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**MN Shovel Ready Sites Application Instructions & Required Exhibits**

**IMPORTANT NOTE:**

**Before starting your application, you must contact Colleen Eddy, DEED Shovel Ready Program Manager:**

**Colleen.Eddy@state.mn.us or 651 259 7459**

David will walk you through the application document, required materials, and answer questions related to timing, process and cost estimates.

Examples of the required documents that must accompany your completed application are available here: <https://mn.gov/deed/government/shovel-ready/shovel-ready/>

All cost estimates come from WSB Engineering (2017), they are examples and should only be used as a budgeting guide not as a quote.

1. **Application**
   1. Application spreadsheet

Download the MN Shovel Ready Site Application (Excel format).

Complete the application and save to your computer. You will need to submit electronic copies of the application.

Notes for completion:

* **Contact Information -** Economic development organizations need only complete only the right side of this section. All other applicants should complete both sides.
* **Site/Community Information and Site Ownership** - Primary PIN number is the property identification number assigned by county.
* **Site:** The entire land area being considered for the Shovel Ready Site application.
* **Parcel:** If the site comprises multiple land purchases, each purchase would be a parcel.
* **Lot:** A site that has been laid out will be divided into lots and the parcel designations eliminated.

**Estimated Cost:** $0

1. **ALTA Survey**
   1. ALTA Survey information required – NSPS 2016
   2. ALTA Survey – NSPS 2016
      1. Must complete Table A options 1-6 & 11

Obtain American Land Title Association (ALTA) information from: <http://www.alta.org/> . The site survey must be prepared by a licensed professional surveyor.

**Estimated Cost (for sections B & C):** $800 - $1200 for title work, $9,000+ for an ALTA on a 1-3 acre lot

\* These numbers vary widely based on size of site, number of owners, site condition and whether or not the site is platted

1. **Ownership – Control –Title Commitment**
2. Proof of ownership or control – deed, option or purchase agreement
3. Title Commitment – 2016 ALTA Commitment Form
4. Site Information Matrix – if the site has been subdivided this outlines size and costs per parcel

If the site is owned by multiple individuals/organizations please identify how they will work together to sell the property, and ensure they are in agreement on the direction of development.

**Estimated Cost (for sections B & C):** $800 - $1200 for title work, $9,000+ for an ALTA on a 1-3 acre lot

\* These numbers vary widely based on size of site, number of owners, site condition and whether or not the site is platted

1. **Site Photos**
   1. Aerial Photos – Site must have a border shown on photo
   2. At grade site photos

**Estimated Cost:** $0+

\* Cost varies based on who performs photography (e.g. city vs. photographer vs. Google Earth)

1. **Maps**
   1. Site Map
      1. Can be similar to an aerial photo if the site is not subdivided into parcels/lots
   2. Street map indicating roads and site access.
   3. Topographical map

**Estimated Cost:** $0+

\* Cost varies based on mapping capability (e.g. city vs. contractor vs. Google Earth)

1. **Building Permit – Site Review Process**
   1. Action required and schedule of local site plan approval process
   2. Action required for building permit application and approval process

**Estimated Cost:** $0 (these documents should be available from the city free of charge)

1. **Community Profile – Quality of Life**
   1. Current Community Profile / LOIS or EMSI (Request from DEED)
   2. Quality of Life information (not required)

**Estimated Cost:** $0 (request from DEED)

1. **Zoning Ordinances**
   1. Zoning ordinances
   2. Zoning maps

Zoning designations will determine the site’s permitted uses and the zoning of adjacent land will identify any potential incompatibility issues in the future.

**Estimated Cost:** $0 (this information should be available from the city free of charge)

1. **Environmental and Historical Review**

This section identifies any past or current land uses that may make the site unfit for certain uses or that have resulted in contamination that may need further investigation.

* 1. Phase I Environmental Site Assessment – ASTM Standard E 1527-13
     1. If recommended in Phase I: Phase II Environmental Site Assessment – ASTM Standard E 1527-13
  2. Historical review of site (shortened version for the application from the Phase I)
  3. Desktop identification of wetlands via National Wetland Inventory (USFWS)
  4. Desktop review of Archeological/Cultural resources (SHPO)
  5. Desktop review of Threatened and Endangered Species (DNR and FWS)

For c-e of section I, these desktop reviews/identifications seek to highlight past sightings of animals/known cultural resources and known wetlands. If evidence is found for these items, please identify a mitigation method for developers. These can be included as part of the Phase I Environmental Assessment.

American Society of Testing (ASTM) information is available online at <http://www.astm.org/Standard/index.shtml> . Registered engineers must use the ASTM E1527 - 13 Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process to complete the initial environmental assessment.

