

**MONTGOMERY COUNTY**  
**PETITION / APPLICATION / REQUEST PROCESS**  
**for a Solar Farm or Solar Garden Permit**

**APPENDIX A: Solar Application (Montgomery County Board Admin, 8-12 weeks)**

1. Applicant completes and submits (APPENDIX A) application with supporting docs and fees.
2. County Board Administration accepts the application as “Properly Filed.”
3. County Board Administration schedules public hearing within 60 days of accepting application.
  - a. County Board Admin notifies applicant, schedules public notices, publishes on website.
  - b. Applicant notifies required property owners.
4. County Board Administration forwards application to independent engineer for review.
  - a. Engineer Review to focus on Environmental and Safety Concerns – NEPA process
  - b. EcoCat submittal – Cultural/Biological Clearances
  - c. Wetlands Mapper Clearance
  - d. Parcel Identification –Location to be provided to determine offset concerns/impacts to adjacent property owners
  - e. Identify Topographical concerns – Drainage, Streams, Clearing, Access points (Sight Distance Concerns)
  - f. Road Use Agreements – (County or Township)
  - g. Decommission Bonding Agreements
5. County Board Development & Personnel Committee conducts Public Hearing.
  - a. County Board Admin schedules verbatim recording.
6. County Board Development & Personnel Committee makes recommendation to County Board.
  - a. Recommendation may include Findings of Fact and Permit Conditions.
7. County Board makes decision within 30 days of Public Hearing conclusion.

**APPENDIX B: Construction/Improvement Permit (Supervisor of Assessments, 6-8 weeks)**

1. Applicant completes Solar Site survey per statute 35 ILCS 200/10-740.
2. Engineer Review of Construction Documents
  - a. Adherence to the Solar Ordinance
  - b. Sealed licensed Documents by an Illinois PE
  - c. Approval – Recommendation of review to County Board
3. County GIS Department completes parcel split and assigns new parcel numbers.
  - a. Applicant is responsible for Plat Act Fee
4. Applicant records new lease with updated parcel number, site address, legal description and completed, signed Plat Act Affidavit with County Recorder.
5. Applicant files Structural Improvement Permit (APPENDIX B) with Supervisor of Assessments.
6. Supervisor of Assessments mails approved permit to applicant.

**APPENDIX C: Operating Permit (Supervisor of Assessments, 2-4 weeks)**

1. Applicant completes application (APPENDIX C) and submits to Supervisor of Assessments.
2. County Independent Engineer reviews site operation with inspections to ensure adherence to approved construction documents.
3. Supervisor of Assessments issues Operating Permit.
4. Applicant displays Operating Permit on site.

**APPENDIX A**

**MONTGOMERY COUNTY PETITION / APPLICATION / REQUEST  
For a Solar Farm or Solar Garden Construction Permit**

It is the responsibility of petitioners or requesters of actions placed before the Montgomery County Board to provide specific information and supporting data regarding proposed actions/projects in sufficient detail that will allow a decision to be made or a final course of action chosen. The Board shall not accept a petition or request as properly filed that is not sufficiently detailed, is missing information required by Ordinance, or does not provide sufficient sealed and signed professional studies, reports, and construction documents to support the request or petition based on the reasoned judgment of the Board. The Board is not responsible to make corrections or revise requests/petitions. Incomplete Applications will be returned.

Certain requests, such as a petition / application for a Solar Farm or Solar Garden Construction Permit, require the Board to conduct a Public Hearing on the matter. No Hearings will be scheduled until such time that petitions/requests have been "Accepted as Properly Filed." Similarly, Petitions/Requests shall not be placed on a Board meeting agenda until such time that the petition/request has been "Accepted as Properly Filed" by the Board.

The Date on which the Petition / Application / Request is "Accepted as Properly Filed" constitutes the Legal Beginning Date of any such Construction for all purposes of defining whether a project has been initiated or was in progress in Montgomery County, Illinois.

This petition/application/request for a Solar Farm or Solar Garden Construction Permit shall be completed in its entirety and submitted to the Montgomery County Board, #1 Courthouse Square, Hillsboro, IL, 62049. Once the petition / application for a Solar Farm or Solar Garden Construction Permit is Accepted as Properly Filed by the Board, the application for a Solar Garden or Solar Farm will be reviewed by an independent engineer, appointed by the County at the Petitioners expense, to determine the impact of the use on public utilities, traffic volume and circulation, impact on near-by properties, compliance with Ordinances and laws, and other lawful factors as may be determined reasonable by the Board based on the individual Petition/Application. The Board, following a Public Hearing, prepares its Findings of Facts and may then take action regarding issuance of a Construction Permit.

