

The Nova Scotia Community Feed-in Tariff (COMFIT) Application Overview

**Introduction to the
COMFIT Application
Process**



Before you start...

- You do not have to fill out the application in a single online session
- Mandatory questions are indicated by an asterisk* or by a yellow border
- ⓘ = provides more information about an application requirement
- All sections of the application must be completed in order to submit your application
- Once a completed application has been submitted, you will not be able to change the information provided

You can save draft sections of your application, log out and return to it at a later time.

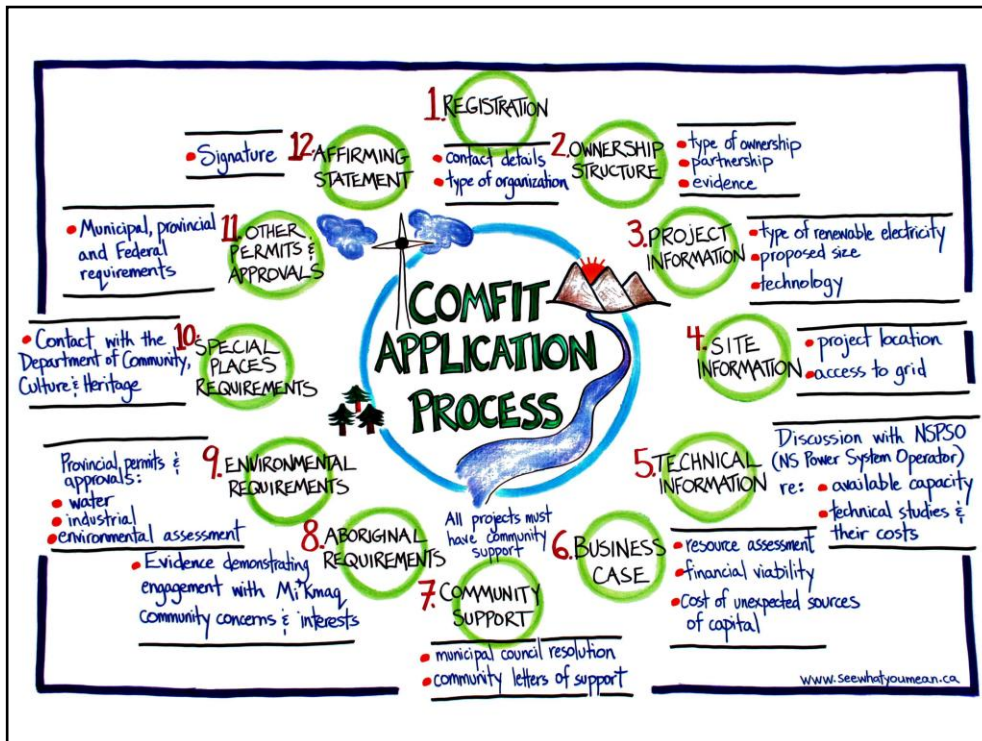
Review for accuracy before submitting.

The Application

1. Applicant Registration (available now on www.nsrenewables.ca)
2. Ownership Structure
3. Project Information
4. Site Information
5. Technical Information
6. Business Case & Supporting Information
7. Community Support & Engagement
8. Aboriginal Requirements
9. Environmental Requirements
10. Special Places, Archaeological & Heritage Resource Requirements
11. Other Permits & Approvals
12. Affirming Statement

The COMFIT application contains 12 sections that must be completed before you can submit your application.

Please note that the COMFIT application as outlined in this presentation is subject to change. For further information, please contact Krystal Therien, COMFIT Administrator, at comfit@gov.ns.ca.



1-Application Registration

To register a project OR to access
your information, click "SIGN IN"



First time users, click "Create Account"

Create Account

Log in

Request new password

USER ACCOUNT

Username: *

Enter your NS Dept Of Energy username.

Password: *

Enter the password that accompanies your username.

Log in

COMFIT APPLICATION REGISTRATION

All fields marked with an asterisk are required. Once submitted, you will receive an email to confirm your account details.

▼ Applicant Information

Applicant Legal Name: *

Business Name: *

Name under which entity is operating or doing business (if different from above).

Registry ID Number: *

Registry ID Number from the Registry of Joint Stock Companies.

Business Physical Address - Street Number: *

Business Physical Address - Street Name: *

Business Physical Address - City: *

Business Physical Address - Country: *

Canada

Business Physical Address - Province: *

Select Province

Business Physical Address - County: *

-- Select County --

Business Physical Address - Postal Code: *

☐ Business mailing address is same as Business Physical address. Check off box to populate fields below.

Business Mailing Address - Street Number:

Business Mailing Address - Street Name:

Business Mailing Address - City:

The Registration
asks for basic
contact and
business
information

This is the registration screen. It asks for basic contact and business information as well as...(next slide)

1-Application Registration

- Applicant's legal registered name
- Business name
- Registry ID Number
- Physical/Mailing address
- E-mail address
- Telephone number
- Registered User
- Username & Password
- Fax number
- Primary Applicant type

The applicant name is the legal name of the qualifying organization.

The business name is the registered name under which the primary applicant is operating or doing business (if different from above).

The seven-digit Registry of Joint Stock Companies ID number issued to the primary applicant. For more information, please visit rjsc.gov.ns.ca.

The physical/mailling address is the physical address of the primary applicant, including county and mailing address (if different than the physical address).

The e-mail address of the registered applicant, which is the same address used to log-in to the account. Any electronic correspondence will be delivered to this email address.

The telephone number of the registered user that represents the primary applicant.

The registered user is the name of the primary applicant. This person must be authorized to represent the organization or be accountable for all statements and reports made. This information will be verified before any application can move forward.

Applicants may choose a username such as "HRMRenewables." This username will be used to log in to the website for filing of the application, reports, and other secure

transactions. It is important that applicants understand that anyone who logs in under the username with the password below will be deemed to be an authorized representative of the organization and able to file true information as required by law.

