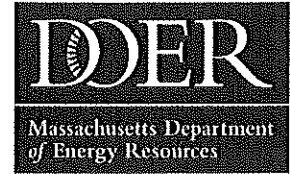




**GREEN COMMUNITIES  
GRANT PROGRAM  
FY 10 APPLICATION**



# DESIGNATION FORM

**INSTRUCTIONS**

In order to be designated as a Green Community pursuant to MGL c 25A §10, the applicant must meet five criteria. The Green Communities Division is required to verify that the applicant has met the criteria through an application process.

This designation form is the first step in a municipality becoming a Green Community. Please fill out this designation form completely including providing the required information outlined in this form. The designation phase is a rolling process. However, to be considered for grants in FY 2010, designation forms are due on **Friday, May 14, 2010 by 5pm**. One electronic copy must be submitted to Cliff Sullivan at [cliff.sullivan@state.ma.us](mailto:cliff.sullivan@state.ma.us) and one unbound hard copy must be submitted to the following address:

Department of Energy Resources  
Green Communities Division  
100 Cambridge Street, 10<sup>th</sup> Floor  
Boston, MA 02114  
ATTN: Cliff Sullivan

Once an applicant has completed this designation form, it will be reviewed by the Green Communities Division and a determination will be made as to designation. When an applicant is designated as a Green Community, it is eligible to apply for grant funds to support energy efficiency and renewable energy projects.

**APPLICANT INFORMATION**

Municipality / Local Government			Contact (print)	
Town of Sudbury			James Kelly	
Street Address			Title	
278 Old Sudbury Road			Building Inspector	
City/Town	State	Zip Code	Telephone	Email
Sudbury	MA	01776	978-443-2209, ext. 1361	kellyj@sudbury.ma.us

**FOR APPLICANTS SERVED BY MUNICIPAL LIGHT PLANTS - pursuant to MGL c 25A, §10(e)**

Please indicate the date the Municipal Light Plant adopted the Renewable Energy Charge and attach a copy of the minutes reflecting the vote taken:

---

**CRITERIA 1: AS OF RIGHT SITING**

**Description of Criteria**

Provide for the as-of-right siting of renewable or alternative energy generating facilities, renewable or alternative energy research and development (R&D) facilities, or renewable or alternative energy manufacturing facilities in designated locations.

**Type of As-of-Right Zoning**

Please indicate which type of as-of-right zoning the municipality is providing (**check all applicable boxes**).

- RE/AE Generation
- On-shore Wind – a turbine of a minimum 600kW in size or above
  - Off-shore Wind – a turbine of a minimum 2.5MW or above
  - Solar Photovoltaic – a single ground-mounted system of a minimum of 250 kW or above
  - Biomass CHP - a minimum of 5MW in a stand-alone building
  - Ocean, wave or tidal – no minimum threshold
- RE/AE Facilities
- Research and Development
  - Manufacturing

**Documentation**

RE/AE Generation and Facilities

Please provide the following documentation as evidence that the municipality has met this criterion (include documents with this form).

- \* Brief description of by-law
- \* Identification of designated locations

- \* Explanation of how measures meet criteria
- \* Attach copy of bylaw or ordinance
- \* Copy of zoning map that shows area zoned

RE/AE Facilities – Where Applicant is submitting an existing bylaw not adopted specifically for this Program

For those applicants that meet the criterion for R&D and or Manufacturing through existing bylaws or ordinances please include the following:

Applicants must provide a letter from municipal counsel certifying that the existing zoning complies with the RE/AE Facilities criteria. In terms of specific contents:

The letter must cite and summarize the pertinent section of the zoning ordinance/bylaw;

Applicants must include copies of:

- The applicable section of their zoning bylaw/ordinance
- Copy of zoning map that shows area zoned
- Important zoning definitions
- The relevant section of the use table and any key that will help DOER interpret the use table
- Any related local regulations applicable to facilities sited under the bylaw/ordinance—such as site plan review regulations—so that DOER can confirm that the related local regulations are non-discretionary; AND
- Yield calculations must be either included in the text of the letter or attached.

---

## CRITERIA 2: EXPEDITED PERMITTING

### Description of Criteria

Adopt an expedited application and permitting process under which these energy facilities may be sited within the municipality and which shall not exceed 1 year from the date of initial application to the date of final approval.

The expedited application and permitting process applies to the proposed facilities which are subject to the as-of-right siting provision.

An applicant can meet this requirement by applying the expedited permitting process of MGL c 43D to these zoning districts.

## Type of Expedited Permitting

Please indicate which type of as-of-right zoning the municipality is providing (**check the applicable box**).

- Local Expedited Permitting Process
- M.G.L. c43D – Expedited Permitting

## Documentation

Please provide documentation that an expedited application and permitting process has been fully adopted for the as-of-right zoned parcels.

### Local Expedited Permitting Process

1. Municipalities must provide DOER a letter from legal counsel affirming that nothing within the municipality's rules and regulations precludes issuance of a permitting decision within one year along with the language addressing approval procedures and associated timing from any applicable bylaws/ordinances or regulations.
2. The applicant should also include a copy of the applicable map(s) showing that the areas where the expedited permitting applies coincides with the as-of-right zoned areas for Criteria 1.

### MGL c43D

1. Municipalities must provide DOER with a certified copy of their City Council or Town Meeting vote designating the as-of-right zoned parcel(s) as a Priority Development Site ("PDS")
  2. The applicant should also include a copy of the applicable map(s) showing the areas where the expedited permitting applies.
-

## CRITERIA 3: ENERGY USE BASELINE / REDUCTION PLAN

### Description of Criteria

Establish an energy use baseline inventory for municipal buildings, vehicles, street and traffic lighting, and put in place a comprehensive program designed to reduce this baseline by 20 percent within 5 years of initial participation in the program.

