

Application Requirements

The Town's applications requirements, as applicable, include:

- Location key map.
- Project municipal address.
- Project legal address.
- Description of existing building and/or land use.
- Site Plan.
- Before and after site photos, drawings and/or renderings.
- Setbacks from the nearest building(s), sensitive land feature(s) and/or structure(s).
- Project size and dimensions (e.g. land area covered).
- Description of project and renewable generation technology used.
- Construction schedule, and anticipated completion and decommissioning date.
- Description and area of any vegetation that is to be removed.
- List of all applicable municipal approvals and their status.
- Letter of acknowledgement and support from the property owner.
- Letter requesting a Council resolution from the applicant and/or property owner.
- Letter of support from immediately adjacent landowners.
- Brief company profile of applicant, owner and/or developer.
- Project applicant, owner and/or developer contact information.
- Project capital investment value.
- Information on any community benefits (e.g. portion of revenue returned to the local community, in-kind contributions, local employment).
- Delegation to Council by project applicant, owner and/or developer. Register as a Delegation (<http://haltonhills.ca/forms/delegation.php>) for a Council meeting date corresponding to the Town staff report.
- Confirmation that solar panels will use a non-reflective coating as a means of reducing glare.
- Confirmation that the installation will not occur on a Heritage designated property, nor on properties listed in the Town's Heritage Register (<http://haltonhills.ca/committees/heritage.php>) (unless prior support has been obtained from the Heritage Halton Hills Committee).
- Greenhouse gas emission reductions and other environmental benefits.
- Urban design review to ensure that the project's aesthetics are consistent with the character of the surrounding neighbourhood/uses.
- Confirmation that no tree removal will be required (e.g. to prevent shading).
- Confirmation of Zoning and Official Plan designations, and information on whether the project is consistent with the relevant regulations/policies.
- Consistency with the Town's Strategic Plan, Official Plan, Green Plan, Community Sustainability Strategy and Mayor's Community Energy Plan.
- Any applicable Fire Department conditions/comments.
- Any applicable Building conditions/comments.

- Attendance and presentation at the Development Review Committee Pre-Consultation meeting.
- Prescribed fee(s), submitted with the complete information package.
- Acknowledgement that any Resolution(s) granted are for the sole purpose of enabling 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
- Acknowledgement that 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.
- If requesting a Resolution confirmation and/or applicable form(s), 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/concerns from the public/adjacent landowners/agencies since the original Resolution was considered.
 - 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 (e.g. host a public information session).
 - Any other information that the Town may require for a complete assessment.

For an overview of the Town's process for the review of FIT/green energy projects, please see [Report PI-2015-0022](#).