



Georgia Department of Economic Development
Georgia Ready for Accelerated Development (GRAD)
Renewal Application



The purpose of the renewal process is to ensure that the information on every GRAD certified site is up-to-date and that the site remains qualified for GRAD certification. Changes may include: (a) improved road access to the site; (b) the sale of a parcel which might reduce the available acreage below the GRAD certification minimum; (c) changes to the asking price; and (d) changes to the site's point of contact. The following survey is designed to identify such changes and verify each site's continuing eligibility for GRAD certification.

Please answer all questions related to the following six (6) application requirements below. Please note that all sites, even those with no notable changes since the original certification or latest renewal, will require that these materials be submitted for evaluation.

Time Limits for Renewal Certification Documentation

To meet the goal of using relevant and reliable documentation (reports, opinions, studies, and/or evaluations), for this program, while being reasonable, no reports, opinions, studies, and/or evaluations will be accepted if older than sixty (60) months. One of the following alternatives must be utilized:

- A. Submit new, updated reports, opinions, studies, and/or evaluations as specified for a GRAD Application.
- B. In lieu of new submissions, a qualified consultant or technical specialist must validate how source documentation remains accurate and may be relied on for future site development. If this provision is used, an obligation to renew all reports, opinions, studies, and/or evaluations within 180 days, shall exist once being submitted by a GDEcD representative as a finalist location. All source documentation must not be older than sixty (60) months, even if validation is obtained by a qualified consultant or technical specialist.

Please be aware that a prospect or a new site occupant may require some or all of the reports, opinions, studies, and/or evaluations be updated sooner than required for the GRAD program. There is a likelihood that a prospect or a new site occupant may even require additional documentation.

Supporting Document & Submission Guidelines

The review of your application will not begin until all supporting documents for each section are complete and uploaded. Until the application is complete and ready to submit, **DO NOT** click the **SUBMIT** button. You may **SAVE** the application and return as often as you wish.

For all submitted written and graphic exhibits, (memos, letters, reports, opinions, studies, sketches, drawings, maps, photography, etc.) ensure that:

- A. All pages are clearly referenced with the site or park name, county and complete date (month, day and year). Appropriate, suitable headers and footers are best.
- B. All hyperlinks (to hypertext or hypermedia) are "live" and will correctly jump to the proper reference by clicking or tapping.
- C. All section files are to be submitted **ONLY** as Portable Document Format (PDF) files, i.e., no Microsoft Word format, AI, PUB, DXF, DGN, EPS, etc.
- D. PDF files are prepared at a resolution level sufficient for on-screen viewing or printing. All graphic exhibits should be capable of being printed on 11"X17" paper without any loss of clarity or legibility.
- E. All appropriate signatures, professional registrations/credentials, notations, references, citations or sources are shown and are clearly legible.
- F. All letters should be less than sixty (60) days old at the time of submission and be addressed to: Georgia Department of Economic Development; 75 5th Street NW, Suite 1200, Atlanta, GA 30308; Attention: Lindsay Martin.



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Standard of Care: Non-Responsive and Non-Performance Submissions

Each property owner, Development Authority or Economic Development Office is expected to exercise a standard of care to submit an application that is executed as expeditiously as possible, is accurate, complete, truthful, and is consistent with a high level of professional skills and care.

- A. Each applicant will be allowed to submit a total of three submissions for each application: one original application and two follow-up submissions.
- B. After two new or renewal application submissions have been completed and the applicant's responses are deemed incompetently prepared, incomplete, inaccurate, misleading, non-responsive or illustrate a low level of professional skills and care, the applicant will be notified of a pause in the process. The pause will be for a minimum of six months so the applicant could decide how to proceed for one final (third) submission.
- C. After the pause, one final (third) submission will be allowed for review. This last submission is subject to these conditions:
 1. All previously submitted materials, attachments, etc. would be purged or erased from the file system. Basic folder structure would be maintained (name, county, acreage).
 2. This last submission would need to meet the current application version in force, regardless of any previous versions used.
 3. All written and graphic exhibits, (memos, letters, reports, opinions, studies, sketches, drawings, maps, photography, consultant evaluations, studies, analyses etc.) must be less than 60 months old.
 4. Neither preference nor prejudice will be given to this final attempt.

