



2013 Brownfields Coalition Grant  
Southeast Volusia Corridor Improvement Coalition  
(SVCIC)

**Brownfields Assessment  
Application Package**

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# PART A

## BROWNFIELD ASSESSMENT INFORMATION

City of Edgewater, under a Cooperative Agreement with EPA, is conducting Brownfield Site Assessments (BA) of publicly owned property, qualified privately owned property, and properties owned by not-for-profit organizations within the designated Southeast Volusia area. Often, local governments have acquired contaminated properties through foreclosure for back taxes, land donations, or may already own property they would like to sell for redevelopment purposes. It is sometimes difficult for local governments to find adequate funding to pay for environmental assessments (Phase I and Phase II Assessments for Due Diligence) prior to redevelopment. The BA Program provides funding and technical assistance to assist communities in assessing properties. Often, it is the unknown condition of the environment that dissuades developers from considering properties, not actual contamination. Brownfields Assessments are reviewed and future decisions for the property are endorsed by both state and federal government.

### I. INTRODUCTION

#### A. What are brownfields?

The term 'brownfields' means real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant.

#### B. Why are environmental assessments important?

Environmental assessments determine if contamination is present, and to some extent, the significance of the impact present at a property. The assessment provides answers to many of the questions regarding potential cleanup costs and environmental liability associated with brownfield properties.

#### C. Why is redevelopment of brownfields important?

Redevelopment of brownfields potentially benefits the environment, the community, and industry by:

- preserving undeveloped greenspace
- cleaning up contaminated properties, thereby mitigating potential health risks
- recycling and utilizing preexisting infrastructure and services
- returning properties to tax rolls
- creating employment opportunities

## II. SVCIC ASSISTANCE

### A. What type of information is collected during the Phase I assessment?

The following information is collected during Phase I activities:

- Records review - a review of all state and federal records to identify any contaminated sites in the vicinity of the property. This review will also include identification of all physical characteristics of the property including geologic and topographic conditions. All historical uses of the property will be identified and all recorded land and title information will be collected.
- Site reconnaissance - the property, and adjacent properties, will be observed visually and physically. All evidence of current and historical facilities use will be documented.
- Interviews with owners and occupants - SVCIC will conduct interviews with these individuals to obtain information indicating the recognized environmental conditions in connection with the property.

### B. What type of sampling may be conducted during the Phase II assessment?

The following may be sampled by SVCIC during a Phase II assessment:

- soil
- sediment
- ground water
- surface water
- drums and other chemical waste containers
- tanks
- building materials (i.e. asbestos and lead paint)

### C. What type of report is generated by SVCIC?

SVCIC, or SVCIC's contractor, will complete a Brownfields Targeted Assessment report to include, at a minimum, the following sections:

- Introduction
- Property Description
- Property History
- Soil Characteristics, Geology, and Hydrogeology
- Property Reconnaissance and Sampling
- Analytical Results
- Conclusion
- References

D. What if contamination is found on the property?

Should the assessment reveal contamination on the property, SVCIC will request a meeting with the applicant to discuss the following possibilities:

- removal options
- identification of the actual discharger
- participation in SVCIC's Voluntary Cleanup Program where the applicant can pursue cleanup if necessary prior to redevelopment and can receive a No Further Action Determination for the property
- cleanup standards/goals/technologies
- available funding mechanisms
- redevelopment suitability regarding environmental issues (i.e. land use restrictions, nonresidential/residential redevelopment)

## PART B

### BROWNFIELDS ASSESSMENT APPLICATION INFORMATION

*BEFORE COMPLETING THE APPLICATION, PLEASE READ THE FOLLOWING INFORMATION:*

The Brownfields Assessment (BA) is an excellent opportunity for units of government to obtain environmental information to assist in their redevelopment endeavors. SVCIC's goal is to assess the three communities in putting abandoned properties into productive reuse and to promote sustainable development/growth.

Preference will be given to properties with a proposed end use, which may allow flexibility in setting cleanup objectives, thus facilitating a quicker cleanup and redevelopment process. Properties with complete redevelopment plans or with a prospective purchaser currently under consideration will also be given preference. Applications providing the best evidence of a true need with community support have the best chance of being selected.

#### **Who is eligible?**

Any unit of government (city, county, not-for-profit organization, etc.) may submit a property for assessment. Private property owners are also eligible provided they have support from a local unit of government or non-profit organization.

#### **What types of properties are eligible?**

All types of properties may receive an assessment, with some exceptions. SVCIC's primary focus is on industrial and commercial properties; however, residential areas may be considered under special circumstances. Properties subject to enforcement action associated with environmental contamination are not eligible (Superfund sites, etc.). Units of government may petition for exceptions.