**Notice of the Public Hearing**

The County Board shall hold a Public hearing within sixty (60) days of receiving reviewed information from the independent engineer. At the hearing, any interested party may appear and testify, either in person or by duly authorized agent or attorney. Notice indicating the time, date, place, and the nature of the proposed Solar Farm or Solar Garden Construction Application, shall be given, according to Para. D3 of the Ordinance, before the hearing by:

1. First class mail to the applicant, and to all parties whose property would be directly affected by the proposed use; and
2. Publication in a newspaper of general circulation within this County; and
3. Publication on a state-wide web site.

The Petitioner / Applicant / Requestor is responsible to mail the notices to the last known property tax bill address by PIN number, and submit a Post Office certificate of mailing record to the County but only after receiving the approved text of the Notice from the County. This is at the Petitioner's / Applicant's / Requestor's sole expense.

Properly completed Applications for a Solar Farm or Solar Garden Construction, complete with supporting documentation, are to be submitted to the County Board with sufficient lead time for review based on the complexity of the individual request.

All petitioners, or their representative, must attend the County Board meeting(s) considering their request. If there is no representation the application may be removed from the agenda and rescheduled.

The Montgomery County Board shall make a decision within 30 days of the Public Hearing.

If you have any questions, please contact the Montgomery County Coordinating office at 217-532-9577.

**SECTION BELOW TO BE FILLED OUT BY COUNTY OFFICIAL:**

Date first Received by the Office of The Montgomery County Board: \_\_\_\_\_

Date(s) County Board Date Returned application for more information (if applicable):  
\_\_\_\_\_

Date County Board requested revisions were received (if applicable): \_\_\_\_\_

Date accepted by County Board as properly filed: \_\_\_\_\_

Filing fee: \_\_\_\_\_ Date paid: \_\_\_\_\_ Check number: \_\_\_\_\_

Date(s) published and where published:  
\_\_\_\_\_  
\_\_\_\_\_

Date notices sent: \_\_\_\_\_ Public hearing date: \_\_\_\_\_

County Board determination: \_\_\_\_\_  
\_\_\_\_\_

**APPLICANT & PROPERTY OWNER INFORMATION (Print or Type):**

Applicant/Petitioner information: Litchfield Solar LLC

Company Name: Carson Power LLC

Contact Name and Title: Emilie Flanagan, CEO

Phone number: 862-354-2739

Mailing address for all official correspondence unless a Legal Representative is designated in which case all correspondence and contact will be made with that Legal Representative:

110 William Street, Suite 2401, NY Zip: 10038

Property Owner Name(s): Steven Grosenheider & Pamela Grosenheider

Phone number: +1 (217) 556-7548

Mailing address: 238 Arrowhead Trail, Litchfield, IL Zip: 62056

Designated Legal Representative (licensed to practice law in the State of IL) of Applicant (if any)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Designated Contact Person (if different from Applicant), to whom all phone calls, requests for information, clarifications, and coordinator for all actions regarding this Petition, who has the authority to act on behalf of the Petitioner in regard to this Petition/Application/Request. This does not apply if a Legal Representative has been designated in which case all contact will be made through that Legal Representative.

Name: Kayleigh Furth Phone: 862-354-2739

Address: 110 William St., Suite 2401, NY Zip: 10038

**PROPERTY INFORMATION:**

Note: If additional space is needed, please attach additional sheets to the application and reference attachment description in application.

- 1. Location of the proposed use or structure, and its relationship to existing adjacent uses or structures:

Project is adjacent to Route 66, and south of Litchfield Airport. Site is across from Grosenheider Lane. Parcel ID # 15-17-200-010 & Parcel ID # 15-17-100-004.

- 2. Legal Description and Acreage:

See Attachment 1 for Property Description.

Acreage of both parcels combined is 23.1075 acres.

3. Area and dimensions of the site for the proposed structure(s) or uses.

16.4 acres within the fence. Max panel height of 15' at max tilt.

4. Present Use of property:

Farm field.

