

Town of Windsor, Maine Planning Board | Utility Scale Solar Energy Facility

Solar Facility Application, Status Determination, Fees, and Subsequent Project Update

Introduction: The Town of Windsor has enacted an *Ordinance* to establish municipal review procedures and siting standards for Utility Scale Solar Facilities (USSF's). Applicants are encouraged to obtain a copy to familiarize themselves with all provisions.

Instructions: Anyone planning to construct and operate a solar energy facility in the Town of Windsor is required to complete at least **Part One** of this *Application*. Developers of facilities comprising eight hundred (800) square feet or less may request an exemption for a permit from the Planning Board by asserting and demonstrating that below. Applicants planning larger facilities should complete **Part Two** and be prepared to review key elements with the Planning Board. Applicants receiving a *USSF Permit* are required to provide periodic updates in **Part Three** including changes of project ownership, scope, and operations.

Part One

Applicants should respond to all items in Part One. An *Application Fee* of **twenty-five dollars (\$25.00)**, payable to the *Town of Windsor*, is required of all applicants.

1. Applicant Name, Address, and Contact Information:

Applicant Name

>

PO Box, Number and Road/Street, Town, State, ZIP Code

>

Telephone Number(s), E-mail Address(es)

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1a. Check the box ☐ if the Applicant and Property Owner are the same and move to 3.

2. Property Owner Name, Address, and Contact Information:

Property Owner Name

>

PO Box, Number and Road/Street, Town, State, ZIP Code

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Telephone Number(s), E-mail Address(es)

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3. Identify the Location of property being developed:

a. County Registry of Deeds
Book ____, Page ____

b. Windsor Tax Map
Map ____, Lot(s) ____

c. Number & Street or Road Name

4. Does the property have an existing solar array of 800 sq. ft. or less? a. ☐ Yes, b. ☐ No

NOTE: For planned projects more than 800 square feet, continue to the next page.

ASSERTION: I declare the planned solar project is 800 square feet or less in size and have presented documents to the **CODE ENFORCEMENT** supporting that assertion.

Signature _____ Date _____

FINDING OF FACT: The Planning Board has received and reviewed the Applicant's material and has determined that **no permit is required** for the project to move forward.

Signature _____ Date _____

Part
Two

Applicants subject to further procedural and siting review should continue entering information in this part. A *Technical Review Fee*, payable to the *Town of Windsor*, is required to continue the process. See page 7 about calculating the fee amount.

4. Authorized Agent Name, Address, and Contact Information:

4a. ☐ Check the box if the Applicant and Authorized Agent are the same; move to 5.

Authorized Agent Name

>

PO Box, Number and Road/Street, Town, State, ZIP Code

>

Telephone Number(s), E-mail Address(es)

>

5. Entity Name and Address to which all correspondence should be sent:

5a. ☐ Check the box if correspondence should be sent to the Applicant (1 on p.1).

Correspondent Name

>

PO Box, Number and Road/Street, Town, State, ZIP Code

>

Telephone Number(s), E-mail Address(es)

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6. In the space below identify the parties involved in the solar development and describe the legal interest each has in the project. That description of legal interest may be “ownership,” “option,” and/or “party to a purchase/sales contract,” as examples. It may be more convenient to attach a copy of a descriptive document with redactions of financial amounts that may be contained. If providing an attachment, identify it as a unique *Exhibit* and reference it here.

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7a. What is the total acreage of the parcel described in 3 on p.1? > _____ acres

7b. What is the total acreage of the land in the USSF project? > _____ acres

8. Is any portion of the land involving the USSF project shown on a Town of Windsor Shoreland Zoning Map? Please check one response: ___ Yes, ___ No.

9. Is any portion of the land involving the USSF project shown on a FEMA Flood Insurance Rate Map? Please check one response: ___ Yes, ___ No.

10. Is any portion of the land involving the USSF project within five hundred (500) feet of a municipal boundary? Please check one response: ___ Yes, ___ No.

10a. If “Yes,” what is the name of the municipality? > _____

11. Is the “Operator” of the USSF an entity other than the Property Owner or the Applicant? Please check one response: ___ Yes, ___ No. If “Yes,” continue with 11a; If “No,” go on to 12.

