

GUIDELINES and INSTRUCTIONS
For SUBMITTING BUILDINGS/SITES INFORMATION

Thank you for your interest in submitting real estate to the City of Waynesboro's Economic Development department. By submitting the form(s), you are verifying that you are authorized to submit this information and agreeing to have this information as part of the City of Waynesboro and Commonwealth of Virginia database.

Your further agree to provide this office with regular updates on the status of the property. Please note that there are two separate forms, one for sites and one for buildings.

To be included in the City of Waynesboro Economic Development sites and buildings search system, a valid street address or nearest street intersection **must** be provided. If a valid street address is not available, an aerial photograph or tax map showing the location of the building **must** be provided. Color photographs of the exterior and interior of the building should also be included, as well as any available floor plans, site plans, etc. All photographs, site plans, etc. must be submitted in electronic form and may be e-mailed to duffy@ci.waynesboro.va.us. This form should be returned to:

City of Waynesboro
Economic Development Office
301 West Main Street
Waynesboro, VA 22980
Phone: (540) 942-6570
Fax : (540) 942-6755
E-mail: duffy@ci.waynesboro.va.us

The following are industry site standards for type of end use. Meeting these criteria is not required for submission to our database. These are provided as a guide only.

“Right Now” Sites Industry Standards

Light Manufacturing Sites

- 5 developable acres minimum
- 20,000 gallons/day water supply with fire protection
- 6 in. water line
- 20,000 gallons/day sewer treatment capacity
- 8 in. sewer line
- 3 phase electricity – 5,500kW
- Within 20 miles of an interstate or four-lane divided highway
- Direct access from two-lane highway with capacity to handle truck traffic
- Zoned for light manufacturing

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General Manufacturing Sites

- 10 developable acres minimum
- 60,000 sq. ft. building pad
- 100,000 gallons/day water supply with fire protection
- 8 in. water line
- 100,000 gallons/day sewer treatment capacity
- 8 in. sewer line
- Electricity – 10,000kW
- T-1 line
- Within 5 miles of an interstate or four-lane divided highway
- Direct access from four-lane highway with capacity to handle truck traffic
- Zoned for manufacturing allowing outside storage

Heavy Manufacturing Sites

- 25 developable contiguous acres minimum
- 600,000 gallons/day water supply with fire protection within 180 days
- 12 in. water line
- 450,000 gallons/day sewer treatment capacity within 180 days
- 12 in. sewer line
- Electricity – 25,000kW
- Natural Gas
- T-1 Line
- Within 1 mile of an interstate or four-lane U.S. highway
- Direct access to a four-lane highway via a truck route
- Zoned for heavy manufacturing allowing outside storage

Mega Sites

- 500 acres with 200 acres developable minimum
- 200-acre buildable area
- 250,000 gallons/day water supply within 3 miles of the site
- 250,000 gallons/day sewer treatment capacity within 3 miles of the site
- Electricity – 3 miles from a main transmission line
- Natural Gas – 3 miles from a major transmission line
- T-1 line or fiber optic cable at the access road
- Within 5 miles of an interstate or four-lane divided highway
- Direct access from four-lane highway with capacity to handle truck traffic
- Within 1 mile of a rail line with a rail spur possible
- Zoned agricultural or rural

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Business/Industrial Parks

- 50 developable acres minimum within the park
- 5-acre site available in the park
- 200,000 gallons/day water supply with fire protection
- 8 in. water line
- 200,000 gallons/day sewer treatment capacity
- 8 in. sewer line
- Electricity – 14,000 kW
- T-1 line
- Within 10 miles of an interstate or four-lane highway
- Direct access from four-lane highway via a truck route
- Within 90 miles of a commercial airport
- Zoned for manufacturing and other business uses

Office Sites

- 5 developable acres minimum
- 15,000 gallons/day water supply with fire protection
- 6 in. water line
- 15,000 gallons/day sewer treatment capacity
- 8 in. sewer line
- Electricity – 1,500 kW dual service
- Served by multiple T-1 lines or sonet ring (fiber on site)
- Zoned for office park usage

Research and Development

- 5 developable acres
- 2,500 gallons/day water supply with fire protection
- 6 in. water line
- 2,500 gallons/day sewer treatment capacity
- 8 in sewer line
- Electricity – 600 kW dual service
- Served by T-1 line or fiber optic cable
- Within 60 miles of a university research center
- Zoned for research and development

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Warehouse/Distribution Sites

- 25 developable acres minimum
- 6,000 gallons/day water supply with fire protection
- 6 in. water line
- 6,000 gallons/day sewer treatment capacity
- 8 in. sewer line
- 3 phase electricity – 2,500kW
- Within 5 miles of an interstate or four-lane divided highway
- Within 1 mile of a four-lane highway with capacity to handle heavy volume truck traffic
- Zoned for warehouse/distribution

Motorsports Sites

- 5 developable acres minimum
- 20,000 gallons/day water supply with fire protection
- 6 in. water line
- 20,000 gallons/day sewer treatment capacity
- 8 in. sewer line
- 3 phase electricity – 5,500kW
- Within 20 miles of an interstate or four-lane divided highway
- Direct access from two-lane highway with capacity to handle truck traffic
- Zoned for light manufacturing
- Direct connection to a motorsports asset (race track, research facility, specialized training program or facility, ties to a motorsports organization, etc.)

Virtual Building Standards

- Preliminary Design – Detailed drawings of the layout of each floor of the structure showing openings of the building, interior partitions, columns, fixtures, etc. In addition to the floor plan, elevations of the building or renderings depicting the exterior of the building should be available.
- Building Specifications – A listing and description of building systems, materials and finishes sufficient to provide the basis for firm construction costs must be provided.
- Cost Estimates – Firm cost estimates that have specified time horizons (six months minimum) must be provided.
- Construction Schedule – A schedule of the construction of the building, associated site work and any utility extensions must be provided.

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- Development Team – A development team with the appropriate architectural, engineering and construction capability must be assembled to execute the project.
- Building Renderings – A three dimensional graphic representation of the exterior of the building showing how the building would be sited on the lot will be required. A “virtual building” tour of the building is desirable but not required.
- Permits or Approvals – If the building requires additional permits from the locality prior to the commencement of construction, a letter from the chief administrator of the locality outlining what permits are required and the timeframes necessary to obtain those permits is required. If additional permits have been obtained, copies of the permits must be available with any expiration dates noted.