

# LocationOne Data Dictionary - Table of Contents

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# Locality

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**Locality****Overview**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input checked="" type="checkbox"/> <b>Locality Name</b>	Name of Community.	Local Economic Development Organization
<input checked="" type="checkbox"/> <b>State</b>	Name of State community is located in.	Local Economic Development Organization
<input checked="" type="checkbox"/> <b>County</b>	Name of County (or Counties) community is located in.	Local Economic Development Organization
<input type="checkbox"/> <b>Time Zone</b>	Time Zone community is located in. Choose from: Unknown, Pacific Time, Mountain Time, Central Time or Eastern Time.	Local Economic Development Organization or <a href="http://www.randmcnally.com">www.randmcnally.com</a> or <a href="http://www.timezone.com">www.timezone.com</a>
<input checked="" type="checkbox"/> <b>Location</b>	Brief description of location. Five second commercial for your community.	Local Economic Development Organization
<input checked="" type="checkbox"/> <b>Business Climate</b>	Brief description of general Business Climate.	Local Economic Development Organization

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**Locality****Demographics**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input checked="" type="checkbox"/> <b>Population</b>	Total number of persons living in the community. Use most recent census data or most accurate estimate or projection.	<a href="http://quickfacts.census.gov">http://quickfacts.census.gov</a>
<input type="checkbox"/> <b>Labor Market Population</b>	All civilians 16 years old and over who are either (1) “at work” or (2) are “with a job, but not at work”	<a href="http://quickfacts.census.gov">http://quickfacts.census.gov</a>
<input type="checkbox"/> <b>Population Median Age</b>	The median divides the age distribution into two equal parts: one-half of the cases falling below the median age and one-half above the median.	<a href="http://quickfacts.census.gov">http://quickfacts.census.gov</a>
<input type="checkbox"/> <b>Year of Census</b>	Year of Census data was obtained.	<a href="http://quickfacts.census.gov">http://quickfacts.census.gov</a>
<input type="checkbox"/> <b>Total Households</b>	Total number of households. Up to four years may be entered. Data for years after the current year will be labels as "Projected".	<a href="http://quickfacts.census.gov">http://quickfacts.census.gov</a>
<input type="checkbox"/> <b>Average Household Size</b>	A measure obtained by dividing the number of people in households by the total number of households.	<a href="http://quickfacts.census.gov">http://quickfacts.census.gov</a>
<input type="checkbox"/> <b>Median Household Income</b>	The median divides the income distribution into two equal parts: one-half of the cases falling below the median income and one-half above the median. For households and families, the median income is based on the distribution of the total number of households or families including those with no income.	<a href="http://quickfacts.census.gov">http://quickfacts.census.gov</a>

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**Locality****Demographics**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> <b>Owner Occupied Housing Units</b>	Total number of available housing units that are occupied by the owner.	<a href="http://quickfacts.census.gov">http://quickfacts.census.gov</a> or Local Board of Realtor
<input type="checkbox"/> <b>Renter Occupied Housing Units</b>	Total number of available housing units that are renter occupied.	<a href="http://quickfacts.census.gov">http://quickfacts.census.gov</a> or Local Board of Realtor
<input type="checkbox"/> <b>Vacant Housing</b>	Total number of empty housing units. Can use information off last census or current calculations.	<a href="http://quickfacts.census.gov">http://quickfacts.census.gov</a> or Local Board of Realtor
<input type="checkbox"/> <b>Total Housing Units</b>	Total number of owner occupied, renter occupied and vacant houses available.	<a href="http://quickfacts.census.gov">http://quickfacts.census.gov</a> or Local Board of Realtor
<input type="checkbox"/> <b>Median Housing Value</b>	Median value of all housing units. Half of all values are below this number and half of all values are above this number.	<a href="http://quickfacts.census.gov">http://quickfacts.census.gov</a> or Local Board of Realtor
<input type="checkbox"/> <b>Year of Census</b>	Year of Census data was obtained.	<a href="http://quickfacts.census.gov">http://quickfacts.census.gov</a>
<input type="checkbox"/> <b>New Construction Permits</b>	Number of new housing permits issued by city.	City Clerk/Administrator or Zoning Office or <a href="http://socds.huduser.org">http://socds.huduser.org</a>
<input type="checkbox"/> <b>YTD Number of Permits</b>	Number of new housing permits issued for the current calendar year.	City Clerk/Administrator or Zoning Office or <a href="http://socds.huduser.org">http://socds.huduser.org</a>
<input checked="" type="checkbox"/> <b>Associate Degree</b>	Percentage of population aged 25 and over with a 2 year college degree. Indicates education level of potential employees.	<a href="http://www.quickfacts.census.gov">www.quickfacts.census.gov</a>

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**Locality**

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**Demographics**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input checked="" type="checkbox"/> <b>Bachelors Degree</b>	Percentage of population aged 25 and over with a 4 year college degree. Indicates level of education for potential employees.	www.quickfacts.census.gov
<input checked="" type="checkbox"/> <b>Graduate or Professional Degree</b>	Percentage of population aged 25 and over with advanced college degrees. Indicates high level of education for potential employees.	www.quickfacts.census.gov
<input type="checkbox"/> <b>Demographic Comments</b>	Information about housing incentives or projects or job related training that might be specific to your community. i.e. - a new sub-division or growth percentages.	Local Economic Development Organization

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**Locality**

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**Leading Employers**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input checked="" type="checkbox"/> <b>Company Name</b>	Name of larger employers. 10 top employers will appear in the Quick Reference, but more may be entered in LOIS. May also include url for any company websites.	Local Company or State Manufacturing Directory or <a href="http://www.zapdata.com">www.zapdata.com</a> or <a href="http://www.referenceusa.com">www.referenceusa.com</a>
<input type="checkbox"/> <b>City</b>	City each leading employer is located in.	Local Company or State Manufacturing Directory or <a href="http://www.zapdata.com">www.zapdata.com</a> or <a href="http://www.referenceusa.com">www.referenceusa.com</a>
<input type="checkbox"/> <b>County</b>	County each leading employer is located in.	Local Company or State Manufacturing Directory or <a href="http://www.zapdata.com">www.zapdata.com</a> or <a href="http://www.referenceusa.com">www.referenceusa.com</a>
<input type="checkbox"/> <b>State</b>	State each leading employers is located in.	Local Company or State Manufacturing Directory or <a href="http://www.zapdata.com">www.zapdata.com</a> or <a href="http://www.referenceusa.com">www.referenceusa.com</a>
<input checked="" type="checkbox"/> <b>Product or Service</b>	Brief description of product manufactured or service provided by company listed.	Local Company or State Manufacturing Directory or <a href="http://www.zapdata.com">www.zapdata.com</a> or <a href="http://www.referenceusa.com">www.referenceusa.com</a>
<input type="checkbox"/> <b>Primary SIC</b>	Standard Industrial Classification Code. A numerical coding system used to identify and classify all industries. A unified effort is being made to change to the NAICS classification system. (page 70)	<a href="http://www.osha.gov/pls/imis/sicsearch.html">www.osha.gov/pls/imis/sicsearch.html</a> or <a href="http://www.zapdata.com">www.zapdata.com</a> or <a href="http://www.referenceusa.com">www.referenceusa.com</a>
<input type="checkbox"/> <b>Primary NAICS</b>	North American Industrial Classification System. NAICS industries are identified by a 6-Digit code, in contrast to the 4-digit SIC code. (page 54)	<a href="http://www.naics.com">www.naics.com</a> or <a href="http://www.zapdata.com">www.zapdata.com</a> or <a href="http://www.referenceusa.com">www.referenceusa.com</a>

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**Locality**

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**Leading Employers**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> <b>Function</b>	Function of this specific site. For example, headquarters, branch, single plant, etc.	Local Company or State Manufacturing Directory or www.zapdata.com or www.referenceusa.com
<input checked="" type="checkbox"/> <b>Number of Employees</b>	Total number of employees for each company listed.	Local Company or State Manufacturing Directory or www.zapdata.com or www.referenceusa.com
<input type="checkbox"/> <b>Union Affiliation</b>	List union or unions representing company employees.	Local Company or State Union Groups
<input type="checkbox"/> <b>Number of Plants</b>	Total number of plants in the community or metro area.	Local Company or www.bna.com
<input type="checkbox"/> <b>Number of Plants with Unions</b>	Total number of plants that are unionized.	Local Company or State Manufacturing Directory or www.bna.com
<input type="checkbox"/> <b>Percent of Employees that are Unionized</b>	Total percentage of local employees that belong to a union.	Local Company
<input type="checkbox"/> <b>Number of Employees</b>	Total number of employees employed by leading employers.	Local Company or State Manufacturing Directory
<input checked="" type="checkbox"/> <b>Leading Employer Comments</b>	Number of businesses and total number of employees plus any statistical information, i.e. percentage of white collar employees, percentage union workers, percentage manufacturing.	Local Company or Economic Development Professional or State Workforce Development Organization

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**Locality**

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**Business Growth Status**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> <b>Company Name</b>	Name of Company. Include subsidiary information as well as city, county and state.	Local Company or State Manufacturing Directory or <a href="http://www.zapdata.com">www.zapdata.com</a> or <a href="http://www.referenceusa.com">www.referenceusa.com</a>
<input type="checkbox"/> <b>City</b>	City each leading employers is located in.	Local Company or State Manufacturing Directory or <a href="http://www.zapdata.com">www.zapdata.com</a> or <a href="http://www.referenceusa.com">www.referenceusa.com</a>
<input type="checkbox"/> <b>County</b>	County each leading employers is located in.	Local Company or State Manufacturing Directory or <a href="http://www.zapdata.com">www.zapdata.com</a> or <a href="http://www.referenceusa.com">www.referenceusa.com</a>
<input type="checkbox"/> <b>State</b>	State each leading employer is located in.	Local Company or State Manufacturing Directory or <a href="http://www.zapdata.com">www.zapdata.com</a> or <a href="http://www.referenceusa.com">www.referenceusa.com</a>
<input type="checkbox"/> <b>Date of Action</b>	Announcement date of Location, Expansion, Closing or Downsizing.	Local Company or Local Newspapers or Media Searches Online
<input type="checkbox"/> <b>Action</b>	Type of change for each company. Choose from - Unknown, Location, Expansion, Closing or Downsizing.	Local Company or Local Newspapers or Media Searches Online
<input type="checkbox"/> <b>Product or Service</b>	Brief description of product manufactured or service provided by company.	Local Company or State Manufacturing Directory or <a href="http://www.zapdata.com">www.zapdata.com</a> or <a href="http://www.referenceusa.com">www.referenceusa.com</a>
<input type="checkbox"/> <b>Primary SIC</b>	Standard Industrial Classification Code. A numerical coding system used to identify and classify all industries. A unified effort is being made to change to the NAICS classification system. (page 70)	<a href="http://www.osha.gov/pls/imis/sicsearch.html">www.osha.gov/pls/imis/sicsearch.html</a> or <a href="http://www.zapdata.com">www.zapdata.com</a> or <a href="http://www.referenceusa.com">www.referenceusa.com</a>

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**Locality**

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**Business Growth Status**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> <b>Primary NAICS</b>	North American Industrial Classification System. NAICS industries are identified by a 6-Digit code, in contrast to the 4-digit SIC code. (page 54)	www.naics.com or www.zapdata.com or www.referenceusa.com
<input type="checkbox"/> <b>Year Established</b>	Date company commenced operations.	Local Company or State Manufacturing Directory or www.zapdata.com or www.referenceusa.com
<input type="checkbox"/> <b>Function</b>	Function of this specific site. For example, headquarters, branch, single plant, etc.	Local Company or State Manufacturing Directory or www.zapdata.com or www.referenceusa.com
<input type="checkbox"/> <b>Number of Employees</b>	If downsizing, list number of employees affected. Otherwise list number of new/potential employees affected by location or expansion.	Local Company or State Manufacturing Directory or www.zapdata.com or www.referenceusa.com
<input type="checkbox"/> <b>Union Affiliation</b>	List of union representing company employees.	Local Company or State Manufacturing Directory or www.zapdata.com or www.referenceusa.com

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***Locality***

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**Labor Force**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> <b>Labor Force Special Reports</b>	Provide Link to Labor Force Reports. i.e. - Laborshed Reports.	State Workforce Development Organization or Organization conducting Labor Report
<input checked="" type="checkbox"/> <b>Labor Force Comments</b>	Use to provide new or additional information that may not be reflected in the Labor Force Report.	Local Economic Development Organization

