

HOWARD COUNTY AGRICULTURAL LAND PRESERVATION BOARD



COMMERCIAL SOLAR FACILITIES Application Submittal Procedure & Checklist

Commercial solar facility (CSF) applicants are required to submit ten (10) paper copies and one (1) electronic copy of the following:

- Deed of Easement**
 - A copy of the Agricultural Land Preservation Program Deed of Easement for the subject property.
 - The Deed of Easement can be found online at <https://mdlandrec.net/>.
- Soil Conservation and Water Quality Plan**
 - A copy of the current Soil Conservation and Water Quality Plan for the property. The current Soil Conservation and Water Quality should be signed by all parties.
 - Contact the Howard Soil Conservation District at 410-313-0680 for assistance.
- Proposed Conditional Use (CU) Plan**
 - A Conditional Use Plan and completed Conditional Use Petition.
 - For questions about the Conditional Use Plan, contact the Department of Planning and Zoning at 410-313-2350, and ask to speak to someone in the Division of Public Services and Zoning regarding commercial solar facilities.
 - Please view the Conditional Use Process document for additional information.
- Soil Classification Analysis Map & Calculation Table**
 - Applicants are asked to provide a supplementary analysis map and calculation table of the proposed project with the soil capability classes shown on the portion of the property not included in the commercial solar operational area, which is defined as the entire area of the CSF (including any equipment, spacing, structures or other uses that support the CSF) and any new roads that must be constructed for facility access.
 - The **Soil Classification Analysis Map must be:**
 - 11" x 17" in size (10 copies).
 - 24" x 36" in size (1 copy for presentation purposes). Note: The 24" x 36" poster does not need to be included in the submittal, but should be brought with the petitioner to the board meeting.
 - Scaled appropriately to include the property boundaries and reflect the following:
 1. Label the size (in acres) of the commercial solar operational area, and the remaining balance of the property.
 2. Label any applicable access roads as to whether they are new or existing. Include new roads in the commercial solar operational area.

3. Label any applicable environmental features (for example: Green Infrastructure Network, streams, wetlands, etc.)
 4. Show the scale in the United States customary system (feet, miles, etc.), and show the north arrow or compass, if applicable.
- Organized by Soils Capability Classes I to IV. They may be shown using a transparent set of colors to distinguish size and location. A GIS shapefile featuring the soils data can be downloaded and viewed in the Howard County Data Download and Viewer under “Soils” at: <https://data.howardcountymd.gov/>.
 - The Green Infrastructure Network can be viewed online at https://data.howardcountymd.gov/OLMaps/Green_Infrastructure.html. If the property has a portion of the Green Infrastructure Network, please contact Environmental Planning at 410-313-1174 for assistance.
 - Additional GIS data can be downloaded from the MD iMAP GIS Data Catalog at <http://data.imap.maryland.gov/>.
- **The Soil Classification Analysis Table:**
 - Calculate and show the total percentage of the portion of the property not included in the commercial solar operational area containing Capability Classes I, II, & III, AND Classes I, II, III, & IV.
 1. Include the acreage and percentage makeup of each class present within the portion of the property not included in the commercial solar operational area.
 2. Include the total sum for Classes I, II, & III, AND Classes I, II, III, & IV.
 - May be included in the Soil Classification Analysis Map, if space is available.

Commercial Solar Facilities Policy

Please view the Agricultural Land Preservation Program Commercial Solar Facilities Policy for additional information.

Submission Procedure

Upon completion, please submit the application materials prior to the Deadline for Submission (generally 3 Mondays prior to the meeting date). Meetings are not held in April or October. Meeting dates can be viewed at <https://www.howardcountymd.gov/Events-and-Meetings>. For questions or issues in completing the application procedure for commercial solar facilities requests, please call 410-313-5407 for assistance.

Electronic copies should be sent to Joy Levy at jlevy@howardcountymd.gov. Paper copies should be sent by mail to the following address:

Joy Levy, Agricultural Land Preservation Program Administrator
 Howard County Department of Planning & Zoning
 3430 Courthouse Drive
 Ellicott City, MD 21043