

Golden LEAF SITE Program Shell Building Phase

Preliminary Design Package Requirements

The Preliminary Design Package must be submitted before funding will be released for costs other than due diligence or preparation of the Preliminary Design Package. Applicants may request up to \$60,000 for preparation of the Preliminary Design Package as part of a SITE Program Shell Building application. Grantees must meet the 1:4 match requirement for any funds awarded for the Preliminary Design Package.

The purpose of completing these items is to demonstrate that the applicant has assessed the viability of constructing a shell building on the identified site and understands the scope of the project and has reasonable budget estimate.

If a grant is awarded, Golden LEAF will not pay for design and planning in addition to the items listed below until Golden LEAF has approved the Preliminary Design Package and then only if those items are included on the approved Golden LEAF budget.

A shell building is an industrial building, new construction, not previously occupied, without a known or intended occupant, designed to accommodate build out to suit a future owner or tenant.

Preliminary Design Package

The Preliminary Design Package will consist of four primary elements. These elements include:

- **Preliminary Site Design Plan**
- **Proposed Building Narrative**
- **Preliminary Geotechnical Report**
- **Preliminary Opinion of Probable Cost**

Preliminary Site Design Plan – The Preliminary Site Design Plan will consist of a set of drawings and details intended to demonstrate the intended site layout and grading requirements sufficient to provide a preliminary Opinion of Probable Cost (see below), but not intended to be a full design or permit package. An example Preliminary Site Design Plan is available at the [SITE Program Resources page](#). Below is the minimum information that should be included in the Preliminary Site Design Plan.

Cover Sheet

- Location Map (indicating the location and outline of the proposed site)
- Name and address of Property Owner
- Parcel ID and Address for the Project
- Area/acreage of the subject Parcel
- Name and address of the Project Designer(s)
- Jurisdiction of the Project
- Zoning for the Project Site – If the site is not currently suitably zoned for the project, then a narrative to include the time and process necessary to bring the site into zoning compliance for the anticipated project is required to be included. If the community does not have zoning, please indicate.
- Table of building setbacks and any other restrictions such as Watershed Protection Districts or Floodplain areas
- Proposed building elements such as gross square footage, building height, and building construction type.
- Proposed number of parking spaces and other site elements.

Existing Conditions Plan

- North Arrow and Scale
- Site Boundary - This is not required to be a full site boundary survey but needs to reasonably represent the proposed project site boundary and how that relates to the existing parcel lines. Please show any proposed subdivision lines if relevant.
- Existing Topography - Contours should be shown at reasonable intervals to ensure that any grading studies can be used to estimate site construction costs. In no case shall the contour intervals be greater than 2'. Existing grade contours should include enough labels on at least one out of every 5 contour lines. List the source of the contour data (Example: Field Survey, LiDAR).
- Location of Wetlands – Wetlands should be shown based on information provided by a field review of the site and a delineation in accordance with the latest USACOE guidance. A Jurisdictional Determination by the USACOE is not required and GPS equipment may be used to locate wetland areas. If only a portion of a large site is proposed for development, the delineation may be limited to the site areas adjacent to the proposed site development.
- Location of any creeks, streams, ponds or dams.
- Location of any required local, state or federal buffers around wetland or other riparian areas.
- Location of any FEMA 100-year Floodplain based on the latest published FIRM maps or other detailed studies.
- Location of any public or private easements or rights-of-way within the parcel.
- Location of other significant site elements such as structures, roadways, historical or cultural sites, protected endangered species areas, cemeteries, underground storage tanks, abandoned wells, septic tanks, debris and other elements that may impact the development of the site.
- Location of all existing utilities to the site – (Water, Sewer, Power, Gas, Communications) If any of these utilities are not present at the site a narrative and/or sketch describing the distance, timing and cost to bring the utilities to the site must be provided on this or a separate sheet. If the site is not intended to connect to a utility or if a utility such as gas service is not available, please indicate such on the plan.

