

Park Application Packet 3  
Last Updated: March 2004

For further information, please contact:  
Oklahoma Department of Commerce  
Research and Policy

E-mail: [info@odoc.state.ok.us](mailto:info@odoc.state.ok.us)

Phone: 1-405-815-5662 or 1-800-879-6552

[www.okcommerce.gov](http://www.okcommerce.gov)

# CERTIFIED INDUSTRIAL PARK PROGRAM APPLICATION

Jeremy Zeller  
 Oklahoma Department of Commerce  
 PO Box 26980, Oklahoma City OK 73126-0980  
 (405) 815-5214 or 1-800-879-6552  
 jeremy\_zeller@odoc.state.ok.us

*Instructions: 1. Complete 2 page application 2. Print clearly or type 3. Return to above address*

## INDUSTRIAL PARK IDENTIFICATION

PARK NAME			DATE OF APPLICATION		
LOCATION: ADDRESS AND CITY		RANGE & TOWNSHIP		COUNTY	
SIZE: GROSS ACRES	PERCENT DEVELOPED	PERCENT OCCUPIED		PRICE OF LAND PER ACRE	
CONTACT PERSON FOR PARK AND BUSINESS NAME			STREET		
CITY	STATE	ZIP	TELEPHONE AREA CODE (      )		

### MINIMUM REQUIREMENTS

*The site must be zoned for industrial use. Utilities must be reasonably accessible to the site. The community must have an industrial Board to oversee the park development. A preliminary plat or equivalent, approved by the local board, must be available. The site must consist of a minimum of five (5) acres and have a paved all-weather access road to the site.*

## GENERAL INFORMATION

LAND	HIGHWAY																																																																		
<p>1. Number of acres in park _____</p> <p>2. Number of acres available for sale _____</p> <p>3. Number of acres selectively graded and cleared _____</p> <p>4. Soil borings _____</p>	<table style="width: 100%;"> <tr> <td style="text-align: center;"><b>Yes</b></td> <td style="text-align: center;"><b>No</b></td> <td></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Paved all weather interior road extended minimum of 300' into park, giving access to interior sites.</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Paved all weather access route to park</td> </tr> <tr> <td></td> <td></td> <td>_____ Nearest highway route #</td> </tr> <tr> <td></td> <td></td> <td>_____ Distance in miles</td> </tr> <tr> <td></td> <td></td> <td>_____ Travel time in minutes</td> </tr> <tr> <td></td> <td></td> <td>_____ Nearest expressway #</td> </tr> <tr> <td></td> <td></td> <td>_____ Distance in miles</td> </tr> <tr> <td></td> <td></td> <td>_____ Travel time in minutes</td> </tr> <tr> <td></td> <td></td> <td>_____ Visible from expressway</td> </tr> <tr> <td></td> <td></td> <td>_____ Within 5 miles of interchange to expressway</td> </tr> </table>	<b>Yes</b>	<b>No</b>		<input type="checkbox"/>	<input type="checkbox"/>	Paved all weather interior road extended minimum of 300' into park, giving access to interior sites.	<input type="checkbox"/>	<input type="checkbox"/>	Paved all weather access route to park			_____ Nearest highway route #			_____ Distance in miles			_____ Travel time in minutes			_____ Nearest expressway #			_____ Distance in miles			_____ Travel time in minutes			_____ Visible from expressway			_____ Within 5 miles of interchange to expressway																																	
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## DESIRABLE FEATURES

*The items below, while NOT ESSENTIAL to qualifying for certification, are CONSIDERED DESIRABLE elements which contribute to the marketability of an industrial park. Oklahoma's Department of Commerce would like this information for use in any promotional literature it develops on the park. These features will be what distinguishes this park from other Certified Industrial Parks.*

<b>OCCUPANT SERVICES</b>		<b>COMMUNITY OR AREA SERVICE</b>	
Yes	No	Yes	No
<input type="checkbox"/>	<input type="checkbox"/>	Auxiliary services such as gas station, bank restaurant, etc., within 20 minutes	
<b>RAILROAD</b>		<b>COMMUNITY HAS:</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lead track installed		Minimum fire rating of class 7 as determined by State Inspection	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adjacent to right-of-way		Bureau or as graded by American Insurance Association	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Easement recorded for future installation		Housing available within 20 minutes travel time to park	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Industrial Park within switching limits		Accredited high school	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is community serviced by 2 railroads		Public or private college	
1. Co. Name _____		<input type="checkbox"/>	<input type="checkbox"/>
2. Co. Name _____		<input type="checkbox"/>	<input type="checkbox"/>
<b>AIRPORT</b>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Hospital within 20 minutes	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landing strip within park		Master plan or land use plan	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Helipad within park		<input type="checkbox"/>	<input type="checkbox"/>
<b>PORT</b>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Zoning ordinance	
<input type="checkbox"/>	<input type="checkbox"/>	Paid executive working on industrial development	
<b>TRUCK</b>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Regular schedule commercial and freight air service:	
Within commercial trucking zone		Distance to local airport with surface runway/lights	
<b>SPECIAL FEATURES</b>		Estimated travel time in minutes	
<input type="checkbox"/>	<input type="checkbox"/>	_____	
Permanent park entrance sign		_____	
<input type="checkbox"/>	<input type="checkbox"/>	<b>FILE MATERIAL</b>	
Internal street lighting		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Site plan of park	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Highway entrance		Aerial photo of park	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Underground phone/electrical lines		Enterprise Zones	
<input type="checkbox"/>	<input type="checkbox"/>	Names and SIC number of other tenants. (Use add'l pages if needed) _____	
<b>CERTIFICATION CONFIRMATION</b>		_____	
<b>CERTIFICATION CONFIRMATION</b>		_____	

