



Shovel Ready Certification Application



Site Name:



Municipality & County:

Site Applicant Information:

Name: _____ Organization: _____
Address: _____
City, State, Zip: _____
Phone: _____ Fax: _____
E-Mail: _____

Contact for Questions (if differing from above):

Name: _____ Organization: _____
Address: _____
City, State, Zip: _____
Phone: _____ Fax: _____
E-Mail: _____

I certify that to the best of my knowledge that all information presented in this application is true and correct.

Signature: _____ Date: _____

Instructions for Completing Application Form

Shovel Ready Certification is open to sites meeting the criteria listed in the Build Now-NY Development Profiles.¹ The Build Now-NY Development Profiles and other program materials can be found at <https://esd.ny.gov/build-now-ny-program>. Sites zoned for or planned for residential, retail, or commercial development are not eligible for participation in the certification program.

Eligible applicants for Shovel Ready Certification include, municipalities, local economic development organizations, industrial development agencies, public authorities, chambers of commerce, real estate developers, property owners and developers, and other businesses and agencies engaged in economic and real estate development.

Before proceeding with the submission of an application, the applicant should have completed the Shovel Ready Self-Evaluation Checklist. Only when all Characteristics and Suitability criteria are met, and all of the required surveys, studies and tasks are completed and documented, should an application be submitted.

The Application Form must be complete, with all required attachments provided. If a question is not applicable, mark the appropriate response box as “not applicable” or “N/A.”

Any costs incurred by the applicant during the Shovel Ready Certification process and the preparation of the application are the responsibility of the applicant.

Applicants may submit more than one site. However, for each site submitted, a completed application, including an electronic version, and all required attachments must be collated by tab in a 3-ring binder and sent to David Whipple at the following address:

David Whipple
Strategic Business Division
Empire State Development
625 Broadway
Albany, NY 12245

Phone: (518) 292-5257
Email: davd.whipple@esd.ny.gov

¹ Sites in an MSA or SMSA that have less than the required acreage will be considered. Sites with less than the required developable acreage that substantially meet all other development profile characteristics will also be considered.

I. Site Information

A. Briefly describe the proposed type of development planned for the site, using the Build Now-NY Development Profiles as a guide:

B. Site Name, Address, and Location:

1. Site Name: _____

2. Site Location Address: _____

3. Provide NY State road map with site location marked and indicate 30-, 60-, and 90-mile radii circles around the site.

Attached at Tab _____.

4. Provide County highway map with site outlined.

Attached at Tab _____.

C. Site Data:

1. Total acres of proposed site: _____

2. Total developable acres of proposed site: _____

3. Number of parcels for development: _____

4. Asking price per acre for each parcel: _____

5. Total property price: _____

6. Are there multiple property owners? _____ Yes _____ No. If "yes," how many? _____ List of owners attached at Tab _____

D. Environmental Assessment:

1. Has a Phase I assessment been completed? _____ Yes _____ No. If “yes,” attach executive summary.
Attached at Tab _____.
2. Do the findings of Phase I require a Phase II? _____ Yes _____ No
3. Has a Phase II assessment been completed? _____ Yes _____ No. If “yes,” attach executive summary.
Attached at Tab _____.

E. Please describe previous and current uses of the site:

F. Identify surrounding land uses:

1. North: _____
2. South: _____
3. East: _____
4. West: _____

G. Structures: If there are structures on the site provide the following:

1. The number of structures on site: _____
2. Describe the structures on site (include size, age, current or previous use): _____
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H. Topography:

- 1. Provide USGS quad map with site outlined. Attached at Tab _____
- 2. Provide topographic map of site. Attached at Tab _____
- 3. Indicate the minimum topographic elevation of the site: _____
- 4. Indicate the maximum topographic elevation of the site: _____
- 5. Maximum elevation change: _____
- 6. Indicate the % slope of the site: _____
- 7. Describe terrain of the site (e.g., flat or gently/moderately/greatly rolling, or slightly/moderately/greatly sloping):

- 8. Indicate the type of growth/foilage on site: _____
- 9. Describe any areas with bodies of water, creeks, etc. on site: _____

- 10. Define jurisdiction controlling these bodies of water/wetlands: _____

- 11. Provide Soils Survey Map (available from County Soil and Water Conservation District Office). Attached at Tab _____
- 12. Identify any easement & right-of-ways and ownership for each: _____

I. Site Accessibility:

- 1. Provide site map showing roads (by name), access points, and traffic lights: Attached at Tab _____

2. Provide description and letter indicating degree of commitment for any proposed transportation/access improvements or required right-of-way. Attached at Tab _____

