

Application Packet For Large-Scale Solar Energy System

Town of Pacific, Columbia County, WI
W7530 HWY 16, Pardeeville, WI 53954

www.tn.pacific.wi.gov

Included in this Packet:

- Applicability of Ordinance, Chapter 415
- Summary of Application Process
- Agreement for Reimbursable Services
- Application for Large-Scale Solar Energy Permit
- Large-Scale Solar Energy Permit Application Checklist

The purpose of this document is to provide guidance in applying for and obtaining a Large-Scale Solar Permit in the Town of Pacific. The documents contained in this packet will help guide individuals or organizations as they plan and prepare submittal documents, providing for increased efficiency and a streamlined approval process.

Applicability of Ordinance, Chapter 415

Do I need a Large-Scale Solar Permit for my Project?

The purpose of this sheet is to help you determine whether or not your project is subject to the necessity of a permit for Large-Scale Solar Energy System as defined in the Town of Pacific Large-Scale Solar Energy Systems Ordinance. Please read and respond to the following questions:

QUESTION:	YES	NO
1. Is the project a solar energy system with a total panel size of 600 square feet or more? If YES, proceed to #2. If NO, refer to the Small-Scale Solar System Applicability Form.	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the project a roof-mounted system with a total panel size of greater than 900 square feet? If YES, proceed to #3. If NO, refer to the Small-Scale Solar System Applicability Form.	<input type="checkbox"/>	<input type="checkbox"/>
3. Please read and sign the Statement of Understanding below and complete the Large-Scale Solar Energy System Permit Application.		

Please contact the Town Engineer to address any questions or for further guidance.

Statement of Understanding

I understand the following per Chapter 415-6 of the Town of Pacific Ordinance:

- The system shall be designed and operated in a manner that minimizes adverse impacts to adjoining property owners and/or to the public and shall be in compliance with any applicable local, state and federal regulations.
- Installations shall also not impact rare, endangered or protected resources.
- The system shall be designed to incorporate pertinent fire, emergency response and all appropriate safety measures.
- Systems that result in the creation of one or more acres of impervious surface must also provide plans that comply with the WDNR NR 216 and NR 151 construction stormwater permit requirements prior to final stormwater and erosion control permitting at the Town.
- The system requires a decommission plan that must occur within one year from either the end of the system's serviceable life or from the time that the energy generation from the system becomes a discontinued use. Energy generation from the system shall be considered a discontinued use after one year without energy production, unless a plan is developed and timely submitted to the Town of Pacific outlining the steps and schedule for returning the system to service.
- The design and installation shall conform to applicable industry standards, including those of the American National Standards Institute (ANSI), Underwriters' Laboratories (UL), the American Society for Testing and Materials (ASTM), or other similar certifying organizations
- The design and installation shall conform to all Town and county ordinances.
- I, the property owner, shall be responsible for complying with Chapter 415 and for the proper maintenance of the Large-Scale Solar Energy System to be located on the parcel.
- If the system is determined to be non-compliant, the system shall be required to be made compliant by the property owner to meet federal, state and local regulations.

Property Owner(s) Printed Name

Property Owner(s) Signature

Date

Summary of Large-Scale Solar Permit Application Process

1. Contact the Town Clerk to obtain a Large-Scale Solar Permit Packet Application in electronic form, also available at the Town's website www.tn.pacific.wi.gov.
2. Fill out all forms in the packet completely. You are encouraged to contact the Town Engineer at this point to discuss the scope of your project. Depending on your proposal, the Town Engineer may have valuable guidance that will save you both time and money over the course the permitting process. You may obtain the Town Engineer's contact information on the Town's website at www.tn.pacific.wi.gov or from the Town Clerk.
3. The Applicant shall prepare a site plan and supporting documentation in accordance with the Town of Pacific Large-Scale Solar Energy Systems Ordinance (Chapter 415), and the "Submittal Checklist" as found on the last page of this packet.
4. Combined PDF files shall be reduced in file size to a maximum of 25 MB. Hard copy formats shall be organized and assembled in a codified format matching the PDF; large format sheets (min. 11" x 17" or larger) are required for plan drawings.

EACH PACKET SHALL CONTAIN THE FOLLOWING:

- Signed and Completed Application Packet for Large-Scale Solar Permit (to include):
 - Applicability of Ordinance, Chapter 414 & 415
 - Summary of Application Process
 - Agreement for Reimbursable Services
 - Application for Large-Scale Solar Permit
 - Large-Scale Solar Permit Plan Checklist
- Written Report (see Application Checklist for details)
- Elevation Drawings (to include the location of the system on the building)
- Site Plan Drawings (to include existing and proposed conditions, see Application Checklist for details)
- Required Supplementary Documents (Stormwater & Erosion Control Package, Driveway Package, Zoning Documents, or Other Permits)
- Manufacturer's Specifications of the Solar Energy System
- List Identifying Component Materials Comprising the Solar Module, Panels, Arrays, or Other Equipment which Contains Hazardous or Flammable Substances.
- Appropriate Fee Payable to "Town of Pacific" (see "Town Fee Schedule")

If the documentation is found to be incomplete or inaccurate, your project will not be added to the Plan Commission Meeting agenda and will not be discussed until all of the appropriate documentation has been submitted.