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**Locality****Education**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> <b>Average ACT Composite Score</b>	Average score for local students taking the American College Testing (ACT) test.	Local School
<input type="checkbox"/> <b>Students Taking ACT</b>	Percentage of High School students taking the American College Testing (ACT) test.	Local School
<input checked="" type="checkbox"/> <b>Elementary &amp; Secondary Education Overview</b>	Information here could include student to teacher ratios, student population by grade (k-5, 6-8 and 9-12), if school district whole grade shares or in the process of consolidation.	Local School District/Superintendent or State Department or <a href="http://www.schoolmatters.com">http://www.schoolmatters.com</a>
<input checked="" type="checkbox"/> <b>Higher Education Overview</b>	List of local colleges, trade schools and professional programs. Could include distance to facility, if necessary.	Local Colleges, trade schools or professional programs

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**Locality**

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**Transportation**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input checked="" type="checkbox"/> <b>Infrastructure</b>	List of local highway numbers and distance from the community to this location.	State DOT website (find your state website at <a href="http://www.dot.gov">www.dot.gov</a> )
<input checked="" type="checkbox"/> <b>Motor Carriers</b>	Number of individual local Trucking companies.	Local Phone Book or Contact the Company or <a href="http://www.dexonline.com">www.dexonline.com</a>
<input checked="" type="checkbox"/> <b>Local Terminals</b>	Number of trucking terminals. A terminal is a central location used for the handling and temporary storage of freight pending transfer between locations.	Local Phone Book or Contact the Company or <a href="http://www.dexonline.com">www.dexonline.com</a>
<input checked="" type="checkbox"/> <b>Infrastructure</b>	Brief description of local rail service.	Contact the Railroad Company
<input checked="" type="checkbox"/> <b>Piggyback Ramp</b>	The transportation of highway trailers or detachable trailer bodies on special rail cars designed for this service. This type of service usually involves a combination rail-highway movement of goods.	Contact the Railroad Company
<input checked="" type="checkbox"/> <b>Distance to Nearest Piggyback Services</b>	Distance in miles to the nearest piggyback service.	Contact the Railroad Company
<input checked="" type="checkbox"/> <b>Intermodal Services</b>	A transportation linkage that typically provides an interface for different types of transport, i.e. rail, air service, and trucking. (page 42)	Contact the Railroad Company

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**Locality****Transportation**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input checked="" type="checkbox"/> <b>Infrastructure</b>	Brief description of local public transportation.	Local Phone Book or Contact the Service Provider or <a href="http://www.dexonline.com">www.dexonline.com</a>
<input checked="" type="checkbox"/> <b>Infrastructure</b>	Brief description of local air service.	Local Phone Book or Contact Servicing Airport(s) or <a href="http://www.dexonline.com">www.dexonline.com</a>
<input checked="" type="checkbox"/> <b>Infrastructure</b>	Brief description of local waterways.	Department of Transportation or US Corps of Engineers
<input checked="" type="checkbox"/> <b>Infrastructure Comments</b>	Listed as General Comments under Transportation on Quick Reference. i.e. - bus terminal, ferry service information.	Local Phone Book or Contact the Company or <a href="http://www.dexonline.com">www.dexonline.com</a>

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**Locality**

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**Metro Area Distances**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input checked="" type="checkbox"/> <b>City</b>	List of selected metro market areas. Quick Reference will only show 10 Cities.	Local Economic Development Organization
<input checked="" type="checkbox"/> <b>Driving Distance</b>	Number of miles from your community to each metro area listed.	www.mapquest.com
<input checked="" type="checkbox"/> <b>Flight Time</b>	Number of hours/minutes by air from your community to each metro area listed.	www.expedia.com
<input checked="" type="checkbox"/> <b>Days by Truck</b>	Number of days by truck from your community to each metro area listed.	www.mapquest.com
<input checked="" type="checkbox"/> <b>Days by Rail</b>	Number of days by rail from your community to each metro area listed.	Railroad Company (phone or website)

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**Locality****Taxation**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input checked="" type="checkbox"/> <b>Year</b>	Year taxation questions are based on.	City Clerk/Administrator or Auditor
<input type="checkbox"/> <b>Tax Type</b>	Name of specific tax. For example, city consolidated property tax.	City Clerk/Administrator or Auditor
<input type="checkbox"/> <b>Description</b>	Brief description of local tax.	City Clerk/Administrator or Auditor
<input checked="" type="checkbox"/> <b>Actual Valuation</b>	Include Year and Total Dollar Amount of property valuation in the community.	City Clerk/Administrator or Auditor
<input checked="" type="checkbox"/> <b>Bond Indebtedness</b>	Total dollar amount of remaining balance of all bonds. Include year this data is for. This should be updated annually.	City Clerk/Administrator or Auditor
<input checked="" type="checkbox"/> <b>Year (Bond Indebtedness)</b>	Year bond indebtedness questions are based on.	City Clerk/Administrator or Auditor
<input checked="" type="checkbox"/> <b>General Obligation</b>	Total indebtedness to the General Obligation fund of the city budget. A G.O. Bond is a bond whose payment of interest and principal is backed by the full faith and credit of the issuing organization. Generally used for capital expenditures.	City Clerk/Administrator or Auditor

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**Locality****Taxation**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input checked="" type="checkbox"/> <b>Revenue</b>	Total indebtedness to the Revenue Fund of the city budget. A revenue bond is a bond backed by the projected revenue stream of a particular project. Typically the interest rate is higher than for a G.O. Bond.	City Clerk/Administrator or Auditor
<input checked="" type="checkbox"/> <b>County</b>	Total indebtedness to the county.	City Clerk/Administrator or Auditor
<input checked="" type="checkbox"/> <b>School</b>	Total indebtedness to the local school district.	City Clerk/Administrator or Auditor
<input checked="" type="checkbox"/> <b>Taxation Comments</b>	Briefly detail indebtedness by project as well as any specific tax programs in the community. Examples include TIF, Tax Abatement Programs, Business Improvement Districts. Any ratings by Standard & Poors, or Moody's Investor Service etc.	City Clerk/Administrator or Auditor

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**Locality****Utilities**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input checked="" type="checkbox"/> <b>Provider Name</b>	Name of local water treatment provider.	City Clerk/Administrator or Water Plant Operator
<input type="checkbox"/> <b>City</b>	City local water treatment provider is located in.	City Clerk/Administrator or Water Plant Operator
<input type="checkbox"/> <b>County</b>	County local water treatment provider is located in.	City Clerk/Administrator or Water Plant Operator
<input type="checkbox"/> <b>State</b>	State local water treatment provider is located in.	City Clerk/Administrator or Water Plant Operator
<input type="checkbox"/> <b>Major Source</b>	List major source of water. For example, ground water and the river.	City Clerk/Administrator or Water Plant Operator
<input type="checkbox"/> <b>Wells, Average Depth</b>	If water is provided by wells, average depth of those wells in feet. Take the total depth of all wells and divide by the number of wells.	City Clerk/Administrator or Water Plant Operator
<input checked="" type="checkbox"/> <b>Rated Capacity</b>	Highest volume water system can handle. Expressed as million gallons per day (MGD).	City Clerk/Administrator or Water Plant Operator
<input checked="" type="checkbox"/> <b>Average Capacity</b>	Average volume capacity of water system. Expressed as million gallons per day (MGD).	City Clerk/Administrator or Water Plant Operator
<input checked="" type="checkbox"/> <b>Peak Demand</b>	The water usage that corresponds to a maximum level of water demand in a specific time period. Expressed as million gallons per day (MGD).	City Clerk/Administrator or Water Plant Operator

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**Locality****Utilities**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input checked="" type="checkbox"/> <b>Storage Capacity</b>	Total number gallons of water in storage.	City Clerk/Administrator or Water Plant Operator
<input type="checkbox"/> <b>Hardness</b>	Hard water has a high concentration of calcium and magnesium ions. In the water industry, hardness is expressed in terms of milligrams per liter (mg/l) or parts per million (ppm).	City Clerk/Administrator or Water Plant Operator
<input type="checkbox"/> <b>Treated</b>	Answer Yes, No or Unknown to treatment of water. Treated water has been purified or chemically treated prior to use.	City Clerk/Administrator or Water Plant Operator
<input type="checkbox"/> <b>Temperature Range</b>	Temperature range of water at the local water treatment plant.	City Clerk/Administrator or Water Plant Operator
<input type="checkbox"/> <b>Water Connecting Fee</b>	Answer Yes, No, Varies, or Unknown to a water connection fee.	City Clerk/Administrator or Water Plant Operator
<input type="checkbox"/> <b>Cost per 1,000 Gallons</b>	Cost of water per 1,000 gallons in dollars and cents.	City Clerk/Administrator or Water Plant Operator
<input type="checkbox"/> <b>Web Address</b>	Internet address of local water treatment plant, if available or applicable.	City Clerk/Administrator or Water Plant Operator
<input type="checkbox"/> <b>Phone Number</b>	Telephone number of local water treatment plant.	City Clerk/Administrator or Water Plant Operator
<input type="checkbox"/> <b>Water Treatment Comments</b>	Brief description regarding local water treatment services.	City Clerk/Administrator or Water Plant Operator

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**Locality****Utilities**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input checked="" type="checkbox"/> <b>Provider Name</b>	Name of sewer treatment provider.	City Clerk/Administrator or Sewer Plant Operator
<input type="checkbox"/> <b>City</b>	City local sanitary sewer provider is located in.	City Clerk/Administrator or Sewer Plant Operator
<input type="checkbox"/> <b>County</b>	County local sanitary sewer provider is located in.	City Clerk/Administrator or Sewer Plant Operator
<input type="checkbox"/> <b>State</b>	State local sanitary sewer provider is located in.	City Clerk/Administrator or Sewer Plant Operator
<input type="checkbox"/> <b>Type of Service (Ownership)</b>	Type of ownership of sanitary sewer provider. Choose from: Cooperative, Municipal, Investor-Owned, Private, Other.	City Clerk/Administrator or Sewer Plant Operator
<input checked="" type="checkbox"/> <b>Rate Capacity</b>	Highest rate sewer system can handle. Expressed as million gallons per day (MGD).	City Clerk/Administrator or Sewer Plant Operator
<input checked="" type="checkbox"/> <b>Average Daily Demand</b>	Monthly average daily demand on sewer system. Expressed as million gallons per day (MGD).	City Clerk/Administrator or Sewer Plant Operator
<input checked="" type="checkbox"/> <b>Peak Demand</b>	The sewer usage that corresponds to a maximum level of sewer service demand in a specific time period. Expressed as million gallons per day (MGD).	City Clerk/Administrator or Sewer Plant Operator
<input type="checkbox"/> <b>Sewer Connection Fee</b>	Answer Yes, No, Varies, or Unknown if there is a fee to connect to the sewer system.	City Clerk/Administrator or Sewer Plant Operator

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**Locality****Utilities**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> <b>Cost per 1,000 Gallons</b>	Sewer treatment rate per 1,000 gallons in dollars and cents.	City Clerk/Administrator or Sewer Plant Operator
<input type="checkbox"/> <b>Web Address</b>	Internet address of sewer treatment plant, if applicable.	City Clerk/Administrator or Sewer Plant Operator
<input type="checkbox"/> <b>Phone Number</b>	Telephone number of sewer treatment plant.	City Clerk/Administrator or Sewer Plant Operator
<input type="checkbox"/> <b>Sewer Treatment Comments</b>	Brief description of local sewer provider company or services.	City Clerk/Administrator or Sewer Plant Operator
<input checked="" type="checkbox"/> <b>Provider Name</b>	Name of local electric company.	Electrical Provider
<input type="checkbox"/> <b>City</b>	City local electric company is located in.	Electrical Provider
<input type="checkbox"/> <b>County</b>	County local electric company is located in.	Electrical Provider
<input type="checkbox"/> <b>State</b>	State local electric company is located in.	Electrical Provider
<input type="checkbox"/> <b>Type of Service (Ownership)</b>	Type of ownership of electrical company. Choose from: Cooperative, Municipal, Investor-Owned, Private, Other.	Electrical Provider

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**Locality****Utilities**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> <b>Regulated by the State</b>	Answer Yes or No to state regulation.	Electrical Provider
<input type="checkbox"/> <b>Distribution Capacity</b>	Capacity of electric company to provide power based on Kilowatts (KW). A KW is equal to 1,000 watts of power.	Electrical Provider
<input checked="" type="checkbox"/> <b>Peak Demand</b>	The electric load that corresponds to a maximum level of electric demand in a specific time period. Expressed as kilowatts (KW).	Electrical Provider
<input checked="" type="checkbox"/> <b>Generation Capacity</b>	Capacity of generator to provide power to location. Expressed as Megawatts (MW).	Electrical Provider
<input checked="" type="checkbox"/> <b>Number of Customers Served System-wide</b>	Total number of electrical customers local provider serves across the entire system.	Electrical Provider
<input checked="" type="checkbox"/> <b>Number of Customers Served State-wide</b>	Total number of electrical customers local provider serves in-state.	Electrical Provider
<input type="checkbox"/> <b>Number of Customers Served Locally</b>	Total number of electrical customers local provider serves locally. Local customers would be individually defined based on a geographic area. For example, city, county or sales region. The service provider can help determine their definition of local.	Electrical Provider

