\_ Economic Development  
Evaluation

Submit Your Completed Recertification Application, along with the above items to:

West Virginia Development Office  
Project Development  
1900 Kanawha Boulevard, East  
Building 6, Room 553  
Charleston, West Virginia 23505-0311

## **CERTIFIED DEVELOPMENT COMMUNITY (CDC) RECERTIFICATION PROGRAM**

Each community's Certified Development Community (CDC) status is valid for three years from the date of approval of the CDC application. During this three-year period, each certified community shall participate in an ongoing Recertification Program, as described below. The CDC must submit a Recertification Application Package to the West Virginia Development Office, Community Development Division within four months of the recertification due date.

It is the intent of the CDC program that those seeking initial certification will seek recertification. Should a community fail to meet the recertification requirements, it will be necessary to surrender the CDC highway signs.

### **RECERTIFICATION PROGRAM REQUIREMENTS**

#### **Long-Range Strategic Plan**

Within this three-year period, each Development Authority must participate in a long-range strategic planning process. This process should include:

- Assessment of the community/communities
- Identification of key local issues
- Outline of goals and objectives: objectives should describe the key results to be achieved, measures of progress, and target dates for achievement
- Development of strategic actions that will bring about the accomplishment of your goals and objectives
- Implementation plan that includes organizational responsibilities, resource allocation, and a one-year work program (annual action plan)
- Definition of an evaluation process that will enable your organization to determine if it is achieving the results it expects, and if not, why not. This will allow you to change goals and/or strategies as necessary to achieve the level of satisfaction desired in the economic development program.

At the conclusion of this process, the leadership of your organization and of your community should have a three to five year plan that identifies what needs to be done to foster economic development.

#### **Long-Range Funding Plan**

The long-range funding plan should be an outgrowth of your long-range strategic plan. Identify the cost for implementation of each strategy, and identify potential resource providers. Include the cost for time and travel of staff and consultants and other persons involved in the projects. Also, identify other organizational needs, including adequate staffing, equipment, and resources to operate an efficient and productive economic development business. Include necessary capital reserves to respond to immediate business opportunities. Identify and contact potential funding sources for the ongoing operation of the Authority. Prepare your budget accordingly. Submit this Funding Plan with your Recertification Application Package.

## Community Profile

Submit an updated Community Profile, reflecting current conditions within your area. This profile is for use as a marketing tool to prospects and should be of professional quality. Please include date of publication with this submission.

## Economic Development Evaluation

Prepare and submit an evaluation of the economic development efforts in your county during the three years since you were recognized as a Certified Development Community. This evaluation should include quantifiable results, such as:

- \_\_\_\_\_ Number of new manufacturing businesses located in your county
- \_\_\_\_\_ Number of new jobs created from these new manufacturing businesses
- \_\_\_\_\_ Number of new small businesses created in your county
- \_\_\_\_\_ Number of new jobs created from these new small businesses
- \_\_\_\_\_ Number of business expansions in your county
- \_\_\_\_\_ Number of new jobs created from these business expansions
- \_\_\_\_\_ Number of businesses closed in your county
- \_\_\_\_\_ Number of jobs lost due to business closures
- \_\_\_\_\_ Number of industrial sites developed in your county
- \_\_\_\_\_ Number of volunteers working on economic development projects
- \_\_\_\_\_ Number of collaborative efforts with other economic development organizations
- \_\_\_\_\_ Amount of investment in infrastructure in your county
- \_\_\_\_\_ Amount of investment in industrial sites/parks in your county

**The examples above are not required to be completed.** They are only to **serve as a guide** to the type of evaluation we are seeking. These quantifiable results should be **reflective of the goals and objectives in your Strategic Plan.**

## **APPENDIX - COMMUNITY ASSESSMENT GUIDELINES**

### **1. City and County Government**

- Does a recently completed long-range physical improvement and land-use plan exist, and is it being followed?
- What is the extent of business representation on the local *Economic Development Authority Board*?
- Are local building, fire, and zoning codes reasonable, and are they enforced?

### **2. Education System**

- What is the percentage of high school graduates?
- Are technical and vocational education students being taught the skills that are required by your existing businesses and the skills that will be required by prospective business and industry?
- What percentage of your high school graduates continue on to higher education?
- Do local secondary and higher education institutions offer business training, adult education, and advanced degree opportunities that would be beneficial to new industry?