5. The Applicant shall submit all documentation a minimum of 21 days prior to the meeting of the Plan Commission at which action is desired. If the submittal packet is found to be incomplete, you will not be eligible for Plan Commission action. Any Town action on the submitted request requires full documentation in accordance with this checklist, and confirmation by the Town Engineer.
6. Submit to the Town Clerk one (1) comprehensive electronic copy of the full submittal, in PDF format along with four (4) comprehensive copies in printed form, identical in all respects to the electronic copy. (The Town Clerk will forward the information on the proper Town Representatives for review).
7. Once the completed Application packet has been submitted to the Town Clerk, the Applicant shall be advised of the amount of the review fees to be paid by the Applicant to the Town, to be placed in an escrow account relating to Applicant's Large-Scale Solar Energy System project.
8. The Plan Commission meets the 1st Tuesday of the month at 5:30 p.m. and the Town Board meets the 3rd Tuesday of the month at 6:00 p.m. unless special circumstances interfere with these times, then meetings will be rescheduled as necessary.
9. Once the Town Engineer has indicated that you have all of the appropriate information, the submittal is considered complete and eligible for a Plan Commission meeting.
10. The Town Engineer will make a recommendation to the Plan Commission concerning your application. The Plan Commission will then submit its recommendation to the Town Board and the Town Board will then approve or reject the application.
11. If the plan is rejected, the Applicant will be notified in writing, and may re-submit a new or modified Large-Scale Solar Energy System Application or appeal the decision pursuant to Chapter 414 of the ordinance.
12. Once the plan has been approved, the Town Engineer will issue a permit letter to the Applicant and the permit will be valid for a period time set by the Town Board.
13. If the project is expected to take longer than the duration of the permit coverage, the Applicant may apply for a permit renewal upon written request. Projects where construction extends past the permit coverage will be required to submit for a new Large-Scale Solar Energy System Application, and will be processed accordingly.

ASSOCIATED FEES

The application fee and escrow fee process are set forth on the Town's Fee Schedule, which is on file with the Clerk and is also available on the Town's website. No approvals will be executed at any Town Committee or Board while fees, that have been billed, remain unpaid.

Agreement for Reimbursable Services

In the Review of Large-Scale Solar Energy Systems
Town of Pacific, Columbia County, WI

In accordance with the Town of Pacific Large-Scale Solar Energy Systems Ordinance, Chapter 415, the cost of application review for all Large-Scale Solar Energy Systems shall be borne by the Applicant. The Applicant shall pay all reasonable Town of Pacific incurred expenses relating to a particular Large-Scale Solar Permit request. This may include meeting charges, professional consultants, or other relevant Town expenses incurred in connection to the Large-Scale Solar Permit request. The Town reserves the right to apply the charges for these services as well as for staff time expended in the administration, investigation, and processing of applications to the Applicant.

The Applicant is required to provide the Town with an executed copy of this agreement as a prerequisite to the processing of the Large-Scale Solar Permit application. The submittal of a Large-Scale Solar Permit application shall be construed as an agreement to pay for such professional review services applicable to the proposal. Review fees which are applied to an Applicant, but which are not paid within 30 days of the issuance of a bill by the Town, may be assigned by the Town as a special assessment to the subject property, or result in the revocation of the Large-Scale Solar Energy System Permit.

_____ for
Applicant and/or Property Owner(s)

_____, agrees to reimburse the Town of Pacific for
(Project Name)
all review costs associated with, but not limited to, the Town Engineer and Town Attorney, in connection with the Large-Scale Solar Energy System Permit request and, further, agrees to reimburse the Town for other administrative staff review if, in the judgment of the Town Board, such reimbursement is warranted.

Dated this ____ day of _____, 20 __.