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**Locality****Utilities**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> <b>Web Address</b>	Internet address of local electric company.	Electrical Provider
<input type="checkbox"/> <b>Phone Number</b>	Telephone number of local electrical provider.	Electrical Provider
<input type="checkbox"/> <b>Distributor Comments</b>	Brief description of local electric company.	Electrical Provider
<input type="checkbox"/> <b>Electric Power Comments</b>	Brief description of local electric company. May include incentive programs currently being offered.	Electrical Provider
<input checked="" type="checkbox"/> <b>Provider Name</b>	Name of local natural gas company.	Natural Gas Provider
<input type="checkbox"/> <b>City</b>	City local gas company is located in.	Natural Gas Provider
<input type="checkbox"/> <b>County</b>	County local gas company is located in.	Natural Gas Provider
<input type="checkbox"/> <b>State</b>	State local gas company is located in.	Natural Gas Provider
<input checked="" type="checkbox"/> <b>Pipeline Sources</b>	Type of ownership of natural gas company. Choose from: Cooperative, Municipal, Investor-Owned, Private, Other.	Natural Gas Provider

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**Locality****Utilities**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> <b>Gas Transportation</b>	Answer Yes, No, Unknown to whether gas is transported to this locality.	Natural Gas Provider
<input checked="" type="checkbox"/> <b>Number of Customers Served System-wide</b>	Total number of natural gas customers local provider serves across the entire system	Natural Gas Provider
<input checked="" type="checkbox"/> <b>Number of Customers Served State-wide</b>	Total number of natural gas customers local provider serves in-state.	Natural Gas Provider
<input type="checkbox"/> <b>Number of Customers Served Locally</b>	Total number of natural gas customers local provider serves locally. Local customers would be individually defined based on a geographic area. For example, city, county or sales region. The service provider can help determine their definition of local.	Natural Gas Provider
<input type="checkbox"/> <b>Web Address</b>	Internet address of natural gas provider, if applicable.	Natural Gas Provider
<input type="checkbox"/> <b>Phone Number</b>	Telephone number of local natural gas company.	Natural Gas Provider
<input type="checkbox"/> <b>Natural Gas Comments</b>	Brief description of local natural gas services.	Natural Gas Provider
<input checked="" type="checkbox"/> <b>Provider Name</b>	Name of telecommunications provider(s).	Telecommunications Provider

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**Locality****Utilities**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> <b>City</b>	City local telecommunications provider(s) is/are located in.	Telecommunications Provider
<input type="checkbox"/> <b>County</b>	County local telecommunications provider(s) is/are located in.	Telecommunications Provider
<input type="checkbox"/> <b>State</b>	State local telecommunications provider(s) is/are located in.	Telecommunications Provider
<input checked="" type="checkbox"/> <b>Type of Service</b>	Type of services provided by the local telecommunications company(ies). For example, phone only services (local long distance, etc.) or phone and data (internet access) services combined.	Telecommunications Provider
<input type="checkbox"/> <b>Location of POP</b>	Physical address of POP. POP stands for point of presence and is the interexchange carrier (IXC) of a local phone company's central office. Most phone companies do not like to reveal this information for security purposes.	Telecommunications Provider

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**Locality****Utilities**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input checked="" type="checkbox"/> <b>Fiber Optics Available</b>	Answer Yes, No, or Unknown to availability of fiber optics. Fiber optics is technology in which high capacity (broadband) cable made of glass filaments transmits information as modulated light. The digital signals of modulated light represent bits of information. This technology is immune to electrical interferences and provides rapid exchange of data.	Telecommunications Provider
<input checked="" type="checkbox"/> <b>DSL Available</b>	Answer Yes, No or Unknown to availability of DSL. DSL stands for digital subscriber lines and are a series of standards for delivering broadband digital capacity on twisted copper line pair subscriber lines. This type of service provides faster internet connections than dial-up services.	Telecommunications Provider
<input checked="" type="checkbox"/> <b>Switch Services</b>	Provides a system that completes or breaks telecommunication paths automatically. Switch services will automatically route communications between users allowing for fewer delays in service.	Telecommunications Provider
<input checked="" type="checkbox"/> <b>Number of Customers Served System-wide</b>	Total number of telecommunications customers local provider serves across the entire system	Telecommunications Provider
<input checked="" type="checkbox"/> <b>Number of Customers Served State-wide</b>	Total number of telecommunications customers local provider serves in-state.	Telecommunications Provider

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***Locality*****Utilities**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> <b>Web Address</b>	Internet address of local telecommunications provider(s).	Telecommunications Provider
<input type="checkbox"/> <b>Phone Number</b>	Telephone number of local telecommunications provider(s).	Telecommunications Provider
<input type="checkbox"/> <b>Telecommunications Comments</b>	Brief description of local telecommunications situation.	Telecommunications Provider

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**Locality****Local Government**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input checked="" type="checkbox"/> <b>Type of Government</b>	List form of government. For example, Council; Council and Manager.	City Clerk/Administrator
<input type="checkbox"/> <b>Description</b>	Brief description of local government.	City Clerk/Administrator
<input checked="" type="checkbox"/> <b>Comprehensive City Plan</b>	An overall plan for a jurisdiction which includes many physical development guidelines such as: land use designations, thoroughfares, parks, trails and utility systems. Yes, No or Unknown. If yes, provide year completed.	City Clerk/Administrator
<input checked="" type="checkbox"/> <b>Strategic City Plan</b>	A plan used by communities to envision their future. Used to develop the necessary procedures and operations to achieve that future. Choose from: Yes, No or Unknown. If yes, provide year completed.	City Clerk/Administrator
<input checked="" type="checkbox"/> <b>City Zoning Ordinances in Effect</b>	Geographic designations of land by categories of use; residential, heavy and or light manufacturing, commercial, agricultural, institutional, etc. For the city, choose from: Yes, No or Unknown.	City Clerk/Administrator
<input checked="" type="checkbox"/> <b>County Zoning Ordinances in Effect</b>	Geographic designations of land by categories of use: residential, heavy and or light manufacturing, commercial, agricultural, institutional, etc. For the county, choose from: Yes, No or Unknown.	City Clerk/Administrator

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**Locality****Local Government**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input checked="" type="checkbox"/> <b>Streets Paved</b>	Percentage of streets paved within the corporate city limits.	City Clerk/Administrator
<input type="checkbox"/> <b>Building Code Requirements</b>	Code regulating the materials and construction methods for various types of buildings.	City Clerk/Administrator
<input type="checkbox"/> <b>Local Government Comments</b>	Additional comments regarding the local government.	City Clerk/Administrator or County Elections Office or County Auditor
<input type="checkbox"/> <b>Local Government Official Name</b>	Names of individual officials. May enter up to 8 officials.	City Clerk/Administrator or County Elections Office or County Auditor
<input type="checkbox"/> <b>City</b>	City local government official represents.	City Clerk/Administrator or County Elections Office or County Auditor
<input type="checkbox"/> <b>County</b>	County local government official represents.	City Clerk/Administrator or County Elections Office or County Auditor
<input type="checkbox"/> <b>State</b>	State local government official represents.	City Clerk/Administrator or County Elections Office or County Auditor
<input type="checkbox"/> <b>Office Held</b>	Title for each office listed.	City Clerk/Administrator or County Elections Office or County Auditor
<input type="checkbox"/> <b>Date Assumed Office</b>	Date official assumed current position.	City Clerk/Administrator or County Elections Office or County Auditor

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**Locality**

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**Local Government**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> <b>Date Current Term Expires</b>	Date term of official ends.	City Clerk/Administrator or County Elections Office or County Auditor
<input type="checkbox"/> <b>Date of Next Election</b>	Date of next election for this office.	City Clerk/Administrator or County Elections Office or County Auditor
<input type="checkbox"/> <b>Eligible to Run for Another Term</b>	Answer Yes, No or Unknown on eligibility of elected official to run again.	City Clerk/Administrator or County Elections Office or County Auditor
<input checked="" type="checkbox"/> <b>Local Government Services</b>	List of Government Agencies. For example, Economic Development Group, Historical Society, Housing Authority, Parks and Recreation. Any services that a prospective new employer or resident may find useful. No limit on number entered.	City Clerk/Administrator or Organization Leader or www.dexonline.com
<input checked="" type="checkbox"/> <b>Service</b>	List type of service for each Government Agency listed.	City Clerk/Administrator or Organization Leader or www.dexonline.com
<input type="checkbox"/> <b>Address</b>	May enter two addresses for each Government Agency. Include city, county and state.	City Clerk/Administrator or Organization Leader or www.dexonline.com
<input type="checkbox"/> <b>City</b>	City for each Government Agency/Organization listed	City Clerk/Administrator or Organization Leader or www.dexonline.com
<input type="checkbox"/> <b>County</b>	County for each Government Agency/Organization listed	City Clerk/Administrator or Organization Leader or www.dexonline.com

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**Locality****Local Government**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> <b>State</b>	State for each Government Agency/Organization listed	City Clerk/Administrator or Organization Leader or www.dexonline.com
<input type="checkbox"/> <b>Full, Part Time or Volunteer</b>	Enter the number of persons filling these positions for each Government Agency.	City Clerk/Administrator or Organization Leader or www.dexonline.com
<input type="checkbox"/> <b>Note</b>	Use to describe service in more detail.	City Clerk/Administrator or Organization Leader or www.dexonline.com

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**Locality****Quality of Life**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> <b>Recreation Facilities within 30 minutes</b>	Provide number of public and private facilities within a 30 mile drive for the following: 18 & 9 hole golf courses, indoor/outdoor soccer fields and skating rinks, tennis courts, baseball/softball fields, biking and walking trails, swimming pools, parks, health clubs, YMCA/YWCA, campgrounds.	Local Economic Development Organization/Chamber or Tourism Group
<input type="checkbox"/> <b>Public Lake or River</b>	Provide number of miles to nearest lake or river. Answer Yes, No or Unknown to availability for the following: Swimming, Camping, Sail Boating, Motorized Boats, Water Skiing.	Natural Resources Department or Conservation Department
<input type="checkbox"/> <b>Recreation Facilities Comments</b>	Additional information regarding local recreational facilities.	Local Economic Development Organization/Chamber or Tourism Group
<input checked="" type="checkbox"/> <b>Hotel/Motels</b>	Provide number of hotel/motels, total number of rooms.	Local Company or Local Tourism/Chamber Group or Phone Book or <a href="http://www.dexonline.com">www.dexonline.com</a>
<input checked="" type="checkbox"/> <b>Conference Centers</b>	Provide number of conference centers and capacity of largest conference center.	Local Company or Local Tourism/Chamber Group or Phone Book or <a href="http://www.dexonline.com">www.dexonline.com</a>
<input type="checkbox"/> <b>Hotel/Motel Comments</b>	Brief description of local hotel/motel and conference centers.	Local Economic Development Organization
<input type="checkbox"/> <b>Number of Newspapers</b>	Total number of local newspapers	Local Economic Development Organization or Phone Book or <a href="http://www.dexonline.com">www.dexonline.com</a>

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**Locality****Quality of Life**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> <b>Type of Newspapers</b>	Designation of paper as daily, weekly, monthly, etc.	Local Economic Development Organization or Local Newspaper Contact
<input type="checkbox"/> <b>Number of Local Radio Stations</b>	Total number of local radio stations.	Local Economic Development Organization or Local Cable Company
<input type="checkbox"/> <b>Number of TV Channels without Cable</b>	Total number of TV channels that can be viewed without cable hook-up. May also list the network affiliation.	Local Economic Development Organization or Local Cable Company(ies)
<input type="checkbox"/> <b>Cable Antenna TV Available</b>	Answer Yes, No or Unknown to availability of TV channels through cable antenna hook-up.	Local Economic Development Organization or Local Cable Company(ies)
<input type="checkbox"/> <b>Max Number of Cable Channels Received</b>	Highest number of channels that can be received through cable hook-up.	Local Economic Development Organization or Local Cable Company(ies)
<input type="checkbox"/> <b>Media Comments</b>	Additional comments regarding the local media.	Local Company
<input checked="" type="checkbox"/> <b>Financial Institutions</b>	Number of banks, savings and loans and credit unions. Provide assets as well.	Local Company or Phone Book or <a href="http://www.dexonline.com">www.dexonline.com</a>
<input type="checkbox"/> <b>Financial Institution Comments</b>	Information regarding local banking and financial institutions that may not be covered in other financial section.	Local Economic Development Organization
<input checked="" type="checkbox"/> <b>Church/Religious Comments</b>	Information regarding local church and religious affiliations, denominations and prominent religious organizations.	Phone Book or Local website or <a href="http://www.dexonline.com">www.dexonline.com</a>

