

SITE NAME: \_\_\_\_\_

TOWN AND COUNTY: \_\_\_\_\_



This checklist is provided to help the site sponsor or developer to familiarize themselves with the program guidelines and judge if they are ready to apply for Shovel Ready Certification. Prior to starting this checklist, please review the Shovel Ready Guide, the Build Now-NY development profiles, and the Frequently Asked Questions -- all of which are posted on our website [www.esd.ny.gov/BuildNow](http://www.esd.ny.gov/BuildNow).

Proposed sites must meet the standards set for all the Characteristics & Suitability traits listed in Section 1 for one or more of the Build Now – NY development profiles, and be so documented. All Surveys/Studies/Tasks listed in Section 2 must also be completed with the noted documentation available. Only after successful completion of the entire Self Evaluation Checklist should a site sponsor or developer consider submitting an Application and a request for Shovel Ready Certification.

Any questions relating to this checklist, or the Shovel Ready program in general, can be directed to: [Brenda Grober](#) at Empire State Development: 518-292-5340.

### Section 1-Characteristics & Suitability

Characteristics & Suitability	Standard To Be Met	Documentation Needed	Yes	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 Outside FEMA Flood Plain	Sufficient for proposed development	FEMA 100 yr. flood plain map			
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			

\* Utility services adequate to meet the proposed development must be in place or plans must be developed showing how services will be provided. Plans must include engineering, ROW, estimated costs, source of funds, and timeline.

Surveys/Studies/Tasks	Oversight/Regulator	Documentation Needed	Yes	Date Completed	No	N/A
Archeological & Historic Survey	NYSHPO	SHPO sign off of survey				
Archeological & Historic Mitigation (1)	NYSHPO	SHPO sign off of plan				
Conceptual Site Plan	Municipal Planning Board	Site plan & subdivision approval				
Environmental Assessment	NYSDEC	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	lead agency	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	NYSDEC	DEC sign off of preliminary plan				
Traffic Impact Study	NYSDOT	DOT approval of study				
Wetlands Avoidance & Minimization	NYSDEC & Army Corp	Pre-Application meeting w/ ACOE & DEC				
Wetlands Avoid & Minimize Plan	NYSDEC & Army Corp	Preliminary plan approved				
Wetlands Mitigation Plan (1)	NYSDEC & Army Corp	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 such agencies as Historic Districts, the Adirondack Park Agency, Catskill Watershed Authority, Special Agriculture District, Susquehanna River Basin Commission, etc.

***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: \_\_\_\_\_