



**MINNESOTA ENVIRONMENTAL QUALITY BOARD  
INSTRUCTIONS FOR COMPLETING  
MINNESOTA WIND TURBINE INVENTORY**

**PLEASE REVIEW INSTRUCTIONS BEFORE ENTERING REQUESTED DATA**

**Introduction**

The Minnesota Environmental Quality Board (EQB) has begun building an inventory of all existing and future commercial wind turbines located in Minnesota. The purpose of the Wind Turbine Inventory is to consolidate and maintain public domain information about wind turbine projects and make that information available via the Web to interested persons.

Why is this inventory necessary? It is needed because there is a large number of wind turbines currently located in the state, nearly 700. With many more anticipated being built in the future, a comprehensive inventory of wind turbine facilities will serve as a very useful tool for public officials, governmental agencies, researchers, developers and other interested persons. It will allow them to monitor development of wind energy in Minnesota and help them establish public policies that support its continued development. Inventory data could potentially be viewed as reports or even as a series of maps with turbine locations displayed in relation to land use and environmental features.

As the owner of a commercial wind turbine project located in the State of Minnesota, the Minnesota Environmental Quality Board in conjunction with other units of state and local government requests your assistance in completing the "Minnesota Wind Turbine Inventory" for commercial wind turbines larger than 100 kilovolts.

Nearly all of the information requested in Parts A, B and C of the inventory should be available from existing documents and forms that have been completed by you, your legal counsel, or the developer who assisted you with your wind turbine project.

Generally, the information requested in this inventory is considered public information and may be obtained from **public documents** that include: 1) your filing with the Minnesota Secretary of State (Articles of Organization for a Limited Liability Company); 2) the Renewable Energy Production Incentive Eligibility Application for Individually-Owned Wind Energy Conversion Facilities filed with the Minnesota Department of Commerce to receive the Minnesota renewable energy productive incentive payment; 3) the Federal Aviation Administration (Notice of Proposed Construction or Alteration) or a certified survey. Additional detail is provided at the appropriate location in the inventory instructions.

**Minnesota Wind Turbine Inventory Format**

The Minnesota Wind Inventory form is available at <http://www.eqb.state.mn.us/WindInventory> in two formats: 1) as an on-line form; and 2) as a printable PDF document. Forms available on this site are delivered in PDF format and require Adobe Acrobat Reader to view. A free copy of Adobe Acrobat Reader is available on the Internet at: <http://www.adobe.com/products/acrobat/readermain.html>

Please use the format that is the most convenient for you. If you complete the form online, an automatic e-mail is sent to confirm your submittal and it may save you some time. If you complete the PDF version, you will need to mail or fax the completed form to the EQB at the address or fax number provided. **In either case, please complete and return the inventory form to the EQB by January 14, 2005.**

### Contact Information

If you need help or have any questions about completing the "Minnesota Wind Turbine Inventory" please contact: Larry B. Hartman, Minnesota Environmental Quality Board, 300 Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155. Tel: 651-296-5089; Fax: 651-296-3698 or by E-mail at: [larry.hartman@state.mn.us](mailto:larry.hartman@state.mn.us)

## PART A -- PROJECT OWNER AND CONTACT INFORMATION

Much of the information requested in Part A is contained in the **ARTICLES OF ORGANIZATION** for a Limited Liability Company (LLC) that is on file with the Minnesota Secretary of State. Please refer to your copy of that document, if necessary, to complete portions of Part A. An example of the articles of organization form may be viewed at:

<http://www.sos.state.mn.us/business/pdf/bus88.pdf>

**Item # A1.** If the name is a LLC, the company name must include the words Limited Liability Company or abbreviation LLC and may not include the words "corporation" or "incorporated" or their abbreviations.

**Item # A2.** Please provide Organization ID or Filing Number assigned by the Minnesota Secretary of State. The Organization ID and Filing Number are the same. If you do not know the number, you can locate it by typing in the LLC name on the web at:

[http://da.sos.state.mn.us/minnesota/corp\\_inquiry/corp\\_inquiry-find.asp?:Norder\\_item\\_type\\_id=10](http://da.sos.state.mn.us/minnesota/corp_inquiry/corp_inquiry-find.asp?:Norder_item_type_id=10)

**Item # A3.** If the project name is different from the name in Item A1., provide the project name.

**Item # A4.** The registered office address must be a Minnesota address and must be completed with a street address or rural route and rural route box number, city, state, and zip code. A P.O. Box is not acceptable.

**Item # A5.** Contact Name, Business Address and Other Contact Information. If the mailing address is not the same as the registered office address and the other contact information, provide the current business mailing address (this address may be a P.O. Box) and contact information.

