

# Checklist to Prepare Your Sites for Success

To be investment-ready, communities can prepare commonly requested site information in advance of working with a business. This checklist compiles those common requests. Preparing this information ahead of time not only reduces the stress of quick turnaround times on RFIs, but can also help with proactively marketing sites.

Site Name \_\_\_\_\_ Location \_\_\_\_\_



## SITES AND BUILDINGS

- Site size, shape and dimensions
- Existing building size, height, floor thickness
- Owner ship/control and asking price/ lease rate, or terms of purchase option
- Amount of parking availability
- Impediments to development and plan for mitigation



## TRANSPORTATION

- Access roads, cost and schedule of upgrades
- Distance to nearest 4-lane highway(s) and interstate(s)
- Rail access, cost and schedule of upgrades
- Distance to nearest commercial service airport
- Location and access to public transportation
- Service provider names and contact info



## ENVIRONMENTAL

- Phase I or II environmental site assessment
- Geotechnical assessment
- Wetland delineation
- Archaeological/Cultural resources
- Hits on Natural Diversity Database



## TAXES

- State and local tax rates
- Property tax statement
- Property tax districts and special assessments
- Instructions on how to calculate property tax



## WORKFORCE

- List of largest occupations in MSA
- List of largest industries in MSA
- List of largest employers in MSA
- Percentage of union membership in MSA
- Labor shed map with commuting patterns to location
- College and technical college enrollment, graduation and training resources



## ZONING AND PERMITTING

- Permitted and conditional uses
- Process, timeline and necessary approvals for zoning and/or subdivision approval
- Zoning and land uses surrounding the site
- Forms, fees, and timeline for all applicable permits
- Setback requirements



## UTILITIES

- Service provider names and contact info
- Cost and schedule of extensions and upgrades
- Voltage of electric lines serving site
- Size/pressure of natural gas lines serving site
- Size and capacity of water and wastewater lines serving site and system capacity
- Fiber infrastructure and network options



## VISUALS

- Aerial photograph with site boundaries and vehicular/service access
- USGS topographic map with site boundaries
- FEMA floodplain map with site boundaries
- Zoning maps
- Utility infrastructure map
- City/town soils survey



## INCENTIVES

- Business incentives policy
- Policy to support state incentives
- TIF, tax abatement, revolving loan fund policy and procedures
- Local utility incentive policy



## LOCAL INFORMATION

- List of recent project announcements
- List of recent closings or layoffs
- Crime statistics
- Economic indicators
- Age demographics
- Proximity to schools and parks

# Where to find this information

## FOR SITE CONDITIONS:

**CRCOG Parcel Data:**  
[crcogct.mapgeo.io](http://crcogct.mapgeo.io)

**FEMA Flood Map:**  
[msc.fema.gov/portal](http://msc.fema.gov/portal)

**National Wetlands Inventory:**  
[fws.gov/wetlands/data/mapper.html](http://fws.gov/wetlands/data/mapper.html)

**USGS Quadrangle Map:**  
[viewer.nationalmap.gov/advanced-viewer/](http://viewer.nationalmap.gov/advanced-viewer/)

**Species Report from the U.S. Fish and Wildlife Service's Information, Planning, and Conservation System (IPaC):**  
[ecos.fws.gov/ipac](http://ecos.fws.gov/ipac)

**Soil Survey:**  
[s.uconn.edu/simpleviewer](http://s.uconn.edu/simpleviewer)

**EPA-NEPA:** [nepassisttool.epa.gov/nepassist/nepamap.aspx](http://nepassisttool.epa.gov/nepassist/nepamap.aspx)

## FOR WORKFORCE:

**Census Bureau, American FactFinder (Population and Demographics):**  
[factfinder.census.gov](http://factfinder.census.gov)

**Bureau of Labor Statistics, (Employment and Occupation):**  
[bls.gov](http://bls.gov)

**CT Department of Labor, (Town-level Employment):**  
[www1.ctdol.state.ct.us/lmi/ces](http://www1.ctdol.state.ct.us/lmi/ces)

**CERC Site Finder:**  
[cerc.zoomprospector.com](http://cerc.zoomprospector.com)

**Census OnTheMap, (Labor Visualizations):**  
[onthemap.ces.census.gov](http://onthemap.ces.census.gov)

## FOR TRANSPORTATION AND ACCESSIBILITY:

**Bureau of Transportation Statistics:** [bts.gov/](http://bts.gov/)

**Bureau of Transportation Statistics GIS:** [osav-usdot.opendata.arcgis.com](http://osav-usdot.opendata.arcgis.com)

**U.S. DOT Mapping Applications:**  
[maps.bts.dot.gov/AppGallery](http://maps.bts.dot.gov/AppGallery)

**CT DOT GIS:**  
[ct.gov/dot/maps](http://ct.gov/dot/maps)

**Auto, Transit and Walking Times:**  
[ao.umn.edu](http://ao.umn.edu)

## METROHARTFORD ALLIANCE IS YOUR DATA AND INTELLIGENCE PARTNER

The MetroHartford Alliance Research team is available to help you get your sites prepared! We already provide much of this information. Contact us for support as you prepare your sites. Examples of the types of data support and reports that can be provided:

- > Custom site-based labor shed profiles
- > Custom drive-time demographics
- > Regional real estate analytics
- > Business lists
- > Economic impact analysis
- > Regional education and workforce characteristics

## CONTACT US

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