Wind Energy Conversion System Permit Application

The following application is for any Wind Energy Conversion System (WECS) proposed in unincorporated Polk County. The WECS may have a special impact or uniqueness demanding closer scrutiny and analysis to the site and the surrounding environment. When a WECS is proposed, a review and report by Planning Division staff of the location, design, configuration, and impact will be conducted and presented to the Board of Adjustment for action at a public hearing. Public Notices of the request will be mailed to all property owners located within 500 feet of the subject property.

Please complete the entire application, submit with fee and include the additional information required as outlined on page 3.

(time stamp)
Official Use Only

1. The undersigned Petitioners request that the Board of Adjustment consider this application for a Wind Energy Conversion System Permit. (please check the appropriate box)

- ☐ **Single use residential production WECS.** A single WECS, on an individual lot or parcel, used to produce energy primarily for the residence on the property.
- ☐ **Shared residential production WECS.** WECS used for residential consumption that is shared by more than one property owner and placed within an easement area on private property, a common area (jointly owned property)
- ☐ **Single use nonresidential production WECS.** One or more WECS, used to produce energy primarily for the nonresidential property where the WECS is located.
- ☐ **Shared nonresidential production WECS.** WECS used for nonresidential consumption that is shared by more than one property owner and placed within an easement area on private property, a common area - jointly owned property within a development.
- ☐ **Energy Production (Wind Farm) WECS.** One or more WECS located together and used for production of electric power to be interconnected into the local utility electrical grid and primarily for consumption by on-grid utility customers located off the property.

2. Subject Property(s) District and Parcel Number(s): _____

3. Subject Property(s) Legal Description(s) (attach if necessary)

_____

4. Applicant(s) Information

_____ _____ _____
Applicant (Print Name) Signature Date

_____ _____
Interest in Property (owner, consultant, lessee, etc.) Email

_____ _____ _____
Address, City, State and Zip Phone Fax

5. Applicant(s) Representative
If the application is to be represented by someone other than the applicant please provide that information below.

_____ _____
Applicant Representative (Print Name) Firm or Business Name

_____
Address, City, State and Zip

_____ _____ _____
Email Phone Fax

6. Filing Fee: (please check box next to corresponding request)

- ☐ $330 per system - single use residential production, shared residential production, single use nonresidential production, shared nonresidential production.
- ☐ $560 per system - Energy Production (Wind Farm) WECS.

7. Property Owner Consent

The application must be signed by all the Titleholders, Contract Purchasers, or Option Purchasers of the subject property. The application may also be signed by the Registered Agent for a corporation or other person with similar legal authority to sign for a property owner. (if additional signatures are needed please attach)

(Print Name)	Signature	Date
(Print Name)	Signature	Date
(Print Name)	Signature	Date
(Print Name)	Signature	Date
(Print Name)	Signature	Date

8. Written description

Please provide a brief written description providing specific detail and reasons for the proposed WECS permit. (attach if necessary)

9. Required Information: (must be included with this application prior to making submittal)

A. Complete Application including the written description of the requested WECS.

B. Submit six (6) copies of a fully dimensioned, to scale plan as outlined in required information on page 3, and a reduced size, 11"X17" plan that is legible that can be reproduced.

A completed application with required information and filing fee must be submitted.
Incomplete submittals will not be processed and will be returned to the Applicant.

Return completed forms to: Polk County Public Works, Planning & Development Division
5885 NE 14th Street, Des Moines, IA 50313
▪ Phone (515) 286-3358 ▪ Fax (515) 323-5295 ▪
Forms and calendar available online http://www.polkcountyiowa.gov/PublicWorks/

OFFICIAL USE ONLY			
Received by		Docket Number	
Application deadline		Date Received	
BOA meeting date		BOA Approved	Y / N

Required Information for all WECS. The following information shall be submitted with a WECS permit application. The applicant(s) and property owner(s) name, address and phone number and legal description of property where the WECS project will be located including property owners names and geo parcel information for each property included in the application. Properties not contiguous to a project area cannot be represented on the same application.

- Sketch plan showing property lines, natural features, utility lines, easements, setback lines and layout and size of all structures on the lot, location of the WECS pole or tower, guy lines and anchor base where required and their distance from all property lines, and structures. Also, a copy of the specifications of proposed tower and rotor.
- A map or drawing showing collapse zone of the tower.
- Written explanation from property owner identifying reason(s) for building the WECS and information from engineer and or authorized factory representative addressing the size including tower height, rotor diameter, overall height and kW, tower/pole type and color of the WECS, the amount and/or percentage of the property owner's energy projected to be produced, estimated cost savings from the WECS, and any plans for connecting the WECS to the electrical grid.
- A WECS proposed to be connected to the public electric utility must provide evidence that the utility was contacted regarding the applicant's intent to make the connection from the proposed WECS. Additional information may be required.
- Certification from a professional engineer regarding the safety of the design, specifications, and compatibility of the tower structure with the rotors and other components of the conversion systems. The standard for certification shall be good engineering practices and compliance with this ordinance and Polk County's adopted building and electrical codes.
- Certification from a professional engineer for the footing design for the tower.
- A signed "Consent to Removal" form provided by Polk County Public Works.
- Written evidence from FCC and FAA.
    - Statements that no permit(s) are required.
    - Correspondences about the additional permits required.

Additional information for Shared residential production WECS, Single use nonresidential production WECS, Shared nonresidential production WECS and Energy Production WECS - In addition to the information required above, the following additional information shall be submitted with WECS Permit Application for shared residential production WECS, single use non-residential production WECS and shared nonresidential production WECS and Energy Production WECS.

- A site plan prepared by an Iowa licensed architect and/or professional engineer providing the Major Site Plan requirements as required in the Polk County Zoning Ordinance which includes but is not limited to identifying: the topography of property, property lines and measurements, natural features, easements, existing utilities, setback lines and layout of all structures on the parcel, location of the lease area, proposed access and drive locations, proposed WECS pole or tower and proposed landscaping and screening, guy lines and anchor bases where required and their distance from all property lines, structures and easements.
- A development phasing schedule for any application that includes multiple WECS.

Additional information for Energy Production WECS - In addition to the information required in sections above, the following additional information shall be submitted with WECS Permit Application for Energy Production (Wind Farm) WECS:

- Submit natural features drawing prepared by an Iowa licensed architect and/or professional engineer identifying all adjacent subdivisions, public recreational areas (federal, state & local), wetlands, woodlands, rivers, creeks, ponds, lakes ,railroads, historic villages (as defined in the Polk County 2030 Comprehensive Plan) located within 1320' (1/4 mile) of the property containing the proposed WECS.
- Drawing from the hauling company identifying roads and bridges to be used to haul the proposed WECS to the property.
- A minimum of two (2), three-dimensional perspective drawings showing the property before and after WECS construction. One drawing shall show the proposed WECS as viewed from the closest residential and/or recreational areas and the other drawing shall show how the proposed WECS will appear in relation to the closest residential and public recreational areas at a distance of 1320 feet from the nearest WECS tower/pole. The drawings may consist of altered photographs and/or be computer generated. Additional drawings may be required based on the size of the project area and the number of towers.
- List of other Energy Production WECS owned by the property owner and/or applicant or their subsidiaries owning WECS within the County, State and U.S.
- Detailed information about the agreement, contract or lease for the WECS including maintenance, ownership, removal, access and proof of insurance.