11a. If “Yes,” enter the Operator Name, Address, and Contact Information:

Operator Name

>

PO Box, Number and Road/Street, Town, State, ZIP Code

>

Telephone Number(s), E-mail Address(es)

>

12. Describe the experience of all the parties in the project at planning, operating, financing, or promoting solar facilities in Maine or elsewhere. If available, attach supporting documents, identify as a unique *Exhibit*, and reference it here.

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13. Provide a short description of the following elements associated with the planned project:

(a) How much energy will be produced and to whom will it be sold?

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(b) Regarding the construction plan, provide a timeline and indicate the expected date of substantial completion?

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(c) Who is, or is expected to be, the general contractor and major subcontractors?

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(d) How many solar panels are planned to be installed representing how much electrical capacity? NOTE: Enter here and report the panel number on page 7 when determining the *Technical Review Fee*.

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(e) What other major components are planned to be installed? NOTE: If more convenient attach one or more sheets with descriptions, noting as unique *Exhibit(s)* referenced below.

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14. Will the planned facility require permits from other governmental bodies? Please check all appropriate boxes or provide attachment, noting as unique Exhibit(s) if more convenient.

☐ MDOT ☐ MSFM ☐ MDEP ☐ US Army Corps of Engineers

☐ Other _____

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15. Does this development propose expansion or extension of any Town or State public infrastructure? For any checked box, please offer supporting comments.

☐ State or Town Roads ☐ Road Drainage ☐ Fire or First Responder

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16. Describe the disposal method for any generated solid waste, including hazardous, special, or universal.

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17. What measures for security and fire protection will be put in place (a) during construction and (b) when beginning normal operations?

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18. Identify and comment on the project participants' collective financial capacity supporting this venture. Will there be need for outside, third-party financing? Will there be an element of debt financing? Do the principals expect to raise equity, or will it be self-funded?

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19. The Ordinance requires: (a) sharing a facility decommissioning plan; (b) identifying the costs associated with decommissioning; and (c) obtaining and maintaining a bond (or equivalent financial instrument) with the *Town of Windsor* as a named party for 120 percent of the facility decommissioning costs. Please provide a narrative or attachments satisfying Windsor's interests based on the *Ordinance*.

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20. This item/entry is not identified at this time.

Note to Applicants: Notwithstanding the questions posed above, the Planning Board invites responses to all parts of the *Ordinance*, beyond *Section Six, Specific Application Requirements*. Please review the *Ordinance* and include material which may best present the circumstances associated with your application.

Project Checklist

1. Has the *Application Fee* and *Technical Review Fee* (if applicable) been paid to and deposited by the *Town of Windsor*?

☐ Yes ☐ No respondent initials/date [____]/[____]

If “No,” further consideration may not be given the *Application* until paid and deposited.

☐ Yes ☐ No respondent initials/date [____]/[____]

2. Has the Applicant demonstrated, and the Planning Board agreed to allow construction of the facility?

☐ Yes ☐ No respondent initials/date [____]/[____]

2a. If “No,” has the Applicant completed the information in Part Two requesting “Technical Review?”

☐ Yes ☐ No respondent initials/date [____]/[____]

2b. If “No,” has the Applicant withdrawn the *Application*?

☐ Yes ☐ No respondent initials/date [____]/[____]

2c. If “No,” describe the circumstances:

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3. This item/entry is not identified at this time.

Utility Scale Solar Energy Facility Application and Statement of Project Status

Decision of the Planning Board in the Matter

The Planning Board has received and reviewed the Applicant's materials supporting construction and operation of a Utility Scale Solar Energy Facility. Based on the FINDINGS OF FACT, the Planning Board has: ☐ denied a permit for the project to proceed; or ☐ approved a permit for the project to proceed. Signature _____ Date _____ Signature _____ Date _____ Signature _____ Date _____ Signature _____ Date _____ Signature _____ Date _____	FINDINGS OF FACT >
This photocopied page, countersigned by a Windsor Town Official showing the above citation and imprinted with the Town Seal, is sufficient to demonstrate compliance with the <i>Ordinance</i> and allow project work to move forward. Signature _____ Title _____ Date _____ <i>Imprint of Town Seal</i>	

Applicants are reminded that decisions of the Planning Board may be challenged by filing a motion with the Windsor Board of Appeals.