**Estimated Costs:**

**Phase I -** $1,500 - $4,000+ depending on size of site, etc.; if Phase II required an additional $10,000 - $20,000

**Archaeological Studies -** $3,000 - $7,000 for Phase I, if Phase II required an additional $10,000 - $27,000 (this depends heavily on what is found)

**Endangered Species -** $500 - $1,000 for desktop review, additional $4,000 - $8,000 if field review is required

**Wetlands Identification -** $1000 for desktop review

1. **Geotechnical Soils Tests**
   1. Geotechnical Soil Tests – ASTM Standard D 420

Soil borings are a requirement of this program, and of any potential development. The number of borings per site depends on the size and history of the site. There is no specific requirement for number of borings to become Shovel Ready.

American Society of Testing (ASTM) information is available at <http://www.astm.org/Standard/index.shtml> . Registered engineers must complete the onsite soils analysis using the ASTM D420 - 98(2003) Standard Guide to Site Characterization for Engineering, Design, and Construction Purposes.

**Estimated Cost:** $2,800 - $6,000 for a 1-2 acre lot, or $900 - $3,000+ per acre/boring

\* These numbers vary widely based on the size of site, accessibility of the site, number of borings requested and site condition

1. **Utility Information**
   1. Chemical profile of municipal water supply – Consumer Confidence Report
   2. MPCA MS4 (Small Municipal Separate Storm Sewer Systems) Requirements
   3. SWPPP (Storm Water Pollution Prevention Plan – Requirements)
   4. Maps/drawings showing utilities

Utility information is critical for developers to understand. We need to show that all utilities are available, where they are stubbed and what quantity is available. Some utilities do not wish to share specific numbers (preferring to note natural gas is scalable, for example) but knowing minimums or ranges is required for this program. In the case of fiber providers, if more than one provider is in the area, please list ALL of their capabilities. Diversity in fiber options is becoming more desirable amongst site selectors.

Please use designated unit of measure (CFH, KW/MW, GPD etc.) we use these to maintain consistency among all certified sites.

Definition of Terms

* kV: kilovolts
* kW: kilowatts
* MW: megawatts
* MCF: million cubic feet
* PSI: pounds per square feet
* GPM: gallons per minute
* CFH: cubic feet per hour
* GPD: gallons per day
* Mbps: megabits per second
* Gbps: gigabits per second

Not all utility services have to be at the site in order to submit an application. However, a determination of current proximity to the site along with the technical requirements, cost/funding and time required to extend service to the site must be completed to receive certification.

Information on storm water management requirements is available online at <https://www.pca.state.mn.us/water/permitting-and-regulations> .

**Estimated Cost:** $0 (this information should be available publicly)

1. **Site Information**
   1. Site Marketing materials (If applicable)

**Estimated Cost:** $0

**Submitting the Application**

Submit electronic copies of the completed application and supporting documentation by e-mail or dropbox to [Colleen.Eddy@state.mn.us](mailto:Colleen.Eddy@state.mn.us)

It is also acceptable to provide the electronic documents on USB drive.

**Please clearly label each document and submit in checklist order. Submit each document as a separate item, rather than one large document.**

Next, mail a check for $2,101 payable to “The State of Minnesota – Shovel Ready” to:

Minnesota Department of Employment and Economic Development  
1st National Bank Building  
332 Minnesota Street, Suite E200  
St. Paul, MN 55101-1351  
Attn: Colleen Eddy

**Checklist of Required Documents**

**Application**

Application spreadsheet

**ALTA Survey**

ALTA Survey – NSPS 2016

**Ownership – Control –Title Commitment**

Proof of ownership or control – deed, option or purchase agreement

Title Commitment – 2016 ALTA Commitment Form

Site Information Matrix (if applicable)

**Site Photos**

Aerial Photos – Site must have a border shown on photo

At grade site photos

**Maps**

Site Map

Street map indicating roads and site access.

Topographical map

**Building Permit – Site Review Process**

Action required and schedule of local site plan approval process

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**Community Profile – Quality of Life**

Current Community Profile / LOIS or EMSI (Request from DEED)

Quality of Life information (not required)

**Zoning Ordinances**

Zoning ordinances

Zoning maps

**Environmental and Historical Review**

Phase I Environmental Site Assessment – ASTM Standard E 1527-13

If recommended in Phase I: Phase II Environmental Site Assessment

Identification of wetlands via National Wetland Inventory (USFWS)

Desktop review of Archeological/Cultural resources (SHPO)

Desktop review of Threatened and Endangered Species (DNR and FWS)

**Geotechnical Soils Tests**

Geotechnical Soil Tests – ASTM Standard D 420

**Utility Information**

Chemical profile of municipal water supply – Consumer Confidence Report

MPCA MS4 (Small Municipal Separate Storm Sewer Systems) Requirements

SWPPP (Storm Water Pollution Prevention Plan – Requirements)

Maps/drawings showing utilities

**Site Information**

Site Marketing Materials (if applicable)