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**Locality****Quality of Life**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> <b>Number of Single Units Built</b>	Number of single family units (homes) built in the last 2 years.	City Clerk/Administrator or Zoning Office
<input type="checkbox"/> <b>Number of Multiple Units Built</b>	Number of multiple residential units (apartments, condos, townhouses) built in the last 2 years.	City Clerk/Administrator or Zoning Office
<input type="checkbox"/> <b>Average Cost per Square Foot</b>	Average cost of newly built houses over a 2 year period. Average is determined by adding the cost of all houses built and dividing that number by the total number of houses.	Local Realtors
<input type="checkbox"/> <b>Average Monthly Rental</b>	Provide for 3 bedroom house and 2 bedroom apartment.	Local Realtors
<input type="checkbox"/> <b>Average Cost of Houses Sold</b>	Average of houses sold over a 2 year period. Average is determined by adding the selling price of all houses sold and dividing that number by the total number of houses.	Local Realtors
<input type="checkbox"/> <b>Housing Market Comments</b>	Additional information regarding the local housing market.	Local Realtor
<input checked="" type="checkbox"/> <b>Health/Medical Facilities</b>	Provide number of hospitals, beds, outpatient clinics, medical doctors, dentists, orthodontists*, chiropractors*, RN, practical nurses, and veterinarians*. (* items are not listed on Quick Reference)	<a href="http://www.healthcarehiring.com/hospital_directory.html">http://www.healthcarehiring.com/hospital_directory.html</a> <a href="http://www.dexonline.com">www.dexonline.com</a>

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***Locality*****Quality of Life**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> <b>Health/Medical Facility Comments</b>	Additional information regarding health and medical field that may not be covered in other sections.	Local Economic Development Organization
<input type="checkbox"/> <b>Emergency Medical Service</b>	Provide information on fire/rescue and EMS services.	Local Fire Department or Service Provider

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**Locality****Contact**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input checked="" type="checkbox"/> <b>Contact Name</b>	Name of contact person for this locality. May list information for up to two contacts. Contacts could be the local economic development office, Chamber Director, City Clerk or other city official.	Local Economic Development Organization
<input checked="" type="checkbox"/> <b>Organization Name</b>	Organization contact person is affiliated with.	Local Economic Development Organization
<input checked="" type="checkbox"/> <b>Address</b>	Address of contact organization.	Local Economic Development Organization
<input checked="" type="checkbox"/> <b>City</b>	City of contact organization.	Local Economic Development Organization
<input checked="" type="checkbox"/> <b>State</b>	State of contact organization.	Local Economic Development Organization
<input checked="" type="checkbox"/> <b>Zip</b>	Zip Code of contact organization.	Local Economic Development Organization or www.usps.com
<input checked="" type="checkbox"/> <b>Phone Number</b>	Telephone number of contact organization.	Local Economic Development Organization
<input checked="" type="checkbox"/> <b>Fax</b>	Facsimile number of contact organization.	Local Economic Development Organization

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***Locality*****Contact**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input checked="" type="checkbox"/> <b>Email</b>	Email address of contact organization.	Local Economic Development Organization
<input checked="" type="checkbox"/> <b>Web Address</b>	Website address of contact organization.	Local Economic Development Organization

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***Locality***

**Web Links**

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Field	Definition	Data Source
<input type="checkbox"/> <b>Web Links</b>	Provide web links to schools, prominent businesses, state, county and city websites.	Local Economic Development Organization

# Building

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**Building****Overview**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input checked="" type="checkbox"/> <b>Locality/State</b>	Name of Community and State where building is located.	Local Economic Development Group
<input checked="" type="checkbox"/> <b>County</b>	Name of County (or Counties) building is located in.	Local Economic Development Group
<input type="checkbox"/> <b>City</b>	Name of city building is located in.	Local Economic Development Group
<input checked="" type="checkbox"/> <b>Building Name</b>	Name of site, if applicable. This will be listed on the main LOIS screen.	Building Owner or Builder or Realtor
<input checked="" type="checkbox"/> <b>Address</b>	Physical address of building. A site address may be the junction of two streets.	Building Owner or Builder or Realtor
<input type="checkbox"/> <b>Zip Code</b>	Zip code building is located in.	Building Owner or Builder or Realtor or Provider Company or www.usps.com
<input checked="" type="checkbox"/> <b>Within City Limits</b>	Answer Yes, No, Unknown if building is within the corporate city limits.	Building Owner or Builder or Realtor or Provider Company
<input checked="" type="checkbox"/> <b>Primary Building Type</b>	Choose from: Industrial, Flex-Tech, Commercial, Office, Research and Development, Retail, Warehouse and Distribution, Other, Unknown.	Building Owner or Builder or Realtor
<input type="checkbox"/> <b>Unknown</b>	Primary building type of this building is not known.	

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## **Building**

### **Overview**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> Commercial	A building built for commercial use.	
<input type="checkbox"/> Flex-Tech	A building used as a combination use. For example, office space in the front and distribution or assembly space in the back.	
<input type="checkbox"/> Industrial	A building designed and built as an industrial application.	
<input type="checkbox"/> Office	A building that was designed and built to be used as office space.	
<input type="checkbox"/> Research and Development	A building built for use as a research and development facility.	
<input type="checkbox"/> Retail	A building space used for a retail operation.	
<input type="checkbox"/> Warehouse and Distribution	A building used for warehousing and distribution.	
<input type="checkbox"/> Other	Primary building type is different from types listed. List type and briefly define.	
<input type="checkbox"/> <b>Secondary Building Type</b>	Choose from: Industrial, Flex-Tech, Commercial, Office, Research and Development, Retail, Warehouse and Distribution, Other, Unknown.	Building Owner or Builder or Realtor

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## **Building**

### **Overview**

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	<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/>	N/A	Secondary building type does not apply. In this case, there would be only one acceptable use for this building.	
<input type="checkbox"/>	Unknown	Primary building type of this building is not known.	
<input type="checkbox"/>	Commercial	A building built for commercial use.	
<input type="checkbox"/>	Flex Tech	A building used as a combination use. For example, office space in the front and distribution or assembly space in the back.	
<input type="checkbox"/>	Industrial	A building designed and built as an industrial application.	
<input type="checkbox"/>	Office	A building that was designed and built to be used as office space.	
<input type="checkbox"/>	Research & Development	A building built for use as a research and development facility.	
<input type="checkbox"/>	Retail	A building space used for a retail operation.	
<input type="checkbox"/>	Warehouse & Distribution	A building used for warehousing and distribution.	

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## **Building**

### **Overview**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> Other	Secondary building type is different from types listed. List type and briefly define.	
<input checked="" type="checkbox"/> <b>Year Built</b>	Date building was built. Also used under Specifications, Construction.	Building Owner or Builder or Realtor
<input type="checkbox"/> <b>Available (Sq. Feet)</b>	Total number of square feet available in this building. Available square feet is calculated by multiplying length times width in feet.	Building Owner or Builder or Realtor
<input checked="" type="checkbox"/> <b>Ceiling Peak</b>	Number of feet from floor to ceiling peak. Also used under Specifications, Construction.	Building Owner or Builder or Realtor
<input checked="" type="checkbox"/> <b>Construction Type</b>	Also used under Specifications, Construction. Choose from: Concrete Block, Metal, Steel, Concrete Tilt-up, Masonry, Wood, Stucco/Dryvit, Other.	Building Owner or Builder or Realtor
<input type="checkbox"/> Unknown	Construction type for this building is not known.	
<input type="checkbox"/> Metal or Steel	Building is constructed primarily of metal or steel. In this instance, refers to the general construction of the building. Under the Bulldozing, specifications tab in LOIS, more specific questions are asked about wall, roof, and floor construction.	

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## **Building**

### **Overview**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> Concrete Tilt-up	The process of pouring concrete into forms on the ground, allowing the forms to harden and then raising the material to a vertical position to form walls. In this instance, refers to the general construction of the building.	
<input type="checkbox"/> Concrete Block	Construction made from concrete (cinder) block. In this instance, refers to the general construction of the building. Under the Bulldozing, specifications tab in LOIS, more specific questions are asked about wall, roof, and floor construction.	
<input type="checkbox"/> Masonry	Construction made from brick, cement block, or stone, which provides structural support as well as a decorative finish. In this instance, refers to the general construction of the building. Under the Bulldozing, specifications tab in LOIS, more specific questions are asked about wall, roof, and floor construction.	
<input type="checkbox"/> Wood	Building is constructed primarily of wood. In this instance, refers to the general construction of the building. Under the Bulldozing, specifications tab in LOIS, more specific questions are asked about wall, roof, and floor construction.	

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## **Building**

### **Overview**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> Stucco/Dryvit	Refers to an outside plaster finish made with Portland cement as its base. Dryvit is a brand name of an external siding. In this instance, refers to the general construction of the building. Under the Bulldozing, specifications tab in LOIS, more specific questions are asked about wall, roof, and floor construction.	
<input type="checkbox"/> Other	Construction of this building is different from types listed. List type and briefly define.	
<input checked="" type="checkbox"/> <b>Expandable</b>	Answer Yes, No, Unknown if there is room to expand existing building.	Building Owner or Builder or Realtor
<input checked="" type="checkbox"/> <b>Can Subdivide</b>	Answer Yes, No, Unknown if building can be subdivided.	Building Owner or Builder or Realtor
<input type="checkbox"/> <b>Former Use</b>	List any other uses of building in the past.	Building Owner or Builder or Realtor
<input type="checkbox"/> <b>Specialty Feature</b>	Choose from the following special features: None, Cold Storage, Crane, Shell or Data Center.	Building Owner or Builder or Realtor
<input type="checkbox"/> None	This building does not have any of the special features listed.	

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**Building****Overview**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> Cold Storage	An area designed to maintain a very cool temperature. Usually used in conjunction with food products.	
<input type="checkbox"/> Crane	Any one of the various motorized machines for lifting or moving heavy weights.	
<input type="checkbox"/> Shell	A building that is finished on the outside, but is not finished on the inside. Usually built as a spec building which allows for the business to customize it as they need to.	
<input type="checkbox"/> Data Center	An area designed to house multiple data stations. Could be a phone center or computer based data warehouse facility use.	
<input checked="" type="checkbox"/> <b>Zoning</b>	Determination of Zoning for this Site. Choose from the following designations:	Building Owner or Builder or Realtor
<input type="checkbox"/> Unknown	Zoning for this building is not known.	
<input type="checkbox"/> Commercial	A zoning designation to put commercial businesses in the same area. Every community will have its own definition of what is considered a "commercial" business. Generally, commercial businesses are connected with, engaged in, sponsored by or used in commerce or commercial enterprises.	

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## **Building**

### **Overview**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> Industrial - Light	A zoning designation to put light industrial businesses in the same area. Every community will have its own definition of what is considered a "light industrial" business. Generally, businesses that fall under the definition of "light" industry are small manufacturers, facilities involved in assembling, disassembling, repairing, fabricating, finishing, packaging or processing operations of a light industrial nature.	
<input type="checkbox"/> Industrial - Heavy	A zoning designation to put heavy industrial businesses in the same area. Every community will have its own definition of what is considered a "heavy industrial" business. Generally, businesses that fall under the definition of "heavy" industry are assembly plants, factories, manufacturing plants, mills, and processing plants.	
<input type="checkbox"/> Office	A zoning designation to put office businesses in the same area. Every community will have its own definition of what is considered an "office" business. Generally, businesses designated as "office" perform professional or clerical duties.	

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## **Building**

### **Overview**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> Retail	A zoning designation to put retail businesses in the same area. Every community will have its own definition of what is considered a "retail" business. Generally, retail businesses are engaged in selling or related to selling direct to the consumer.	
<input type="checkbox"/> Business District	A zoning designation to identify a business district. Every community will have its own definition of what is considered a "business district". Generally, businesses in a business district are in the commercial center of a town or city.	
<input type="checkbox"/> Other	Zoning for this building is different from those listed. List zoning and briefly define.	
<input checked="" type="checkbox"/> <b>Sale Price</b>	List asking sale price for this building.	Building Owner or Builder or Realtor
<input checked="" type="checkbox"/> <b>Lease Rate</b>	List lease rate for building, if available. List as a Per Year /Per Square Foot rate.	Building Owner or Builder or Realtor
<input checked="" type="checkbox"/> <b>Lease Terms</b>	Choose from: Gross Industrial, Triple Net, Full Service, Unknown, None.	Building Owner or Builder or Realtor
<input type="checkbox"/> Unknown	Lease terms for this building are not known.	