Town of Windsor, Maine Planning Board

Utility Scale Solar Energy Facility Application

Application and Technical Review Fee Schedule

Use the table below showing the **Application Fee** and **Technical Review Fee** to compute the total amount payable to the *Town of Windsor* at the time USSF Application materials are submitted. The Application Fee is fixed; the Technical Review Fee amount is dependent on the number of panels in the proposed facility.

1. Application Fee			\$25.00
In the space at the right, enter the total number of solar panels in the facility. Use the same number entered at 13.d on page 3.		No. of Panels >	
Based on the number of panels in the facility, select the one appropriate table from the five below (A to E) to calculate the <i>Technical Review Fee</i> amount. Enter the sum of (1) the prior panel fee (dollar amount provided) and (2) the computed dollar amount multiplying the number of panels by the per panel fee.			
2. Technical Review Fee			
Table A 1 - 100 panels	A1. No applicable prior panel fee.	A1 \$0.00	A1 + A2
	A2. Show the number of panels between one and one hundred (1 and 100) > and multiply by \$6 per panel . Enter the result at A2.	A2 >\$	>\$
Table B 101 - 250 panels	B1. Panel fee associated with the first 100 panels.	B1 \$600.00	B1 + B2
	B2. Show the number of panels between one hundred one and two hundred fifty (101 and 250) > and multiply by \$5 per panel . Enter the result at B2.	B2 >\$	>\$
Table C 251 - 500 panels	C1. Panel fee associated with the first 250 panels.	C1 \$1350.00	C1 + C2
	C2. Show the number of panels between two hundred fifty-one and five hundred (251 and 500) > and multiply by \$4 per panel . Enter the result at C2.	C2 >\$	>\$
Table D 501 - 1000 panels	D1. Panel fee associated with the first 500 panels.	D1 \$2350.00	D1 + D2
	D2. Show the number of panels between five hundred one and one thousand (501 and 1000) > and multiply by \$3 per panel . Enter the result at D2.	D2 >\$	>\$
Table E over 1000 panels	E1. Panel fee associated with the first 1000 panels.	E1 \$3850.00	E1 + E2
	E2. Show the number of panels over one thousand (>1000) > and multiply by \$2 per panel . Enter the result at E2.	E2 >\$	>\$
Total Fee Payable: 1. Application Fee + 2. Technical Review Fee			>\$

Total Fee Payable

The total fee amount, payable to "Town of Windsor," is the sum of the 1. Application Fee and the computed 2. Technical Review Fee.

Background and Instructions: **A.** The permit holder is required to notify the Planning Board of changes associated with the site, financing, ownership change, and other matters described in the *Ordinance*. Every three years (or sooner), it is necessary to update the decommissioning plan and associated costs, report that result and provide assurance to the Town of Windsor that the approved form of financial assurance to the town, based on the update, continues in force.

B. Complete a report of annual inspection of the facility by the Code Enforcement Officer (or designee).

A. Solar Facility periodic update to the Planning Board by the Applicant or Operator.

Describe any changes in ownership, operation, or financing of the permitted facility in the space below since the permit was issued or the last update. You may attach separate sheets as a unique exhibit referenced below if more convenient or appropriate. Use this sheet and attachments to report updates to the decommissioning plan as required in the *Ordinance* including revisions in the projected cost of decommissioning.

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A1. Individual submitting the informational update.

Print Name | Signature | Date

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Confirm the email address (or postal address) to maintain contact.

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B. Annual Inspection of the facility by the Town of Windsor Code Enforcement Officer (or designee).

The facility has been found to be: (a) ☐ **in compliance**, or (b) ☐ **not in compliance** with the Ordinance or the facility permit issued by the Planning Board. If appropriate, additional comments are provided.

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