

Keys to Successfully Submitting

A Large SMART Application

For reference only. See [225 CMR 20.00 and Guidelines](#) for official regulations and guidance.

- 1) Interconnection Service Agreement (fully executed Exhibit G)**
 - a. Fully executed Exhibit G must be signed/dated by both parties on or prior to the SMART Application submission date
 - b. Make sure address on the Exh G matches the system location on the application
 - c. Make sure the capacity on the Exh G matches the capacity on the application
 - d. Make sure the acct #/work order # on the Exh G matches the acct # on the application
 - e. Make sure the Exh G is fully executed – signed/dated by both parties

- 2) EDC Account Information**
 - a. Every SMART application must demonstrate in writing from the EDC proof of either an existing or temporary/pending acct (or work order)
 - b. All BTM projects must provide written evidence from the EDC of the rate code that will be assigned to the project/account – can be a copy of the bill or an email etc. from the EDC
 - c. For BTM projects -- the account number and service address on any bill that's submitted must match the account # and system location entered on the SMART application
 - d. The account # entered on the SMART application should match either the App #, the Case #, the Temp Acct #, or the Work Order# on the substantiation uploaded to this slot

- 3) Right to Construct**
 - a. Submit an approved contract, Lease, LOI or similar between the property owner and the developer/installer giving the developer/installer the right to install a pv system at that location
 - b. Must be signed and dated by both parties, and must not have a prior expiration date
 - c. Address should be included and should match the system location on the SMART application
 - d. If one (or more) of the parties on the installation agreement provided does not match one of the parties submitted on the SMART application, then documentation should be provided that clarifies the relationship

- 4) Plans and Specifications**
 - a. Provide a detailed site plan/project design – should be the site plan approved by the local planning board (when required)
 - b. Site plan should show detailed layout of the arrays – canopy systems must demonstrate that 100% of the system will be installed over a parking surface, walkway or canal
 - c. Will be required anytime an Adder is being applied for – building mounted, canopy, floating, tracking, etc.

- d. Address and capacities indicated should match SMART application
- 5) **PE Stamped One-Line Diagram** – Make sure it's PE-stamped
 - 6) **Segmentation Exception** – if you're requesting an exception for "Good Cause," approval from the DOER must be secured PRIOR to submitting your application
 - 7) **Solar Bylaws** (GM projects only)
 - a. Do not simply provide a comprehensive overview of the town's bylaws -- will be returned asking for pv specific bylaws
 - b. Provide either an excerpt of the solar bylaws, or specifically call out the specific PV bylaws within a larger document
 - c. If required by the town for large GM pv systems – provide the approved Special Permit
 - 8) **Land Zoning** (GM projects only)
 - a. Provide the town's zoning restrictions showing those zoning areas where PV systems are allowed
 - b. Provide a zoning map showing the location of the project within an approved PV zoning area
 - 9) **Land Use** -- All systems that are applying as Category 1 Non-Agricultural or Category 1 Agricultural projects must provide a project site map that shows the arrays accurately situated on the parcel and overlays the Important Agricultural Farmland soil layers found on the MassGIS OLIVER mapping tool
 - 10) **Land Use** -- Category 2 and 3 ground mounted systems applying for the expanded capacity must provide a project site map showing that the footprint of any of the arrays is not being installed on land designated as Priority Habitat, Core Habitat, or Critical Natural Landscape, or that the project is not being installed on a parcel that has 50% or more of its acreage designated as any one of those three categories.
 - 11) **Greenfield Subtractor** – be sure to upload the spec sheets for the PV modules being installed
 - 12) Applications claiming "**previous development**" on the parcel where the project will be installed under Category 1 Non-Agricultural Land Use must provide a site map showing not only evidence of the previous development, but also that the system's footprint will be situated on the portion of the parcel that was previously developed
 - 13) **Non-Ministerial Permits** – all necessary non-ministerial governmental permits and approvals; for example, an approved Order of Conditions from the local Conservation Commission
 - 14) **FERC Form 556** - if the project is *greater than* 1,000 kW AC (1 MW), evidence of an electronically filed Form No. 556

15) Adders

- a. **Building** – design plan showing the system will indeed be Building Mounted
- b. **Floating** – design plan showing a Floating PV system
- c. **Canopy** – a detailed aerial site plan showing that the 100% of PV arrays will be installed over an existing parking surface/canal/walkway. If the canopy will be installed over a parking surface that is to be built, then PE approved plans for the new parking surface must be submitted
- d. **Brownfield** – an approved Pre-Determination Letter from the DOER
- e. **Public Entity** – an Award Letter issued by the Public Entity awarding the PV project to the Developer/Installer listed on the SMART application. Or an approved contract, lease/PPA, LOI etc. between the Public Entity and the Developer/Installer list on the SMART Application
- f. **Tracking** – Site/Design Plan inclusive of the Tracking System
- g. **Pollinator** – required Certification Letter from the UMass Clean Energy Extension
- h. **Storage** – spec sheets for the ESS and details of the calculation that determined the Nominal Hours and Nominal Power
- i. Dual-use Agricultural – an approved Pre-Determination Letter from the DOER
- j. Landfill – MassDEP Post-Closure Use Permit

Why are there often more than one round of application corrections notices?

All Large apps are initially reviewed for two fundamental SMART Program requirements – an approved ISA/fully executed Exhibit G and an existing or temp/pending account with a participating EDC. Once those two primary requirements are successfully established, applications then go through a more detailed “Technical Review” involving all other required documentation related to the system itself, Land Use, Segmentation, any Adders, etc. as well as any other special provisions.