<b>CERTIFICATION CONFIRMATION</b>		
NAME	ADDRESS	DATE
NAME	ADDRESS	DATE
NAME	ADDRESS	DATE

## **PART I: PURPOSE**

# **RULES FOR THE CERTIFICATION OF INDUSTRIAL PARKS**

**OKLAHOMA DEPARTMENT OF COMMERCE**

Rule 1.1 The purpose of the Industrial Park Program is to establish a method and set of standards by which industrial parks may become voluntarily certified. Such certification process will provide uniformity in the definition of "Industrial Park" so that prospective occupants can be assured of the minimal quality characteristics, services and amenities that an Oklahoma industrial park will provide. Additionally, the Certification of the Department of Commerce will qualify parks as an eligible participant in the Oklahoma Small Business Linked Deposit program created in the Act found at 62 OK. Stat. 1988 Supp., §§88.1 et seq.

Rule 1.2 The purpose of the Industrial Park Certifying Team shall be to insure eligibility and compliance by industrial park developers with the Industrial Park Certification Program.

## **PART II: ELIGIBILITY**

Rule 2.1 Eligible applicants are developers whose industrial parks meet the following minimum requirements:

1. The application form requiring qualifying information and other general information regarding desirable features must be completed and submitted.
2. The park site must be zoned for industrial use.
3. Utilities including electrical, gas, telephone, and water/sanctuary service must be reasonably accessible to the park site.
4. The community must have a governing board that oversees park development.
5. A preliminary plat or equivalent must be prepared and submitted for approval by the governing board.
6. A minimum of five (5) acres for industrial usage must be set aside for park site.
7. A paved all-weather access road to site must be in place or a completed plan, including financing must be available.

### **PART III: PROCESSING PROCEDURES**

Rule 3.1. The industrial park developer shall obtain an application form from the Department of Commerce, or any successor or assignee.

Rule 3.2. Upon completion of the application form, the developer shall present it to any two of the following governmental or economic development organization:

1. Local chambers of commerce
2. Regional economic associations
3. Sub-state planning districts
4. Board of County Commissioners
5. Industrial trusts
6. Municipal governing body

Endorsement of the park site by two or three entities willing to sponsor the park must be included with the application.

Rule 3.3. A certifying team consisting of two representatives.

Rule 3.4. The team shall review the application form for completeness of information. The certifying team shall meet with the park developer and review the application and supporting documents to verify all information.

Rule 3.5. The industrial park may be personally inspected by the certifying team.

Rule 3.6. Upon meeting all minimum requirements of the certifying team pursuant to these rules, the Industrial Park shall receive a Certification from the Oklahoma Department of Commerce.

Rule 3.7. Any park not achieving certification shall be entitled to a 180-day grace period to accomplish meeting the criteria. The certifying team may aid in this effort. If the necessary improvements are not made within 180 days, a new application must be submitted when the industrial park meets the certification criteria.

Rule 3.8. A Certification shall be sent to the developer by the Department of Commerce within ten (10) days of certification approval by the Team.

Rule 3.9. Each Certified Industrial Park shall be reviewed every three (3) years by the certifying team, or, if some members are unavailable, a team of similar composition appointed by the Executive Director of the Department of Commerce to determine that certification standards are still being met. In the event they are not, the Department shall issue a Renegation of Certification and deliver it to the Park developer and the Linked Deposit Board created at 62 OK. Stat. 1988 Supp., §§88.1 et seq. within thirty (30) days.

### **PART IV: LOCATION FOR INFORMATION**

Rule 4.1. Any industrial park developer may obtain information about the certification program from the Oklahoma Department of Commerce, Office of Business Development, P.O. Box 26980, 900 North Stiles, Oklahoma City, Oklahoma 73126-0980. Telephone 1-800-879-6552 (TRY OKLA), or 405/815-5146

## **PART V: APPEAL OF DECISIONS OF THE CERTIFYING TEAM**

Rule 5.1. Any protest of denial of certification may be pursued through Individual Proceedings before the Oklahoma Department of Commerce. See Rules of Practice of the Oklahoma Department of Commerce, 150:1-11-1et seq.