Organizations must choose a password that is at least 8 characters long using a combination of letters and numbers. For example, “45energy78” would qualify as a password but a password consisting of all letters or numbers would not.

The ten-digit fax number of the registered applicant.

More than one group may be selected if acting together, but it must be clearly indicated what percentage is held by each partner in the application. The combined percentage of primary applicant types must be equal to or greater than 51%. See the COMFIT Guide for more information.

Registered User: *

Name of primary applicant. This person must be authorized to commit the organization or be accountable for all statements and reports made. This information will be verified before any application can move forward.

User name: *

You may choose a user name such as HRMRenewables - this username will be used to log in to the website for filing of applications, reports and other secure transactions.

It is important that anyone who logs in under the username with the password below will be deemed to be an authorized representative of the organization able to file true information as required by law.

Password: *

Organizations must choose a password that is at least 8 characters long using a combination of letters and numbers. E.g. 4SEnergy78 would qualify as a password but a password of all letters or numbers would not.


Fax number:

Applicant Type: *

-- Select Applicant Type --

CAPTCHA

Captcha verification code is case insensitive. Letters can be either lowercase or uppercase.



What code is in the image?: *

Enter the characters shown in the image.

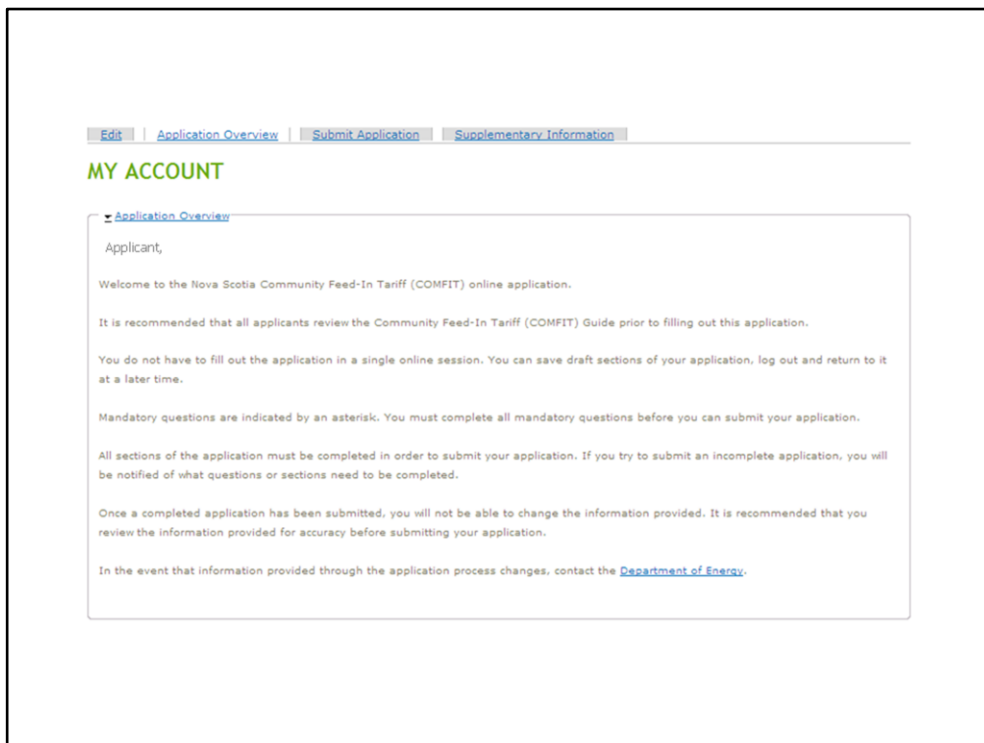
Establish a Registered User and log-in

The "CAPTCHA" ensures that your email will not be "spam-ed"

When all fields are complete, click "Apply"

The "Registered User" is authorized by that organization to apply on its behalf. The registered user is also the person who the Department of Energy will make contact with about the COMFIT application.

Once you complete the Applicant Information section, the Department of Energy will verify the information provided. Once verified, you will be notified via email that you can proceed with the rest of your application (available September 19th 2011).



Upon receiving email verification that your registration has been verified and that your application has been enabled, you will see this screen when you log-in. Please check your junk mail or spam folder if you do not receive an email verification within a reasonable amount of time. If you have not received the email, please contact Krystal Therien, COMFIT Administrator, at comfit@gov.ns.ca. Verifying your email is necessary in order to submit an application; as such, please advise the Department early so we may correct this issue.

To view the COMFIT Guide, visit:

<http://nsrenewables.ca/sites/default/files/pdfs/NS%20COMFIT%20Guide%20DRAFT.pdf>

Below this screen, an application overview will be displayed. This allows applicants to see which sections of their application are complete (see next slide...).

Application Section(s) Overview

SECTION 1: Personal Information
Status: **COMPLETE**

SECTION 2: Ownership Structure
Status: **INCOMPLETE**
Incomplete Question(s):

- Evidence of Ownership Structure - Agreement - Incomplete (Required for final submission.)
- Evidence of Ownership Structure - Agreement Documentation - Incomplete (Required for final submission.)

SECTION 3: Project Information
Status: **INCOMPLETE**
Incomplete Question(s):

- Project Information - Type of renewable electricity generation facility - Incomplete (Required for final submission.)
- Project Information - Proposed size of renewable electricity generation facility - Incomplete (Required for final submission.)
- Project Information - Name of proposed technology for generation facility - Incomplete (Required for final submission.)
- Project Information - Model of proposed technology for generation facility - Incomplete (Required for final submission.)

SECTION 4: Site Information
Status: **INCOMPLETE**
Incomplete Question(s):

- Geographic Coordinates/Property Identification - Geographic Coordinates - Incomplete (Required for final submission.)
- Geographic Coordinates/Property Identification - Property Identification Number - Incomplete (Required for final submission.)

SECTION 5: Technical Information
Status: **INCOMPLETE**
Incomplete Question(s):

- Technical Information - Documentation File - Incomplete (Required for final submission.)