NOTE: GDEcD reserves the right to pause, invalidate or void any application or any subsequent submissions if responses are deemed non-responsive or failed to exercise reasonable care and skill.



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Site Contact Information and Site Details

This section will gather site contact information and data such as:

- Ownership
- Property Website
- Property Address
- Property Description
- Utility Providers
- Acreage

Current Conditions

All current conditions of the property being submitted for renewal will be completely described in a document and graphic exhibits.

1. The applicant (Development Authority Executive or landowner) will describe all current conditions and surrounding land uses to the north, east, south, and west sides of the site or park. Describe the surrounding, abutting land uses of the site (industrial, agricultural, commercial/retail, governmental/institutional, recreation, etc.) and the physical relationship thereto (to the north, east, south, and west). Include any existing facilities (residences, buildings, railroads, roads, highways, existing industries, airports, schools, colleges, military installations, etc.). Include all abutting parcels or nearby parcels if interrupted by an easement or rights-of-way. If adjacent proposed developments are expected within the next five years, please give details.
2. Include aspects that may be perceived as problematic or unfavorable for development. Examples of may include flood or tidal zones, wetlands, graves or cemeteries on the site, intense large-scale agricultural operations, rock quarries or mining (blasting noises, vibrations and dust), airports, shooting ranges, municipal landfills, military bases, etc. Do describe the extent and proximity of residences, schools, hospitals, commercial areas, etc. As necessary, describe any adverse public opposition to future development of the site.
3. Submit an active, valid web internet address (webpage) that illustrates economic development data about the site and the community.
4. Graphic Exhibits: All exhibits will clearly depict the overall perimeter outline with necessary locational and descriptive text. Include a north arrow, graphic bar scale, origin date of source maps, name(s) of source material, and exhibit preparation date and by whom. All graphic exhibits will be prepared by a qualified consultant or technical specialist.
 - A. **Site Development Plan:** This exhibit will illustrate how the site will be subdivided by showing the occupied and unoccupied land on either a planimetric or an aerial base map. Show all lot lines for occupied and unoccupied (proposed) sites with gross acreage, interior access roads, water features, etc. Use normal and customary text labels. For all occupied sites, show the name of the business entity. If the site has a vacant, available building, describe former use and age of facilities.
 - B. **Aerial Imagery:** The site or park boundary will be clearly identified and labelled by suitable graphics and text.
 - C. **Topographic Map:** Provide a current topographic map of the site showing basic boundaries and topographic features at two-foot intervals as typically done via an aerial survey. This graphic exhibit must clearly show site boundaries, topography, and major physical features, both natural and constructed on a scale sufficiently large to be reviewed in detail. Interpolated contour intervals will be clearly identified and labeled.



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Ownership and Property Information

A document committing the availability of the site to industrial prospects and a current survey exhibit is part of this section.

