palmetto sites

PROGRAM MANUAL

SITE SELECTION GROUP™

SOUTH CAROLINA DEPT. OF COMMERCE

palmetto sites

South Carolina is the new headquarters of American innovation — a state committed to helping companies move forward in a place built for the new economy, where industry can plan for sustained success, from launch to legacy.

As part of our commitment to ensuring a business-friendly environment, S.C. Commerce's Palmetto Sites program takes a dynamic approach to site evaluation. Recognizing that no single set of criteria can define every property's potential, Palmetto Sites designation guarantees a comprehensive evaluation of the many contributing factors behind competitive economic development — including property ownership, site characteristics, utility status, and due diligence reporting.

Our team understands the importance of speed-to-market, and we aim to eliminate the guesswork behind site selection. With an inventory of sites thoroughly reviewed and evaluated for your project's most critical components, Palmetto Sites is ready to recruit new businesses and support existing ones, no matter where they are in their South Carolina legacy journey.

At S.C. Commerce, we know that thriving companies build vibrant communities, creating symbiotic growth and economic opportunities. The future of global business is here, and we know that the Palmetto Sites program signals to the world that South Carolina is ready for whatever technologies and innovations demand of our economy. Work where you love and ensure it's the right fit for your business, wherever your legacy takes you.

Harry M. Lightsey III

South Carolina Secretary of Commerce

SOUTH CAROLINA DEPT. OF COMMERCE

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strategic location solutions

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Program Overview

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Program Overview

No rigid or burdensome criteria to meet

Leverages key workforce and target industry data

Customized strategic development plans

Comprehensive site and community analysis

Marketing support to attract potential new industry

The South Carolina Department of Commerce ("Commerce") has engaged Site Selection Group, LLC ("SSG") to develop and manage a site readiness program designed to assist communities and economic developers with their product development and community preparedness efforts. The program was designed to be simple to complete and use site-specific workforce and target industry analytics to create customized strategic development plans.

The objective of the program is to increase the inventory of quality industrial sites throughout the state that have the necessary due diligence completed, and to prepare communities to attract prospects. The Palmetto Sites program has shifted the goal from certifying properties based on a set criteria to a customized approach that takes the following into consideration:

HOLISTIC APPROACH: Employs a comprehensive and common-sense approach to product development and is not limited to just site characteristics. This evaluation includes a workforce analysis, target industry assessment, community preparedness assessment, as well as a detailed review of site characteristics.

RETURN ON INVESTMENT: Strategic recommendations for participants will be prioritized based on a philosophy measured by the probability of capturing new jobs and capital investment.

NO RIGID CRITERIA: Anyone can participate and there are no set criteria that participants or properties must meet! To participate and become designated as a Palmetto Site, applicants will submit a request for information (RFI), host the team for a site and community tour, and complete the recommended due diligence studies necessary, based on the customized plan that SSG develops for that particular property.

Palmetto Sites Process

Phase 1 – Site & Community Readiness Evaluation Phase

Phase 2 – Due Diligence Phase

Request for Information

- SSG will issue a Request for Information to gather data on…
  - Site characteristics
  - Utilities (electric, natural gas, water, wastewater, telecom)
  - Transportation infrastructure
  - Due diligence
  - Taxes & Utility rates

Desktop Site Evaluation & Site Visits

- Desktop evaluation of site conditions and RFI response
- Conduct technically focused site visits to meet with key stakeholders (property ownership, economic development leadership, utility providers, etc.)
- Workforce and target industry discussions
- Site/Community windshield tour

Final Analysis

- Evaluation of site through the lens of corporate site selection.
  - Technical Site Analysis
  - Competitive Assessment (Cost & Workforce)
  - Industry Impact
- Due Diligence Plan
- Strategic Development Plan
- Presentation of results (optional)

Due Diligence Phase

Required for Palmetto Sites

- Sites must complete the customized due diligence plan (issued in prior phase) in order to be designated as a **Palmetto Site.**
- Palmetto Sites designation typically lasts five (5) years.
- SC Commerce provides marketing and support following designation.
- See page 6 for details.