### **3. Quality of Life**

- Is property in your community generally well maintained?
- Is there a business incubator in the community?
- Does a broadband high-speed fiber optic cable system serve your community?
- Does your community have a good variety of available housing (different prices, styles, and locations)?
- Do local newspapers, radio, and TV stations take an active, professional role in community development?

### **4. Transportation**

- Is rail service and containerized/piggyback facilities available?
- Is bus, parcel, and/or courier service available?
- Does your community have access to a navigable waterway with docking facilities?

### **5. Labor Force**

- Is a current wage and benefit survey of your existing workforce available?
- What are the documented characteristics of your community's labor force in terms of productivity, absenteeism, turnover, and work stoppages?
- Are the wages in your community are high enough to help retain existing work force and attract new labor to the area?

### **6. Utility and Support Services**

- What local financial resources are available for economic development projects?
- Does your community have convenient access to the following support services necessary for day-to-day plant operations?
  - . employment agencies
  - . metal fabrication
  - . material suppliers
  - . maintenance services
  - . machine shops
  - . building trades, etc.

- Do you know what the supply needs of your existing business and industry are?
- Do you have a published guide listing the types of goods and services offered by your existing businesses?
- Does your community know the type of new business and/or industry it wants or is likely to attract?

**7. Other**

- Are you gathering technical data on the infrastructure capacity of sites available in your community? Technical data including site restrictions and covenants, public water, sewer, utilities, etc.?
- Have you identified a group of local investors in your community who could assist in financing a speculative or build-to-suit building?

**WEST VIRGINIA  
CERTIFIED DEVELOPMENT  
COMMUNITY PROGRAM**

**COMMUNITY PROFILE**

**FORM A**

Community \_\_\_\_\_ County(s) \_\_\_\_\_

Compiled by \_\_\_\_\_ Date \_\_\_\_\_

Standardized profile form adopted for use by the Southern Industrial Development Council.

**LOCATION**

Nearby Metropolitan Area \_\_\_\_\_ Distance In Miles \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Average Elevation \_\_\_\_\_

**EDUCATION**

Number # of <u>Schools</u>	Number # of <u>Teachers</u>	<u>Grades</u>	<u>Enrolled</u>
----------------------------------	-----------------------------------	---------------	-----------------

Elementary	_____	_____	_____	_____
Junior High (or Middle School)	_____	_____	_____	_____
High School	_____	_____	_____	_____
Private & Parochial	_____	_____	_____	_____
Vo-Tech	_____	_____	_____	_____

**POPULATION**

	<u>2010</u>	<u>2000</u>	<u>1990</u>
County	_____	_____	_____
City	_____	_____	_____
% Nonwhite	_____	_____	_____

College(s) \_\_\_\_\_  
(State or private)

Libraries: Number \_\_\_\_\_ Total Volumes \_\_\_\_\_

Estimated Present  
Population (30 miles) \_\_\_\_\_

**COMMUNITY FACILITIES**

Churches (number:): Protestant \_\_\_\_\_  
Catholic \_\_\_\_\_ Jewish \_\_\_\_\_ Other \_\_\_\_\_

**CLIMATE**

	<u>Annual Avg.</u>	<u>Monthly Avg.</u>
Temperature:	_____ Jan. _____	_____ July _____

**MEDICAL**

Hospitals: Number \_\_\_\_\_ Beds \_\_\_\_\_  
Clinics: Number \_\_\_\_\_ Beds \_\_\_\_\_  
Doctors: \_\_\_\_\_ Dentists: \_\_\_\_\_

Annual average rainfall (inches) \_\_\_\_\_

Annual average snowfall (inches) \_\_\_\_\_

Prevailing winds \_\_\_\_\_

**RECREATIONS FACILITIES (Public)**

(Indicate number of facilities)

Auto Race Track \_\_\_\_\_ Skating Rink \_\_\_\_\_  
Bowling \_\_\_\_\_ Ball Field \_\_\_\_\_ Indoor Movie \_\_\_\_\_

