

# Oklahoma Site Ready Application Checklist & Forms



Site Ready applications are accepted year-round by the Oklahoma Department of Commerce. Below is a step-by-step checklist to ensure a complete application is submitted with all required documentation.

For each project type, the corresponding documents and forms for each step are in the table below the checklist. Partial applications will not be accepted.

**Step 1:** Review park Profiles and Overviews to determine which type of project your site qualifies for.

**Step 2:** Review the Project MUSTs in the documents below, which are the minimal requirements for each site to meet. Applications for sites that do not meet both the program and project MUSTs will not be eligible for certification.

**Step 3:** Complete the appropriate application for your site.

**Step 4:** Complete the tax questionnaire for the community.

**Step 5:** Organize your application in a ring binder in the tabbed format outlined in the document below.

**Step 6:** Put all of the following items into one package:

- Two (2) hard-copies of the application
- Tax questionnaire
- Check for \$1,000 payable to Oklahoma Site Certification Program
- An electronic copy of the application and questionnaire on a disk or flash drive

**Step 7:** Mail the application package to:  
Oklahoma Department of Commerce  
Attn: Oklahoma Site Ready Program  
900 N Stiles Ave  
Oklahoma City, OK 73104-3234

## Documents and Forms for Each Step

Type	Step 1	Step 2	Step 3	Step 4	Step 5
Aerospace	<a href="#">Aerospace Site Profile</a> <a href="#">Aerospace Overview</a>	<a href="#">Aerospace MUSTs</a>	<a href="#">Aerospace Park Site Application</a>	<a href="#">Tax Questionnaire</a>	<a href="#">Application Tabs for Application Binders</a>
Business Services Site Profile	<a href="#">Business Services Site Profile</a> <a href="#">Business Services Overview</a>	<a href="#">Business Services MUSTs</a>	<a href="#">Business Services Site Application</a>	<a href="#">Tax Questionnaire</a>	<a href="#">Application Tabs for Application Binders</a>
Heavy Industrial	<a href="#">Heavy Industrial Site Profile</a> <a href="#">Heavy Industrial Overview</a>	<a href="#">Heavy Industrial MUSTs</a>	<a href="#">Heavy Industrial Site Application</a>	<a href="#">Tax Questionnaire</a>	<a href="#">Application Tabs for Application Binders</a>
Light Industrial	<a href="#">Light Industrial Profile</a> <a href="#">Light Industrial Overview</a>	<a href="#">Light Industrial MUSTs</a>	<a href="#">Light Industrial Site Application</a>	<a href="#">Tax Questionnaire</a>	<a href="#">Application Tabs for Application Binders</a>
Mega Park	<a href="#">Mega Park Profile</a> <a href="#">Mega Overview</a>	<a href="#">Mega MUSTs</a>	<a href="#">Mega Park Site Application</a>	<a href="#">Tax Questionnaire</a>	<a href="#">Application Tabs for Application Binders</a>
Research & Development	<a href="#">Research &amp; Development Site Profile</a> <a href="#">Research and Development Overview</a>	<a href="#">Research and Development MUSTs</a>	<a href="#">Research &amp; Development Site Application</a>	<a href="#">Tax Questionnaire</a>	<a href="#">Application Tabs for Application Binders</a>
Rural Business & Commerce	<a href="#">Rural Business &amp; Commerce Park Profile</a> <a href="#">Rural Overview</a>	<a href="#">Rural MUSTs</a>	<a href="#">Rural Business and Commerce Park Site Application</a>	<a href="#">Tax Questionnaire</a>	<a href="#">Application Tabs for Application Binders</a>
Warehouse	<a href="#">Warehouse &amp; Distribution Site Profile</a> <a href="#">Warehouse Overview</a>	<a href="#">Warehouse MUSTs</a>	<a href="#">Warehouse and Distribution Site Application</a>	<a href="#">Tax Questionnaire</a>	<a href="#">Application Tabs for Application Binders</a>