

Rooftop and Small Ground-Mounted Solar FIT Project Requests
Town of Halton Hills

Instructions:

The letter below must be submitted by each Applicant (one per project) requesting a copy of the Municipal Council Blanket Support Resolution, Municipal Council Resolution Confirmation, Municipal Council Support Resolution and /or any other applicable IESO form(s).

The letter must be signed by an individual with authority to bind the Applicant. It must be an original ink signature. The template can be placed on the Applicant's letterhead.

Please complete all sections marked with CAPS and within square brackets []. Please do not alter any other portions of the letter.

Please note that applicable Town fees may apply, as well as additional information requirements as per the Town's website and [Report No.PI-2015-0022](#). Town staff will confirm the fee(s) prior to processing the request(s).

A review period may apply, including a report to Town Council, requiring processing time.

Please scan and e-mail the completed letter, followed by mail of the original.

These Instructions can be deleted from the final version of the letter.

Please direct any questions to:

Town of Halton Hills
Office of Sustainability
Planning and Infrastructure
905.873.2601 ext. 2289
damians@haltonhills.ca

Rooftop and Small Ground-Mounted Solar FIT Project Requests
Town of Halton Hills

[ENTER FIT REFERENCE NUMBER]

[ENTER DATE]

Town of Halton Hills
Planning and Infrastructure
Office of Sustainability
1 Halton Hills Drive
Halton Hills ON L7G 5G2

RE: Feed-In-Tariff (FIT) Rooftop & Ground-Mounted Solar Projects (up to 500kW) Prescribed Form(s) Request

Dear Sir/Madam:

This letter is to confirm that we, [ENTER NAME OF APPLICANT AS PER THE FIT APPLICATION], are requesting [ENTER NAME OF FORM(S) REQUESTED] from the Town of Halton Hills under the provincial (IESO) Feed-in-Tariff program.

The aforementioned forms are requested because:

- [LIST ALL APPLICABLE FORMS REQUESTED TO BE COMPLETED BY THE TOWN. FOR EACH, PROVIDE A BRIEF EXPLANATION AS TO WHY EACH FORM IS NEEDED AND ITS PURPOSE]

Our project is a [ENTER KW SIZE AND TYPE – EITHER ROOFTOP OR GROUND-MOUNTED SOLAR UP TO 500KW] installation proposed for [INSERT THE MUNICIPAL ADDRESS OF THE PROPERTY(IES)] in the Town of Halton Hills.

Through this letter, as the Feed-in-Tariff/renewable energy project Applicant/proponent, we confirm and acknowledge that:

- The Resolution's sole purpose is to enable the Applicant to receive priority points under the Independent Electricity System Operator's Feed-in-Tariff (FIT) Program, and may not be used for the purpose of any other form of municipal approval in relation to the Application or Project or any other purpose; and
- The project's proponent/applicant (i) bears the entire risk of any impacts on the function of the proposed solar installation(s) arising from any development occurring on any adjacent or surrounding lands; (ii) bears the responsibility of appropriately responding to any concerns that may arise from nearby landowners; (iii) and is/are solely responsible for meeting any other requirements that may be required by any other approval authorities.

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- No complaints and/or concerns have been received regarding the project from the public, adjacent landowners, agencies and any other persons and/or organizations.
- The solar panels will use a non-reflective coating as a means of reducing glare.
- The installation will not occur on a Heritage designated property, nor on properties listed in the Town's Heritage Register (unless prior support has been obtained from the Heritage Halton Hills Committee).
- The owner(s) of the property(ies) of where the project is proposed to be located is/are aware of and support this project.
- If requesting a Resolution confirmation and/or other applicable form(s) for a project that was previously considered by the Town of Halton Hills, confirmation that:
 - The Project that is being proposed is the same identical Project on the same Lands as the Project that was the subject of the original Municipal Council Support Resolution.
 - The project details, including (but not limited to) its location, size, Applicant and subject Project site landowner have not changed.
 - That the Applicant/proponent has not received any complaints and/or concerns from the public, adjacent landowners, agencies and any other persons and/or organizations since the original Resolution was considered by the Town.
 - Confirmation that all parties involved in the original proposal (e.g. applicant, developer, landowner of the proposed site) remain the same.
 - Confirmation that the applicant/proponent will continue to fulfill any conditions previously agreed to with the Town of Halton Hills (e.g. host a public information session).

Best Regards,

[PRINT NAME]

[PRINT TITLE]

[PRINT APPLICANT NAME]

[PRINT DATE]

(must be authorized signature)