**LODGING/RETAIL OUTLETS**

Number of motels \_\_\_\_\_ Total rooms \_\_\_\_\_

Number of hotels \_\_\_\_\_ Total rooms \_\_\_\_\_

Pool \_\_\_\_\_ Drive-In \_\_\_\_\_ Tennis Court \_\_\_\_\_

Number of shopping centers \_\_\_\_\_

YMCA \_\_\_\_\_ YWCA \_\_\_\_\_ Golf Course \_\_\_\_\_

Number of department stores \_\_\_\_\_

**RECREATION FACILITIES**

Fitness Center \_\_\_\_\_ Local Theater \_\_\_\_\_

Number of Parks \_\_\_\_\_ Local \_\_\_\_\_ Other \_\_\_\_\_

Other Recreation Facilities (country club, auditorium, civic center, museums, etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMMUNICATIONS**

Newspaper(s) \_\_\_\_\_

Daily \_\_\_\_\_ Weekly \_\_\_\_\_

Radio Station(s) \_\_\_\_\_

Television Station(s) \_\_\_\_\_

Distance to Stations \_\_\_\_\_

Cable Television \_\_\_\_\_ # of Channels \_\_\_\_\_

Telegraph Service \_\_\_\_\_

Post Office \_\_\_\_\_ (class)

**GOVERNMENT**

Type of Government:

City \_\_\_\_\_

County \_\_\_\_\_

Police Dept. Personnel (Full Time) \_\_\_\_\_

Fire Dept. Personnel (Full Time) \_\_\_\_\_

(Volunteer) \_\_\_\_\_

**FINANCIAL INSTITUTIONS**

Number Total Assets

Banks \_\_\_\_\_ \$ \_\_\_\_\_

Names \_\_\_\_\_

Savings & Loan Associations \_\_\_\_\_ \$ \_\_\_\_\_

Names \_\_\_\_\_

Plant Financial Assistance Available Yes ( ) No ( )

**UTILITIES AND SERVICES**

Electricity -- Power Supplier(s): \_\_\_\_\_  
\_\_\_\_\_

Water -- Supplier(s) \_\_\_\_\_

Source \_\_\_\_\_

Maximum daily capacity \_\_\_\_\_ GPD

Peak Load \_\_\_\_\_ GPD

Storage Capacity: Overhead \_\_\_\_\_ Gals.

Ground \_\_\_\_\_ Gals.

Sewers

Storm Sewer: Yes ( ) No ( ) Coverage \_\_\_\_\_%

Sanitary Sewer: Yes ( ) No ( ) Coverage \_\_\_\_\_%

Treatment Plant: Type \_\_\_\_\_

Capacity \_\_\_\_\_ GPD Present Load \_\_\_%

Solid Waste Disposal \_\_\_\_\_

Natural Gas

Gas Supplier(s) \_\_\_\_\_



Equipment \_\_\_\_\_

Fire Insurance Rating \_\_\_\_\_

Service Provided Industry Beyond Corporate Limits Or By \_\_\_\_\_

County \_\_\_\_\_

Planning Commission: Yes ( ) No ( )

Industrial Plan Approval: Yes ( ) No ( )

Zoning Regulation: Yes ( ) No ( )

Gas Distributor(s) \_\_\_\_\_

Other Fuels

Coal Source(s) \_\_\_\_\_

Fuel Oil Distributor(s) \_\_\_\_\_

LP Gas Distributor(s) \_\_\_\_\_

**LABOR ANALYSIS**

Radius of Labor Drawing Area \_\_\_\_\_

Est. Available: Males \_\_\_\_\_ Females \_\_\_\_\_

Annual # of High School Graduates \_\_\_\_\_

Work Stoppages In Last Five Years \_\_\_\_\_

Manufacturing Workers In Unions: \_\_\_\_\_%

Latest Unemployment Rate: \_\_\_\_\_%

Right-to-Work Law Yes ( ) No ( )

Wage and/or Labor Survey Available Yes ( ) No ( )

**TAXES**

Manufacturers' Real Property

	Rate \$1,000	Asses. Ratio	Effective Rate In City	Effective Rate Out City
City	\$ _____	_____ %	\$ _____	\$ _____
County	\$ _____	_____ %	\$ _____	\$ _____
School	\$ _____	_____ %	\$ _____	\$ _____
Other	\$ _____	_____ %	\$ _____	\$ _____