### Documentation

Please provide a copy of the energy use baseline inventory completed for all municipally owned and operated buildings, vehicles, street lights and traffic lights and a detailed plan for reducing fossil fuel consumption by 20% in 5 years (all required).

- Identify inventory tool used: SPREADSHEET by TOWN
  - Provide the baseline year used: FY 2008
  - Provide documentation of results of inventory
  - Copy of plan / specific Actions to be implemented and timeline with milestones to achieve required energy reductions
  - Documentation that both the general government and school district have adopted the energy reduction plan
- 

## CRITERIA 4: FUEL EFFICIENT VEHICLES

### Description of Criteria

Purchase only fuel-efficient vehicles for municipal use whenever such vehicles are commercially available and practicable.

### Documentation

Please provide the following documentation to verify that the municipality has met this criterion (both required):

- A copy of the policy or other mechanism adopted for purchasing only fuel efficient vehicles
  - Inventory of existing fleet (model, year, estimated mpg) with plans for replacements with fuel efficient vehicles
  - Documentation that both the general government and school district have adopted the fuel efficient vehicle policy
-

## CRITERIA 5: MINIMIZE LIFE CYCLE COSTS

### Description of Criteria

Require all new residential construction over 3,000 square feet and all new commercial and industrial real estate construction to minimize, to the extent feasible, the life-cycle cost of the facility by utilizing energy efficiency, water conservation and other renewable or alternative energy technologies.

Cities and towns can meet this requirement by adopting the new BBRS Stretch Code, the new appendix to the MA State Building Code.

### Type of Method

Please indicate which type of life cycle cost reduction the municipality is providing (**check applicable box**).

Local Process

Adopted Stretch Energy Code (780 CMR 120.AA, the MA Board of Building Regulations and Standards (BBRS) Stretch Energy Code)

### Documentation

Please provide the following documentation to verify that the municipality has met this criterion:

#### Local Process

The municipality must provide documentation of the standard adopted, the mechanism in place for requiring this criterion for new construction and documentation of how this standard provides reduced life-cycle energy costs.

NOTE: If a Municipality plans to meet this criterion through a local process, they are encouraged to submit a description of how it plans to do so with supporting documentation in advance of applying for designation. In this manner, the Green Communities can provide feedback on the acceptability of the identified process for meeting this criteria.

#### Stretch Energy Code

The municipality must provide documentation of the city or town vote adopting 780 CMR 120.AA, MA Board of Building Regulations and Standards (BBRS) Stretch Energy Code.

# CERTIFICATION OF APPLICATION

Pursuant to MGL c25A Sections 2 and 10, the applicant is required to certify that they are authorized to execute the application and verify that all information submitted is true.

## RESOLUTION OF AUTHORIZATION

Resolved that, Maureen G. Valente, is authorized to execute said Application on the behalf of Town of Sudbury, the applying community and verify that the information in this application is true.

*Maureen G. Valente*  
[signature]

May 12, 2010  
[date]

Town Manager  
[title]

[TO BE COMPLETED BY NOTARY] I, Jody A. Kablack,

as a notary public; certify that I witnessed the signature of the above named

Maureen G. Valente, and that said person stated that he or she is authorized to

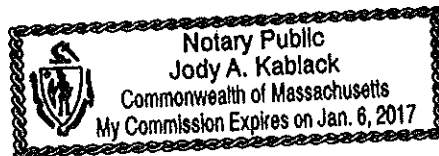
execute this resolution, and that the individual verified his/her identity to me, on this date:

May 12, 2010  
[date]

Jody A. Kablack  
[signature]

My commission expires on: Jan. 6, 2017

NOTARY SEAL HERE:



**\*NOTE: TOWNS THAT HAVE PLACED AN ARTICLE ON THEIR TOWN MEETING WARRANT (PROVIDED THE TOWN MEETING VOTE IS NO LATER THAN THURSDAY, MAY 14, 2010) CAN SUBMIT A DESIGNATION FORM, INDICATING THAT CRITERION #5 IS IN PROCESS. IF THIS APPLIES PLEASE CHECK OFF THE BOX BELOW AND INDICATE WHEN THE TOWN MEETING VOTE WILL OCCUR AND INCLUDE A COPY OF THE APPLICABLE TOWN MEETING WARRANT. TOWN MEETING MUST APPROVE THE STRETCH CODE ARTICLE FOR THE APPLICANT TO RECEIVE CREDIT FOR MEETING CRITERION #5.**

TOWN MEETING VOTE PENDING

Town Meeting Date: \_\_\_\_\_

---

## REQUEST FOR WAIVER

Pursuant to MGL c. 25A, Section 10(c), the Secretary of Energy and Environmental Affairs may waive these requirements based on a written finding that due to unusual circumstances, a municipality cannot reasonably meet all of the requirements and the municipality has committed to alternative measures that advance the purposes of the green communities program as effectively as adherence to the requirements.

Please select the criteria that the municipality is requesting a waiver for. A letter justifying why the applicant cannot meet this criteria (with supporting documentation) must be attached. In the letter please provide an alternative measure that advances the purposes of the Green Communities program as effectively as adherence to the requirement.

As of Right Zoning       Expedited Permitting

Energy Baseline       Fuel Efficient Vehicles

Minimize Life Cycle Cost