Concept Site Layout Plan

- North Arrow and Scale
- Location of existing and proposed roadways and driveway to include offsite intersections, curb cuts and drives that impact access to the proposed site.
- Generally, indicate vehicle use areas to include parking areas, truck docking or staging areas and circulation. Provide general dimensions for all areas and curve radii for circulation routes. The intent of this item is to understand the full intent of the project to include approximate number of parking spaces, the types of trucks that are intended to serve the site and how vehicles and pedestrians may or may not interact.
- Building footprint, orientation, and entrance layout – This does not require a full building layout. The plan should indicate overall building dimensions and anticipated entry points in relation to parking, loading and other circulation areas.
- Show areas where the building and/or site grading could be expanded with future project phases. Detailed building dimensions or grading plans are not required. Simply indicate the locations and general dimensions of the potential expansion areas.
- Location of elements from the existing condition plans that may restrict development such as easements, riparian buffers, floodplains, restricted use areas and other similar elements.

- Location of building setbacks and buffers or streetscapes as required by the site zoning or anticipated zoning.
- Location and general dimensions of stormwater management areas if required.

Concept Site Grading Plan

- North Arrow and Bar Scale
- Location of elements from the Existing Conditions Plan that may restrict development such as easements, riparian buffers, floodplains, restricted use areas and other similar elements.
- Existing Topography - Contours should be shown at reasonable intervals to ensure that any grading studies can be used to reasonably estimate site construction costs. In no case shall the contour intervals be greater than 2'. Existing grade contours should include enough labels on at least one out of every 5 contour lines. List the source of the contour data (example: Field Survey, LiDAR).
- Proposed Topography - Contours should be shown at reasonable intervals to ensure that any grading studies can be used to reasonably estimate site construction costs. In no case shall the contour intervals be greater than 2'. Proposed grade contours should include enough labels on at least one out of every 5 contour lines. A detailed spot grading plan and/or accessibility plan is not required.
- General drainage patterns and location of storm networks. Detailed storm water conveyance design (pipe or ditch) is not required.
- Location, grading and preliminary sizing report for any required stormwater management devices. If the community does not have stormwater management requirements indicate as such on the plans.
- Location of any proposed retaining walls or steep slopes.

Concept Site Utility Connection Plan

- North Arrow and Bar Scale
- All Elements shown on the Concept Site Layout Plan, except dimensions.
- Location and size of all existing underground and overhead utilities
- Location and size of all proposed utility connections from the existing utility lines to the proposed building footprint. If offsite utility connections are required, provide a narrative description and concept sketch of how those connections will be made.
- Location and dimension on any required utility extension easements.
- Profiles are not required

Site Detail Plan

- Provide any details or elements that the designer may feel is important to understand the proposed project.

Proposed Building Narrative – Provide a written description of the size and dimensions of the proposed building. The narrative should also include primary building elements to include building material type, ceiling height, siding material, roofing material, ventilation, and floor finishes (a concrete floor is not required). The square footage, ceiling height, and other building elements must meet the minimum requirements provided in the Stage 1 application. Building elevations or detailed layouts are not required but may be included to facilitate this response.

Preliminary Geotechnical Report – Provide a preliminary site geotechnical report to include a minimum of four borings logs taken in the general vicinity of the four building corners. Additional borings in areas of deep cuts or low areas are recommended but not required. The report should include a description of the onsite soils, recommendations for grading operations, depth to rock or groundwater, unsuitable materials, likely soil bearing pressures, any seismic recommendation and recommendations for typical building footing construction.

Preliminary Opinion of Probable Cost – Provide an updated preliminary Opinion of Probable Cost signed and sealed by a licensed Professional Engineer or Architect detailing the anticipated costs for construction. The Preliminary Opinion of Probable Cost should include quantities and unit costs for elements such as: building cost, grading, rock excavation, paving, utility extension and connection, and stormwater management structures. Lump sum elements such as final design, erosion control, landscaping, permitting, site studies, contingencies and contract administration, surveying and final certifications should also be included.

The Preliminary Opinion of Probable Cost must be created or updated at the time the Preliminary Design Package is submitted to Golden LEAF.