

**LAURENS COUNTY**  
**CAPITAL PROJECT SALES TAX (“CPST”) COMMISSION**  
**PROJECT PROPOSAL SUBMISSION FORM**

**GENERAL INFORMATION:**

Only statutorily qualified entities may request funding through the CPST. Qualified entities include county and municipal governments, special purpose districts, and, in conjunction with another qualified entity, school districts.

Entities requesting CPST funding bear the responsibility of providing reliable cost estimates and other critical information concerning their project proposals. This Project Proposal Submission Form, completed to include all requested information, must accompany each project proposal submission to the CPST Commission. Additionally, the sponsoring qualified entity must submit a letter confirming that it will: 1) own the project during the life of the CPST; 2) fund any cost overruns beyond balloted amounts, identifying specifically the source of this funding; and 3) fund ongoing operating and maintenance costs of the project after its completion, describing the entity’s capacity to absorb such costs.

**SUBMISSION INFORMATION REQUIREMENTS:**

Project proposal submissions must respond to all matters addressed in the sections and subsections below.

**1. Project Description**

- (a) In general terms, describe the intent of the project, including the program(s) to be associated with it, population(s) to be served by it, and its intended geographic location.
- (b) Cite the specific portion of Code Section 4-10-330(A)(1) of the South Carolina Code of Laws under which the project qualifies for CPST funding.

**2. Site Acquisition and Preparation Budgeting**

- (a) Provide plats and/or tax maps of all property involved. Include a preliminary engineered drawing indicating the proposed locations of all structures associated with the project, including buildings, interior roadways, turning lanes, parking lots, utilities, etc.

- (b) Who owns the property required to undertake the project? Indicate the property owner's willingness to sell and terms of sale, including purchase price, for providing the property for this project. If the property is not owned by the sponsoring entity, provide a suitable purchase option that will guarantee the property's purchase price and availability for the project. Purchase options must also include a due diligence period to assess any geotechnical or environmental concerns.
- (c) Demonstrate all access points to be used by the public in utilizing the project. Will vehicular access by the public require encroachment permits, turning lanes, etc.? If so, demonstrate approval by the appropriate agency, e.g. County, SCDOT.
- (d) List all utilities, i.e. water, sanitary sewer, electricity, natural gas, storm sewerage, etc., needed to serve the project. Verify through utility providers sufficient capacity and willingness to serve the project. What costs will the project incur in connecting to the required utilities?
- (e) Demonstrate the topography of the property and provide cost estimates for all clearing, grading, drainage, permits, and other site preparation expenses associated with the project.
- (f) Has a Phase One Environmental Site Assessment been completed for the property/project? (The CPST Commission highly recommends investment in a Phase One assessment.) If so, please list any environmental costs associated with developing the property for this project, and indicate what source(s) of funding will pay for these items. Does the submitting qualified entity acknowledge that it will be responsible for any cost overruns related to expenses of this kind?
- (g) Is the land use associated with the proposed project allowed under current land use/zoning restrictions? Do any existing covenants, easements, setbacks, or other restrictions prevent the proposed uses? What provisions are being made to overcome any prohibitions in this regard? Describe the prevailing land uses in the general and on adjacent parcels. Would the proposed use create any negative spillover effects, such as light, noise, traffic, parking, etc.?
- (h) Estimate the number of persons and the number of vehicles that will be on or in the general vicinity of the property at times of peak usage.

- (i) Describe the capacity of the property to accommodate future expansions of the intended use.

**3. Construction Planning and Budgeting**

- (a) Describe the structures to be built/renovated on the property, construction type, estimated cost per square foot, and total construction cost.
- (b) Estimate costs for engineering/design and construction management.
- (c) Provide cost estimates for exterior lighting, fencing, security systems, utility connections, fiber/connectivity, landscaping, and any other similar services that may apply.
- (d) Provide cost estimates for furnishings, computers, equipment, appliances, etc.
- (e) If the voters approve the CPST referendum and funding is made available, when do you anticipate design work for this project beginning, and how long will it take to complete the design work? When would construction commence, and how long will it take to complete construction?

**4. Project Cost Summary**

Site Acquisition	\$ _____
Clearing/Grading/Drainage Site Preparation	\$ _____
Paving (include parking, turn lanes)	\$ _____
Construction/Renovation	\$ _____
Engineering/Design/Construction Management	\$ _____
Testing/Geotechnical	\$ _____
Phase One Environmental Testing	\$ _____
Environmental-related Development Costs	\$ _____
Permits	\$ _____
Landscaping	\$ _____
Fencing	\$ _____
Exterior Lighting	\$ _____

Fiber/Connectivity	\$ _____
Security Systems	\$ _____
Furnishings/Equipment/Computers	\$ _____
Other (please describe by attachment)	\$ _____
Total	\$ _____

**5. Statement of Project Submission and Support**

Additionally, the sponsoring qualified entity must submit a letter confirming that it will: 1) own the project during the life of the CPST; 2) fund any cost overruns beyond balloted amounts, identifying specifically the source of this funding; and 3) fund ongoing operating and maintenance costs of the project after its completion, describing the entity’s capacity to absorb such costs.

**6. Project Proposal Submission Deadline**

Completed project proposal submissions must be delivered to the CPST Commission no later than 5:00 p.m. on Thursday, April 28, 2020. Proposals may be submitted by US Mail, courier, or hand delivery to:

Mailing  
LCCC  
Attention: CPST Commission  
PO Box 248  
Laurens, SC 29360

Physical  
Laurens County Chamber of Commerce  
291 Professional Park Road  
Clinton, SC 29325