SECTION 6: Business Case And Supporting Information
Status: **INCOMPLETE**
Incomplete Question(s):

- Business Case - Business Case Plan Document - Incomplete (Required for final submission.)

SECTION 7: Community Support And Engagement
Status: **INCOMPLETE**
Incomplete Question(s):

- Community Support And Engagement - Council Support Document - Incomplete (Required for final submission.)
- Community Support And Engagement - Letters or Written Evidence Documents - Incomplete (Required for final submission.)

SECTION 8: Aboriginal Requirements
Status: **INCOMPLETE**
Incomplete Question(s):

- Aboriginal Requirements - Evidence - Incomplete (Required for final submission.)
- Aboriginal Requirements - Evidence Document - Incomplete (Required for final submission.)

← Completed during Registration

This screen will show you the progress of your application. As of this moment, you will have already completed Section 1 (Personal Information) of the Application during the registration process. These fields will not be available for viewing until the application has been enabled (September 19th 2011).

The rest of the fields must be completed in order to submit a valid application.


To begin, click on the section header you would like to update.


2-Ownership Structure


- Type of ownership
- Majority ownership
 - Describe how ownership is divided (according to percentage of ownership)
 - Community-based entity(ies) must own a majority (51%) of the proposed project
- Documentation required
 - Compliance documentation


Note that there are different ownership requirements for various entity types. For further information, see the COMFIT Guide (and next slide...).


You are required to provide documentation demonstrating compliance with the ownership structure you have selected.


1. Type of Ownership:  **Select which qualifying entity you are**


☐ a. Cooperative 
The majority of members reside in the Province and at least 25 members reside in the municipality where the generation facility is located.


☐ a. Not-for-profit-corporate-body 
The majority of members reside in the Province and at least 25 members reside in the municipality where the generation facility is located.

☐ b. Community Economic Development Corporation 
At least 25 shareholders or members reside in the municipality where the generation facility is located.

☐ c. Municipality or subsidiary of a municipality 
that will wholly own the project, is the project located on reserve lands or lands leased or owned by a band-controlled entity.

☐ d. Mi'kmaq band council 
that will wholly own the project, is the project located on reserve lands or lands leased or owned by a band-controlled entity.

☐ e. Combined heat and power biomass renewable electricity project. 
The generation facility will also be the sole recipient of the heat produced.

☐ f. University 

Coop/NFP: The majority of members must reside in Nova Scotia with at least 25 members residing in the municipality where the project is located.

CEDIF: For the purposes of COMFIT, at least 25 of the shareholders or members must reside in the municipality where the project is located.

Municipality: Projects must be located within the boundaries of the municipality or the boundaries of an immediately adjacent municipality. The municipality must be the sole owner of the asset as outlined in S.66 and 65 of the *Municipal Government Act*.

First Nations: Projects must be located on reserve lands or on the lands leased or owned by the business enterprises.

Biomass: The heat produced from the combined heat and power (CHP) facility must be consumed or used by the entity or its subsidiary.

Universities: Only designated universities within the meaning of the University Foundations Act qualify for the COMFIT program.

For more information, visit
http://www.gov.ns.ca/just/regulations/regs/elecrenew.htm#TOC2_20.

2. Partnership: ← **2a – 2c are only applicable to municipal projects**

a. If you are a municipality, will a Temporary Borrowing Resolution (TBR) be required to finance your project?:

b. If your project does require a TBR, please indicate below if one is in place or you plan to obtain one (with an estimated time line):

c. If you require a TBR, are you willing to invest and report profits from your COMFIT project for community sustainability energy objectives?:

If you are a municipality and are not using a TBR, how will you be financing your project? :


d. If your project is based on a partnership, please describe ownership structure (how ownership is divided and percentage of each group)
 :

2d is only applicable if your project is based on a partnership

Further information on municipal requirements for the COMFIT program can be found in the COMFIT Guide.


If your project is based on a partnership, you are required to describe how ownership is divided, including the percentage of ownership for each entity. As the community-based entity that qualifies for COMFIT, you must own a majority (51%) of the proposed project and detail this under 2.d of the application.

3. Evidence of Ownership Structure:

☐ a. I understand that the ownership structure as described in this application must be maintained in order to comply with rules and regulations of the COMFIT program. * 

b. Please provide documentation demonstrating compliance with the ownership structure you have selected.*:

File size must not exceed 5mb. Valid file types include: MS Word (2003,2007,2010), PDF, and text.

 **Click "Save" and move to next section.**

The ownership structure you select must be maintained as a condition of your COMFIT approval. Proof of ownership structure includes legal certificates, etc. For more information, see the *Renewable Electricity Regulations* at http://www.gov.ns.ca/just/regulations/regs/elecrenew.htm#TOC2_20.

If you are a CEDIF, you will need to provide Expressions of Interest from 25 members within the community. To learn more about CEDIFs, see <http://www.gov.ns.ca/econ/cedif/> OR <http://www.gov.ns.ca/nssc/corporatefinance/cedif.htm>. Please stay tuned for more details regarding COMFIT requirements for project-specific and pre-existing CEDIFs.

Upon completion of this section, click "Save" and then you can move on to the next section.

3-Project Information

- Type of renewable electricity generation facility
- Proposed size of generation facility
 - Provided in MW
- Technology
 - Name and model of the proposed technology

▼ [SECTION 3: Project Information](#)

1. Type of renewable electricity : ← **Select your technology type**

Type of renewable electricity generation facility *

Please check at least one of the options below. One item below must be checked off for final application submission.

☐ Wind
50 kw or less

☐ Wind
Greater than 50 kw

☐ Biomass
Untreated organic material and includes material that has been processed so as to change its size, shape, density, moisture level, or degree of purity, and secondary waste by-products from its processing, but does not include material for which other diversion methods are viable or the treated by-products of manufacturing processes.

☐ Small-scale in-stream tidal
Tidal generation device with a capacity of .5 MW or less that is capable of being interconnected with the electrical grid through a distribution system.

☐ Run-of-the-river hydroelectricity
Electricity that is generated from flowing water in a river with minimal environmental effect on the river course and that may include the use of a dam structure.