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## **Building**

### **Overview**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> None	There are no lease terms available on this building.	
<input type="checkbox"/> Triple Net	A lease is a legally binding agreement between a tenant and a landlord of a building typically giving the right to occupancy for a specific period of time and at a specified cost. (i.e. rent). A triple net lease is the base rental amount excluding taxes, insurance and common area maintenance (landscaping, parking lot cleanup, etc.) With a triple net lease, the tenant is expected to pay the base rent plus a pro-rata share (based on the square footage leased) of the actual cost of the property's taxes, insurance and maintenance. Also referred to as a Triple N Lease. (page 45)	
<input type="checkbox"/> Gross Industrial	A lease is a legally binding agreement between a tenant and a landlord of a building typically giving the right to occupancy for a specific period of time and at a specified cost. (i.e. rent). A gross industrial lease would mean a lease on an industrial property where the landlord would pay the operating expenses (taxes, insurance, repairs etc.) and debt service out of the rent received.	

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## **Building**

### **Overview**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> Full Service	A lease is a legally binding agreement between a tenant and a landlord of a building typically giving the right to occupancy for a specific period of time and at a specified cost. (i.e. rent) A full service lease is typically when the lessor is committed to maintain as well as insure the property or building.	
<input checked="" type="checkbox"/> <b>Property and Area Description</b>	Brief description of the property and area for the building.	Building Owner or Builder or Realtor

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**Building****Specifications**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input checked="" type="checkbox"/> <b>Total Square Feet</b>	Total number of square feet in this building.	Building Owner or Builder or Realtor
<input checked="" type="checkbox"/> <b>Available Square Feet</b>	Total number of square feet available in this building. Available square feet is calculated by multiplying length times width in feet.	Building Owner or Builder or Realtor
<input type="checkbox"/> <b>Per Floor Square Feet</b>	Total number of square feet available on each floor.	Building Owner or Builder or Realtor
<input type="checkbox"/> <b>Number of Stories</b>	Total number of stories in this building.	Building Owner or Builder or Realtor
<input type="checkbox"/> <b>Office Square Feet</b>	Total number of square feet available in this building for office space.	Building Owner or Builder or Realtor
<input type="checkbox"/> <b>Manufacturing Square Feet</b>	Total number of square feet available in this building for manufacturing.	Building Owner or Builder or Realtor
<input type="checkbox"/> <b>Warehouse Square Feet</b>	Total number of square feet available in this building to be used for warehousing purposes.	Building Owner or Builder or Realtor
<input type="checkbox"/> <b>Refrigerated Square Feet</b>	Total number of square feet available in this building for refrigeration.	Building Owner or Builder or Realtor
<input type="checkbox"/> <b>Roof</b>	Type of materials used on the roof. Choose from: Unknown, Insulated Metal, Built up, Rubber/EPDM, Standing Seam, Other.	Building Owner or Builder or Realtor

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**Building****Specifications**

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	<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/>	Unknown	Material used on the roof of the building is not known.	
<input type="checkbox"/>	Insulated Metal	An elementary substance, as sodium, calcium, or copper, whose oxide or hydroxide has basic rather than acid properties, as contrasted with the nonmetals, or metalloids. No sharp line can be drawn between the metals and nonmetals, and certain elements partake of both acid and basic qualities, as chromium, manganese, bismuth, etc. A roof made from sheets of metal that have been insulated.	
<input type="checkbox"/>	Built up	A roofing composed of three to five layers of asphalt felt laminated with coal tar, pitch, or asphalt. The top is finished with crushed slag or gravel. Generally used on flat or low-pitched roofs.	
<input type="checkbox"/>	Rubber/EPDM	A roof made of a rubber membrane or if EPDM, a liquid rubber compound that is spread on the roof. Used a lot in older downtown buildings with flatter roofs.	
<input type="checkbox"/>	Standing Seam	A roof featuring interlocking panels.	
<input type="checkbox"/>	Other	Roof is constructed of material other than that listed. List material and briefly define.	

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**Building****Specifications**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> <b>Walls</b>	Type of material used in construction of walls. Choose from: Unknown, Stucco, Lath and Plaster, Plywood, Gypsboard, Gypsum Sheathing Straight, Lapped Siding, Diagonally Sheathed, Foam Core Panels, Brick, Clay Masonry, Concrete Masonry, Concrete, Steel, Other.	Building Owner or Builder or Realtor
<input type="checkbox"/> Unknown	Construction of walls is not known.	
<input type="checkbox"/> Foam Core Panels	Panels are typically two outer layers of structural sheathing material separated by an insulated core. They are made in different sizes according to the job's requirements.	
<input type="checkbox"/> Lath & Plaster	The most common wall finish prior to the introduction of drywall. Thin wood strips (lath) were nailed onto the framing as a base for the sand/lime plaster.	
<input type="checkbox"/> Plywood	A panel (normally 4' X 8') of wood made of three or more layers of veneer, compressed and joined with glue, and usually laid with the grain of adjoining plies at right angles to give the sheet strength.	

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**Building****Specifications**

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	<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/>	Gypboard	Drywall. Wall board or gypsum- A panel (normally 4' X 8', 10', 12', or 16') made with a core of Gypsum (chalk-like) rock, which covers interior walls and ceilings.	
<input type="checkbox"/>	Gypsum Sheathing Straight	Is a fire-resistant gypsum board, with water-resistant gypsum core encased in specially formulated black water Gypsum Sheathing repellent paper on both sides and long edges.	
<input type="checkbox"/>	Lapped Siding	Slightly wedge-shaped boards used as horizontal siding in a lapped pattern over the exterior sheathing. Varies in butt thickness from 1/2 to 3/4 inch and in widths up to 12".	
<input type="checkbox"/>	Diagonally Sheathed	The practice of installing lap siding diagonally.	
<input type="checkbox"/>	Brick	Rectangular block of clay baked by the sun or in a kiln. Bricks are the exterior surface in a masonry built wall.	
<input type="checkbox"/>	Clay Masonry	Clay masonry refers to walls that are built with reinforced clay squares. Generally used in older buildings, clay masonry blocks are used as the middle structure in a brick wall. Clay blocks are built up and then bricks are placed around them to form a solid structure.	

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**Building****Specifications**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> Concrete Masonry	Concrete masonry refers to walls that are built with reinforced concrete blocks, usually called cinder blocks.	
<input type="checkbox"/> Concrete	Concrete walls refer to walls that have been framed up and had concrete poured into them.	
<input type="checkbox"/> Steel	A variety of iron intermediate in composition and properties between wrought iron and cast iron. Consisting of an alloy of iron with an iron carbide.	
<input type="checkbox"/> Other	Construction of walls is of material not listed. List construction material and briefly define.	
<input type="checkbox"/> <b>Clear Span</b>	The actual clear distance or opening between supports for a structural member, i.e., the distance between walls or the distance between the edges of flanges of beams. Answer Yes, No, Unknown.	Building Owner or Builder or Realtor
<input type="checkbox"/> <b>Column Spacing</b>	Distance in feet between ceiling support columns.	Building Owner or Builder or Realtor
<input checked="" type="checkbox"/> <b>Eaves</b>	The line along the sidewall of a building formed by the intersection of the plane of the roof and the plane of the wall expressed in number of feet. Eave Height is the vertical distance from finished floor to the eave.	Building Owner or Builder or Realtor

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**Building****Specifications**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> <b>Insulation R-Value</b>	The R- value is a rating classification that indicates the level of insulation in a building. The higher the value, the better insulated the building is.	Building Owner or Builder or Realtor
<input type="checkbox"/> <b>Floor Type</b>	Type of material used to construct the floor. Choose from Concrete-Reinforced, Concrete-Not Reinforced, Unknown, None, Other.	Building Owner or Builder or Realtor
<input type="checkbox"/> Unknown	Floor type is not known.	
<input type="checkbox"/> None	This building does not have a constructed floor.	
<input type="checkbox"/> Concrete - Reinforced	Floor is constructed with poured concrete. Reinforced typically means the use of rebar (or other material) was used for reinforcement. Stronger than a non-reinforced floor.	
<input type="checkbox"/> Concrete-Not Reinforced	Floor is constructed with poured concrete. Not Reinforced means the use of rebar (or other material) was not used for reinforcement.	
<input type="checkbox"/> Other	Floor is constructed with material that is not listed. List floor material and briefly define.	
<input type="checkbox"/> <b>Thickness</b>	Number of inches thick the floor is.	Building Owner or Builder or Realtor

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***Building*****Specifications**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> <b>Truck Drive-In Doors</b>	Number of bays a semi truck can drive into.	Building Owner or Builder or Realtor
<input type="checkbox"/> <b>Truck Drive In Height</b>	If trucks are allowed to drive in to load/unload, height of entry ways.	Building Owner or Builder or Realtor
<input type="checkbox"/> <b>Truck Dock Doors</b>	Number of doors a truck can load or unload from.	Building Owner or Builder or Realtor
<input type="checkbox"/> <b>Truck Dock Door Height</b>	At the loading dock, height in feet of door to warehouse.	Building Owner or Builder or Realtor
<input type="checkbox"/> <b>Rail Doors</b>	Number of doors a train can load or unload from in this building.	Building Owner or Builder or Realtor
<input type="checkbox"/> <b>Rail Docks</b>	Number of rail docks adjacent to this building.	Building Owner or Builder or Realtor
<input type="checkbox"/> <b>HVAC in Office</b>	Type of climate control available in the office portion of building. Choose from Heating & Air Conditioning, Heating Only, AC Only, Unknown, Other.	Building Owner or Builder or Realtor
<input type="checkbox"/> <b>HVAC in Manufacturing</b>	Type of climate control available in the manufacturing portion of building. Choose from: Heating & Air Conditioning, Heating Only, AC Only, Unknown, Other.	Building Owner or Builder or Realtor
<input type="checkbox"/> <b>Crane Capacity</b>	Number of Tons crane can lift.	Building Owner or Builder or Realtor

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**Building****Specifications**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> <b>Crane Clear Height</b>	Number of feet crane can clear.	Building Owner or Builder or Realtor
<input type="checkbox"/> <b>Sprinkler System</b>	Type of fire suppressant system in building. Choose from: Dry, Unknown, Wet, Wet/Dry.	Building Owner or Builder or Realtor
<input type="checkbox"/> Unknown	Sprinkler system in building is not known.	
<input type="checkbox"/> None	Building currently does not have a sprinkler system.	
<input type="checkbox"/> Dry Sprinkler System	A dry pipe system is suitable for premises where low temperatures could cause a wet pipe system to freeze i.e. cold storage. Dry pipe systems are charged with compressed air. When the sprinkler head actuates, the air is released so that water can flow through the pipe work and reach the fire.	
<input type="checkbox"/> Wet Sprinkler System	A wet pipe system is permanently charged with water, thus water is instantaneously discharged from a sprinkler when it actuates. This system is suitable for premises with adequate heating or normal conditions.	
<input type="checkbox"/> Wet/Dry Sprinkler System	A combination of a wet and dry sprinkler system. See wet and dry definitions below.	

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***Building*****Specifications**

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Field	Definition	Data Source
<input type="checkbox"/> <b>Specification Comments</b>	Briefly list comments regarding building not covered in previous sections.	Building Owner or Builder or Realtor

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**Building****Site**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input checked="" type="checkbox"/> <b>Land with Building</b>	Amount of land in acres that belong to this building.	Building Owner or Builder or Realtor
<input type="checkbox"/> <b>Adjacent Available Land for Sale</b>	Total number of acres adjacent to the property that may be available for use/purchase.	Building Owner or Builder or Realtor
<input type="checkbox"/> <b>Topography of Adjacent Land</b>	See "Topography". Used to describe the land surrounding the site or building.	Building Owner or Builder or Realtor
<input type="checkbox"/> <b>Phase I Environmental Audit Completed</b>	Evaluation of a site to determine potential environmental liabilities or issues related to a particular site. Phase 1 - Information is gathered from ownership records, personal interview, aerial photos, state and federal records of past environmental violations or analyses. (page 28)	Building Owner or Builder or Realtor
<input type="checkbox"/> <b>Within 100 Year Flood Plain</b>	Answer Yes, No, Unknown whether property is in the 100 year flood plain. A 100 year plain designation means this area is predicted to flood no more than once every 100 years.	Site Owner or Realtor or Provider Company
<input type="checkbox"/> <b>Setting</b>	Choose from: Agricultural Land, Unknown, Mixed Used Business Park, Office Park, Single Site, Industrial Park.	City Clerk/Administrator or Zoning Office
<input type="checkbox"/> Unknown	Land use for this building is not known.	