Effective Rate/\$1,000 Actual Value: \$ \_\_\_\_\_ \$ \_\_\_\_\_

Avg. % Increases last 5 Years \_\_\_\_\_

Local Non-Property

Type	City	County
Inventory	(Yes) _____	(Yes) _____
Machinery-Equip.	(Yes) _____	(Yes) _____
Retail Sales	(Yes) _____	(Yes) _____
Income (Wage)	(Yes) _____	(Yes) _____

**TRANSPORTATION**

Highways Serving Area \_\_\_\_\_

Distance To Nearest Interstate interchange \_\_\_\_\_

Railroads: \_\_\_\_\_

Piggyback Service ; \_\_\_\_\_

Frequency of Switching Service: \_\_\_\_\_

Motor Freight Carriers/Terminal Facilities:  
Name \_\_\_\_\_ Miles to nearest \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Air Service:  
Nearest Airport \_\_\_\_\_

Runway Length \_\_\_\_\_ Surface \_\_\_\_\_

State Taxes

Type	Rate
Corporate Net Income	_____ %
Consumer Sales/Use	_____ %
Intangibles	_____ %
Individual Income:	
Maximum Rate	_____ %
Minimum Rate	_____ %

Gasoline \_\_\_\_\_ ¢ per gallon

Commercial Service \_\_\_\_\_ Bus Service: \_\_\_\_\_ Intricacy: Yes ( ) No ( )

Parcel Service: \_\_\_\_\_

Waterways: Nearest Navigable and Channel Depth: \_\_\_\_\_

Port Facilities: \_\_\_\_\_

**AVAILABLE INDUSTRIAL PROPERTIES**

Name	Size (acres)
_____	_____
_____	_____
_____	_____
_____	_____

**MAJOR EMPLOYERS**

<u>Name</u>	<u>Product or Service</u>	<u>% of Employees</u>		<u>Year Established Here</u>	<u>Union</u>
		<u>Male</u>	<u>Female</u>		
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**FOR ADDITIONAL INFORMATION, CONTACT:**

Name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

**WEST VIRGINIA DEVELOPMENT OFFICE  
1900 KANAWHA BOULEVARD, EAST  
CHARLESTON, WEST VIRGINIA 25305-0311  
TELEPHONE (304) 558-2234, TOLL FREE 1-800-982-3386, FAX (304) 558-0449**

**INDUSTRIAL BUILDING DATA COLLECTION FORM**

**SPECIAL NOTE:** It is a requirement as part of the listing partnership with the West Virginia Development Office to keep us current on the status of the property. Please contact Carl Gunnoe at (304) 957-2021 or email: [Carl.J.Gunnoe@wv.gov](mailto:Carl.J.Gunnoe@wv.gov) to make any changes to the property listing.

**LOCATION**

Building name \_\_\_\_\_

Building address \_\_\_\_\_

City \_\_\_\_\_ Located in city limits (Yes/No) \_\_\_\_\_ County \_\_\_\_\_

Located in business/industrial park (Yes/No) \_\_\_\_\_ Can the building be multi-tenant (Yes/No) \_\_\_\_\_

**SIZE**

Total square feet \_\_\_\_\_ Total available square feet \_\_\_\_\_

Total leased square feet \_\_\_\_\_ Acres \_\_\_\_\_

Total manufacturing square feet \_\_\_\_\_ Available manufacturing square feet \_\_\_\_\_

Total warehouse square feet \_\_\_\_\_ Available warehouse square feet \_\_\_\_\_

Total office square feet \_\_\_\_\_ Available office square feet \_\_\_\_\_

Total other square feet \_\_\_\_\_ Available other square feet \_\_\_\_\_

**CEILING HEIGHTS (Measurements should be taken under roof trusses at the eave and center)**

Manufacturing space (minimum at eave) \_\_\_\_\_ (maximum at center) \_\_\_\_\_

Warehouse space (minimum at eave) \_\_\_\_\_ (maximum at center) \_\_\_\_\_

Office space \_\_\_\_\_

Other space \_\_\_\_\_

**SPECIFICATIONS**

Can the building be expanded? (Yes/No) \_\_\_\_\_

Number of additional sq. ft. building can be expanded \_\_\_\_\_

Is there additional land available? (Yes/No) \_\_\_\_\_ Number of additional acres \_\_\_\_\_