#### **Who reviews the application?**

Both SVCIC and EPA review the applications. Applications from all units of government, regardless of size or geographic location, will be given equal consideration. Applications should be clear and concise, follow the criteria (indicated in Part E), and provide sufficient detail for SVCIC to compare the merits of each and decide which applications best support the intent of the program. SVCIC will prioritize the properties to receive an environmental assessment based on the applications best meeting the criteria.

#### **How are the applicants notified?**

Selected applicants will receive a confirmation letter within three weeks of the receipt of the application. A meeting or teleconference will be held with the applicant, explaining what the project will consist of and the respective responsibilities of each party. SVCIC intends to actively work with the applicant to meet the community's needs. Applicants who are not selected will also be notified in writing; however, all applications are kept on file for later considerations.

**Who obtains access to the property?**

Included in this BA application package is the “Site Access” form; this form must be signed by the property owner. If the BA applicant does not own the property being assessed; the applicant must have this form signed by the property owner.

**How long will the assessment take once the application is approved by EPA?**

Upon approval of the application, assessment activities will be initiated within 30 days. The average time for completion of a BA (both Phase I and Phase II assessment) is approximately 3 to 4 months from the date the application is received until the report is submitted to the EPA for approval. Time frames may be expedited depending on the work load and other issues.

PART C

SITE SELECTION CRITERIA



## **SITE SELECTION CRITERIA UNDER THE SOUTHEAST VOLUSIA CORRIDOR IMPROVEMENT COALITION EPA BROWNFIELDS ASSESSMENT GRANT**

### **MANDATORY THRESHOLD CRITERIA**

- ✓ Meets EPA Eligibility Criteria
- ✓ Full Site Access Obtained
- ✓ Potential for Timely Progress
- ✓ All Sites Must Be Fully Situated within the City Limits of Either the City of Edgewater, the City of New Smyrna Beach, or the City of Oak Hill

### **OTHER CRITERIA**

- Partner Priority Site
- Economic Development Potential (job creation / return of properties to tax rolls)
- Community Development (affordable housing, social needs, health care)
- Open Space / Green Space
- Green Infrastructure (habitat restoration, stormwater enhancements, watershed protection)
- Sustainable Development & Smart Growth (such as renewable energy, LEED development, mixed use development, transportation-oriented development)
- Community-Driven
- Environmental Justice



*This Brownfields Grant Program is funded by the EPA.*

[Southeast Volusia Corridor Improvement Coalition](#)

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[www.cityofnsb.com](http://www.cityofnsb.com) • [www.cityofedgewater.org](http://www.cityofedgewater.org) • [www.oakhillfl.com](http://www.oakhillfl.com)

PART D

SITE ACCESS FORM



PERMISSION TO ENTER PROPERTY  
TO CONDUCT ENVIRONMENTAL ASSESSMENTS  
UNDER THE SOUTHEAST VOLUSIA CORRIDOR IMPROVEMENT COALITION PARTNERS'  
EPA BROWNFIELDS ASSESSMENT GRANT

1. \_\_\_\_\_ ("Undersigned"), Owner, hereby gives permission to the Coalition and its agents, representatives and contractors to enter the Undersigned's property ("the Property") located at:

\_\_\_\_\_

(the property address and/or parcel numbers)

2. This permission is contemplated to be used for the Coalition's EPA Brownfields Assessment Grant to perform duties required to evaluate environmental conditions that may be present at the Property including the following activities:
- a) To access all areas of the Property including areas where environmental contamination may exist;
  - b) To conduct interviews, take photographs, make site sketches and perform air monitoring;
  - c) To collect waste, soil, surface water, sediment, and groundwater samples, if necessary; which may include the installation of groundwater monitoring wells;
  - d) To temporarily store, remove and dispose of investigation derived wastes; and
  - e) To use equipment, on the Property including vehicles and drill rigs, as is necessary to perform the above activities.
3. The granting of this permission by the Undersigned is not intended, nor should it be construed, as an admission of liability on the part of the Undersigned or the Undersigned's successors and assigns for any possible contamination that may be detected in the collected samples.
4. The Coalition, its agents, representatives or contractors may enter the property during normal business hours and may also make special arrangements to enter the Property at other times after agreement from the Undersigned.
5. In consideration of the permission and other valuable consideration accepted by Undersigned (as the owner of the Property) to the Coalition, and/or its duly authorized representatives, whose mailing address is P.O. Box 100, Edgewater, FL 32132, for the purpose of using the Property identified above for the above referenced purposes, the

Coalition agrees to require that all of its agents, representatives or contractors entering the Property have sufficient liability insurance coverage to pay any claim, loss, damage, costs, charge, or expense, including attorney's fees and costs, arising from or in connection with the above referenced activities onto the Property or any condition created in or during the performance of such act(s) or from the omission or negligence of the Coalition or any of its officers, agents, employees, or assigns for any accident, injury, or damage occurring during the performance of such activity, to the extent permitted by law, except for damages arising out of the injury or damage to persons or Property directly caused or resulting from the sole negligence of the Owner or any of its agents, servants or employees.