Wind: There are two classes of wind turbines that qualify under the COMFIT program. You must state which class you are applying under:

wind power with a capacity of 50 kW or less or wind power with a capacity greater than 50 kW

Biomass: More information can be found on the next slide.

Tidal: Small-scale in-stream tidal devices that have a capacity of .5 MW or less and are capable of being interconnected with the electrical grid through the distribution system are eligible under the COMFIT program.

Hydro: Run-of-the-river hydroelectricity is generated from flowing water in a river with minimal environmental effect on the river course.

This section is only applicable to biomass/combined heat projects

↓

Please describe what type of biomass will be used. ⓘ :

If you have checked off Biomass above, please provide type of Biomass.

Biomass combined heat and power projects require a fuel procurement plan. Please upload this plan. ⓘ :

Browse...

This plan should outline how the applicant intends to ensure that its fuel supply will meet sustainable harvesting requirements.
File size must not exceed 15mb. Valid file types include: MS Word (2003,2007,2010), PDF, and text.

Does your biomass project comply with the environmental particulate matter standard? :

Yes

If you have checked off biomass above, please identify the rated particulate matter emission level, the manufacturer's emission testing method and the type of pollution control equipment. ⓘ :

☐ "I consent to the Department of Natural Resources sharing statistical data filed under the Forests Acts Registration and Statistical Returns Regulation with the Nova Scotia Department of Energy."

This consideration is only applicable to biomass applications.

Please briefly describe the type of biomass that will be used in your proposed project, including percentages if there will be different sources: e.g., sawmill residues, forest biomass chips, etc.

A Fuel Procurement Plan details the anticipated sources for your biomass project, region of harvest, and land tenure type (i.e., private, industrial, or Crown land). If the project intends to acquire or consume primary forest products, secondary forest products, or primary forest biomass they must also be registered with the Department of Natural Resources Registry of Buyers. Agricultural biomass fuels shall only be deemed sustainable if they are grown on a farm registered under the NS Farm Registration Act.

In order to be eligible for the biomass CHP COMFIT, all new, refurbished, or replaced biomass boilers must be rated to achieve the air emission performance rated below (table 1). To achieve such performance, it is anticipated that boilers will likely require emission control technology.

Table 1: Rated particulate matter emission numbers upon installation required for eligibility of biomass boilers for the COMFIT

SizeRange(MW _{input})	PM Emission Cap (mg/m ³)*
0.25 to 1	120

1 to 3

50

3 to 10 (upper COMFIT MW) 35

*tested under normal operating conditions at standard conditions of 20 degrees Celsius, 101.3 kPa and 8% oxygen

Existing boilers that are not subject to alteration, upgrade, modification. etc must be rated to meet 120mg/m³* and pollution control equipment will likely be needed.

Please see the Combined Heat and Power page at nsrenewables.ca for further information on <https://nsrenewables.ca:44309/feed-tariffs/combined-heat-power-biomass-facility>.

2. Renewable electricity generation facility :

Proposed size of renewable electricity generation facility * ⓘ :

Please provide maximum name plate capacity.

3. Technology :

Please provide the name of the manufacturer of the proposed technology for the generation facility *:

Please provide the model of the proposed technology for the generation facility *:

[Previous Section](#) [Save](#) [Next Section](#)

If you wish to attach a document, you may use the
"Supplementary Information" tab at the top of your screen

[Edit](#) | [Application Overview](#) | [Submit Application](#) | [Supplementary Information](#)

The name plate capacity is the amount of electricity that the generator is designed to produce. Please provide in MW, e.g 1 MW, 2.5 MW, etc.

Upon completion of this section, click "Save" and then you can move on to the next section.

4-Site Information

- Project Location
 - You will need to provide either:
 - The geographic coordinates of your project location
 - OR the Property Identification Number (PID) of your project.
- Land Ownership and Access
 - Own? Rent? Lease?
 - Do you require access to provincial, federal, or reserve land?

This will automatically update the address information
to that recorded in the Project Registration

▼ [SECTION 4: Site Information](#)

1. Project Location:

☐ Same as physical address in Section 1?

Physical location, please provide site address information :

Non-address information ⓘ :

Where the project spans multiple locations or large rural area, specify how the project relates to the address provided.

If the location of your project is not the same as the address provided in the Applicant Information section, you will need to provide the address here. If the project spans multiple locations or a large rural area, you will need to specify how the project relates to the address provided.

In cases where an address or Property Identification Number (PID) is not sufficient to describe the physical location of the project, please provide details. Such cases include when a project spans multiple locations or a large rural area.


2. Please provide either the geographic coordinates or the Property Identification Number :

Geographic Coordinates:

Latitude/Longitude

OR

Please fill in one or the other. At least one field must be filled in for final application submission.

Property Identification Number from Land Registry  :

Coordinates can be found by using the address lookup at
<http://www.gov.ns.ca/geonova/home/default.asp>

PIDs can be found on property maps, which are accessible graphically through computer terminals located in Land Registration Offices throughout Nova Scotia. For more information, visit <http://www.gov.ns.ca/snsmr/land/products/property1.asp>

3. Land Ownership and Access ⓘ :

a. Is the project location owned by the Applicant? :

b. Is the project location rented or leased by the applicant?:

c. Is any portion of the project location on federally owned land or a reserve?:

d. Is any portion of the project location on provincial Crown Land? ⓘ :

e. Please describe how you will access the land where the generation facility will be located. :

Please indicate if you have access to the land. You may also upload a document below that demonstrates your right to use and access the land for the proposed project.

Attach access document:

File size must not exceed 5mb. Valid file types include: MS Word (2003,2007,2010), PDF, and text.

You are required to state whether you own the project location or whether you rent, lease, or require access to provincial, federal, or reserve land. If you require the use of any land that you do not own, including accessing land between your project and the NSPI distribution, you must provide evidence that you have permission to access the land, including leases, permits, licenses, etc.