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**Building****Site**

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	<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/>	Agricultural Land	Describes the current land use definition for a piece of property. Agricultural would mean currently the land is being used for or is in a designated agricultural area.	
<input type="checkbox"/>	Mixed-Use Business Park	Describes the current land use definition for a piece of property. Mixed use business park would mean currently the land is in a designated mixed use business park. This could include a combination of office area, light industrial areas or commercial areas. Check with local zoning code for a complete definition.	
<input type="checkbox"/>	Industrial Park	Describes the current land use definition for a piece of property. Industrial park would mean currently the land is being used for or is in a designated industrial area. Check with local zoning code for a definition of industrial.	
<input type="checkbox"/>	Office Park	Describes the current land use definition for a piece of property. Office park would mean currently the land is in a designated office park area.	
<input type="checkbox"/>	Single Site	Describes the current land use definition for a piece of property. Single site would mean currently the land is a stand alone piece of property.	

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**Building****Site**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> Other	Land use for this building is other than that listed. List land use setting and briefly define.	
<input type="checkbox"/> <b>Covenants</b>	Use restrictions placed on land via the inclusion of said restrictions on the deed of ownership for the property. Choose from: Yes, No, Unknown. Restrictions could include type of building, landscaping requirements, set backs and property maintenance.	City Clerk/Administrator or Zoning Office
<input type="checkbox"/> <b>Fire Insurance Class Rating</b>	Insurance Rating based on proximity of fire station as well as locations of hydrants.	Building Owner or Builder or Realtor
<input type="checkbox"/> <b>Number of Parking Spaces</b>	Total number of available parking spaces.	Building Owner or Builder or Realtor
<input type="checkbox"/> <b>Site Comments</b>	Additional comments on this building's site not covered.	Building Owner or Builder or Realtor or Local Economic Development Organization

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***Building*****Utilities**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input checked="" type="checkbox"/> <b>Distribution Supplier</b>	Name of Electrical supplier to this building.	Building Owner or Builder or Realtor or Provider Company
<input type="checkbox"/> <b>Phone Number</b>	Phone number of electrical company provider to building.	Building Owner or Builder or Realtor or Provider Company
<input type="checkbox"/> <b>Primary Voltage - kV</b>	Number of Volts.	Building Owner or Builder or Realtor or Provider Company
<input type="checkbox"/> <b>Service Panel</b>	Amps	Building Owner or Builder or Realtor
<input type="checkbox"/> <b>Phase</b>	Single, Three, Unknown. The generation of AC electric power is commonly three phase, in which the waveforms of three supply conduits are offset from one another by 120°. The voltage across a pair of these conduits, or between a single conduit and ground is single phase electric power. Single phase power is what is commonly available to residential and light-commercial consumers. Three phase power is commonly found in industrial applications.	Building Owner or Builder or Realtor or Provider Company

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**Building****Utilities**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> <b>Looped</b>	Answer Yes, No, Unknown to electrical service that is looped. Looped electrical service is when service is provided from multiple locations. Allows for uninterrupted service in the event one location is down.	Provider Company
<input checked="" type="checkbox"/> <b>Distribution Supplier</b>	Name of Gas supplier to this building.	Building Owner or Builder or Realtor or Provider Company
<input type="checkbox"/> <b>Phone Number</b>	Phone number of natural gas provider to building.	Building Owner or Builder or Realtor or Provider Company
<input type="checkbox"/> <b>Main</b>	Size of main line pipe providing natural gas to the building. Expressed as inches.	Provider Company
<input type="checkbox"/> <b>Pressure</b>	A measure of force behind the gas distribution system. Measured in pounds per square inch (PSI).	Provider Company
<input type="checkbox"/> <b>Service Line</b>	Size of service line pipe providing natural gas to the building. Expressed as inches.	Provider Company
<input type="checkbox"/> <b>Services at Building</b>	Telecommunication services provided at this building.	Building Owner or Builder or Realtor or Provider Company
<input checked="" type="checkbox"/> <b>Local Service Providers</b>	Name(s) of providers offering telecommunication services to this building.	Building Owner or Builder or Realtor or Provider Company

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***Building*****Utilities**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input checked="" type="checkbox"/> <b>Supplier</b>	Name of water supplier to this building.	Building Owner or Builder or Realtor or Provider Company
<input type="checkbox"/> <b>Phone Number</b>	Phone number of water provider for this building.	Building Owner or Builder or Realtor or Provider Company
<input type="checkbox"/> <b>Main</b>	Size of main line pipe providing water to the building. Expressed as inches.	Provider Company
<input type="checkbox"/> <b>Service Line</b>	Size of service line pipe providing water to the building. Expressed as inches.	Provider Company
<input type="checkbox"/> <b>Pressure</b>	A measure of force behind the water distribution system. Measured in pounds per square inch (PSI).	Provider Company
<input type="checkbox"/> <b>Peak Capacity at Plant</b>	Peak capacity of water treatment plant. Expressed as Gallons per Day.	Provider Company
<input type="checkbox"/> <b>Private Well</b>	Answer Yes, No, Unknown to presence of a private well for this building.	Building Owner or Builder or Realtor or Provider Company
<input checked="" type="checkbox"/> <b>Supplier</b>	Name of sanitary sewer provider to this building.	Building Owner or Builder or Realtor or Provider Company
<input type="checkbox"/> <b>Phone Number</b>	Phone number of sewer treatment plant providing services to this building.	Building Owner or Builder or Realtor or Provider Company

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***Building*****Utilities**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> <b>Main</b>	Size of main line pipe providing sewer services to the building. Expressed as inches.	Provider Company
<input type="checkbox"/> <b>Service Line</b>	Size of service line pipe providing sewer services to the building. Expressed as inches.	Provider Company
<input type="checkbox"/> <b>Peak Capacity at Plant</b>	Peak capacity of sewer treatment plant. Expressed as Gallons per Day.	Provider Company
<input type="checkbox"/> <b>Septic Tank</b>	Answer Yes, No, Unknown to availability of septic tank at this location.	Provider Company
<input type="checkbox"/> <b>Utilities Comments</b>	Brief description of local electric company.	Electrical Provider company.

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**Building****Transportation**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input checked="" type="checkbox"/> <b>Nearest Interstate</b>	Name of Interstate and number of miles to the community.	State DOT website (find your state website at <a href="http://www.dot.gov">www.dot.gov</a> )
<input checked="" type="checkbox"/> <b>Nearest 4 Lane</b>	Name and number of miles to nearest 4 lane highway to the community.	State DOT website (find your state website at <a href="http://www.dot.gov">www.dot.gov</a> )
<input type="checkbox"/> <b>Other Highways</b>	Name and number of miles to nearest 4 lane highway to the community.	State DOT website (find your state website at <a href="http://www.dot.gov">www.dot.gov</a> )
<input type="checkbox"/> <b>Nearest General Aviation</b>	Name and number of miles to the nearest general aviation facility to the community.	Local Phone Book or Contact Servicing Airport(s) or <a href="http://www.FAA.gov">www.FAA.gov</a> or <a href="http://www.dexonline.com">www.dexonline.com</a>
<input checked="" type="checkbox"/> <b>Nearest Commercial Airport</b>	Name and number of miles to nearest commercial airport to the community.	Local Phone Book or Contact Servicing Airport(s) or <a href="http://www.FAA.gov">www.FAA.gov</a> or <a href="http://www.dexonline.com">www.dexonline.com</a>
<input checked="" type="checkbox"/> <b>Rail Served</b>	Answer Yes, No, Unknown to availability of rail service to this building.	Building Owner or Builder or Realtor or Contact the Railroad Company
<input type="checkbox"/> <b>Rail Spur On-Site</b>	Answer Yes, No, Unknown, Possible to the availability of a rail spur to this building. A rail spur is a short rail segment providing access from a business to a rail system.	Building Owner or Builder or Realtor or Contact the Railroad Company
<input type="checkbox"/> <b>Service Type</b>	Type of rail service being provided to this building. Choose from: Main Line, Branch Line, Short Line, None, Unknown.	Local Phone Book or Contact the Railroad Company or <a href="http://www.dexonline.com">www.dexonline.com</a>
<input type="checkbox"/> Unknown	Rail service to this building is not known.	

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***Building*****Transportation**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> Main Line	Line that is the commercial organization responsible for operating a railway system	
<input type="checkbox"/> Branch Line	A rail line that is a part of the main line structure. This may be operated by a smaller, local railroad company affiliated with the main railroad company.	
<input type="checkbox"/> Short Line	A railroad line that has a limited service area providing connections to a main line railway.	
<input type="checkbox"/> None	No rail service is provided to this building.	
<input type="checkbox"/> <b>Railroad Service Provided by</b>	Name of Railroad providing service to this site.	Railroad Company
<input type="checkbox"/> <b>Barge Access on Site</b>	Answer Yes, No, unknown to barge access for this building.	US Army Corps of Engineers at <a href="http://www.usace.army.mil">www.usace.army.mil</a>
<input type="checkbox"/> <b>Depth of Channel</b>	Depth in feet of nearest water channel accessible for commercial purposes.	US Army Corps of Engineers at <a href="http://www.usace.army.mil">www.usace.army.mil</a>
<input type="checkbox"/> <b>Crane Capacity</b>	Number of Tons crane can lift.	Building Owner or Builder or Realtor or Provider Company
<input type="checkbox"/> <b>Season</b>	Dates when river access is possible.	US Army Corps of Engineers at <a href="http://www.usace.army.mil">www.usace.army.mil</a>

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***Building*****Transportation**

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Field	Definition	Data Source
<input type="checkbox"/> <b>Transportation Comments</b>	Provide any other useful information regarding local transportation to this building.	US Army Corps of Engineers at <a href="http://www.usace.army.mil">www.usace.army.mil</a>

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**Building****Taxes**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> <b>Tax Year</b>	Year the tax information on this building is based on. Should be the most current.	Auditor
<input type="checkbox"/> <b>Real Property Taxes</b>	Taxable assets of real estate ownership. Real property refers to the land and physical improvements on the land (buildings, parking, lots, etc.).	Auditor
<input type="checkbox"/> <b>Value for Tax Purposes</b>	Value of building used for calculating taxes.	Auditor
<input type="checkbox"/> <b>Assessment Ratio</b>	Percent of a property's full market value subject to property tax.(page 2)	Auditor
<input type="checkbox"/> <b>Tax Rate</b>	Rate per \$100 or \$1000 used to calculate taxes on property.	Auditor
<input type="checkbox"/> <b>Per</b>	Tax Rate is expressed per \$100 or \$1000. May also enter unknown.	Auditor
<input type="checkbox"/> <b>Tax Comments</b>	Brief description of Property Tax not covered by current questions.	Auditor

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***Building*****Incentives**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> <b>Incentive Name</b>	Any possible incentives for this building. Programs could include financial assistance (tax increment financing, special assessment districts, cash grants), operational assistance (equipment leasing, utility cost reduction and tax abatements), construction assistance (permit acceleration, fee reductions, contractor selection assistance), workforce development (pre-employment screening, on-the-job training, job training funds) or relocation assistance (community presentation visits at company location, spouse employment programs, transportation, childcare).	City Clerk/Administrator/Economic Development Professional
<input type="checkbox"/> <b>Incentive Description</b>	Description of any incentives that could be used for this building.	City Clerk/Administrator/Economic Development Professional

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***Building*****Contact**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input checked="" type="checkbox"/> <b>Contact Name</b>	Name of contact person for this building. May list information for up to two contacts.	Local Economic Development Organization or Broker/Owner
<input checked="" type="checkbox"/> <b>Contact Organization</b>	Organization contact person is affiliated with.	Local Economic Development Organization
<input checked="" type="checkbox"/> <b>Address</b>	Address of contact organization.	Local Economic Development Organization
<input checked="" type="checkbox"/> <b>City</b>	City of contact organization.	Local Economic Development Organization
<input checked="" type="checkbox"/> <b>State</b>	State of contact organization.	Local Economic Development Organization
<input checked="" type="checkbox"/> <b>Zip</b>	Zip Code of contact organization.	Local Economic Development Organization or www.usps.com
<input checked="" type="checkbox"/> <b>Phone Number</b>	Telephone number of contact organization.	Local Economic Development Organization
<input checked="" type="checkbox"/> <b>Fax</b>	Facsimile number of contact organization.	Local Economic Development Organization
<input checked="" type="checkbox"/> <b>Email</b>	Email address of contact organization.	Local Economic Development Organization

