



Wind Energy Conversion System (WECS) Permit Checklist  
(see Chapter V, Section 12 of the Albany County Zoning Resolution for adopted regulations)

- Project summary
  - Zoning of property (must be agricultural or industrial)
  - General description of project
    - Name plate generating capacity (approximate)
    - Potential equipment manufacturer
    - Type of WECS
    - Number of WECS
    - Name plate generating capacity (each WECS)
    - Maximum height of WECS towers
    - Maximum diameter of WECS rotor
    - General location of project
  - Information – Applicant et al.
    - Identifying information (including business structure)
      - Applicant
        - Name
        - Address
        - Phone Number
      - Owner
        - Name
        - Address
        - Phone Number
      - Operator
        - Name
        - Address
        - Phone Number
      - Land owner
        - Name
        - Address
        - Phone Number
    - Proof of ownership from land owner(s) (deed)
- Site Plan
  - Proposed locations – WECS towers
  - Anchor bases (if any)
  - Primary structures
  - Property parcels within which WECS project is located
  - Adjoining properties - identify
  - Setback lines/waivers
  - Public access roads, include turnouts
  - Substations
  - Proposed electrical cabling routes
  - Proposed transmission lines

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- Structure types/location within setback areas
- Required studies/reports/certifications/approval
  - \_\_\_\_\_
  - \_\_\_\_\_
- Letters of consent to construct – land owners
- Other required information
  - \_\_\_\_\_
  - \_\_\_\_\_
- Certified list of adjacent property owners (5 miles)
- Notice requirements
  - Applicant must mail certified notice to property owners identified in the certified list of adjacent property owners 14 days before the Planning and Zoning Commission meeting and 20 days before the Board of County Commissioners meetings, submit to the Planning Office a signed affidavit with copies of signed receipts 5 days prior to meetings
  - Planning Department publishes notice in local newspaper 14 days prior to the Planning and Zoning Meeting and 20 days before the Board of County Commissioners public hearing
  - Applicant must post development sign visible from each public road abutting the proposed site 14 days prior to public hearing
  - Applicant must provide notice to record owners or claimants of mineral rights by publication in the newspaper 14 days prior to public meetings before the Planning and Zoning Commission and the Board of County Commissioners
- Address in a narrative the following impacts
  - Any Economic or Social impacts specified by public comment
  - Air quality, water quality, nuisances, soil disturbance, wildlife (if required) and cultural resources (if required)
- Design safety certification – professional engineer (post approval)
- Color of towers and blades
- Noise (applicant understands requirements)
- Signage (only warning/emergency)
  - Warning signs (transformers and substations)
- Climb prevention design
- Setbacks (calculated from nearest wind energy tower)
  - Primary structures – greater of .25 miles or 5.5 times tower height
  - Third party (lines/towers) – 1.1 times tower height
  - Property lines – 1.1 times tower height
  - Residential zoning – greater of .5 miles or 5.5 times tower height
  - Municipality – 1 mile
  - R.O.W. (I-80, 34, 130, 230, 287/30) – .25 miles
  - Public roads/railroads – 1.1 times tower height
  - State parks/wildlife refuges - .25 miles
- Public roads use
  - Identify tentative haul routes
  - Access and utility crossing permits

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- Traffic study of roads used to access the project
- Additional studies – road impacts
- Long-term maintenance agreement
- Contact out of county jurisdictions
- Pre-construction baseline survey (may be required)
- Financial assurance – road damages (may be required)
- Compliance – federal, state, other county road regulations (obtain applicant statement)
- Sediment control
  - Minimize disturbance (erodible slopes)
  - Minimize new roads and construction staging areas
  - Minimize grading width
  - Revegetation (native plants)
- Weeds
  - Control disturbed areas during construction
  - Disturbed areas preliminarily delineated at time of application
- Aesthetics (maintenance – e.g. painting and landscaping)
- Interference
  - Project summary and site plan provided to microwave companies and emergency services
- Light impact
  - Residences
  - FAA –audio visual warning system required
- Fire department
  - Site plan provided
  - Emergency response plan provided (if requested)
- WECS map
  - Provided to Planning Office (within 90 days of beginning operation)
- Game and Fish Department (if applicable)
  - Coordination letter
  - Wildlife studies
  - Application routed to Game and Fish Department
- Archaeological and historical (if applicable).
  - Studies provided
  - Application routed to State Historical Preservation Office
- Proof of liability insurance
- Waste management plan
  - Inventory of estimated solid waste that will be produced
  - Proposed disposal program for construction, operation, and decommissioning
- Decommissioning and reclamation plan (See Wyoming Department of Environmental Quality, Rules and Regulations of the Industrial Siting Council, Chapter 1, Section 10). In addition, this plan shall be done in consultation with property owners of the site and include the estimated life of the facility

Financial assurance (See Wyoming Department of Environmental Quality, Rules and Regulations of the Industrial Siting Council, Chapter 1, Section 10)

**This checklist is not regulation and does not include every requirement, but is simply a guide for staff and developers. Please refer to the full text of the Albany County Wind Energy Siting Regulations.**

- E-copy available at County website: <http://www.co.albany.wy.us>