If the project requires exclusive use of Provincial Crown Land, a Crown Land Lease may be required. If the project requires non-exclusive use of Provincial Crown Land a Permit, Letter of Authority, or License may be required. Please contact Nova Scotia Department of Natural Resources to discuss these requirements further if necessary.

4. Access to the electrical grid:

a. Is the proposed connection to the distribution system on property owned or leased by the applicant? :

-- Select --

b. Does the project require the use of Crown Land for access to the project site or for access to the distribution system? :

-- Select --

c. If you do not currently own or lease the land between the generation facility and the distribution system, or require use of Crown Land, please describe below the arrangements that have been made to gain access to the land. You may also upload a document below that demonstrates your right to use and access the land for the proposed project. :

[Previous Section](#) [Save](#) [Next Section](#)

If you wish to attach a document, you may use the "Supplementary Information" tab at the top of your screen

[Edit](#) | [Application Overview](#) | [Submit Application](#) | [Supplementary Information](#)

If access to Crown Land is required to access the project site or to access the distribution system, a Permit for Access Across Crown Land, Right of Way, or Easement may be required. Please contact the Nova Scotia Department of Natural Resources to discuss these requirements further if necessary. For water sites, please provide a general description of location, including GPS coordinates.

Upon completion of this section, click "Save" and then you can move on to the next section.

5-Technical Information

- Preliminary interconnection assessment
 - Distribution level capacity available
- All applicants are required to have a preliminary discussion with NSPO regarding:
 - Available capacity at the proposed location of the distribution system
 - Potential technical studies that will be required
 - Potential costs of the technical studies (This discussion does not enter a project into the distribution system queue)

A Preliminary Assessment conducted by Nova Scotia Power (NSPI) is required as part of your application. This assessment includes the distribution level capacity that is available at the location you are considering. It is important to note that this initial assessment by NSPI is not a guarantee that you will receive the capacity indicated as being available at the proposed location for the proposed project.

Please visit NSPI's website for more information.

<http://oasis.nspower.ca/en/home/default/revisedgenerationinterconnectionprocedures.aspx>.

SECTION 5: Technical Information

1. NSPSO Documentation :

Please upload documentation issued by NSPSO regarding your project. i :

Browse...

File size must not exceed 5mb. Valid file types include: MS Word (2003,2007,2010), PDF, and text.

2. Technical Issues :

If you have additional information on technical matters that you would like to submit with your application, please provide details in the text box below or upload a document. :

Technical Issues Document:

Browse...

File size must not exceed 5mb. Valid file types include: MS Word (2003,2007,2010), PDF, and text.

Previous Section

Save

Next Section

It is necessary to consult with NSPI to inquire about the distribution level capacity that is available at the location you are considering. Each distribution connection has its own capacity that is set by the size of the electricity demand or load that it serves. The Preliminary Assessment considers the size type and location of the proposed project and the existing NSPI facilities in place.

<http://oasis.nspower.ca/en/home/default/revisedgenerationinterconnectionprocedures.aspx>

Upon completion of this section, click “Save” and then you can move on to the next (or previous) section.

6-Business Case & Supporting Info



- Business Case includes:
 - Description of Resource Assessment
 - Pro Forma Document
 - Project Capital Costs
 - Cost of Expected Sources of Capital
 - Financing Structure

You will need to upload your business case when applying. This should include (but is not limited to) the following components:

description of resource assessment

pro forma document to illustrate financial viability at the applicable feed-in tariff rate

projected capital costs of the project including interconnection costs

cost of expected sources of capital

6-Business Case & Supporting Info



- Elements of a good business plan include:
 - Executive Summary
 - Description of Business Opportunity
 - The Organization
 - Operations
 - Financial Forecasts
 - Other information to enhance your plan

▼ [SECTION 6: Business Case And Supporting Information](#)

Please upload the business case for your project. ⓘ :

Browse...

This should include (but not limited to) the following components:

- Description of resource assessment
- Pro Forma document to illustrate financial viability at the applicable feed-in tariff rate
- Projected capital costs of the project including interconnection costs
- Cost of expected sources of capital
- Minimum equity raised for project

File size must not exceed 5mb. Valid file types include: MS Word (2003,2007,2010), PDF, and text.

Previous Section

Save

Next Section

Upon completion of this section, click “Save” and then you can move on to the next (or previous) section.


7-Community Support & Engagement

- Municipal Council Resolution
- OR Written Evidence of Support

All projects must have community support in order to proceed

Providing evidence of community support is a requirement of your COMFIT application. You can demonstrate that your project has received community support by providing a municipal council resolution from the municipality within which the project is to be located, indicating support or letters or other written evidence of support for the project from members of the community in which the project is to be located.


SECTION 7: Community Support And Engagement

a. Municipal council resolution from the municipality within which the project is to be located indicating support.  :

File size must not exceed 5mb. Valid file types include: MS Word (2003,2007,2010), PDF, and text.

OR

Please fill in one or the other. At least one field must be filled in for final application submission.

b. Letters or other written evidence of support for the project from members of the community in which the project is to be located. If you have multiple supporting documents please merge as one document  :

File size must not exceed 5mb. Valid file types include: MS Word (2003,2007,2010), PDF, and text.

During the engagement process, it is important to provide sufficient details of your proposed project. Identifying important components such as the location, technology and anticipated project development timeline allows community members to provide meaningful input. If you have any questions regarding the level of community support required, please contact the COMFIT Administrator (COMFIT@gov.ns.ca).

Upon completion of this section, click “Save” and then you can move on to the next (or previous) section.

8-Aboriginal Requirements

- Identify Mi'kmaq areas impacted by project
- Identify any Mi'kmaq concerns, interests

You will need to identify any Mi'kmaq communities that will be impacted by your project. If any communities are impacted, you will need to provide documentation demonstrating that you have identified the Mi'kmaq community's concerns or interests, including interests in participation as owners, investors, or suppliers.

Please review the Proponent's Guide: Engagement with the Mi'kmaq of Nova Scotia <http://www.gov.ns.ca/abor/docs/proponants-guide.pdf> for more information about appropriate engagement practices.