Signature of Applicant

Printed Name

Signature of Property Owner
(If Different From Applicant)

Printed Name

Town of Pacific

Columbia County, WI

Mailing Address:
 W7530 Hwy 16
 Pardeeville, WI 53954
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Application for Large-Scale Solar Energy Systems Permit

Applicant Information				
Applicant(s):			Lot Acreage:	Zoning District:
Mailing Address:		City:	State:	Zip Code:
Email:		Phone (Days):	Phone (Cell):	
Primary Contact Person - <i>(If Different than Applicant)</i> :				
Mailing Address:		City:	State:	Zip Code:
Email:		Phone (Days):	Phone (Cell):	
Contractor Information				
Contractor Name:				
Mailing Address:		City:	State:	Zip Code:
Email:		Phone (Days):	Phone (Cell):	
Primary Contact Person:				
Installation Information				
Installation Address:			Parcel ID:	
Q-Q:	Q:	Sec:	T	N R E
Location of Installation (i.e. Roof, Ground, Wall):				
Size of Installation (Square Feet):				
Provide Information on any/all Power Inverter Systems or any Systems Installed in Connection to the Solar Facility that Generates Noise:				
Location of Power Inverter:	Distance from Nearest Residential Dwelling:		Manufacturers Estimate of Noise Level at Property Line(s) (decibels):	
For All Systems: Safety Information and/or Certification for Installations Requiring Structural Certification Shall be Provided Upon Request Provide Additional Sheets as Necessary: Plans, Supporting Documentation				

 Signature of Applicant Printed Name Date

 Signature of Owner Printed Name Date

Large-Scale Solar Energy Permit Application Checklist

A Framework for Large-Scale Solar Energy System Plans

ITEM	COMPLETE	PAGE?
A written report with the following sections:	<input type="checkbox"/>	
A description of the solar energy facility to include the type of solar energy system (i.e. primary use, accessory use, ground mounted, photovoltaic, reflecting, roof mounted, etc.)	<input type="checkbox"/>	
A description of size, method of installation, amount of power generated and whether the facility is private, residential, business use, or commercial energy production.	<input type="checkbox"/>	
Technical specifications and supporting calculations necessary to demonstrate the structural integrity of the installations, including but not limited to, the ability to withstand wind.	<input type="checkbox"/>	
Proposed maintenance plan for the site, including cleaning.	<input type="checkbox"/>	
Proposed plan outlining the use, storage, and disposal of chemicals used in the cleaning of the collectors and/or reflectors.	<input type="checkbox"/>	
A site plan at a scale not smaller than 1" = 100' showing:	<input type="checkbox"/>	
Existing Conditions: Property lines, buildings, land use, land features (woods, cropland, slopes exceeding 12%, wetlands, etc.), and all information needed to meet the requirements of the Site Plan Review Ordinance, Chapter 461.	<input type="checkbox"/>	
Proposed Conditions:	<input type="checkbox"/>	
Proposed location and spacing of solar collectors.	<input type="checkbox"/>	
Proposed location of access roads.	<input type="checkbox"/>	
Proposed utility plan showing locations of underground or overhead electric lines connecting the system to the building, substation, or other electric load.	<input type="checkbox"/>	
Location of proposed new electrical equipment, other than at the existing building or substation, that is the connection point for the system.	<input type="checkbox"/>	
Proposed screening/landscaping plan (refer to Chapter 461)	<input type="checkbox"/>	
A list identifying component materials comprising the solar modules, panels, arrays or other equipment which contains hazardous or flammable substances.	<input type="checkbox"/>	
Manufacturer's specifications.	<input type="checkbox"/>	
Proposed stormwater management measures, as required in Chapter 467.	<input type="checkbox"/>	

Town of Pacific

Columbia County, WI

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ITEM	COMPLETE	PAGE?
Proposed erosion and sediment control measures and environmental due diligence, as required in Chapter 429.	<input type="checkbox"/>	
Scaled elevation drawings accurately depicting the proposed solar energy system on the property and its relationship to any buildings or structures on adjacent lots.	<input type="checkbox"/>	
For solar energy systems – primary use:	<input type="checkbox"/>	
A geotechnical report for the site from a qualified geotechnical engineer.	<input type="checkbox"/>	
A sound and vibration level study, following the Wisconsin Department of Natural Resources Measurement Protocol for Sound and Vibration Assessment of Proposed and Existing Electric Power Plants.	<input type="checkbox"/>	
A proposed safety and security plan, including emergency access and fire protection measures and measures to identify and address hazardous or flammable substances being placed on the site.	<input type="checkbox"/>	
A proposed decommissioning plan that outlines the anticipated means and cost of removing the system at the end of its serviceable life or upon its becoming a discontinued use. The plan shall also identify the financial resources to be set aside to pay for the decommissioning and removal of the system.	<input type="checkbox"/>	
Letter of authorization or other acknowledgement from the utility that is receiving power from this installation.	<input type="checkbox"/>	
For roof-mounted systems:	<input type="checkbox"/>	
Structural certificate from a licensed structural engineer.	<input type="checkbox"/>	

Incomplete, inaccurate, or non-submittal of any of the above items may be grounds for rejection of the application, or denial of the request

I have prepared and reviewed the form and hereby certify that the information and responses are true to the best of my knowledge.

Printed Name

Signature

Date