



Shovel Ready Checklist

Site Name: _____ **Town and County:** _____

Proposed sites must meet the standards set for all the Characteristics & Suitability traits listed in Section 1 for development, and be so documented. All Surveys/Studies/Tasks listed in Section 2 must also be completed with the noted documentation available.

Section 1 – Characteristics & Suitability						
Characteristics & Suitability	Standard To Be Met	Documentation Needed	Yes	Date Completed	No	N/A
Site Ownership/Control	Clear title or development option	Title report, option agreement				
No. of Developable Acres	Sufficient for proposed development	Site map, site plan				
Acres Free of Wetlands	Sufficient for proposed development	Site map, site plan				
Suitable Shape & Configuration	Regular rectangle-few out parcels	Site map, site plan				
Suitable Topography	Slope/Terrain/Elevation Changes	Topo map, site plan				
Surrounding Land Use	Compatible with proposed development	Site map, site plan				
Transportation Access	DOT Standards for development	State & County Maps				
Zoning	Zoned for intended use	Zoning Regulation				
Real Estate Transaction	Sale/Land Lease/Price & Terms	Transaction Proposal, price & terms				
Community Support	Letters of Support	From EDC, IDA, Local Government				
Electric Service	Sufficient for proposed development	Service Provider's or Engineering Report				
Water	Sufficient for proposed development	Service Provider's or Engineering Report				
Wastewater	Sufficient for proposed development	Service Provider's or Engineering Report				
Telecom Service	Sufficient for proposed development	Service Provider's or Engineering Report				
Natural Gas Service	If required for proposed development	Service Provider's or Engineering Report				
Airport Access	Sufficient for proposed development	State & County Map				
Rail Service	If required for proposed development	Provider's Report				



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Surveys/Studies/Tasks	Oversight/Regulator	Documentation Needed	Yes	Date Completed	No	N/A
Archeological & Historic Survey	NDSHPO	SHPO sign off of survey				
Archeological & Historic Mitigation (1)	NDSHPO	SHPO sign off of plan				
Conceptual Site Plan	Municipal Planning Board	Site plan & subdivision approval				
Environmental Assessment	Engineering firm	Phase I and/or Phase II Report				
Floodplain boundaries	FEMA	FEMA Mapping				
Park Covenants/Rules/Regs (2)	Developer	Park Rules, Regs, Covenants Doc				
Protected & Rare Species Survey	US Fish & Wildlife Service	USFWS sign off of survey & report				
SEQR (State Environmental Quality Review)	ND Department of Health	EAF or FEIS or Negative Declaration				
Site Survey	Licensed Surveyor	Site Plan & Boundary Survey Map				
Soils Survey	Soil & Water Conservation District	Soil Survey Map				
Special District Approval (3)	APA, CWA, Ag District, etc.	Sign off by oversight body				
Stormwater Management	ND Department of Health	NDDH sign off of preliminary plan				
Traffic Impact Study	ND Department of Transportation	DOT approval of study				
Wetlands Avoidance & Minimization	ND DOT, USFWS	Pre-Application meeting with DOT & USFWS				
Wetlands Avoid & Minimize Plan	ND DOT, USFWS	Preliminary Plan Approved				
Wetlands Mitigation Plan (1)	ND DOT, USFWS	Preliminary Mitigation Plan Approved				

- (1) Only required if study indicates mitigation is needed.
- (2) If appropriate for proposed type of development.
- (3) If applicable. Includes local/district agencies.

I certify that to the best of my knowledge, the information presented on this checklist is true and accurate:

Completed By (print): _____

Signature: _____

Phone: _____ Email: _____