▼ **SECTION 8: Aboriginal Requirements**

Please outline the measures you have taken to engage with Aboriginal communities with respect to your project, including the names of individuals contacted; their phone numbers; the dates on which the contacts took place; and the outcomes. ⓘ

OR

Please fill in one or the other. At least one field must be filled in for final application submission.

Please provide evidence demonstrating your engagement with the Mi'kmaq regarding this project by uploading a document. ⓘ

Browse...

File size must not exceed 5mb. Valid file types include: MS Word (2003,2007,2010), PDF, and text.

[Previous Section](#) [Save](#) [Next Section](#)

Evidence should document your effort to identify the Mi'kmaq community's concerns or interests, including interests in participation as owners, investors, or suppliers.

Stay tuned to NSRenewables.ca as more information regarding Aboriginal Engagement and the COMFIT program will be posted.

Upon completion of this section, click “Save” and then you can move on to the next (or previous) section.

9-Environmental Requirements



- Contact NS Dept of Environment OR Canadian Environmental Assessment Agency
- Permits and Approvals
- Environmental Statement

Applicants must directly contact the Nova Scotia Department of Environment or Canadian Environmental Assessment Agency regarding any potential provincial or federal regulatory requirements (permits, approvals, etc.) that may be required under environmental legislation.

The proposed project may require one or more provincial permits or approvals respecting the environment, such as those outlined on the next slide; however, the necessary permits or approvals are not limited to those highlighted.

Stay tuned to NSRenewables.ca for more information regarding environmental requirements for COMFIT projects.

▼ [SECTION 9: Environmental Requirements](#)

1. Environmental Permits and Approvals ⓘ :

Will the proposed project require any of the following provincial permits or approvals respecting the environment such as but not limited to:

a. Water Approval (under Section 66 of the Environment Act) * ⓘ :

-- Select -- ▼

b. Industrial Approval (under Section 66 of the Environment Act) * ⓘ :

-- Select -- ▼


c. Environmental Assessment (under Section 49 of the Environment Act) * ⓘ :

-- Select -- ▼

d. If you answered "Yes" to any of the questions above, have you prepared an application for the applicable permit/approval and/or contacted Nova Scotia Department of Environment to discuss the need for a permit/approval?:

-- Select -- ▼

e. If you answered "No" to any of the above questions, explain why these approvals are not required for your project :



Respond to d or e based off your answers from 1a, b, and c

A water approval is required when a project requires the use of a watercourse or water resource by:

- a. withdrawing or diverting more than 23,000 litres per day;
- b. constructing or maintaining a dam; or
- c. storing more than 25,000 cubic meters of water.

An industrial approval is required when any person who wants to construct, operate or reclaim particular sorts of plants facilities.

For more information, please review section 66 of the Environment Act
<http://nslegislature.ca/legc/statutes/envromnt.htm>

An Environmental Assessment is a planning and decision-making tool used to provide sustainable development by protecting and conserving the environment. It is an information gathering process used to identify and assess the potential environmental effects of undertakings prior to their development. It is also a process that provides the public with an opportunity to contribute to decision making.

For more information, please review section 49 of the Environment Act
<http://nslegislature.ca/legc/statutes/envromnt.htm> or the Proponents Guide to Environmental Assessment <http://www.gov.ns.ca/nse/ea/docs/ea.guide-proponents.pdf>

2. Environmental Statement :

Referring to the COMFIT Guide, prepare a statement that outlines the expected environmental impact of your project and any measures you are taking to mitigate any adverse impacts. :

OR
Please fill in one or the other. At least one field must be filled in for final application submission.

Upload Environmental Statement document :

File uploaded: [View File](#)

☐ Remove File
Check this box if you wish to remove this file and upload a new document.

3. Environmental Checklist :

Upload Environmental Checklist *:

File size must not exceed 15mb. Valid file types include: MS Word (2003,2007,2010), PDF, and text.

Proponents are also required to provide a statement detailing the potential environmental impacts of the proposed renewable electricity project (either as a statement or as a document) as well as a completed Environmental Checklist. For more information on the Checklist, stay tuned to NS Renewables.ca.

Upon completion of this section, click “Save” and then you can move on to the next (or previous) section.

10-Special Places Requirements

- Contact NS Dept of Communities, Culture and Heritage
- Environmental Screening Assessment
- Permits and Approvals:
 - Archaeological Resource Impact Assessment
 - Heritage Research Permit

SECTION 10: Special Places, Archaeological And Heritage Resource Requirements

1. Archaeological and Heritage Permits and Approvals ⓘ :

a. Have you contacted the Department of Communities, Culture and Heritage to discuss your proposed project and the possibility of undergoing an environmental screening? *:

-- Select -- ▾


b. If you answered "Yes", please upload the screening documentation you received from the Department of Communities, Culture, and Heritage. :

File size must not exceed 5mb. Valid file types include: MS Word (2003,2007,2010), PDF, and text.


The Department of Communities, Culture and Heritage offers an environmental screening process that examines archaeological, paleontological, floral and fauna resources in the area as well as cemeteries and shipwrecks (where appropriate). The process will identify whether cultural and/or heritage resources may be impacted by the renewable electricity project. If you are unsure whether the screening process is necessary, you can forward project plans to the Department of Communities, Culture, and Heritage and receive advice on whether a screening is recommended.

It is important to consult with the Department of Communities, Culture and Heritage while you are planning your project to have a preliminary review. This review will require you to provide information about the location of your project as well as nature of the development. From the preliminary review, you will be told whether you will need an environmental screening of your project.