1. Submit a binding document signed by the owner(s) or an authorized representative, committing to the availability of the land to industrial prospects valid for at least 36 months (with certain obvious exceptions such as acquisition of some or all of the site by an industry) and setting forth all terms and conditions for sale or lease of the land. The document must include details of the sales or lease agreement including any limits on the use of the land (as above), any maximum or minimum size of parcels that will be sold and a schedule for cessation or removal of any existing activities on the site (e.g., seasonal agricultural product; abandoned structures; roads; burial sites, etc.).
2. Completely describe the ownership of the site. Describe all current uses and any stipulation, which might impact the sale, development, or use of the site by a prospective industrial user (e.g. an owner policy making the land available only a single user). Current uses should include those that are temporary (e.g., short-term lease for agriculture or hunting) and permanent (e.g., industrial facilities or structures already on the site). List and describe all limits, requirements, recorded covenants, conditions, restrictions or stipulations a user would have to comply with to achieve a given level of employment or investment (e.g., a site owned by a railroad may require users to generate a specified amount of rail traffic; a conservation easement for reduced taxation; environmental covenants to protect landowners; wetland or floodplain covenants to enhance water quality; zoning conditions which specify additional controls beyond the zoning classification, etc.). Include copies of all recorded covenants, conditions, restrictions, stipulations or other limits imposed or voluntarily applied.
3. Provide a current boundary survey exhibit. This exhibit may be either a boundary survey or ALTA/ACSM (American Land Title Association/American Congress of Surveying and Mapping) survey. This exhibit will be prepared by a qualified, licensed land surveyor.

Zoning and Land Use

Provide documents signed by appropriate officials of relevant local governments which states the current planning and zoning regulations to develop the site for industrial purposes. In addition to a letter from elected officials, a letter from a professional Planning Director is expected.

Describe the current zoning classification, specifics about imposed conditions, any requirements, and future land uses. Also include specific information about any private restrictions (conservation use valuations, environmentally sensitive, restrictive covenants, easements, etc.). NOTE: Should your community have no formal land use regulations, the above document should describe any public measures, such as park covenants or development standards, which would affect development of the site for industrial purposes. Include all necessary PDF files.

Provide letters of support from affected parties if the site:

1. Has a coterminous border or borders with other counties;
2. Development plans meet or exceed DCA's [Developments of Regional Impacts](#) thresholds.

Acceptable letters of support documentation may include a completed Development of Regional Impact (DRI) process, letters of support from surrounding jurisdictions, Development Authorities, evidence of project consultation or other similar correspondence acknowledging outreach efforts.

Provide a valid MuniCode web page hyperlink of all relevant zoning ordinance information. This hyperlink should include all sections of the regulations that describe the types of uses that are permitted in and excluded from the zoning district in which the site is located.



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Utility Infrastructure and Public Services

The appropriate official utility representative or service provider must provide complete written and graphic exhibits to clearly report on current conditions of the utility or services. Information expected is about the current existing infrastructure and overall system capacity available for expected industrial users, including the items specially noted below. For planned service improvements or upgrades, there must be a description about how the services have been planned, authorized, and funded such that they can be constructed in time to meet an industrial prospect's schedule for development of the site. Regarding graphic exhibits, as possible, combine all of the above utilities or services on a single exhibit. Carefully consider how well all information is visually communicated for clarity and ease of use.

1. Potable water (i.e., line size, pressure, source(s), total / excess system capacity). Describe any improvements to be planned and in use within 36 months.
2. Wastewater treatment (i.e., provider, line size, total / excess system capacity, system type). Describe any improvements to be planned and in use within 36 months.
3. Electricity (i.e., voltage of nearest transmission line, site's distance from two nearest substations). As necessary, describe system improvements.
4. Natural gas (i.e., line size and type, pressure, firm or interruptible source, system capacity).
5. Telecommunications (i.e., providers, fixed line / wireless network availability, fiber optic cable network, digital switching).
6. For public safety services, the applicant shall provide a description of services provided to the site by law enforcement, fire protection, and other emergency services (ambulance, 911, etc.). Each signed letter needs to identify the jurisdiction coverage and briefly describe their respective abilities and capacities. Under fire protection, state the current ISO rating.

Transportation Infrastructure

A signed document and graphic exhibit, by the appropriate local government official or from an elected official, shall describe and illustrate the current transportation conditions at the site. For planned improvements or upgrades, there must be a description about how site access has been planned, authorized, and funded such that roads, highways, or rail access can be constructed in time to meet an industrial prospect's schedule for development of the site.

