

WIND LEASE APPLICATION PROCESS CHECKLIST

Application Process for Wind Energy Lease

1. **Please review all requirements as outline in the Board of Land Commissioners' Rules and Regulations, Chapter 6 (Board Rules).**
2. **Applicant submits** complete special-use lease application and application fee. Application forms are available on the Office of State Lands and Investments (OSLI) website and shall include at a minimum the following information/documentation:
 - a. Experience and financial ability of the applicant/developer
 - b. Description of proposed wind project
 - c. Location and description of planned transmission
 - d. Marketing plan
 - e. Evidence of access and site control
 - f. Documentation that applicant is licensed to do business in Wyoming (Wyoming Secretary of State's Office)
3. If state parcels are added or dropped after submitting application, **Applicant submits** formal notice on company letterhead informing OSLI of the modifications to original application.
4. OSLI confirms lands involved are owned by the State of Wyoming. (Note: Acquired Institutional Lands have additional steps prior to Board consideration.)
5. OSLI determines that no other S.U.L., wind or other leases/uses would conflict.
6. OSLI determines if there are other inquiries or applications that would conflict.
7. OSLI determines if a Request for Proposal is warranted. If so, proceeds accordingly.
8. OSLI determines mineral ownership.
9. **Applicant compiles** list of grazing and other surface/subsurface lessees/addresses and **obtains consent**, provide copies to OSLI. See OSLI Website and links below:

Mineral leases and type. <http://statelands.wyo.gov/subsurfaceplat/>
<http://statelands.wyo.gov/subsurfaceassignments/default.aspx>
<http://statelands.wyo.gov/subsurfaceassignments/default.aspx>

Grazing leases:

<http://gis.statelands.wyo.gov/GIS/OSLIGIS/GrazingTabular>

Special Use leases:

<http://gis.statelands.wyo.gov/GIS/OSLIGIS/SpecialUseLeaseTabular>

10. OSLI determines Easements on Property.
11. OSLI determines Temporary Use Permits.
12. OSLI notifies Easement and TUP holders for comment. (Copies to applicant.)
13. **Applicant corresponds** with any stakeholders that have expressed concerns during the application process. Follow-up such correspondence as needed.
14. **Applicant provides** any additional correspondence to address concerns that have arisen during the application process to OSLI.
15. OSLI notifies Minerals Division.
16. **Applicant provides** notification to Wyoming Game and Fish for comments regarding wildlife concerns.
17. OSLI makes certified notification to existing surface lessees who did not consent to application.
18. OSLI negotiates lease terms and conditions proposed by applicant through Attorney General's office. (Template Lease Agreement)
<https://sites.google.com/a/wyo.gov/osli/lands/leasing/commercial/wind>
19. OSLI prepares Board Matter letter for Director.
20. Director schedules Matter for Board Meeting.
21. Board gives decision.
22. OSLI notifies applicant of Board's decision.
23. Execute Lease Agreement
24. OSLI manages Lease compliance such as terms (collect rent, verify insurance and reclamation bond), periodic inspections, and communications with stakeholders (existing lessees, other government agencies, and the public).