

Town of Castle Valley
Routine Solar Energy System (SES) Permit Application

SES Permit Applications for systems that do not exceed 12 feet in height (see attached SES Information Sheet) or 10 kilowatts in capacity must use this Routine Solar Energy System Permit Application form. The total combined kilowatts for all routine SESes on lot shall not exceed 10 kilowatts per plotted lot.

Lot # _____
Applicant _____ Application Date _____
Physical Address _____
Mailing Address _____
E-mail Address _____ Telephone _____
Contractor _____ Telephone _____
RMP Work Order # _____ or RMP Net Metering # _____

Applicant provides 3 complete copies (1 for Town, 1 for County, 1 for contractor) and the following (unless determined inapplicable by the Designated Land Use Authority):

Note: All drawings must be drawn to a measurable scale and be clearly labeled.

- a) Grand County Residential Solar Photovoltaic (PV) System Plan Review (SPSPR) with the attachments listed below.
- b) Site Plan (Item #1 of the Grand County SPSPR shall include:
 1. Lot #, name, address, phone #, and signature of lot owner and contractor.
 2. Property lines, road easement lines and minimum setback lines with dimensions.
 3. Existing structures (designate use) with dimensions and setbacks.
 4. Proposed structures (designate use) with dimensions and setbacks.
 5. Identification of battery storage building, if applicable, with dimensions and setbacks.
 6. Location of solar installation with dimensions and setbacks.
 7. Location of battery back-up and ancillary equipment, including transfer switch and rapid shutdown disconnect, where applicable.
- c) Diagram of footprint for solar installation with measurements showing post locations and/or building dimensions (Item #1-H of the Grand County SPSPR).
- d) Elevation drawings to scale with height measurements (include post dimensions) and dimensions of height to finished grade or slab on grade directly below a ground mounted system, and height above roof of solar apparatus if roof mounted. Elevations for roof-mounted systems must show building height, finished grade, and existing grade. For sites which have never been disturbed, existing grade shall be the same as natural grade which is the elevation of the surface of the ground that existed before any earth was moved. When existing structures or older disturbances to the land make natural grade indistinguishable from existing grade, existing grade is the ground level established when the existing structure or disturbance was created. **Recent earthwork will not necessarily qualify as existing grade and will require a determination from the Building Permit Agent as part of the Grade Review.**
- e) Line Diagram (Item 3 of the Grand County SPSPR.)
- f) If solar electricity is being installed or upgraded to supply an existing building for the first time, a list of fixtures being connected and a statement of change of use may be required if deemed applicable by the Designated Land Use Authority.
- g) Application of Right-of-Way Encroachment Permit, if applicable.
- h) Grade Review if applicable.
- i) Grand County Building Permit Application.
- j) \$15 (check payable to the "Town of Castle Valley").

Is this a pole mount installation? (yes) (no) Is this a roof mount installation? (yes) (no)
 Is this a set tilt installation? (yes) (no) Is this an adjustable tilt installation? (yes) (no)
 Is this a grid tie/net meter SES? (yes) (no) Is this a battery support installation? (yes) (no)
 Does this SES require the construction of a new structure to store any aspect of the SES? (yes) (no)

Check the intended use(s): Residence _____ Home occupation _____
 Accessory Building _____ Premise occupation _____
 Agriculture _____ Public building _____
 Irrigation _____ Other _____*

* Describe _____

Ordinance 85-3, Section 4.15.1:

1. Does the location of your SES comply with minimum setbacks? (yes) (no)
2. Is ancillary SES equipment located inside a building or screened from view? (yes) (no)
 Explain. (Use attached sheet.)
3. Explain how the height, location, setback, and base elevation of your SES minimize potential glare and visual impacts on adjacent properties. (Use separate sheet.)
4. If you are replacing previously installed panels or modules or associated equipment that might present a hazard on your or your neighbors' properties, please describe your plan for safe and legal removal? (Use separate sheet.)
5. Is the building on which you plan to mount your solar panels an existing building or a currently permitted building? (yes) (no)
6. Does the vertical distance between the highest point of any panel or module (at maximum design tilt) to finished grade or slab on grade directly below exceed 12 feet? (yes) (no)
7. For building or roof-mounted systems:
 - (a) does the vertical distance between the highest point of any panel or module (at maximum design tilt) and the roof directly below exceed one foot for roof pitches greater than 3:12 or two feet for roof pitches less than 3:12? (yes) (no)
 - (b) does any portion of the SES (at maximum design tilt) exceed 25 feet as measured on a vertical axis from the highest point of the system to the lower of either (1) the lowest point where the vertical face (or a vertical line extending directly below the vertical face) around the perimeter of the building intersects the Existing Grade or (2) the lowest point where the vertical face (or a vertical line extending directly below the vertical face) around the perimeter of the building intersects the Finished Grade? (yes) (no)
8. Do the combined kilowatts for all SES on your lot exceed 10 kilowatts? (yes) (no)
9. Have you permitted any buildings necessary for battery storage or ancillary equipment? (yes) (no)

Total Existing Capacity (in kilowatts):	Total Proposed Capacity (in kilowatts):
Capacity per Module/Panel (in kilowatts):	Number Modules/Panels per Array
Number Modules/Panels:	Number of Arrays:
Module/Panel Dimensions:	Array(s) Dimensions:
Ground Footprint (in S.F):	Rooftop Footprint (in S.F):
Highest point of panels at maximum design tilt:	
Setbacks: Front _____ Left Side _____ Right Side _____ Back _____	

Approval:

- The Grand County Building Permit Application form must be signed by the Designated Castle Valley Land Use Authority and then by the Grand County Building Department and to be a complete and valid permit.
- **Castle Valley zoning approval of a Solar Energy System Permit Application will be revoked and become invalid if, within six months of receiving Town Approval, the applicant has not received a completed SPSPR Permit from the Grand County Building Department with all fees paid.** If the Town's Approval is revoked on this basis, the fee paid to the Town will not be refunded. If the applicant wishes to start the application process again, new forms must be filed and a new fee must be paid.
- If the County revokes a completed SPSPR Permit Application for any reason, the Town's Approval is also revoked. If the applicant wishes to revive such an application, the applicant must begin anew the application process with the Town. In such an instance, the original fee will not be refunded.
- The applicant may extend the Town's Approval for an additional six months with no additional fee as long as: no changes have been made to the applicant's proposed Solar Energy System; no changes have occurred in the Town's Land Use Regulations since the applicant's original approval by the Town that would affect the application; the request is made before the expiration date of the permit; and the Town's Approval has not been revoked. If any of the above has occurred, the applicant must begin anew the application process with the Town.
- Solar Energy System Permits will not be approved that are not in compliance with Castle Valley Land Use Regulations and other applicable laws.
- Solar Energy System Permits issued on the basis of false or misleading information are void.
- Construction begun without an approved Solar Energy System Permit may be subject to delays, fines and/or increased fees.
- Substantive changes in plans (i.e., lay-out, use, structural) after a Solar Energy System Permit is issued require NEW approval by the Castle Valley Designated Land Use Authority and the Grand County Building Department.

I acknowledge and agree to comply with all requirements as stated on this Application.

Property Owner's Signature: _____ Date: _____

Contractor's Signature: _____ Date _____

Building Permit Agent's Signature: _____ Date _____

SOLAR ENERGY SYSTEM (SES) INFORMATION SHEET

General Design Standards:

- All solar energy systems must be **fifty (50) feet from a platted public street easement line and thirty (30) feet from the property line between contiguous lots.**
- To the maximum extent feasible, ancillary solar equipment shall be located inside a building or screened from public view. Solar energy system appurtenances shall be screened without compromising the effectiveness of the solar collectors to the extent reasonably feasible. **When applying, you will be asked if ancillary SES equipment is located inside a building or screened from view.**
- The applicant shall demonstrate that the height, location, setback or base elevation of a solar energy system minimizes potential glare and visual impacts of the system on adjacent properties without compromising the effectiveness of the solar collectors to the extent reasonably feasible. **The Town would like you to consider the visual impacts of your SES on your neighbors when planning location of your system and choose a site that is least impactful without compromising its effectiveness. When applying, you will be asked to explain how the height, location, setback or base elevation of the SES minimizes potential glare and visual impacts on adjacent properties.**
- If your SES will be **installed on a newly constructed building**, you **must first receive a building permit** for the building on which the system will be mounted.
- For a **ground-mounted SES** routine permit: the vertical distance between the highest point of any panel or module (at its maximum design tilt) to finished grade or slab on grade directly below, **shall not exceed twelve (12) feet.** You may exceed this height through a nonroutine permit (see below).
- For a **roof-mounted SES**: the vertical distance between the highest point of any panel or module (at its maximum design tilt) to the roof directly below, **shall not exceed one (1) foot, unless roof pitch is 3:12 or less, in such case up to two (2) feet is permitted. No portion of a solar energy system shall project above the maximum allowed building height of 25 feet** as measured on a vertical axis from the highest point of the system to the lower of either 1) the lowest point where the vertical face (or a vertical line extending directly below the vertical face) around the perimeter of the building intersects the Existing Grade or 2) the lowest point where the vertical face (or a vertical line extending directly below the vertical face) around the perimeter of the building intersects the Finished Grade.
- If the total combined kilowatts of your SES **does not exceed 10 kilowatts**, then you may **apply for a routine permit** with the Town's Building Permit Agent. If it **exceeds 10 kilowatts**, you may **apply for a nonroutine permit** to be reviewed by the Town's Planning and Land Use Commission.
- If your SES requires **newly constructed building(s) to store battery backup and ancillary equipment**, you **must first receive a building permit** for the building in which that equipment will be stored.

Nonroutine Solar Energy System Permits

In some situations, applicants might require a taller system because the topography and terrain of their lot has unique features that would compromise the effectiveness of the SES. In other cases, safety issues may require the SES to be taller. **Applicants may apply for a SES that exceeds 12 feet in height through a nonroutine**

SES application. The Planning and Land Use Commission shall ask applicants to **demonstrate that a taller SES is needed** in order to prevent compromising the effectiveness or safety of the solar collectors.

In addition, applicants may have power loads that require a system that is larger than 10 kilowatts. Applicants **may apply for a SES that exceeds 10 kilowatts through a nonroutine SES application and must demonstrate that a larger system is needed by listing intended uses** of the electricity generated from the proposed system.

The Planning and Land Use Commission will **identify potential glare and other visual impacts** on adjacent properties, and **may require additional screening, placement and a design layout**, ensuring (to the extent reasonably feasible) that the effectiveness of the solar collectors are not compromised.

The Planning and Land Use Commission **may also require specific placement and sizing** of the proposed system to **ensure public health, safety and welfare** and to ensure that it will not compromise the safety, reliability and operability of the Town's utility infrastructure or place other residents' electrical equipment at risk.

The **total combined kilowatts** for all permitted SES's **shall not exceed 25 kilowatts** per platted lot.

For a **nonroutine ground-mounted SES**, the **vertical distance** between the highest points of any panel or module (at its maximum design tilt) to finished grade or slab on grade directly below, **shall not exceed nineteen (19) feet**.

The total combined square footage of all **ground-mounted** or pole-mounted photovoltaic panels or modules **on a lot shall not exceed 1500 square feet**.