

Municipal Plan Energy Compliance Determination/Certificate

Submission Requirements

To request a determination of energy compliance under 24 V.S.A. §4352, please submit the following materials to the SWCRPC. If you have questions, please contact [Otis Munroe](#) or [Jason Rasmussen](#).

1. Cover Letter (signed by either the Town Manager or Chair of the Selectboard/Trustees)
It would be helpful if the cover letter indicates the following points:
 - a. We are hereby submitting the town plan to the RPC for a determination of energy compliance under [24 V.S.A. §4352](#).
 - b. Enclosed are the town plan, checklist, and minutes from the Selectboard/Trustee meetings when the plan was adopted.
 - c. The town plan has been approved by the RPC and the local planning process has been confirmed by the RPC on [date].
 - d. We believe that the town plan:
 - Addresses the same components as described in [24 V.S.A. §4348a\(a\)\(3\)](#);
 - Is consistent with state energy policy; and,
 - Meets the standards for issuing a determination of energy compliance as outlined in the checklist.
 - e. We also believe that the energy element is consistent with the other sections of the town plan.
2. Copy of the complete Town Plan as well as the Enhanced Energy Plan, if it is a separate document.
3. Copy of the Selectboard/Trustees meeting minutes when the plan was adopted.
4. A fully completed [checklist](#) as developed by the Department of Public Service (DPS). You can download a form-fillable version from the DPS website [here](#), or you can contact Otis or Jason for a copy.

All materials may be provided in digital format via email to either [Otis Munroe](#) or [Jason Rasmussen](#).