

Providing Property Information on a Statutory Exception Self-Certification Form

Per DPU regulations, the Self-Certification Process allows multiple solar Net Metering Facilities on the same parcel of land under certain circumstances.

While the Registry of Deeds offices are the official repositories of all land records in the Commonwealth, in most cases the Massachusetts Interactive Property Viewer (<https://massgis.maps.arcgis.com/apps/OnePane/basicviewer/index.html?appid=47689963e7bb4007961676ad9fc56ae9>) is a more user-friendly tool which allows Host Customers to quickly and easily find the parcel information which is required for completing an Self-Certification Form.

Links to both resources are provided below:

- <https://www.masslandrecords.com/>
- <https://massgis.maps.arcgis.com/apps/OnePane/basicviewer/index.html?appid=47689963e7bb4007961676ad9fc56ae9>

There are five pieces of parcel- and property-specific information required:

1. Name of Landowner

- The Landowner is property owner of record for the property on which the Facility is located (or is proposed to be located).
 - The property owner need not be the same as the Host Customer or the Utility Account holder.
- For condominiums, multi-unit commercial developments, and some other situations, there may be more than one owner listed for a given parcel.
 - If the Host Customer is also the property owner, they should list their name as it appears on the Deed.
 - If the Host Customer is *not* the property owner (a tenant, for example), they should list the property owner relevant to their specific location or property within the parcel as listed on the Deed.

2. Registry of Deeds Book and Page Number

- This should reflect the book and page number of the most recent Deed held by the Landowner referenced in #1 above. The book and page number is typically found at the top of the first page of the Deed.

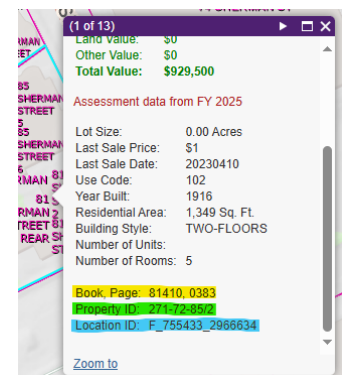


Figure 1: Example of Parcel Data from Interactive Property Viewer

- In the Interactive Property Viewer, an example of the book and page number is highlighted in Figure 1 in yellow.
3. Property ID
 - The Property ID is a unique identifier for every property on a parcel based on tax records and can be found on the Massachusetts Interactive Property Map viewer by clicking on the Parcel and finding the appropriate Property/Owner.
 - In the Interactive Property Viewer, an example of the book and page number is highlighted in green.
 4. Location ID
 - The Location ID is a unique identifier for every parcel based on an assessor's map and can be found on the Massachusetts Interactive Property Map viewer by clicking on the Parcel.
 - In the Interactive Property Viewer, an example of the book and page number is highlighted in blue.
 - Note that the Location ID will be the same for all properties on a Parcel.
 5. Parcel Acreage
 - The acreage of the parcel of land as recorded with the Registry of Deeds. Not all condominiums, commercial units, or other development on a parcel may have their acreage listed on the Interactive Property Viewer.
 - For condominiums, multi-unit commercial developments, and some other situations, there may not be acreage listed on an individual deed.
 - Individual condominium or unit owners may not have acreage listed on their deeds, which may only directly reference the specific bounds of the unit they own, rather than the collectively owned property/parcel.
 - In these cases, Host Customers should reference the Master Deed. Typically the individual condominium Deed will refer to the Master Deed date, book, and page number. The Master Deed should describe the property owned in common by the condominium association, and the total acreage can be determined from this information.
 - A helpful tool for calculating acreage is available at <http://www.legallandconverter.com/p76.html>