II. Transportation

A. Airport:

1. Name of nearest commercial airport: _____
2. Distance (miles) from site to commercial airport: _____
3. Provide the average travel time (minutes) from site to airport: _____
4. Number of air carriers serving nearest airport: _____

B. Interstate Highways:

1. Identify closest North/South Interstate(s): _____ Limited access highway(s): _____
2. Distance (miles) to North/South Interstate interchange(s): _____ Limited access highway interchange(s): _____
3. Identify closest East/West Interstate(s): _____ Limited access highway(s): _____
4. Distance (miles) to East/West Interstate interchange(s): _____ Limited access highway interchanges: _____
5. Provide details of any proposed road/access improvements that will affect access to the interstate system:

C. Rail:

- 1. Identify existing rail lines serviceable to site. Attached at Tab _____
- 2. Identify proposed rail lines serviceable to site, if required. Attached at Tab _____

III. Zoning & Future Planned Zoning

A. Current Zoning:

- 1. Identify site's current Zoning Ordinance(s) & indicate if municipal/county/etc.: _____
- 2. Attach zone designation and description of allowable land use under this zoning. Attached at Tab _____
- 3. Are adjacent properties zoned the same as the site? _____ Yes _____ No

B. Identify any other operating or construction restrictions at the site (e.g., noise levels, height restriction, hours of operation):

IV. Utility Service

A. Positioning of Utility Lines:

- 1. Provide a site map indicating the current locations and sizes of each utility line serving the site. Attached at Tab _____
- 2. Indicate the locations and sizes of proposed lines needed to meet Project Requirements or as planned system upgrades. Attached at Tab _____

B. Electric:

- 1. Name of Electric Power Company serving this site: _____
- 2. Distance (feet) to connect to the grid for project requirements: _____
- 3. Line size serving site (kVa): _____
- 4. Distance (miles) to the closest substation to service the site: _____
- 5. Distance (miles) to the next closest substation to service the site: _____

C. Natural Gas:

- 1. Name of Gas Company serving this site: _____
- 2. Distance (feet) to the closest gas line to service the site: _____
- 3. Line size serving site (inches): _____
- 4. Pounds per square inch (psi): _____

D. Water:

- 1. Name of Water Company serving this site: _____
- 2. Distance (feet) to the closest water line to service the site: _____
- 3. Water line size (inches) _____
- 4. Water pressure at site (psi): _____
- 5. Indicate the total capacity of the water system (GPD): _____
- 6. Indicate the excess capacity of the water system (GPD): _____
- 7. Indicate any planned upgrades, new districts, or extensions required (include the timeframe and funding of the project):

E. Waste Water / Sewer:

- 1. Name of Waste Water Company serving this site: _____
- 2. Distance (miles) to the closest sewer line to service the site: _____
- 3. Sewer line size at site (inches): _____
- 4. Indicate the total capacity of sewer system (GPD): _____
- 5. Indicate the excess capacity of sewer system (GPD): _____
- 6. Indicate treatment type and any planned upgrades, new districts or extensions required (include the timeframe and funding of the project):

F. Telecommunications:

- 1. Indicate local telecommunication company(s) serving the site: _____
- 2. Distance (miles) to closest central office (CO) servicing this site: _____
- 3. Is DSL service available at the site? _____ Yes _____ No
- 4. Is fiber optic cable available? _____ Yes _____ No
- 5. Are T-1 lines available? _____ Yes _____ No
- 6. Are T-3 lines available? _____ Yes _____ No

V. Site Maps, Plats, Photographs

For the proposed site, please furnish the following exhibits and reference the tabs in which they can be found.

A. Tax Map:

- 1. Identify existing property owners of the site and surrounding / adjacent property owners including section, block, and lot information.

Attached at Tab _____

B. Large Scale Boundary Survey Map:

1. Identify site boundaries, easements, and right-of-ways.

Attached at Tab _____

C. Transportation Infrastructure Map:

1. Identify existing and proposed ingress / egress routes for both truck and passenger vehicle traffic into site.

Attached at Tab _____

D. FEMA Flood Plain Map:

1. Identify proposed site boundary.
2. Indicate % of land located within the 100-year flood plain:

Attached at Tab _____

E. Aerial Photograph:

1. Identify proposed site boundary.
2. Identify major highways, interstates, surrounding land usage/businesses, etc., on photo.

Attached at Tab _____

Attached at Tab _____

F. Shovel Ready Self Evaluation Checklist:

1. The form is available at <https://esd.ny.gov/build-now-ny-program> and must be completed.

Attached at Tab _____