

Site Selection Checklist

Corporate Information

- ◆ *Evaluate your company's goals and objectives.*
- ◆ *Incorporate your business plan in the site location process in order that your new location will complement the plan.*

Community Information

- ◆ *Identify the reasons why you need a new facility.*
 - *Near supplier or customer base*
 - *Population of Community*
 - *State Tax and Incentive structure*
 - *Site or Building availability*
- ◆ *Help communities develop proposals to fit your needs.*

This exercise will help you determine what states or areas you should consider. It's possible the best place is your existing location.



Business Considerations

Employment

Employment at Start-up _____ Peak Employment _____

Employees to be Transferred _____ Average Wage \$ _____

Type of Skills needed _____ Benefits _____

Will the plant be unionized? _____

If not, is union activity in the area important? _____

Number of Shifts _____

Markets

Destination of product(s) of the proposed facility: _____

Product inputs and origins:

Transportation

What modes of transportation are needed for your business and how close is it needed to your site. For example, does your facility require a rail spur?

Financing

Total Project capital investment \$ _____

Corporate Equity Investment \$ _____

Plant: \$ _____ Equipment \$ _____

Financing options desired _____



Building/Site Requirements

An existing building is: Required Build-to-suit option

Desire: Lease Purchase

Total Building _____ sq. ft. Production _____ sq. ft.

Warehouse _____ sq. ft. Office _____ sq. ft.

Type of Construction: _____

Preferred Site Location:

Industrial Park Port Site Freestanding

Foreign Trade Zone Enterprise Zone No Preference

Size of site _____ acres Parking for _____ cars

Other building/site requirements: _____

Overhead Crane # and Capacity _____ Ceiling Height _____

Number and Type of Overhead Doors _____

Rail Siding _____ Bay Width _____

Floor Specifications _____

Interstate Proximity _____ miles Airport Proximity _____ miles

Special Building Requirements



American Electric Power
1 Riverside Plaza
Columbus, OH 43215
Phone - 1-800-360-SITE (7483)
Email: aeped@aep.com

Utilities

Electricity:

KW Demand _____ KWH/month _____ Load Factor _____

Gas: _____ Cubic foot usage per month _____

For what purpose _____

Water Usage per month _____ Used for _____

Sewer Volume per month _____ Content _____

Environmental

___ Facility will need no environmental permit.

___ Facility will need to file for the following permits:

	Content	Volume
___ Air	_____	_____
___ Water	_____	_____
___ Sewer	_____	_____