

Commonwealth of Massachusetts
Executive Office of Energy and Environmental Affairs
DEPARTMENT OF ENERGY RESOURCES

**SMALL CLEAN ENERGY INFRASTRUCTURE FACILITY SITING &
PERMITTING (225 CMR 29.00)**

PRE-FILING ENGAGEMENT COMPLETION CHECKLIST

Pursuant to 225 CMR 29.08, submit the completed Pre-filing Engagement Completion Checklist and supporting documentation to the Local Government Representative.

PART 1: GENERAL INFORMATION

Applicant Legal Name: Click or tap here to enter text.

Applicant Email: Click or tap here to enter text.

Applicant Phone: Click or tap here to enter text.

Applicant Address: Click or tap here to enter text.

Applicant Representative: Click or tap here to enter text.

Applicant Representative Email: Click or tap here to enter text.

Applicant Representative Phone: Click or tap here to enter text.

Project Type (e.g., generation, storage, transmission, distribution): Click or tap here to enter text.

Project Name: Click or tap here to enter text.

Brief (1-2 sentence) plain language description of project: Click or tap here to enter text.

Project Location: Click or tap here to enter text.

Link to Main Project Webpage: Click or tap here to enter text.

Claimed exemption from pre-filing requirements (check if project is any of the following and skip parts 2 and 3):

Exempt Small Clean Energy Infrastructure Generation Facilities:

- ☐ Small Clean Energy Infrastructure Generation Facilities with a Site Footprint of one acre or less
- ☐ Solar Canopies up to 2 MW in nameplate capacity when sited on a preexisting paved surface with a permitted and functioning stormwater management system
- ☐ Standalone Solar Facilities with a nameplate capacity of less than or equal to 25 kW, as measured by an alternating current
- ☐ Small Clean Energy Generation Facilities that are eligible for Investment Tax Credits
- ☐ Small Clean Energy Infrastructure Generation Facilities that are designated as an Accessory-use Behind-the-meter Small Clean Energy Infrastructure Facility

Exempt Small Clean Energy Storage Facilities:

- ☐ Standalone Small Clean Energy Storage Facilities with an aggregate capacity of 250 kWh or less, as measured with an alternating current
- ☐ Small Clean Energy Storage Facilities that are designated as an Accessory-use Behind-the-meter Small Clean Energy Infrastructure Facility

Exempt Small Clean Transmission and Distribution Infrastructure Facilities:

- ☐ Small Clean Transmission and Distribution Infrastructure Facilities that are proposed to be sited in an existing Public Right of Way
- ☐ Small Clean Energy Transmission and Distribution Infrastructure Facilities with a design rating up to 20 kV, as measured by an alternating current

PART 2: STATUS OF PRE-FILING CONSULTATION AND ENGAGEMENT REQUIREMENTS

- ☐ **Municipal meeting:** Pursuant to 225 CMR 29.08(3), Applicant met with officials from the Local Government to discuss project and site information, clarify what local decisions and permits are needed, and discuss which stakeholders should be notified about the project.

Date: Click or tap to enter a date.

Time: Click or tap here to enter text.

Effective July 1, 2026

Location: Click or tap here to enter text.

Attendees: Click or tap here to enter text.

☐ **Public Notice Requirements:** Pursuant to 225 CMR 28.08(4), Applicant provided notice of the pre-filing information session 10 or more days before the date of the meeting.

Notices by Mail:

Date Applicant Mailed Notices to Abutters and Local Stakeholders: Click or tap to enter a date.

Posted Multimedia Notices:

Multimedia Outreach Method #1: Click or tap here to enter text.

Date(s) Posted: Click or tap here to enter text.

Multimedia Outreach Method #2: Click or tap here to enter text.

Date(s) Posted: Click or tap here to enter text.

Posted Notices at Public Buildings

Location #1: Click or tap here to enter text.

Date Posted: Click or tap to enter a date.

Location #2: Click or tap here to enter text.

Date Posted: Click or tap to enter a date.

☐ **Other outreach and engagement steps, including meeting with the Cape Cod Commission or Martha's Vineyard Commission, if applicable:**

Details, including dates, times and locations (if applicable): Click or tap here to enter text.

☐ **Public Information Session:** Pursuant to 225 CMR 29.08, Applicant held public information session to provide a detailed overview of the project with sufficient time for stakeholders to ask questions and provide input.

Location: Click or tap here to enter text.

Date: Click or tap to enter a date.

Time: Click or tap here to enter text.

Effective July 1, 2026

☐ Held additional public information session(s)

Location: Click or tap here to enter text.

Date: Click or tap to enter a date.

Time: Click or tap here to enter text.

Reason for additional public information session: Click or tap here to enter text.

PART 3: SUPPORTING DOCUMENTATION

Attach the following supporting documentation to the Pre-filing Engagement Completion Checklist:

☐ Overview of all pre-filing consultation and engagement efforts that have occurred to date, including any metrics or performance data from multimedia ad campaigns, and any planned future outreach, as suggested in *Guideline on Pre-filing Stakeholder Engagement*.

☐ List of Local Stakeholders and Abutters that Applicant mailed notices to

☐ Copy of Pre-filing Information Session materials, including:

☐ A project description including:

- the type and nameplate capacity of the proposed Small Clean Energy Infrastructure Facility,
- the energy benefits the Small Clean Energy Infrastructure Facility will provide,
- any impacts the Small Clean Energy Infrastructure Facility may have on the community,
- the site work required,
- proposed structures to be constructed at the Small Clean Energy Infrastructure Facility's site,
- a description of the Small Clean Energy Infrastructure Facility's alignment with the Commonwealth's energy goals and climate mandates

☐ Site Footprint locus maps, including an aerial and GIS map, outlining the existing site conditions and any environmental, cultural, and historic features

☐ Draft Emergency Response Plan

- ☐ All Criteria-Specific Suitability Scores and plans for seeking Site Suitability Score Modifiers, if applicable
- ☐ Overview of any proposed Minimizations or Mitigation to minimize or offset impacts identified in the Site Suitability Report, if applicable
- ☐ Updated information regarding Community Benefits Plans and Community Benefits Agreements, if applicable
- ☐ Narrative description of how any public feedback during the pre-filing period has been incorporated into the project proposal
- ☐ Public Information Session Agenda
- ☐ Public information session sign in sheet and/or attendee registration list
- ☐ Compiled document of written comments received during the pre-filing period
- ☐ Any additional attachments (please describe): [Click or tap here to enter text.](#)

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SIGNATURES

I have made best efforts to comply with pre-filing requirements of 225 CMR 28.08 and I declare under penalty of perjury that all information provided is complete and accurate to the best of my knowledge. Upon request, I agree to provide the Local Government with additional information or documentation.

Name of Applicant signatory: Click or tap here to enter text.

Title: Click or tap here to enter text.

Applicant Signature: Click or tap here to enter text.

Date: Click or tap here to enter text.

By signing the Pre-Filing Engagement Completion Checklist, I affirm that I have reviewed the material and found the Applicant to have completed the required pre-filing activities per 225 CMR 29.08, or that the project is exempt from the pre-filing requirements. The Applicant has 60 days from the date of signing to submit a Consolidated Local Permit Application to the Local Government.

Name of Local Government Representative: Click or tap here to enter text.

Signature of Local Government Representative: Click or tap here to enter text.

Date: Click or tap here to enter text.