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Due Diligence Plan: EXAMPLE

DOCUMENTATION	DATE COMPLETED	SSG COMMENTS	UPDATE REQUIRED FOR PALMETTO SITES?
Documentation of Control/Ownership	January 14, 2016	Deed dated January 14, 2016 shows Coastal Electric Cooperative, Inc. as the owner.	**NO**
Title Search	Incomplete/ Not Provided	Please provide to SSG upon completion if County chooses to complete the Due Diligence Phase.	**YES**
Environmental Site Assessment	September 2011 October 3, 2018	Please provide an updated study to SSG upon completion if County chooses to complete the Due Diligence Phase.	**YES**
Wetlands Delineation	February 11, 2011 May 8, 2012	Please provide an updated study to SSG upon completion if County chooses to complete the Due Diligence Phase.	**YES**
Jurisdictional Determination letter from the USACE	January 28, 2011 May 20, 2013	Please provide an update to SSG upon completion if County chooses to complete the Due Diligence Phase.	**YES**
Threatened and Endangered Species Habitat Assessment	September 2009	Please provide an updated study to SSG upon completion if County chooses to complete the Due Diligence Phase.	**YES**
Archaeological and Historical Investigation	September 2011	Please provide an updated study to SSG upon completion if County chooses to complete the Due Diligence Phase.	**YES**
Geotechnical Assessment	January 24, 2014	Five (5) soil borings conducted during the geotechnical exploration resulted in the recommendation of Seismic Site Class D. To meet Palmetto Sites due diligence requirements, a minimum of one (1) boring should be conducted for every 25 developable acres; additional borings should be performed on the core, developable acreage.	**YES**
Master Conceptual Plan	Incomplete/ Not Provided	Please provide an updated study to SSG upon completion if County chooses to complete the Due Diligence Phase.	**YES**
Survey	March 7, 2012	Update boundary survey to reflect existing conditions to comply with requirements of Palmetto Sites.	**YES**
Map Set	Incomplete/ Not Provided	Please provide to SSG upon completion if County chooses to complete the Due Diligence Phase.	**YES**

Summary of Due Diligence Phase

- Palmetto Sites Designation: Sites must complete the customized due diligence plan (example above) in order to be designated as a **Palmetto Site.**
- Participants will have six (6) months from the date they receive the evaluation report and customized due diligence plan to decide whether to proceed with Phase 2 of the program.
- If a participant elects to proceed with Phase 2, the participant will have twelve (12) months to complete the recommended due diligence, beginning on the date the Grant Award Agreement is fully executed.
- If a Control Agreement is required, the participant will have twelve (12) months from receipt of the evaluation report to execute the Control Agreement. Once the Control Agreement and the Grant Award Agreement have both been fully executed, the participant will then have twelve (12) months to complete the recommended due diligence.

Instructions for Submission

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Instructions for Submission

- Submit an electronic copy of the completed RFI Questionnaire (excel file, please do not pdf) and provide all of the Maps and Documentation listed in this document beginning on page 9. These can be uploaded to Dropbox (or similar FTP site) and SSG will download the files – please do not send hard copies! Submit all items in the order requested in separate files, with the appropriate file names (see pages 9-12).

- Scheduling site visits is often one of the bigger challenges in site readiness programs. While SSG will try to be flexible, please keep in mind we are coordinating schedules between several communities with wide geographic spreads. We would appreciate any help communities can provide to ensure that a representative can be available during requested tour dates.

- **Send the electronic submission no later than 12:00 p.m. ET on Friday, March 6th to:**

Dewey Evans devans@siteselectiongroup.com	**Rod McCants** rmccants@siteselectiongroup.com	**Elijah Moore** emoore@siteselectiongroup.com
Jennifer Druce jdruce@sccommerce.com	**Sarah Johnson** sjohnson@sccommerce.com	**Mark Sikora** msikora@sccommerce.com

- SSG will conduct a desktop evaluation of the RFI Questionnaire and Maps and Documentation and schedule site visits with communities. SSG will also clearly outline expectations for the site visit (attendees, agenda, schedule, etc.).
- Please also submit any relevant past work completed on the property or community (e.g., target industry analyses, workforce analyses, due diligence reports, etc.). SSG will incorporate existing work and consider the property in the broader context of the ED organization's goals and strategies.

2026 Round 1 Palmetto Sites Schedule

Task	*Schedule*
Program Materials Distributed	Monday, February 2nd
Deadline for RFI Submission	Friday, March 6th
Site Visits	Weeks of March 23 and March 30th
Due Diligence Phase	Accepted on a rolling basis

Requested Attachments

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Requested Attachments

To assist SSG in efficiently reviewing all the critical materials, please submit items in the order listed below. Please submit electronic attachments as separate files, clearly labeling each file with the Attachment number and title listed below. For example, the first attachment should be named "1 – RFI Questionnaire", and the second attachment "2 – KML/KMZ of Property Boundary".

All maps should show a scale, a directional arrow, clear boundaries of the site (boundaries should clearly show only the property being proposed for evaluation), and a date. All letters should be on the appropriate letterhead and include a date and a signature.

GENERAL REQUIREMENTS

1. **RFI Questionnaire** – (please complete and submit this Excel file that includes several tabs as one collated Excel file – please do not PDF.)
2. **KML/KMZ of Property Boundary** – please provide a KML/KMZ file outlining the property boundaries.
3. **Aerial photograph -** with property boundaries clearly identified.
4. **Map of adjoining and nearby businesses -** with businesses identified (if applicable).
5. **Topographic map -** with property boundaries identified (if available).