Date of construction \_\_\_\_\_ Dates of expansion \_\_\_\_\_

Date vacated \_\_\_\_\_

**SPECIFICATIONS CONTINUED**

Floor thickness & composition\_\_\_\_\_

Wall composition\_\_\_\_\_

Wall insulation (thickness & type)\_\_\_\_\_

Roof composition\_\_\_\_\_

Roof insulation (thickness & type)\_\_\_\_\_

Column spacing\_\_\_\_\_

Sprinkler system (type & what spaces served)\_\_\_\_\_

\_\_\_\_\_

Office HVAC \_\_\_\_\_

\_\_\_\_\_

Manufacturing HVAC\_\_\_\_\_

Warehouse HVAC\_\_\_\_\_

Type of lighting in manufacturing space\_\_\_\_\_

Type of lighting in warehouse space\_\_\_\_\_

Number & capacity of overhead cranes\_\_\_\_\_

Number of truck docks\_\_\_\_\_

Number & size of drive-through bay doors\_\_\_\_\_

Number of parking spaces\_\_\_\_\_

Previous use of the building\_\_\_\_\_

Building use is best suited for\_\_\_\_\_

**TRANSPORTATION**

Nearest interstate/4 lane highway access/miles to/exit number\_\_\_\_\_

Nearest commercial airport/miles to\_\_\_\_\_

Name of railroad located adjacent to the property\_\_\_\_\_

Is there a rail siding located on the property? (Yes/No)\_\_\_\_\_

Name of navigable waterway located adjacent to the property\_\_\_\_\_

Are barge facilities available onsite?\_\_\_\_\_

**UTILITIES**

Electric utility \_\_\_\_\_

Voltage \_\_\_\_\_ Phase \_\_\_\_\_

Gas utility \_\_\_\_\_

Size of service line \_\_\_\_\_ Gas pressure \_\_\_\_\_

Water utility \_\_\_\_\_

Size of service line \_\_\_\_\_

Water pressure (static) \_\_\_\_\_ (residual) \_\_\_\_\_

Excess capacity of treatment plant (GPD) \_\_\_\_\_

Sewer utility \_\_\_\_\_

Size of service line \_\_\_\_\_

Excess capacity of treatment plant (GPD) \_\_\_\_\_

Telephone supplier \_\_\_\_\_

Switching (Analogue/Digital) \_\_\_\_\_ Broadband service available (Yes/No) \_\_\_\_\_

**SALE/LEASE**

Sale price \_\_\_\_\_

Sale terms \_\_\_\_\_

Lease price \_\_\_\_\_

Lease terms \_\_\_\_\_

Available purchase or lease date \_\_\_\_\_

**CONTACT**

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

**OWNER**

Name\_\_\_\_\_

Company\_\_\_\_\_

Phone\_\_\_\_\_

**TAX MAP INFORMATION (Need to supply tax map showing what parcels are available, or survey map)**

District\_\_\_\_\_

Map numbers\_\_\_\_\_

Parcel numbers\_\_\_\_\_

**ENVIRONMENTAL COMMENTS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REMARKS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WEST VIRGINIA DEVELOPMENT OFFICE  
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**OFFICE BUILDING DATA COLLECTION FORM**

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**LOCATION**

Name of Building: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Located in City Limits (Yes/No): \_\_\_\_\_ Zoning: \_\_\_\_\_

County: \_\_\_\_\_ Flood Hazard Zone: \_\_\_\_\_

**SIZE**

Total Square Feet Available: \_\_\_\_\_

Number of Floors: \_\_\_\_\_

Available Square Feet per Floor: \_\_\_\_\_

Will Owner Subdivide Space? \_\_\_\_\_

Acreage: \_\_\_\_\_

**SPECIFICATIONS**

Former use of the Building: \_\_\_\_\_

If Former Call Center, how many Work Stations? \_\_\_\_\_

Is Broadband Service Available? (Yes/No) \_\_\_\_\_

Proximity to Point of Presence (POP): \_\_\_\_\_

Number of Parking Spaces: \_\_\_\_\_

Redundant Power Supply (Example: Backup Generator, UPS System): \_\_\_\_\_

Redundant Telephone/Internet Service (Yes/No): \_\_\_\_\_

Security System Installed (Yes/No): \_\_\_\_\_

Sprinkler System Installed & Type of System (Yes/No)(Example: Wet or Dry): \_\_\_\_\_