For more information, please visit the Special Places Protection section of the Communities, Culture and Heritage website at http://www.gov.ns.ca/tch/heritage_specialplaces.asp

2. Will the proposed project require any of the following provincial permits or approvals respecting special places, archaeological resources, and/or heritage resources such as but not limited to  :


a. Archaeological Resource Impact Assessment (Category C permit under the Special Places Protection Act) *:


-- Select -- 


b. Heritage Research Permit (under section 8 of the Special Places Protection Act) *:

-- Select -- 

c. If you answered "Yes" to any of the questions above, have you prepared an application for the applicable permit/approval and/or contacted Nova Scotia Department of Communities, Culture, and Heritage to discuss the need for a permit/approval?:

-- Select -- 

3. If your project does require an Archaeological Resource Impact Assessment due to archaeological or heritage resources that may be affected by your project, please upload a plan for completing the testing and assessment (including cost and timing implications for the project)  :



File size must not exceed 5mb. Valid file types include: MS Word (2003,2007,2010), PDF, and text.

[Previous Section](#) [Save](#) [Next Section](#)

The proposed project may require one or more of the following provincial permits or approvals respecting special places, archaeological resources, and/or heritage resources, such as, but not limited to:

Archaeological Resource Impact Assessment (Category C permit under the Special Places Protection Act)

Heritage Research Permit (under section 8 of the Special Places Protection Act)

Applicants must directly contact the Nova Scotia Department of Communities, Culture, and Heritage regarding any potential provincial regulatory requirements (permits, approvals, etc.) that may be required under special places, archaeological, or heritage legislation.

For more information, please review the Special Places Protection Act <http://nslegislature.ca/legc/statutes/specplac.htm>

In addition, if your project requires an Archaeological Resource Impact Assessment due to archaeological or heritage resources that may be affected by your project, you will need to include a plan for completing the testing and assessment (including cost and timing implications for the project).

Upon completion of this section, click "Save" and then you can move on to the next (or previous) section.

11-Other Permits & Approvals



- Municipal by-laws, permits and approvals
- Municipal Approval
- Other municipal, provincial, federal approvals or permits

It is important to identify all required permits and approvals to ensure that your COMFIT project is developed without undue delay. List any identified municipal, provincial, and federal permits and approvals that have not been identified in other sections of your application.

▼ [SECTION 11: Other Permits And Approvals](#)

1. Municipal Requirements ⓘ :

a. Are you aware of municipal by-laws, permits, and approvals that may be required for your project? *:

-- Select -- ▼

b. If you answered "Yes" to the question above (1a), please list any municipal by-laws, permits, and approvals that may be triggered by your project that you will be applying to responsible authorities for. :

c. Have you received municipal approval to proceed with your project? *:

-- Select -- ▼

List any identified municipal by-laws, permits and approvals required for your project. More information can be obtained by contacting your local municipal office. Relevant contact information can be found at www.gov.ns.ca/snsmr/muns/link/.

Indicate in this section whether or not your project has received municipal approval.

Please consult the COMFIT Guide for more information on potential municipal by-laws, permits, and approvals that may be required.

2. Provincial Requirements ⓘ :

a. Will your project require other provincial approvals or permits that have not yet been listed/detailed in the application? * :

-- Select -- ▾

b. If you answered "Yes" to the question above (2a) please list any permit and/or approvals that may be triggered by your project that you will be applying to responsible authorities for. :

Please refer to the COMFIT Guide to review the regulatory permits and approvals for some of the most common provincial permits and approvals.

3. Federal Requirements ⓘ :

a. Will your project require other federal approvals or permits that have not yet been listed/detailed in the application? * :

-- Select --

b. If you answered "Yes" to the question above (3a) please list any permits and/or approvals that may be triggered by your project that you will be applying to responsible authorities for. :

c. Have you received municipal approval to proceed with your project (if required?) :

-- Select --

Previous Section

Save

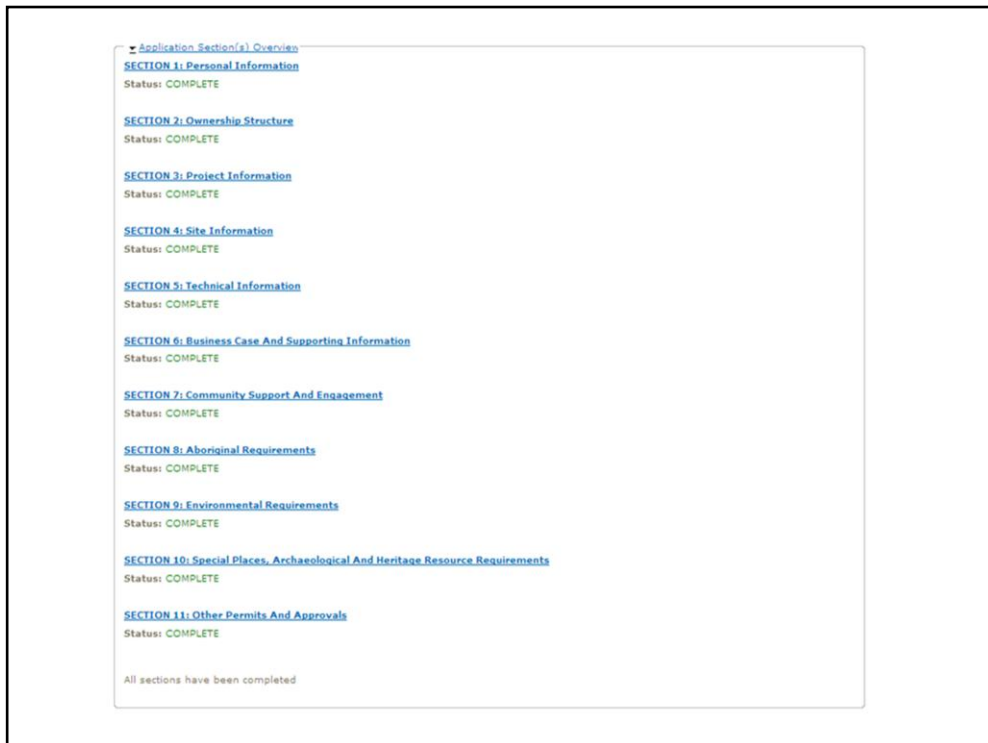
Submit Application

If you have completed your application, click "Save" then "Submit Application."

