

Application Packet For Small-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 414
- Summary of Application Process
- Agreement for Reimbursable Services
- Application For Small-Scale Solar Permit
- Small-Scale Solar Application Plan Checklist

The purpose of this document is to provide guidance in applying for and obtaining a Small-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 414

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

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

QUESTION:	YES	NO	N/A
1. Is your project a roof-mounted system only? If YES, proceed to #3. If NO, proceed to #2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Does the solar energy system have a panel size that is less than or equal to 600 square feet? If YES, proceed to #7. If NO, proceed to #5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is your roof-mounted solar project less than or equal to 900 square feet in total panel size? If YES, proceed to #7. If NO, proceed to #6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the project an in-ground pole-mounted small-scale solar energy system LESS than four (4) square feet? If YES, proceed to #7. If NO, proceed to #6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you are still unsure as to whether or not your project is subject to Small-Scale Solar Permit, please contact the Town Clerk for further guidance.

5. The project is subject to a Large-Scale Solar Energy Systems Permit review. Please continue with the Large-Scale Solar Energy System Permit Application.
6. The project is subject to a Small-Scale Solar Energy System Permit review. Please continue with this application.
7. The project is NOT subject to a Solar Energy System Permit review and only requires a Building Permit. Submit ONLY this signed page to the Town Clerk and a copy to the Building Inspector for record. No fee to the Town is required.

Statement of Understanding

Per Chapter 414-6 of Town of Pacific Ordinance, I hereby acknowledge and agree to the following: In the construction and installation of a Small-Scale Solar Energy System, 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, and shall comply with all Town and county ordinances and with all other applicable fire and life safety requirements. I, the property owner, shall be responsible for complying with this chapter and for the proper maintenance of the Small-Scale Solar Energy System located on the parcel. If a Small-Scale Solar Energy System has been determined to be unsafe by the Building Inspector, the system shall be required to be repaired by the property owner to meet federal, state and local safety standards, or be removed by myself, the property owner, within 30 days, unless the Building Inspector determines that there is a reasonable basis to extend that deadline.

Property Owner(s) Printed Name

Property Owner(s) Signature

Date

Summary of Application Process

1. Contact the Town Clerk to obtain a Small-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 Small-Scale Solar Energy Systems (Chapter 414), 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 Small-Scale Solar Permit (to include):
 - Applicability of Ordinance Chapter 414
 - Summary of Application Process
 - Agreement for Reimbursable Services
 - Application For Small-Scale Solar Permit
 - Small-Scale Solar Permit Application Checklist
- Formal Building Permit Application or Sketch
- Elevation Drawings (to include the location of the system on the building or site)
- Site Plan Drawing (to include the location of the system on the parcel, including the property lines, setback lines and a screening plan if applicable)
- Appropriate Fee Payable to "Town of Pacific" (see "Town Fee Schedule")

5. Submit to the Town Clerk one (1) comprehensive electronic copy of the full submittal, in PDF format along with one (1) comprehensive copy in printed form, identical in all respects to the electronic copy. (The Town Clerk will forward the information on to the proper Town Representatives for review).

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.

6. 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 if not covered in the application fee, to be placed in an escrow account relating to Applicant's small-scale solar energy system project. Alternatively, review fees can be collected at the time of permit issuance/forward to building inspector.
7. If the plan is rejected, the Applicant will be notified in writing, and may re-submit a new or modified Small-Scale Solar Energy System Plan or appeal the decision pursuant to Chapter 414 of the ordinance.
8. Once the plan has been approved, the Town Engineer will issue a permit letter to the Town Clerk. The permit will be forwarded to the building inspector if all fees have been paid.

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 Complex Small-Scale Solar Energy
System Plan Town of Pacific, Columbia County, WI

In accordance with the Town of Pacific Small-Scale Solar Energy Systems Ordinance, Chapter 414, the cost of application review for all small-scale solar permits shall be borne by the Applicant. The Applicant shall pay all reasonable Town of Pacific incurred expenses relating to a particular small-scale solar permit request of a complex nature. This may include meeting charges, professional consultants, or other relevant Town expenses incurred in connection to the small-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 small-scale permit application. The submittal of a small-scale 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 small-scale solar 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 small-scale solar 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
www.tn.pacific.wi.gov

Application for Small-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:	
Location of Installation (i.e. Roof, Ground, Wall):			
Note: Rooftop Installations shall not exceed four (4) feet in height above roofline and shall not cover more than 80% of the roof area upon which the collectors are mounted. Ground-Mounted Installations shall not exceed ten (10) feet in total height and do not exceed four (4) square feet; and shall not be located closer to the front lot line than the principal building on the parcel and shall be at least fifty (50) feet from any side or rear boundary.			
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 (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

Small-Scale Solar Energy Permit Application Checklist

A Framework for Small-Scale Solar Energy System Plans

ITEM	COMPLETE	PAGE?
A written report with the following sections:	<input type="checkbox"/>	
A description of the project.	<input type="checkbox"/>	
A scaled site plan showing:	<input type="checkbox"/>	
Name, address, and telephone number of the land occupier, as well as the name and phone number of the party responsible for solar facilities.	<input type="checkbox"/>	
Building façade and/or side elevations to include dimensions and the location of the system on the building.	<input type="checkbox"/>	
Locations and dimensions of all solar facilities proposed on the parcel. Also clearly show existing buildings and property lines.	<input type="checkbox"/>	
Proximity to adjoining residences, in all directions, from the proposed solar installation.	<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