

PHASE ONE
PRE-APPLICATION
REQUEST FOR RECREATION LAND-USE AGREEMENT

All applicants requesting land to support commercial and public recreation must provide the following information before TVA will accept or initiate review of the request. For additional information, call or email the Public Land Information Center 1-800-882-5263 or plc@tva.gov.

1. Financial ability to implement the proposed development.

- A complete credit application with favorable credit review (see Attachment A, Credit Evaluation Guidelines)
- If applicant is a corporation, the legal name, address and state of incorporation should be provided.

2. Documentation of local government support.

- Adopted resolution from local government supporting the project and confirmation/documentation that the project is consistent with existing land-use and zoning regulations (see Attachment B, Example Resolution)
- City and/or County concurrence--depending on the specific situation, concurrence from multiple counties and authorities may be required

3. Documentation of general stakeholder acceptance.

- Demonstrate that the general public is in favor of this project. Examples: public meeting minutes, copies of letters, newspaper articles, petitions, etc.

4. Documentation from local and state governments that potential infrastructure and traffic safety issues have been addressed.

- Letter from state or local highway department that road/street system can support projected traffic. Letters from utility authorities (water, sewer and power) verifying systems and capacities can support projected use/demand. Depending on the specific situation, concurrence from multiple counties and authorities may be required.

5. Financial feasibility study and/or market study to demonstrate the economic viability of the commercial recreation development.

- Five-year Business Plan projecting cash flows, revenues and operating costs with investment capital
- Business Plan should include “Market Study” reflecting occupancy rates at existing campgrounds, marinas and/or resorts and projected occupancy rates for proposed development through first five-years (see Attachment C, Guidelines for Business Plan Information and follow items at www.businessplans.org/guide.html).

6. General concept plan and scope of land impact.

- Provide conceptual site plan and drawing(s), including the expected impact to the land.

7. **The applicant must complete and provide special studies, if deemed applicable by TVA. Examples might include: T&E species report, cultural resources surveys, wetlands reviews, 401 certification, navigation assessments, recreational boating density studies, etc.**
 - For marinas and boat ramps, a Boating Density Analysis may be required.
 - Letter of no objection from State Boating Law Administrator concerning anticipated impact from projected numbers of additional recreational boats.

ATTACHMENT A
CREDIT EVALUATION GUIDELINES

Initial Credit Evaluation

Each party will be subject to a complete credit evaluation in order for TVA to determine creditworthiness. In completing the initial credit evaluation, TVA will consider many factors including, but not limited to:

1. Financial Statements:
 - a) Audited financial statements for the last three (3) preceding fiscal years that include balance sheets, income statements, statements of cash flows and notes to the financial statements.
 - b) Interim financial statements for the most recent fiscal quarter.
 - c) If publicly traded:
 - i) Annual report on Form 10-K for the last three (3) preceding fiscal years
 - ii) Form 10-Q for the most recent fiscal period.
2. Rating Agency Reports (S&P, Moody's and Fitch), if available.
3. Bank Information (name, address, phone number and officer contact).
4. Credit References (from three (3) sources that include name, address, phone number and contact).
5. Legal name and the state of incorporation.
6. Shareholder ownership schedule (if applicable).
7. Company brochure.
8. Complete disclosure of any material litigation, commitments or contingencies, etc.

ATTACHMENT B
EXAMPLE RESOLUTION

ABC COUNTY COMMISSION RESOLUTION

WHEREAS ABC County Commission encourages and supports recreational opportunities within its borders; and

WHEREAS the United States of America, by and through its agent the Tennessee Valley Authority (TVA), owns and operates public lands within ABC County; and

WHEREAS TVA owns a parcel of land in ABC County identified as Tract No. XBWR-1234 that is allocated for developed recreation in the Big Water Reservoir Land Management Plan; and

WHEREAS TVA requires local government support under its phased approach for its development of recreation sites before it can accept an application to develop such properties; and

WHEREAS, XYZ Recreation Group has requested to use the subject TVA land for developing a 100 campsite campground and a marina with a harbor limit covering approximately 5 acres together with associated roads, utilities, and associated facilities; and

WHEREAS ABC County Commission supports TVA's recreation efforts in its County and believes the development of recreational opportunities will benefit all its citizens within the County; and

BE IT RESOLVED, that the ABC County Commission, as representatives of the residents and citizens of ABC County, Tennessee, acknowledges its support of the subject request.

APPROVED:_____

ATTEST:_____

ATTACHMENT C
GUIDELINES FOR BUSINESS PLAN INFORMATION

Cover Sheet

Executive Summary of Proposal

Table of Contents

Company Analysis

- Name, History, Legal Structure, Product/Service Description
- Organization Plan: Owner/Shareholder Information, Location/Facilities, Scope/Size of business, Impact to Local Economy
- Operational Plan: Employees, Management
- Plans for Growth, Exit Strategy

Marketing Analysis

- Industry Description, Overall Market Discussion and Study, Competition Analysis
- Target Market, SWOT Analysis, Pricing, Promotional Techniques, Supply Chain & Agreements with Suppliers, Projected Sales, Current and Potential Customers List

Financial Analysis

- Startup Costs, Financing of Costs, Accounting System, Loan Applications, Inventory System, Break Even Analysis, Financial Ratios, Assets, Growth Projections
- Income Statement (5 Years)
- Balance Sheet (5 Years)
- Annual Cash Flow Projections/Budget (5 Years, Year 1 by month)

Supporting Documents

- Agreements/Contracts, Resumes, Licenses, Quotes, Maps, Tax Returns

PHASE TWO
APPLICATION
REQUEST FOR RECREATION LAND-USE AGREEMENT

If the applicant has completed and submitted the “Pre-Application” criteria, TVA will initiate the land-use review process. The applicant is responsible for completing and submitting the following information:

1. TVA’s standard application.
2. Final and detailed development plans and drawings for all proposed facilities, structures and infrastructure.

Provide detail site plan to scale of minimum 1 inch = 200 feet showing locations of proposed road(s), parking lots, utilities, building(s), boat ramp, docks, piers, wet slip(s), campsite detail and show proposed design, dimensions, construction materials and color schemes for all facilities to be installed on conceptual drawings, showing American’s with Disabilities Act (ADA) accessibility feature details as required. For buildings provide floor plans, elevations, dimensions and design of each individual type, properly referenced on the drawing(s), including construction materials and color schemes.

3. Description of the project, including potential impacts and public recreation benefits.

Upon receiving the above information, TVA will initiate a programmatic and environmental review. These reviews may require the completion of special studies for Threatened and Endangered Species, Cultural Resources, wetlands or 401 water quality certification.

All new recreation development proposals will require a Public Meeting.

All proposals will require boundary surveys and appraisals.