5. Present Land Classification: Unincorporated / farmland

6. Proposed Land Use Activity / Nature of the Proposed Use, including type of activity, manner of operation, number of occupants or employees, and similar matters:

5 MW community solar facility connected to the local electrical distribution network. After construction there will be no permanent staff at the facility.

7. Height, setbacks, and property lines of the proposed uses and/or structure(s).

Max panel height of 15', 50' setback from all adjacent property lines and Rights of Ways. Using existing property lines of 15-17-200-010 & 15-17-100-004.

8. Location and number of proposed parking/loading spaces by type of vehicles, to include Weight Classifications and size of access drives/ways.

No permanent parking or loading areas are proposed. Access road is rated for fire truck access and at least 15' wide at all times.

9. Existing and proposed screening, lighting (including intensity) landscaping, erosion control, and drainage) features on the site, including the parking areas.

Screening includes the addition of vegetative plantings along Route 66 as shown in the site plan. Erosion control will be in accordance with the SWPPP and NPDES requirements.

10. Disclosure of any potential environmental issues and methods for dealing with them.

Not applicable.

11. Disclosure of any activities requiring outside agency permits and the names, addresses, and phone numbers of the agency points of contact and how those requirements are being met.

IDNR EcoCat consultation is complete and included with this submission.

No Permit Required Consultation is in progress with USFW, SHPO, and US Army Corps of Engineers.

12. Indicate the suitability of the property in question for Construction:

This site is ideal for Community Solar because of the topography, adjacency to suitable electrical infrastructure, and landowner interest.

13. Adjacent Land Use:

A. North: Farm fields

B. South: Farm Fields

C. East: Farm fields, Road, and Railway

D. West: Farm Fields

15. Should this Use be valid only for a specific time period? Yes  No

If Yes, what length of time? Lifetime of the system

16. Does the proposed Permit meet the following standards? Yes  No  (If not, attach a separate sheet explaining why.)

A. Will the proposed design, location and manner of operation of the proposed Solar Garden or Solar Farm adequately protect the public health, safety and welfare, and the physical environment? Yes, all regulatory and industry standards will be upheld.

B. Will the proposed Solar Garden or Solar Farm have a negative impact on the value of neighboring property?

No, community solar infrastructure does not cause property devaluation.

C. Will the proposed Solar Garden or Solar Farm have a negative impact on public utilities and on traffic circulation?

No, the proposed project will provide additional electricity to the local grid, and has been approved by Ameren.

D. Will the proposed Solar Garden or Solar Farm have an impact on the facilities near the proposed Solar Garden or Solar Farm, such as schools or hospitals or airports that require special protection?

No impacts expected. FAA letter of approval is received, and included with this submission.

**ATTACHMENTS REQUIRED:**

1. At the time the application is filed, a non-refundable fee is to be paid by the applicant. The application fee \$2,500 per megawatt (MW) of proposed nameplate capacity, up to a maximum fee of \$250,000.
2. For entities governed by governing boards, a copy of the Board Resolution or Board Meeting Minutes authorizing the governing board's approval to carry out the requested project and to authorize the submission to Montgomery County by a designated entity officer of the required specific requests / applications / petitions is required to be submitted.
3. An area map and site plan from a certified Illinois licensed Engineer.
4. List of the names, current property tax addresses and property tax PIN numbers of property owners located within two-hundred feet and fifty (250') of the property.
5. A Decommissioning plan including:
  - A. Process details and cost estimate of decommission.
  - B. Anticipated life expectancy of the Solar Farm.
  - C. Method of insuring funds will be available for decommissioning and restoration of the project site to its original, natural condition prior to the solar farm construction.
    1. This includes a proposed schedule of payments to be deposited into an escrow account, on a minimum of a yearly basis, held by Montgomery County as assurance for available decommissioning funds.
  - D. The cost estimate of decommissioning will be reviewed every five (5) years, by the County's chosen Independent Engineer, and revised if necessary, at the Developers expense. The review and revised plan shall be sent to the Montgomery County Coordinating Office for Board review. If necessary, provisions will be made to the escrow account balance for the decommissioning of the Solar Garden or Solar Farm.

**CERTIFICATION OF A SOLAR GARDEN OR SOLAR FARM  
PERMIT PETITION / APPLICATION / REQUEST**

I/We the undersigned, agree that the information herein and attached is true. I/We, the undersigned, do hereby permit officials and/or consultants of Montgomery County, to enter the property described herein to complete a thorough review of this application.

