**VBRSP Site Characterization Application**

**Application Instructions**

Carefully review the VBRSP Site Characterization Guidelines and the application requirements before completing and submitting an application.

*Applications will be accepted, on a rolling basis, beginning July 1, until the monies available for the Site Characterization step of the VBRSP have all been allocated.* *Only timely-filed, complete applications will be considered.*

*Use the Provided Format*: Applicants must use the format provided and respond using a font size of no less than 12.

*Use the Space Provided*: All questions should be answered within the space provided. The following **List of Attachments\*** are required, as applicable, and must be placed at the end of the application, and listed in order:

Attachment A - Documentation of Ownership

Attachment B - Site Characterization Report (Reimbursement)

Attachment C - Assessment Invoice or Estimate

Attachment D – Applicant’s Commonwealth of Virginia (COV) Substitute W-9

\* In some cases, more than one document may be needed to for a particular attachment. In this instance, please label the documents A-1, A-2, and so forth.

*Application Questions and Submittal*: Applications will be accepted on a rolling basis until funds are depleted. Applications must be submitted **electronically**.

Submit questions and applications to:

VBRSP Project Review Committee

Virginia Economic Development Partnership

(804) 545-5786

[sites@vedp.org](mailto:sites@vedp.org)

**Applicant Name(s):**

Provide the name of the Locality or Regional Authority applying.

**Primary Contact Information:**

Provide name, contact numbers, physical and email address.

**Site Identification:**

Identify the name, address, and location of the site (GPS coordinates), including the locality in which it is located.

**iVS Property ID:**

The site must be listed in VirginiaScan.

**Site Ownership:**

Provide the name of the property owner. Indicate whether property is public, public/private or privately owned. Include documentation of ownership. (Attachment A).

**Site Description**

Provide the current acreage and zoning of the property. Describe any changes in zoning that may be required or planned for the site. Explain how the site aligns with the applicable comprehensive plan.

**Site Characterization Firm:**

Provide the name of the Site Development Professional that will perform or has performed the Site Characterization.

**Site Assessment Cost and Grant Request:**

Detail the cost of the Site Characterization. Indicate VBRSP Site Characterization Grant request. Include an estimate or, if available, an invoice. Include a copy of the applicants COV Substitute W-9. (Attachment C, D)

**Source of Local Match:**

Identify each source of the funds to pay for the cost of the Site Characterization. Indicate the amount provided by each source as a share of the total cost.

**Connection with Local/Regional Strategies and Assets:**

Briefly describe the connection between the potential site and the local/regional industrial or commercial economic development targets, strategies, complementary assets, and workforce availability.