Date of Construction: \_\_\_\_\_

Number of Elevators & Use: (Example: Passenger or Freight): \_\_\_\_\_

ADA Compliant Restrooms (Yes/No): \_\_\_\_\_

Type of HVAC System: \_\_\_\_\_

Build-Out Required (Yes/No): \_\_\_\_\_

Annual Taxes: \_\_\_\_\_

**UTILITIES**

Electricity Provider: \_\_\_\_\_

Natural Gas Provider: \_\_\_\_\_

Water Provider: \_\_\_\_\_

Sewer Provider: \_\_\_\_\_

Telecommunications Provider: \_\_\_\_\_

**FOR SALE/LEASE**

Sale Price: \_\_\_\_\_

Lease Rate: \_\_\_\_\_

Availability: \_\_\_\_\_

**CONTACT INFORMATION**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_



**OWNER INFORMATION**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

**TAX INFORMATION**

District: \_\_\_\_\_

Map & Parcel Numbers: \_\_\_\_\_

**ENVIRONMENTAL COMMENTS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REMARKS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**INDUSTRIAL SITE DATA COLLECTION FORM**

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**LOCATION**

Site Name: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_ Located in City Limits (Yes/No): \_\_\_\_\_

Zoning: \_\_\_\_\_ County: \_\_\_\_\_

Flood Hazard Zone: \_\_\_\_\_

**SIZE**

Total Acreage: \_\_\_\_\_ Will Owner Subdivide the Property (Yes/No): \_\_\_\_\_

Acreage Range that Owner will subdivide the Property: \_\_\_\_\_

**TRANSPORTATION**

Nearest Interstate/4 Lane Highway Access/Miles to/Exit Number: \_\_\_\_\_

Nearest Commercial Airport/Miles to: \_\_\_\_\_

Name of Railroad Located Adjacent to the Site: \_\_\_\_\_

Is there a Rail Siding Located on the Property? (Yes/No) \_\_\_\_\_

Name of Navigable Waterway Located Adjacent to the Site: \_\_\_\_\_

Are Barge Facilities Available On Site? \_\_\_\_\_

**UTILITIES**

Electricity Provider: \_\_\_\_\_

Proximity to Power Line: \_\_\_\_\_

Voltage: \_\_\_\_\_ Phase: \_\_\_\_\_

Natural Gas Provider: \_\_\_\_\_

Proximity to Gas Main: \_\_\_\_\_

Size of Main: \_\_\_\_\_ Gas Pressure: \_\_\_\_\_

Water Provider: \_\_\_\_\_

Proximity to Water Main: \_\_\_\_\_

Size of Main: \_\_\_\_\_

Static Pressure: \_\_\_\_\_ Residual Pressure: \_\_\_\_\_

Excess Capacity of Treatment Plant (GPD): \_\_\_\_\_

Sewer Provider: \_\_\_\_\_

Proximity to Sewer Main: \_\_\_\_\_

Size of Main: \_\_\_\_\_

Excess Capacity of Treatment Plant (GPD): \_\_\_\_\_

Telecommunications Provider: \_\_\_\_\_

Switching (Analogue/Digital): \_\_\_\_\_ Broadband Service Available (Yes/No): \_\_\_\_\_

**SALE/LEASE**

Sale Price: \_\_\_\_\_

Sale Terms: \_\_\_\_\_

Lease Rate: \_\_\_\_\_

Lease Terms: \_\_\_\_\_

Available Purchase or Lease Date: \_\_\_\_\_

**CONTACT**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

**OWNER**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

**TAX INFORMATION**

District: \_\_\_\_\_

Map & Parcel Numbers: \_\_\_\_\_

**ENVIRONMENTAL COMMENTS**

\_\_\_\_\_  
\_\_\_\_\_

**REMARKS**

\_\_\_\_\_  
\_\_\_\_\_