12-Affirming Statement

- True and Complete Application
- Inaccurate or Incomplete may lead DOE to deny or revoke Feed-In Tariff Approval

By submitting your application, you are affirming that all information provided in the application is true and complete to the best of your knowledge and belief. If any information provided in the application is inaccurate or incomplete, for whatever reason, the Minister may deny or revoke a Feed-in Tariff Approval.



The “Application Section(s) Overview” shows you what sections of the application are complete. When all fields are green “COMPLETE,” you may submit your final application.

Remember, you cannot change details within your application after you submit it.

[Edit](#) | [Application Overview](#) | [Submit Application](#) | [Supplementary Information](#)

SUBMIT SUPPLEMENTARY INFORMATION

Below you can upload additional documents which were not captured in the application process or requested by Department of Energy. You can upload to a maximum of 5 documents. Each document must not exceed a file size of 2mb. Accepted file formats include: Word, PDF, Plain Text.

Application is currently locked. You have already submitted your application.

▼ [Supplementary Information](#)

▼ [Supplementary Item 1](#)

Supplementary Item 1 Name:

Here you can specify a unique name which will identify your additional file.

Supplementary Item 1:

Browse...

Here you can upload an additional document/file which was not captured during the application process.

▶ [Supplementary Item 2](#)

▶ [Supplementary Item 3](#)

▶ [Supplementary Item 4](#)

▶ [Supplementary Item 5](#)

The “Supplementary Information” tab allows applicants to upload up to 5 additional documents not contained in the application.

Further Information

- All applications receive a virtual time stamp that will determine processing
- A One Window Committee of Provincial Departments will review relevant sections of application
- Incomplete applications or those requiring additional information will be notified with 90 days of submission

All applications receive a system-generated time stamp once they are submitted.

The Department of Energy (DOE) will review all applications and communicate with One Window Committee member departments throughout the application review process. In most cases, the Department of Energy will review applications, but in certain cases other Departments may become involved in reviewing sections of the application that pertain to their departments. The member departments are the Department of Agriculture, the Department of Environment, the Department of Fisheries and Aquaculture, the Department of Natural Resources, Service Nova Scotia and Municipal Relations, the Department of Communities, Culture and Heritage, and the Department of Transportation and Infrastructure Renewal.

In the event that an application is incomplete or additional information is required, the applicant will be notified within 90 days after the application is received...(next slide)

Further Information

- Applicants have 90 days from date requested to provide supplemental information to DOE
- All applications that satisfy the requirements of the COMFIT application process are forwarded to the Minister of Energy for FIT Approval
- FIT Approval can be revoked at the Minister's discretion

The applicant then has 90 days from the date of the request to supply the requested information (requested by the Department of Energy).

All submitted applications that are reviewed and satisfy the requirements of the COMFIT application process are then forwarded to the Minister of Energy for a Feed-In Tariff Approval. It is the responsibility of all approved projects to meet the requirements of the *Renewable Electricity Regulations*, including obtaining all permits and approvals, diligently pursuing the construction and completion of projects, and providing records for auditing purposes as required.

After Approval: NSPI

- Meet NSPI milestones
- Request to be placed in DSIS queue & have DSIS/Facilities Study conducted
- Agree to SSGIA terms
- Compliance with other Provincial Regulations/Legislation

In addition to receiving a Feed-In Tariff Approval from the Department of Energy, you may be required to meet progression milestones identified by Nova Scotia Power (NSPI) before a Distribution System Impact Study (DSIS) can be conducted. These milestones include providing information required for the DSIS and paying any deposits associated with the process.

After receiving the Feed-In Tariff Approval and reviewing the Preliminary Assessment from NSPI, you can then contact NSPI and request to be placed in the DSIS queue. Your place in the queue will determine when your DSIS/Facilities Study will be conducted.

NSPI will provide you with the scope and estimated cost of conducting the DSIS/Facilities Study. After you have reviewed this information and pay a deposit, NSPI will complete the study based in part on the information provided with your interconnection request. The DSIS/Facilities Study will include detailed analysis of the impact of your project, including identified technical and operational requirements for connecting your project to the NSPI distribution system. The study will list the cost and time estimates for completing the required additions and upgrades.

Once you have reviewed and accepted the interconnection requirements and associated costs, the project-specific terms of the SSGIA can be developed. While there are two different SSGIAs that pertain to the COMFIT program, one for projects under 100 kW and another for projects over 100 kW, the common terms outlined in each are scope of

project inspection, testing, authorization and right of access effective date, term, termination, and disconnection cost responsibility, milestones, billing and payment project milestones Once the terms of SSGIA have been agreed to, project construction can begin in accordance with the SSGIA. Prior to full commercial operation, commissioning and testing of the project must take place in accordance with the SSGIA. All questions and applications associated with the interconnection process must be directed to NSPI.

For more information on the NSPI process outlined above, please visit <http://oasis.nspower.ca/en/home/default/revisedgenerationinterconnectionprocedures.aspx>.

After Approval: DOE

- Submit a report 30 days after grid interconnection
- Submit annual reports
 - Cost of Electricity Produced
 - Revenues from the Project
 - Operating Costs
 - Use of Nova Scotia Suppliers

A requirement of maintaining your COMFIT Feed-In Tariff Approval is to provide annual reporting through your online account at www.nsrenewables.ca. The required information for this reporting includes cost of electricity produced, and revenues from the project and operating costs, including information about using Nova Scotia suppliers.



Please sign up to our email subscription service in order to receive updates about COMFIT and other renewable electricity news throughout the province.

The Department of Energy is inviting COMFIT proponents to discuss their COMFIT applications with members of the Department's Sustainable and Renewable Energy Division starting in August 2011. This process will provide proponents with the opportunity to discuss their projects and to prepare their applications. Applications can be submitted online at www.nsrenewables.ca effective Monday, September 19th, 2011 (you must register your project first).

Stay tuned to NSRenewables.ca for further information on the COMFIT Program.

Further inquiries regarding the COMFIT program can be directed to Krystal Therien, COMFIT Administrator, at comfit@gov.ns.ca.