Address: Route 66, Litchfield IL, 62056

Parcel ID# 15-17-200-010 & 15-17-100-004

Applicant's Printed/Typed Name: Litchfield Solar LLC

Signature: \_\_\_\_\_ Date: 2/20/25

Property Owner's Printed/Typed Name: Steven Grosenheider & Pamela Grosenheider

Signature: [Handwritten Signature] Date: 03/05/2025

Applicant's Legal or other Representative's Printed/Typed Name (*if applicable*):

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STATEMENT OF CONFORMANCE:**

I/We, the undersigned, in making a Petition/ Application / Request to Montgomery County for approval of a Solar Farm or Solar Garden Construction Permit described in this application have reviewed the laws and regulations of Montgomery County to the extent that they are applicable to this proposal and understand that: I/We, the undersigned have no reasonable expectation of approval of this request until such time that a Solar Farm or Solar Garden Construction Permit is actually issued by the Montgomery County and have been so notified of issuance in writing. I/We hereby acknowledge, attest to, and accept the following as conditions of obtaining a Solar Farm or Solar Garden Construction Permit in Montgomery County, Illinois.

- **NO** building, construction, alteration, or use may be started prior to the issuance of a Solar Farm or Solar Garden Construction Permit.
- **All** building construction and all site construction must conform to the plans and specifications approved by the Montgomery County Board. No deviation from or revision to an approved plan may take place without the prior written approval of the Montgomery County Board.
- Any Permit, once issued, is non-transferrable to any other legal entity without the express prior written approval of the Montgomery County Board.
- That **ALL** actions associated with this Permit process shall be taken, processed, and interpreted under the Laws of the State of Illinois and Montgomery County and any legal remedies sought by any party in connection with this Solar Farm or Solar Garden Construction Permit shall be brought forth in the Courts of Montgomery County, Illinois for adjudication.
- That if the applicant is an Agent representing the actual owners of multiple properties, or is a lessor, that the Agent has in their possession signed documentation that the actual property owners are aware of their legal responsibilities to be personally liable for the costs associated with Decommissioning if said lessor or Agent fails for any reason to meet this requirement of the Solar Farm or Solar Garden Construction Permit.

Applicant's Printed/Typed Name: Litchfield Solar LLC

Signature:  Date: 2/20/25

Applicant's Legal Representative Printed/Typed Name Signature and Date (*If applicable*):

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** It is the responsibility of the Applicant to notify the Montgomery County Coordinating Office at each stage of work completed once the Permit is issued. **Email:** [cbadmins@montgomerycountyil.gov](mailto:cbadmins@montgomerycountyil.gov)  
Phone: 217-532-9577

Address: Montgomery County Coordinator  
#1 Courthouse Square – Room 202  
Hillsboro, IL 62049



## **Attachment 1:**

### **Parcel Legal Descriptions**

#### **LEGAL DESCRIPTION - PN: 15-17-100-004**

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*PER WHEATLAND TITLE COMPANY COMMITMENT FOR TITLE INSURANCE FILE NO.  
SUN-WTC-24-12230-MY WITH AN EFFECTIVE DATE OF DECEMBER 11, 2024 AND AS SURVEYED*

*THE EAST HALF (1/2) OF THE SOUTHEAST QUARTER (1/4) OF THE NORTHWEST QUARTER (NW  
1/4) OF SECTION SEVENTEEN (17), TOWNSHIP EIGHT (8) NORTH, RANGE FIVE (5) WEST OF THE  
THIRD PRINCIPAL MERIDIAN*

#### **LEGAL DESCRIPTION - PN: 15-17-200-010**

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*PER WHEATLAND TITLE COMPANY COMMITMENT FOR TITLE INSURANCE FILE NO.  
SUN-WTC-24-11754-MY WITH AN EFFECTIVE DATE OF DECEMBER 6, 2024 AND AS SURVEYED*

*ALL THAT PART OF THE SOUTHWEST QUARTER (SW ¼) OF THE NORTHEAST QUARTER (NE ¼) OF  
SECTION SEVENTEEN (17), LYING WEST OF U.S. HIGHWAY ROUTE 77 [66] IN TOWNSHIP EIGHT  
(8) NORTH, RANGE FIVE (5) WEST OF THE THIRD PRINCIPAL MERIDIAN, IN MONTGOMERY  
COUNTY, ILLINOIS*