6. It is further understood and agreed that once the Coalition's activities are completed the Coalition and/or its duly authorized representatives will restore the Property affected by such activities to as near as is practicable the condition of the Property that existed before the Coalition began its work on the Property.
7. This Agreement shall be effective upon the date of execution by a duly authorized representative of the Coalition and shall expire upon the completion of the activities described herein or upon written notice by the Owner to cease the activities; whichever is earlier.

**Witness**

**PERMISSION TO ENTER**

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Owner's/Owner's Representative Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Accepted by the Coalition by the following authorized agent:

\_\_\_\_\_  
Signature with Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

<p><b>Access Contact (to be completed by Owner):</b></p> <p>Name: _____</p> <p>Phone: _____</p> <p>E-mail: _____</p>
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*This Brownfields Grant Program is funded by the EPA*

PART E

BROWNFIELDS ASSESSMENT APPLICATION  
FORM



## Assessment Application

### SOUTHEAST VOLUSIA CORRIDOR IMPROVEMENTS COALITION BROWNFIELDS ASSESSMENT GRANT

This information is necessary to process a request for funding through the Coalition's Brownfields Assessment Grant. Please fill in all the blanks, using "None" or "Not Applicable" where necessary. If more space is needed to answer any specific questions, please attach a separate sheet. A Site Access Permission Form signed by the property owner must accompany the Completed Application.

#### I. SUMMARY

Date of Application: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Describe Proposed Revitalization Project (Check all appropriate items):

- |   |  |
|---|--|
| <input type="checkbox"/> exterior building rehab              | <input type="checkbox"/> building construction                 |
| <input type="checkbox"/> purchase of machinery/equipment      | <input type="checkbox"/> expansion of existing business        |
| <input type="checkbox"/> bringing new business to target area | <input type="checkbox"/> creation of additional jobs (#) _____ |
| <input type="checkbox"/> interior renovation                  | <input type="checkbox"/> Other _____                           |
| <input type="checkbox"/> acquisition of real estate           | <input type="checkbox"/> Other _____                           |

Planned Reuse (if any): \_\_\_\_\_

Type of Assessment Funding Requested:

- |  |  |
|--|--|
| <input type="checkbox"/> Phase I Environmental Assessment – Funding      | <input type="checkbox"/> Phase II Environmental Assessment - Funding |
| <input type="checkbox"/> Quality Assurance Project Plan (QAPP) - Funding | <input type="checkbox"/> Remedial Planning                           |
| <input type="checkbox"/> Reuse Planning                                  | <input type="checkbox"/> All of the above, if necessary              |
| <input type="checkbox"/> Other (such as Community Outreach)              |  |

#### II. APPLICANT INFORMATION

A. Applicant's Information:

Entity Name: \_\_\_\_\_ Principal Officer: \_\_\_\_\_

General Counsel to Applicant (if any): \_\_\_\_\_

General Counsel Contact Info (phone/e-mail): \_\_\_\_\_

CFO or Accountant for Applicant (if any): \_\_\_\_\_

CFO/Accountant Contact Info (phone/e-mail): \_\_\_\_\_

Federal Employer Tax ID Number: \_\_\_\_\_ Sales Tax ID Number: \_\_\_\_\_

Primary Business Activities: \_\_\_\_\_

Current Number of Jobs on Payroll: \_\_\_\_\_

**B. Applicant's Contact Person:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**C. Information Regarding All Parent Companies, Subsidiaries or Other Affiliates of Applicant (attach separate sheet if necessary):**

**(For LLCs)**

Check One:  Member-managed  Manager-managed  Not Applicable

If Manager-managed, Name of Manager: \_\_\_\_\_

Manager's Percent of Ownership: \_\_\_\_\_

Manager's Phone Number: \_\_\_\_\_ Manager's Email Address: \_\_\_\_\_

**List all Members of the LLC:**

Member Name: \_\_\_\_\_ Percent of Ownership: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Member Name: \_\_\_\_\_ Percent of Ownership: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Member Name: \_\_\_\_\_ Percent of Ownership: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name of member who will execute all brownfield and other affiliates: \_\_\_\_\_

List all parent companies, subsidiaries and other affiliates: \_\_\_\_\_

**(For Partnerships)**

Check One:  General Partnership       Limited Partnership       Not Applicable

List all Partners:

Partner Name: \_\_\_\_\_ Percent of Ownership: \_\_\_\_\_

Check One:  General Partner       Limited Partner

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Partner Name: \_\_\_\_\_ Percent of Ownership: \_\_\_\_\_

Check One:  General Partner       Limited Partner

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Partner Name: \_\_\_\_\_ Percent of Ownership: \_\_\_\_\_

Check One:  General Partner       Limited Partner

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

List all parent companies, subsidiaries and other affiliates: \_\_\_\_\_

**(For Corporations)**

Not Applicable

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name of member who will execute all brownfield and other affiliates: \_\_\_\_\_

List all parent companies, subsidiaries and other affiliates: \_\_\_\_\_

**(For Individuals)**

Not Applicable

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

D. Does Applicant currently own the Property?  yes  no

If yes, when did Applicant purchase the Property and from whom? (Provide the name, address, telephone number and email address of the contact person for the current property owner.)