1. If a suitable access road is in place from the site to an industrial-quality highway, describe the current, key characteristics and any planned improvements. If a suitable road is not in place, provide a complete description of the work, which has been completed to plan, permit, fund, design, and construct it. Provide a graphic exhibit showing existing and/or planned road improvements.
2. If applicable, include a description regarding current and/or future rail access. Include the carrier name, a description of the level of service currently provided on the relevant rail line (this includes the type of crossing, signage, and signals), planned rail spur to serve the site, and any issues related to the financial health of the line.
3. As applicable, describe and explain how impacts to the site or park due to takeoff and landing approaches, safety zones, etc. of any civilian or military air facility will be planned for and resolved.



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Site Assessment Evaluations

Rather than submit completely new original reports, opinions, studies, and/or evaluations, efforts must be taken to determine if the documents originally submitted for the initial application remain valid. Typically, these may be described as or related to:

- A. Wetlands and Other Water Bodies
- B. Geotechnical Investigations
- C. Environmental Assessments, Unique Environmental Conditions and Permitting
- D. Cultural Resources and Endangered Species Investigations

Several new documents and/or graphic exhibits may need to be submitted. They should be prepared by a qualified consultant or technical specialist.

1. A list of the reports, opinions, studies, and/or evaluations, submitted for the original application, which explains the type of report, name of the submitting entity, the date prepared, and a description of any permit expiration dates, or limitations conditioned by an agency or by the preparing consultant. Do verify and state that an actual field visit or site reconnaissance was part of your original submission.
2. In addition, submit an addendum or professional opinion from each of the original preparer that states the previously prepared reports, opinions, studies, and/or evaluations remain valid and may be relied upon for 36 additional months.
3. If any new reports, opinions, studies, and/or evaluations have been used for any site development activities for any portion of the site or park, include and describe as immediately above.
4. Based upon the types and extent of bodies of water within or impacting the property, a report (written document with appropriate graphic exhibits) is required that identifies flood risks (i.e. flood ways, 100 and 500 year flood zones, etc.). Coastal areas subject to tidal fluctuation may require additional reporting. All reports should describe preliminary impacts to site development. If no flood hazard zones are identified, a document is expected to that effect.
5. If the original Phase I Environmental Site Assessment (ESA) identified any environmental problems and additional studies/assessments were recommended (e.g., Phase II, Phase III, underground storage tanks, vapor intrusion, groundwater contamination, asbestos, lead, etc.), all such studies/assessments need to be submitted. Any Phase I, II and III ESA's shall meet or exceed the standards established by the most current version of American Society for Testing and Material's (ASTM).
6. If the site is listed on Georgia Environmental Protection Division (GEPD) "Georgia Brownfield Properties" list and planned for development by a Development Authority, provide copies of the Compliance Status Report and Corrective Action Plan. Other appropriate studies, reports or evaluations should be included as well. Provide complete written and graphic exhibits to clearly illustrate and explain development plans.
7. The applicant must provide current data about the status of the local area (usually the county in which the site is located) identifying any unique, special permitting requirements or other limits on development resulting from any environmental conditions, regulations, or policies including its attainment/ nonattainment status for all pollutants, and other characteristics, such as proximity to Class I protected areas or other environmentally sensitive areas. For example, at least three Class I areas (associated with haze pollution) exist in GA.
8. The applicant shall provide a list of local permits, approvals, and other data which a prospective industry must obtain from local, state, and other regulatory bodies in order to acquire, develop, and use the site for industrial purposes. Use an excel spreadsheet file to prepare the "permit chart". The chart must include: (a) The name of the permit; (b) basic required data required for filing; (c) the issuing agency; (d) the typical time schedule for obtaining each permit, and (e) any associated fees.
9. The applicant will provide additional documents as warranted should any evidence or indications (debris, artifacts, etc.) related to historical, cultural, endangered or threatened plant or animal species are found or discovered during any phase of site development.