PROPERTY AVAILABILITY

6. **Property availability** - Documentation that ensures that the property is available. This should be one of the following:
   - An appropriate real estate listing agreement authorizing an agent to offer the property for sale;
   - An exclusive option to purchase; *-or-*
   - If the property owner is also the applicant, a letter from the owner (or its authorized representative) indicating the intent to sell or lease the property for industrial uses.
7. **Owner letter with price** - Letter from the owner or controlling entity stating the price and conditions of a sale or lease. (This letter can be combined with documentation in Attachment 9, if applicable.)
8. **Copy of the present deed(s) -** indicating the current ownership of the property.
9. **County tax parcel map -** with tax parcel identification numbers depicting the location and property boundaries.

Requested Attachments

ZONING

10. **Zoning map & description -** Map illustrating the current zoning for the property and surrounding area with property boundaries identified. If there is no zoning in the jurisdiction, attach a comprehensive or long-range plan and/or map. If there is zoning in the jurisdiction, provide the property's current zoning description and outline the acceptable uses. If the zoning for the area surrounding the property is different than the zoning for the property itself, a description of allowable uses under current zoning classifications for surrounding property should also be submitted.

TRANSPORTATION

11. **Rail provider letter -** Letter from the rail provider indicating its feasibility and willingness to provide rail service to the property (if property is marketed as rail-served). If available, also provide an estimated cost and schedule for extending rail to the property (if applicable).

UTILITIES

12. **Infrastructure map(s)** - Infrastructure map(s) with property boundaries identified indicating the following:
    - The location and voltage of the nearest electric infrastructure serving the property.
    - The location and size of the nearest natural gas distribution line(s) serving the property.
    - The location and size of the nearest water line(s) serving the property.
    - The location and size of the nearest wastewater line(s) serving the property.
    - The location of the nearest telecommunication infrastructure serving the property.

    Please note that Attachment 1 – RFI Questionnaire has several sections that include Electric, Natural Gas, Water, Wastewater, and Telecomm Questionnaires, which should be completed by the utility providers to ensure accurate information. Providers may either complete their respective section within the RFI Questionnaire or separate utility questionnaire provided as part of the Program Materials.

Requested Attachments

SITE DEVELOPABILITY

13. **FEMA flood map(s) -** with panel number indicated and property boundaries identified.
14. **National Wetlands Inventory (NWI) map -** with property boundaries identified.

OPTIONAL DOCUMENTATION (IF AVAILABLE)

15. **Standard community/quality of life presentation deck**
16. **Copy of the industrial park covenants, conditions, and restrictions (if applicable)**
17. **Provide a copy of all the due diligence that has been completed on the property. This includes but is not limited to:**
    - Title Search
    - Environmental Site Assessment
    - Wetlands Delineation
    - Jurisdictional Determination letter from the U.S. Army Corps of Engineers
    - Threatened and Endangered Species Habitat Assessment
    - Archaeological and Historical Investigation
    - Geotechnical Assessment
    - Master Conceptual Plan
    - Survey
    - Map Set

Due Diligence Phase

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Due Diligence Phase Overview

While the Site and Community Readiness Evaluation Phase provides tremendous value to the applicant, **the Palmetto Site designation is reserved for properties that have completed and current due diligence**. The list below is a summary of the potential due diligence documentation that may be required in order to complete the Due Diligence Phase and receive the Palmetto Site designation. Summary is made with SSG's opinion of what due diligence a typical prospect/consultant would like to have completed on the property, and what SSG considers is a common-sense approach to due diligence.

Please note that all due diligence documentation must cover the entirety of the acreage evaluated during the Palmetto Sites process. For instance, if property is 100 total acres, but due diligence documentation only covers 50 acres, only 50 acres will be eligible for Palmetto Sites designation. Please let SSG and SC Commerce know if you have any questions on this prior to completion of due diligence studies.

SSG will work with the community to create a customized Due Diligence Plan for each property. The list below includes items that will most likely be required, but requirements are subject to change based on specific property needs. Further descriptions and general guidelines of each can be provided upon request.

- Documentation of control and ownership
- Title Search
- Environmental Site Assessment
- Wetlands Delineation
- Jurisdictional Determination letter from the U.S. Army Corps of Engineers
- Threatened and Endangered Species Habitat Assessment
- Archaeological and Historical Investigation
- Geotechnical Assessment
- Master Conceptual Plan
- Survey
- Map Set

Summary of Due Diligence Phase

- Palmetto Sites Designation: Sites must complete the customized due diligence plan (example above) in order to be designated as a **Palmetto Site.**
- Participants will have six (6) months from the date they receive the evaluation report and customized due diligence plan to decide whether to proceed with Phase 2 of the program.
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