## **PART VI: INTERPRETATION OF RULES**

Rule 6.1. These rules shall govern all proceedings in regard to Certification of Industrial Parks for purposes of eligibility as a participant in the Oklahoma Linked Deposit Act, 62 Ok. Stat. §§88.1 et seq. as amended from time to time.

Rule 6.2. Informal proceedings regarding any part of the certification process may be held by agreement between the Department's designated agents and any applicant for certification.

Rule 6.3. Formal proceedings shall be in accordance with Rules of Practice of the Department of Commerce.

Rule 6.4. The provisions herein contained are severable. The repeal, amendment, or invalidity of any provision hereof shall not serve to repeal or invalidate the remaining portions.

Rule 6.5. These rules must be read in conjunction with state laws and rules regarding the Small Business Linked Deposit Act and Department of Commerce enabling acts and rules shall be interpreted in any amended manner necessary as a result of amendments to those acts, rules, and any other laws or official opinions.

Rule 6.6. These rules shall be known as the Rules for Certification of Industrial Parks by the Oklahoma Department of Commerce and may be cited as 150:10-1-1 et seq.



*City of El Reno*

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March 4, 1998

Randle Lee  
Executive Director  
El Reno Industrial Development Corporation  
P.O. Box 157  
El Reno, Oklahoma 73036

Re: Certification of Industrial Parks


Dear Randle,

This letter is to express support from the City of El Reno for the certification of El Reno's Industrial Parks, which are developed to attract industries and create new jobs.

El Reno Industrial Park II, Canadian Valley Industrial Park, Spurlin Farms Industrial Park, and El Reno Airpark have industrial level utilities, paved interior streets, and developed sites. Each currently has industrial zoning designation and existing industrial tenants or industrial buildings.

Please feel free to call if you have any questions.

Respectfully,

  
Roy L. Robinson  
Mayor

RR/sk

**SAMPLE LETTER**



Office of Vice President for Business and External Relations  
206 Whitehurst  
Stillwater, Oklahoma 74078-1021  
405-744-5982  
FAX 405-744-6423

January 20, 1998

Mr. Jim Mason, Executive Director  
Stillwater Industrial Foundation  
P. O. Box 1687  
Stillwater, OK 74076

Re: Certification of Industrial Parks

Dear Jim:

Oklahoma State University supports the certification of Stillwater's Industrial Parks. The Stillwater Industrial Park, the Airport Industrial Park, the O'Haver Industrial Parks I and II, and the Childress Industrial Park <sup>was</sup> developed to attract industries and create new jobs.

As OSU continues its effort to commercialize the intellectual output from our research laboratories, it will be increasingly important to have quality building sites in this community.

We work closely with the Stillwater Industrial Foundation to develop industrial parks for new and expanding industry in Stillwater and feel high quality industrial parks are very important. We understand that one of the benefits of having an Industrial Park certified is that companies can apply for expanded benefits under the linked deposit program.

Please feel free to contact us if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'H. Birdwell'.

Harry W. Birdwell  
Vice President

HWB:jeh

**SAMPLE LETTER**



ign for OSU



**MERIDIAN TECHNOLOGY CENTER**

1312 South Sangre Road Stillwater, Oklahoma 74074-1899 Tel: 405.377.3333 Fax: 405.377.9604

January 19, 1998

Mr. Jim D. Mason, Executive Director  
Stillwater Industrial Foundation  
P.O. Box 1687  
Stillwater, OK 74076

Re: Certification of Industrial Parks

Dear Jim:

Meridian Technology Center is pleased to support the certification of Stillwater's Industrial Parks. The Stillwater Industrial Park, the Airport Industrial Park, the O'Haver Industrial Parks I and II, and the Childress Industrial Park are developed to attract industries and create new jobs.

We have worked with many of the companies located in these parks providing training and continuing educational support for them. We understand that one of the benefits of having a Certified Industrial Park is that companies can apply for expanded benefits under the linked deposit program.

Please feel free to contact us if you have any questions.

Sincerely,

FRED A. SHULTZ  
Superintendent/CEO

<http://www.meridian-technology.com>

**SAMPLE LETTER**

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# Frederick CHAMBER OF COMMERCE

110 SOUTH 10th



PHONE 405/335-2514



FREDERICK, OKLAHOMA 73542

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January 23, 1992

To Whom It May Concern:

Efforts are continually being made to encourage business and industry to expand or locate in the industrial park at Frederick, Okla. The location is most appropriate as the necessary infrastructures are already in place and ready for expansion and relocation.

Becoming a "Certified Industrial Park" would enhance the possibilities of networking with interested parties. Your consideration in this matter will be greatly appreciated.

Sincerely,

  
Doug Ade, Chairman  
Industrial Committee

DA/mjp

**SAMPLE LETTER**