\_\_\_\_\_

If no, provide the name, address, telephone number and email address of the contact person for the current property owner:

\_\_\_\_\_

\_\_\_\_\_

E. If Applicant does not currently own the Property, does Applicant have the Property under contract to purchase?  yes  no

If yes, provide date of contract:

\_\_\_\_\_

If no, when does Applicant intend to purchase the Property (e.g., after the project is determined to be eligible for participation in the SVCIC, after Applicant receives a draft BFA, after the conclusion of the brownfields process)?

\_\_\_\_\_

F. Describe all activities that have taken place on the Property since Applicant or Applicant's parent subsidiaries and/or other affiliates and/or lessees or sublessees of Applicant, took ownership of or operated at the Property (e.g., industrial manufacturing or commercial activities, etc.). Include a list of all regulated substances that have been used, stored on, or otherwise present at the Property while those activities were conducted, and explain how they were used:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

G. In what way(s) is the property abandoned, idle or underused?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

H. In what way(s) is the actual or possible contamination at the property a hindrance to development or redevelopment of the property? (Attach any supporting documentation such as letters from lending institutions.)

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I. In what way(s) is the redevelopment of the property difficult or impossible without a brownfields agreement? (Attach any supporting documentation such as letters from lending institutions.)

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J. What is the planned use(s) of the redevelopment brownfields property to which the Applicant will commit? Be as specific as possible:

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**III. PROPOSED PROJECT SITE CHARACTERISTICS**

Site Parcel Number(s): \_\_\_\_\_

Property Ownership:  Sole Proprietorship       Partnership       Corporation  
 Sub-Chapter S       Other (explain): \_\_\_\_\_

Parcel Size (in acres): \_\_\_\_\_

Existing Structures (include square footage): \_\_\_\_\_

Proposed Building Size after Expansion or Construction (sq.ft.): \_\_\_\_\_

Estimated Appraised Property Value: \_\_\_\_\_

Do you plan to acquire this site as a result of the project?     yes       no

Do you currently operate a business on this site?             yes       no

Potential Contamination Sources: \_\_\_\_\_

Confirmed Contamination Sources: \_\_\_\_\_

Eligible for State Petroleum Programs?                     yes       no       unknown

Eligible for State Dry Cleaning Programs?                 yes       no       unknown

Is this site currently involved in a consent order or other enforcement action with the Florida Department of Environmental Protection or U.S. Environmental Protection Agency?

yes       no       unknown

**Please provide previous assessment and/or remediation documentation available.**

**IV. ESTIMATED PROJECT COSTS**

DESCRIPTION	AMOUNT
Land Acquisition	\$ _____
Construction Cost	\$ _____
Purchase Machinery, Equipment	\$ _____
Site development costs	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

**V. PROJECT BENEFITS/IMPACTS**

List and describe the public benefits that will result from the property's redevelopment? (Examples of public benefits for brownfields projects include job creation, tax base increases, revitalization of blighted areas, preserved green space, preserved historic places, improving disadvantaged neighborhood quality-of-life related retail shopping opportunities, affordable housing, environmental cleanup activities or set asides that have community or environmental benefits.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would local contractors be used for proposed industry/business development location/expansion?

yes       no

Number of anticipated new jobs (within two years of completion): \_\_\_\_\_

Number of anticipated new jobs (within five years of completion): \_\_\_\_\_

Average base annual wage for new jobs created (wages less benefits): \_\_\_\_\_

**CERTIFICATION AND SIGNATURES**

The undersigned further understands that this information will be used only in consideration of this application and further agrees to notify Coalition staff of any material change in any such information.

\_\_\_\_\_  
By (Authorized Signature)

\_\_\_\_\_  
Date

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Coalition Staff Use Only:  APPROVED       DECLINED       CONDITIONAL

Date Action Taken By Staff or Steering Committee: \_\_\_\_\_

Reason for denial or subject to following conditions (describe in detail):

Staff Signature: \_\_\_\_\_      DATE: \_\_\_\_\_



*This Brownfields Grant Program is made possible by EPA Brownfields Assessment Funding*