Guidance for Deliverable of Master Plans
for *Select TN* Site Development Grant

Master Planning is an important step in the development process, as it:

- Reveals the next steps in preparing the site to accommodate industry,
- Helps bring consensus among local leadership and stakeholders,
- Defines the type and size of project for which the site can compete,
- Provides vision to prospects considering the site for development,
- Helps further determine the site's NCDA (net contiguous developable acres).

Ideal candidates for master planning are sites with completed due diligence studies, but ones where mass grading and/or an on-site access road is needed. For larger sites, when a smaller industrial user is the more likely type candidate to locate on a site, the master planning process will reveal how the property can feasibly be developed in phases to ease development demands on a community and still maximize the property. This will assist the community with preparing marketable sites suited for their most likely target industries.

Master Plans are expected to include the following:

1) Conceptual mass grading plan(s)
    - Determine estimate earthwork quantities (based on a minimum of 2-ft contour intervals) - preferably showing how the site balances (i.e. cut = fill)
    - Provide preliminary opinion of probable cost for mass grading and associated construction activities
    - NOTE: If two separate grading plans are prepared, an explanation should be included about why one grading plan is preferred over the other or advantages/disadvantages of each.

2) Conceptual storm water plan, including the optimal location for storm water detention ponds.
    - Understand / implement any storm water detention/retention requirements

3) Conceptual utility improvement plan
    - Identify optimal sanitary sewer solution: gravity vs. force main / lift-station
    - Estimate costs for construction of utilities (water, sewer, gas and electric) through the site
    - Discuss possible phases of utility extension
    - Identify any necessary off-site utility easements or necessary system improvements

4) Establish the most ideal ingress and egress points for car and semi-trucks
    - Provide construction estimates for time and cost to build the access road

5) Two or more conceptual building layouts
    - One of the layouts should show the maximum square footage that can be configured. This should be done within the requirements and restrictions of zoning and building codes, while maintaining circulation around the building and adequate truck courts and vehicle parking.

6) Written commentary summarizing the holistic findings of the Master Plan.

Baseline document (the "building blocks") needed to prepare in a site master plan include, but are not limited to (and should be reasonably based on the *Select TN Certification* requirements):

- Boundary Survey (Class 1/A)
- Topographic Survey Map (max. 2', preferably 1')
- Geotechnical Report (soil borings)
- Hydrologic/Wetland determination/delineation

NOTE: For Site Development Grant requests for due diligence funding, master planning can be included in the same request as funds for due diligence. Those due diligence studies must be completed prior to any master planning. If the due diligence studies reveal any *significant concerns*, additional master planning may not be needed.

Significant concerns could include, but are not limited to, the evidence of the following: wet soils; karsts/sinkholes; shallow rock; endangered species habitat; archaeological or cultural finds of potential significances, human remains, jurisdictional wetland and streams, etc.