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***Building*****Contact**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input checked="" type="checkbox"/> <b>Web Address</b>	Website address of contact organization.	Local Economic Development Organization
<input type="checkbox"/> <b>Broker Protected</b>	Answer Yes, No or Unknown to broker protection of this site. Broker protection is when a Realtor, broker or outside agent is involved in the selling of the site.	Broker/Owner
<input type="checkbox"/> <b>Owner/Broker</b>	Name of owner or broker listing this site.	Broker/Owner
<input type="checkbox"/> <b>Contact Name</b>	Name of the owner or broker.	Broker/Owner
<input checked="" type="checkbox"/> <b>Phone Number</b>	Telephone number of owner or broker.	Broker/Owner
<input checked="" type="checkbox"/> <b>Email</b>	Email address of owner or broker.	Broker/Owner

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***Building*****Web Links**

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Field	Definition	Data Source
<input type="checkbox"/> <b>Web Links</b>	Provide web links to schools, prominent businesses, state, county and city websites.	Local Economic Development Organization

Site

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**Site****Overview**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> <b>Locality/State</b>	Name of Community and State where site is located in.	Local Economic Development Organization
<input type="checkbox"/> <b>County</b>	Name of County (or Counties) site is located in.	Local Economic Development Organization
<input type="checkbox"/> <b>City</b>	Name of City site is located in.	Local Economic Development Organization
<input checked="" type="checkbox"/> <b>Site Name</b>	Name of site, if applicable. This will be listed on the main LOIS screen.	Site Owner/Developer or Realtor or Local Economic Development Organization
<input checked="" type="checkbox"/> <b>Address</b>	Physical address of site. A site address may be the junction of two streets.	Site Owner/Developer or Realtor or Provider Company
<input checked="" type="checkbox"/> <b>Zip Code</b>	Zip code site is located in.	Site Owner/Developer or www.usps.com
<input checked="" type="checkbox"/> <b>Site Size</b>	Number of acres of site.	Site Owner/Developer or Realtor or Local Economic Development Organization
<input checked="" type="checkbox"/> <b>Sale Price</b>	Asking price by the seller for the site.	Site Owner/Developer or Realtor or Provider Company
<input checked="" type="checkbox"/> <b>Within City Limits</b>	Answer Yes, No or Unknown if site is within corporate city limits.	City Clerk/Administrator

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**Site**

**Overview**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input checked="" type="checkbox"/> <b>Zoning</b>	Determination of Zoning for this Building. Choose from the following designations:	City Clerk/Administrator or Zoning Office
<input type="checkbox"/> Unknown	Zoning is unknown at current time.	
<input type="checkbox"/> Commercial	A zoning designation to put commercial businesses in the same area. Every community will have its own definition of what is considered a "commercial" business. Generally, commercial businesses are connected with, engaged in, sponsored by or used in commerce or commercial enterprises.	
<input type="checkbox"/> Industrial - Light	A zoning designation to put light industrial businesses in the same area. Every community will have its own definition of what is considered a "light industrial" business. Generally, businesses that fall under the definition of "light" industry are small manufacturers, facilities involved in assembling, disassembling, repairing, fabricating, finishing, packaging or processing operations of a light industrial nature.	

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**Site**

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**Overview**

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	<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/>	Industrial - Heavy	A zoning designation to put heavy industrial businesses in the same area. Every community will have its own definition of what is considered a "heavy industrial" business. Generally, businesses that fall under the definition of "heavy" industry are assembly plants, factories, manufacturing plants, mills, and processing plants.	
<input type="checkbox"/>	Office	A zoning designation to put office businesses in the same area. Every community will have its own definition of what is considered an "office" business. Generally, businesses designated as "office" perform professional or clerical duties.	
<input type="checkbox"/>	Retail	A zoning designation to put retail businesses in the same area. Every community will have its own definition of what is considered a "retail" business. Generally, retail businesses are engaged in selling or related to selling direct to the consumer.	
<input type="checkbox"/>	Business District	A zoning designation to identify a business district. Every community will have its own definition of what is considered a "business district". Generally, businesses in a business district are in the commercial center of a town or city.	

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**Site**

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**Overview**

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Field	Definition	Data Source
<input type="checkbox"/> Other	Zoning is different from those options listed. List zoning and define for this site.	
<input checked="" type="checkbox"/> <b>Property and Area Description</b>	Brief description of the property and area for the site.	Site Owner/Developer or Realtor or Local Economic Development Organization

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**Site**

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**Site**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input checked="" type="checkbox"/> <b>Topography</b>	Amount of land in acres that belong to this site.	Site Owner/Developer or Realtor
<input checked="" type="checkbox"/> <b>Adjacent Available Land</b>	Total number of acres adjacent to the property that may be available for use/purchase.	Site Owner/Developer or Realtor
<input type="checkbox"/> <b>Topography of Adjacent Land</b>	See "Topography". Used to describe the land surrounding the site or building.	Site Owner/Developer or Realtor
<input type="checkbox"/> <b>Soil Types</b>	Soil Types refer to the relationship between sand, silt and clay particles in a soil sample. In relationship to size, sand particles are bigger than silt particles while clay particles are smaller than both sand and silt. By determining soil textural classes, a builder can get a general idea of problems that may arise while moving dirt. For example, digging, trenching, water run off and erosion issues.	Site Owner/Developer or Realtor
<input type="checkbox"/> Other	Soil type is different from those soil types listed. List soil type and a brief description.	
<input type="checkbox"/> Sand	Soil material that contains 85 percent or more of sand; the percentage of silt plus 1.5 times the percentage of clay shall not exceed 15.	
<input type="checkbox"/> Unknown	Soil type is not known.	

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**Site**

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**Site**

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	<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/>	Loamy Sand	Soil material that contains at the upper limit 85 to 90 percent sand, and the percentage silt plus 1.5 times the percentage of clay is not less than 15; at the lower limit it contains not less than 70 to 85 percent sand, and the percentage of silt plus twice the percentage of clay does not exceed 30.	
<input type="checkbox"/>	Sand Loam	Soil material that contains 20 percent clay or less, and the percentage of silt plus twice the percentage of clay exceeds 30, and contains 52 percent or more sand; or less than 7 percent clay, less than 50 percent silt, and between 43 and 52 percent sand.	
<input type="checkbox"/>	Medium Loam	Otherwise known as Loam. Soil material that contains 7 to 27 percent clay, 28 to 50 percent silt, and less than 52 percent sand.	
<input type="checkbox"/>	Sandy Clay Loam	Soil material that contains 20 to 30 percent clay, less than 28 percent silt and 45 percent or more sand	
<input type="checkbox"/>	Silt Loam	Soil material that contains 50 percent or more silt and 12 to 27 percent clay; or contains 50 to 80 percent silt and less than 12 percent clay.	

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**Site**

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**Site**

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	<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/>	Clay	Soil material that contains 40 percent or more of clay, less than 45 percent sand and less than 40 percent silt.	
<input type="checkbox"/>	Sandy Clay	Soil material that contains 35 percent or more clay and 45 percent or more of sand.	
<input type="checkbox"/>	Clay Loam	Soil material that contains 27 to 40 percent clay and 20 to 40 percent sand.	
<input type="checkbox"/>	Silty Clay Loam	Soil material that contains 27 to 40 percent clay and less than 20 percent sand.	
<input type="checkbox"/>	Silty Clay	Soil material that contains 40 percent or more clay and 40 percent or more of silt.	
<input type="checkbox"/>	Silt	Soil material that contains 80 percent or more silt and less than 12 percent clay.	
<input type="checkbox"/>	Peat Moss	An organic soil having no, or only slight, decomposition.	
<input type="checkbox"/>	Fen Soils	A peat filled wetland found in ancient river channels.	
<input type="checkbox"/>	Chalk Soil	Soil containing chalk or finely crushed limestone.	

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**Site**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> Limestone Soil	Soil containing high quantities of limestone rock.	
<input type="checkbox"/> <b>Phase I Environmental Audit Completed</b>	Evaluation of a site to determine potential environmental liabilities or issues related to a particular site. Phase 1 - Information is gathered from ownership records, personal interview, aerial photos, state and federal records of past environmental violations or analyses. (page 28)	Site Owner or Realtor
<input type="checkbox"/> <b>Within 100 Year Flood Plain</b>	Answer Yes, No, Unknown whether property is in the 100 year flood plain.	Site Owner/Developer or Realtor
<input type="checkbox"/> <b>Perculation Test</b>	Test of soil to determine if it will absorb and "drink" water adequately to use a septic system for sewage disposal. Choose from: Yes, No, Unknown.	Site Owner/Developer or Realtor or Provider Company
<input checked="" type="checkbox"/> <b>Setting</b>	Choose from: Agricultural Land, Unknown, Mixed Used Business Park, Office Park, Single Site, Industrial Park.	City Clerk/Administrator or Zoning Office
<input type="checkbox"/> Unknown	Current land use for this site is not known.	
<input type="checkbox"/> Agricultural Land	Describes the current land use definition for a piece of property. Agricultural would mean currently the land is being used for or is in a designated agricultural area.	

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**Site**

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**Site**

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	<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/>	Mixed-Use Business Park	Describes the current land use definition for a piece of property. Mixed use business park would mean currently the land is in a designated mixed use business park. This could include a combination of office area, light industrial areas or commercial areas. Check with local zoning code for a complete definition.	
<input type="checkbox"/>	Industrial Park	Describes the current land use definition for a piece of property. Industrial park would mean currently the land is being used for or is in a designated industrial area. Check with local zoning code for a definition of industrial.	
<input type="checkbox"/>	Office Park	Describes the current land use definition for a piece of property. Office park would mean currently the land is in a designated office park area.	
<input type="checkbox"/>	Single Site	Describes the current land use definition for a piece of property. Single site would mean currently the land is a stand alone piece of property.	
<input type="checkbox"/>	Other	Current land use for this site is different from those types listed. List land use type and briefly describe.	

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**Site**

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**Site**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> <b>Covenants</b>	Use restrictions placed on land via the inclusion of said restrictions on the deed of ownership for the property. Choose from: Yes, No, Unknown. Restrictions could include type of building, landscaping requirements, set backs and property maintenance.	City Clerk/Administrator or Zoning Office
<input type="checkbox"/> <b>Fire Insurance Class Rating</b>	Insurance Rating based on proximity of fire station as well as locations of hydrants.	Site Owner/Developer or Realtor
<input type="checkbox"/> <b>Number of Parking Spaces</b>	Total number of available parking spaces.	Site Owner/Developer or Realtor
<input type="checkbox"/> <b>Site Comments</b>	Briefly describe any pertinent information about this site that may not be reflected by questions asked in this section.	Site Owner/Developer or Realtor or Local Economic Development Organization

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**Site**

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**Utilities**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input checked="" type="checkbox"/> <b>Distribution Supplier</b>	Name of Electrical supplier to this site. Can enter up to two suppliers.	Site Owner/Developer or Realtor or Provider Company
<input type="checkbox"/> <b>Phone Number</b>	Phone number of electrical company provider to this site.	Site Owner/Developer or Realtor or Provider Company
<input type="checkbox"/> <b>On Site</b>	Answer Yes, No, Unknown to availability of electrical lines on site.	Site Owner/Developer or Realtor or Provider Company
<input type="checkbox"/> <b>Distance to Site</b>	If electricity is not available on site, distance required to get it to the site.	Site Owner/Developer or Realtor or Provider Company
<input type="checkbox"/> <b>Primary Voltage - kV</b>	Number of Volts.	Site Owner/Developer or Realtor or Provider Company
<input type="checkbox"/> <b>Phase</b>	Single, Three, Unknown. The generation of AC electric power is commonly three phase, in which the waveforms of three supply conduits are offset from one another by 120°. The voltage across a pair of these conduits, or between a single conduit and ground is single phase electric power. Single phase power is what is commonly available to residential and light-commercial consumers. Three phase power is commonly found in industrial applications.	Site Owner/Developer or Realtor or Provider Company