**Item # A6.** Project Developer. Provide the requested contact information.

**Item # A7.** Previous Project Owners. Identify any previous project owners.

**Item # A8.** Comments. Please provide any additional information or clarifying comments in the space provided.

## PART B--WIND TURBINE AND PROJECT INFORMATION

Generally, the information requested in **Part B (Item # B1 through # B15)** may be obtained from your: (a) “Renewable Energy Production Incentive Eligibility Application for Individually-Owned Wind Energy Conversion Facilities” filed with the Minnesota Department of Commerce, (b) Power Purchase Agreement and (c) specifications provided by the turbine manufacturer.

**If your wind project has: 1) turbines from more than one manufacturer; 2) turbines whose characteristics are different from one another; and 3) turbines in the project with different in-service or start dates, you will need to fill out Part B for each turbine project or set of turbines whose characteristics are different.**

**Item # B16.** Comments. Please provide any additional information or clarifying comments in the space provided.

## PART C--INDIVIDUAL WIND TURBINE AND PERMANENT MET TOWER LOCATION INFORMATION

Successful completion of Part C of the Wind Turbine Inventory will require that you complete a separate page or online form for **each wind turbine and permanent meteorological (met) tower** in the Project. If you are submitting a paper copy of the completed Wind Turbine Inventory, please print or copy the number of pages needed for Part C.

Individual wind turbine and permanent met tower location data are required to complete **Part C (Item # C1 through # C11)** of the Minnesota Wind Turbine Inventory. Please provide the requested location information for each wind turbine and each permanent met tower that are a part of the Project. **Each wind turbine and permanent met tower will require completion of its own data page.** If you completed Federal Aviation Form 7460-1 (Notice of Proposed Construction or Alteration), individual wind turbine and permanent met tower location information (latitude and longitude) for structures taller than 200 feet can be found in items # 9 and # 10. A sample of FAA Form 7460-1 may be viewed online at:

<http://forms.faa.gov/forms/faa7460-1.pdf>.

**If you can provide latitude and longitude information for each wind turbine and each permanent met tower, it is not necessary to complete Items # C7 through # C12.**

**Item # C1.** Individual Wind Turbine and Permanent Met Tower Identification Number. Please assign a unique identification number (numerical or alphanumeric) to each wind turbine and permanent met tower. If there is an existing identification number on the wind turbine or met tower, please use that existing number. Otherwise, assign a number. The EQB will also assign a unique identification number to each project, wind turbine and permanent met tower in the database.

**Item # C2.** Latitude and longitude coordinates must be accurate to within the nearest hundredth of a second if known. This data item is #9 and #10 on FAA Form 7460-1 or it should be available from your certified survey, if one was prepared.

**Item # C3.** Datum. NAD 83 is preferred; however, latitude /longitude may be submitted in NAD 27. **DO NOT LEAVE BLANK.** This data item can be found as # 11 on FAA Form 7460-1 or it should be available from your certified survey, if one was prepared.

**Item # C4.** Enter the site elevation above mean sea level (AMSL) expressed in whole feet rounded to the nearest foot (e.g. 17' 3" rounds to 17', 17' 6" round to 18'). This data should match the ground

contour elevations found on a USGS 7.5 minute quadrangle maps. This data item can be found as # 16 on FAA Form 7460-1 or it should be available from your certified survey, if one was prepared.

**Item # C5.** Total Structure Height above ground level (AGL). Enter the total structure height above ground level in whole feet rounded to the next highest foot (e.g. 17' 3" round to 18'). This includes tower and blade in 12 o'clock position. See Item # 17 in FAA Form 7460-1.

**Item # C6.** Overall Height. Enter the overall height above mean sea level and expressed in **whole feet**. This will be the total of Item # C4 + Item # C5. See Item # 18 on FAA Form 7460-1.

**Item # C7. through # C12.** If latitude and longitude data (Item # C2) are provided, do not complete item # C7 through # C12. **If you cannot provide latitude and longitude, please provide the following individual wind turbine and permanent met tower location information for Items # C7 through C12. If using the online Wind Turbine Inventory form, most of the information for Items # C7 through # C11 may be obtained from the drop down menus provided. Please complete Item # C1 before completing Items # C7 through C12.**

**Item # C7.** County in which the individual wind turbine or permanent met tower is located. Use drop down menu if completing online.

**Item # C8.** Municipality (Includes organized townships and cities). Use drop down menu if completing online.

**Item # C9.** Section Number (1 through 36). Use drop down menu if completing online.

**Item # C10.** Quarter-Quarter Section Location. Check or click on appropriate box.

**Item # C11.** If located in a city or in a location where section information is not available, please provide a street address or detailed location description.

**Item # C12.** Comments. Please provide any additional information or clarifying comments in the space provided.