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**Site**

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**Utilities**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> <b>Looped</b>	Answer Yes, No, Unknown to electrical service that is looped. Looped electrical service is when service is provided from multiple locations. Allows for uninterrupted service in the event one location is down.	Provider Company
<input checked="" type="checkbox"/> <b>Distribution Supplier</b>	Name of Gas supplier to this site.	Site Owner/Developer or Realtor or Provider Company
<input type="checkbox"/> <b>Phone Number</b>	Phone number of natural gas provider to this site.	Site Owner/Developer or Realtor or Provider Company
<input type="checkbox"/> <b>On Site</b>	Answer Yes, No, Unknown to availability of natural gas lines on site.	Site Owner/Developer or Realtor or Provider Company
<input type="checkbox"/> <b>Distance to Site</b>	If gas lines are not available on site, distance required to get it to the site.	Site Owner/Developer or Realtor or Provider Company
<input type="checkbox"/> <b>Main</b>	Size of main line pipe providing natural gas to the site. Expressed as inches.	Provider Company
<input type="checkbox"/> <b>Pressure</b>	A measure of force behind the gas distribution system. Measured in pounds per square inch (PSI).	Provider Company
<input type="checkbox"/> <b>Service Line</b>	Size of service line pipe providing natural gas to the site. Expressed as inches.	Provider Company

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**Site****Utilities**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> <b>Services at Site</b>	Telecommunication services provided at this site location.	Building Owner or Builder or Realtor or Provider Company
<input checked="" type="checkbox"/> <b>Local Service Providers</b>	Name(s) of providers offering telecommunication services to this site location.	Site Owner/Developer or Realtor or Provider Company
<input checked="" type="checkbox"/> <b>Supplier</b>	Name of water supplier to this site.	Site Owner/Developer or Realtor or Provider Company
<input type="checkbox"/> <b>Phone Number</b>	Phone number of water provider for this site.	Site Owner/Developer or Realtor or Provider Company
<input type="checkbox"/> <b>On Site</b>	Answer Yes, No, Unknown to availability of water line on site.	Site Owner/Developer or Realtor or Provider Company
<input type="checkbox"/> <b>Distance to Site</b>	If water is not available on site, distance required to get it to the site.	Site Owner/Developer or Realtor or Provider Company
<input type="checkbox"/> <b>Water Main</b>	Size of main line pipe providing water to the site. Expressed as inches.	Provider Company
<input type="checkbox"/> <b>Service Line</b>	Size of service line pipe providing water to the site. Expressed as inches.	Provider Company
<input type="checkbox"/> <b>Pressure</b>	A measure of force behind the water distribution system. Measured in pounds per square inch (PSI).	Provider Company

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**Site**

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**Utilities**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> <b>Peak Capacity at Plant</b>	Peak capacity of water treatment plant. Expressed as Gallons per Day.	Provider Company
<input type="checkbox"/> <b>Private Well</b>	Answer Yes, No, Unknown to presence of a private well for this site.	Site Owner/Developer or Realtor or Provider Company
<input checked="" type="checkbox"/> <b>Supplier</b>	Name of sanitary sewer provider to this site.	Site Owner/Developer or Realtor or Provider Company
<input type="checkbox"/> <b>Phone Number</b>	Phone number of sewer treatment plant providing services to this site location.	Site Owner/Developer or Realtor or Provider Company
<input type="checkbox"/> <b>On Site</b>	Answer Yes, No, Unknown to availability of sewer line on site.	Site Owner/Developer or Realtor or Provider Company
<input type="checkbox"/> <b>Distance to Site</b>	If sewer lines are not available on site, distance required to get it to the site.	Site Owner/Developer or Realtor or Provider Company
<input type="checkbox"/> <b>Sewer Main</b>	Size of main line pipe providing sewer services to this site. Expressed as inches.	Provider Company
<input type="checkbox"/> <b>Service Line</b>	Size of service line pipe providing sewer services to the site. Expressed as inches.	Provider Company
<input type="checkbox"/> <b>Nearest Service</b>	Location of nearest sewer line to site.	Site Owner/Developer or Realtor or Provider Company

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**Site****Utilities**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> <b>Peak Capacity at Plant</b>	Peak capacity of sewer treatment plant. Expressed as Gallons per Day.	Provider Company
<input type="checkbox"/> <b>Septic Tank</b>	Answer Yes, No, Unknown to availability of septic tank at this location.	Provider Company
<input type="checkbox"/> <b>Utilities Comments</b>	Brief description of local electric company.	Electrical Provider

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**Site**

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**Transportation**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> <b>Nearest Interstate</b>	Name of Interstate and number of miles to the community.	State DOT website (find your state website at <a href="http://www.dot.gov">www.dot.gov</a> )
<input type="checkbox"/> <b>Nearest 4 Lane</b>	Name and number of miles to nearest 4 lane highway to the community.	State DOT website (find your state website at <a href="http://www.dot.gov">www.dot.gov</a> )
<input type="checkbox"/> <b>Other Highways</b>	Name and number of miles to nearest 4 lane highway to the community.	State DOT website (find your state website at <a href="http://www.dot.gov">www.dot.gov</a> )
<input type="checkbox"/> <b>Nearest General Aviation</b>	Name and number of miles to the nearest general aviation facility to the community.	Local Phone Book or Contact Servicing Airport(s) or <a href="http://www.FAA.gov">www.FAA.gov</a> or <a href="http://www.dexonline.com">www.dexonline.com</a>
<input type="checkbox"/> <b>Nearest Commercial Airport</b>	Name and number of miles to nearest commercial airport to the community.	Local Phone Book or Contact Servicing Airport(s) or <a href="http://www.FAA.gov">www.FAA.gov</a> or <a href="http://www.dexonline.com">www.dexonline.com</a>
<input type="checkbox"/> <b>Rail Served</b>	Answer Yes, No, Unknown to availability of rail service to this site.	Site Owner or Realtor or Contact the Railroad Company
<input type="checkbox"/> <b>Rail Spur On-Site</b>	Answer Yes, No, Unknown, Possible to the availability of a rail spur to this location. A rail spur is a short rail segment providing access from a business to a rail system.	Site Owner or Realtor or Contact the Railroad Company
<input type="checkbox"/> <b>Service Type</b>	Type of rail service being provided to this site. Choose from: Main Line, Branch Line, Short Line, None, Unknown.	Local Phone Book or Contact the Railroad Company or <a href="http://www.dexonline.com">www.dexonline.com</a>
<input type="checkbox"/> Unknown	Rail Service Type to this site is not known.	

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**Site**

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**Transportation**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> Main Line	Line that is the commercial organization responsible for operating a railway system	
<input type="checkbox"/> Branch Line	A rail line that is a part of the main line structure. This may be operated by a smaller, local railroad company affiliated with the main railroad company.	
<input type="checkbox"/> Short Line	A railroad line that has a limited service area providing connections to a main line railway.	
<input type="checkbox"/> None	No rail service is provided to this site.	
<input type="checkbox"/> <b>Railroad Service Provided by</b>	Name of Railroad providing service to this site.	Railroad Company
<input type="checkbox"/> <b>Barge Access on Site</b>	Answer Yes, No, unknown to barge access for this site.	US Army Corps of Engineers at <a href="http://www.usace.army.mil">www.usace.army.mil</a>
<input type="checkbox"/> <b>Depth of Channel</b>	Depth in feet of nearest water channel accessible for commercial purposes.	US Army Corps of Engineers at <a href="http://www.usace.army.mil">www.usace.army.mil</a>
<input type="checkbox"/> <b>Crane Capacity</b>	Number of Tons crane can lift.	Site Owner/Developer or Realtor or Provider Company
<input type="checkbox"/> <b>Season</b>	Dates when river access is possible.	US Army Corps of Engineers at <a href="http://www.usace.army.mil">www.usace.army.mil</a>

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**Site**

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**Transportation**

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Field	Definition	Data Source
<input type="checkbox"/> <b>Transportation Comments</b>	Provide any other useful information regarding local transportation to this site.	US Army Corps of Engineers at <a href="http://www.usace.army.mil">www.usace.army.mil</a>

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**Site****Taxes**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> <b>Tax Year</b>	Year the tax information on this building is based on. Should be the most current.	Auditor
<input type="checkbox"/> <b>Value for Tax Purposes</b>	Value of building used for calculating taxes.	Auditor
<input type="checkbox"/> <b>Assessment Ratio</b>	Percent of a property's full market value subject to property tax.(page 2)	Auditor
<input type="checkbox"/> <b>Tax Rate</b>	Rate per \$100 or \$1000 used to calculate taxes on property.	Auditor
<input type="checkbox"/> <b>Per</b>	Tax Rate is expressed per \$100 or \$1000. May also enter unknown.	Auditor
<input type="checkbox"/> <b>Tax Comments</b>	Brief description of Property Tax not covered by current questions.	Auditor

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**Site**

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**Incentives**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input type="checkbox"/> <b>Incentive Name</b>	Any possible incentives for this building. Programs could include financial assistance (tax increment financing, special assessment districts, cash grants), operational assistance (equipment leasing, utility cost reduction and tax abatements), construction assistance (permit acceleration, fee reductions, contractor selection assistance), workforce development (pre-employment screening, on-the-job training, job training funds) or relocation assistance (community presentation visits at company location, spouse employment programs, transportation, childcare).	City Clerk/Administrator/Economic Development Professional
<input type="checkbox"/> <b>Incentive Description</b>	Description of incentive listed above.	City Clerk/Administrator/Economic Development Professional

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**Site**

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**Contact**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input checked="" type="checkbox"/> <b>Contact Name</b>	Name of contact person for this site. May list information for up to two contacts.	Local Economic Development Organization or Broker/Owner
<input checked="" type="checkbox"/> <b>Contact Organization</b>	Organization contact person is affiliated with.	Local Economic Development Organization
<input checked="" type="checkbox"/> <b>Address</b>	Address of contact organization.	Local Economic Development Organization
<input checked="" type="checkbox"/> <b>City</b>	City of contact organization.	Local Economic Development Organization
<input checked="" type="checkbox"/> <b>State</b>	State of contact organization.	Local Economic Development Organization
<input checked="" type="checkbox"/> <b>Zip</b>	Zip of contact organization.	Local Economic Development Organization or www.usps.com
<input checked="" type="checkbox"/> <b>Phone Number</b>	Telephone number of contact organization.	Local Economic Development Organization
<input checked="" type="checkbox"/> <b>Fax</b>	Facsimile number of contact organization.	Local Economic Development Organization
<input checked="" type="checkbox"/> <b>Email</b>	Email address of contact organization.	Local Economic Development Organization

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**Site**

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**Contact**

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<b>Field</b>	<b>Definition</b>	<b>Data Source</b>
<input checked="" type="checkbox"/> <b>Web Address</b>	Website address of contact organization.	Local Economic Development Organization
<input checked="" type="checkbox"/> <b>Broker Protected</b>	Answer Yes, No or Unknown to broker protection of this site. Broker protection is when a Realtor, broker or outside agent is involved in the selling of the site.	Broker/Owner
<input checked="" type="checkbox"/> <b>Owner/Broker</b>	Name of owner or broker listing this site.	Broker/Owner
<input checked="" type="checkbox"/> <b>Contact Name</b>	Name of the owner or broker.	Broker/Owner
<input checked="" type="checkbox"/> <b>Phone Number</b>	Telephone number of owner or broker.	Broker/Owner
<input checked="" type="checkbox"/> <b>Email</b>	Email address of owner or broker.	Broker/Owner

# Helpful Tips

- Census Website:
  - Go to [www.quickfacts.census.gov/qfd/index.html](http://www.quickfacts.census.gov/qfd/index.html)
  - Click on your state
  - You can choose a COUNTY or a CITY. The cities are general Metro areas. To find a smaller community, click on “other places not listed” at the bottom of the drop down box. Click on “GO”
  - Type in the name of the community you are looking for. Click on “Submit Query”
  - Query will generate a link to this community. It looks like it is asking for the information again, but under the section titled “Selected Ares” will be your community. Click on this link.
  - An Adobe File will appear. You can either save this file to your hard drive or print it out. Information required for the Demographics sections will be found in this document.
  
- DOT website
  - Go to [www.dot.gov](http://www.dot.gov)
  - This website has links to every state website, as well as links to the Federal Aviation website, highway transportation and other modes of transportation.
  
- Printable Flyer vs Quick Reference
  - The printable Flyer option on LOIS generally prints all the information entered. The Quick Reference option, prints only selected information.
  - The Quick Reference is the document that people will go to first when looking at your community. It is very important that descriptions are concise and informative. Think of these areas as five-second commercials for your community.

# Definition Sources

A variety of sources were used in compiling these definitions.

**University of Northern Iowa, Institute for Decision Making** – Definitions were obtained from experience and knowledge as well as research via websites, dictionaries and University resources. For clarification of any definition, please contact IDM.

**A Summary of Economic Development Terms** compiled by Greg Last, CED, ASLA, AICP; May 12, 2004

**Terms from IEDC Manuals**