



## Signatures

<p>The undersigned acknowledges that the information in this application is correct and accurate.</p> <p><b>Applicant:</b></p> <p>_____ <b>Date:</b> _____</p> <p><b>Signature</b></p> <p>_____</p> <p><b>Print</b></p>
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<p>If the applicant is not the owner, the owner hereby grants permission for the applicant to act in his/her behalf.</p> <p><b>Owner:</b></p> <p>_____ <b>Date:</b> _____</p> <p><b>Signature</b></p> <p>_____</p> <p><b>Print</b></p>
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## **Solar Access Guarantee Application Process**

### **1. Applicant Submits a Solar Access Guarantee Application to the Development Services Department**

- The application must conform to the *Solar Access Guarantee Submittal Requirements Checklist* on pages 4-5 of this application packet.
- Planning Division staff screen the submittal at the front counter to determine whether all required items listed in the *Solar Access Guarantee Submittal Requirements Checklist* have been submitted.
- Applications missing required items will not be accepted for submittal.

### **2. City Staff Conduct Detailed Completeness Check**

- Planning Division staff conducts a detailed completeness check within 30 days of submittal.
- The assigned Planner notifies the applicant in writing regarding the completeness of the application.
- An application is not deemed technically complete until all information necessary to evaluate the proposed development, its impacts, and its compliance with the provisions of the Springfield Development Code and other applicable codes and statutes have been provided.
- Incomplete applications, as well as insufficient or unclear data, will delay the application review process and may result in denial.

### **3. City Staff Review the Application and Issue a Decision**

- This is a Type II decision and thus is made after public notice, but without a public hearing, unless appealed.
- Mailed notice is provided to property owners and occupants within 300 feet of the property being reviewed and to any applicable neighborhood association. In addition, the applicant must post one sign, provided by the City, on the subject property.
- There is a 14-day public comment period, starting on the date notice is mailed.
- Applications are distributed to the Development Review Committee, and their comments are incorporated into a decision that addresses all applicable approval criteria and/or development standards, as well as any written comments from those given notice.
- Applications may be approved, approved with conditions, or denied.
- The City mails the applicant and any party of standing a copy of the decision, which is effective on the day it is mailed.
- The decision issued is the final decision of the City but may be appealed within 15 calendar days to the Planning Commission or Hearings Official.

## Solar Access Guarantee Submittal Requirements Checklist

NOTE: If you feel an item does not apply, please state the reason why and attach the explanation to this form.

- Application Fee** - refer to the *Development Code Fee Schedule* for the appropriate fee calculation formula. A copy of the fee schedule is available at the Development Services Department. The applicable application, technology, and postage fees are collected at the time of complete application submittal.
- Solar Access Guarantee Application Form**
- Copy of the Deed**
- Copy of a Preliminary Title Report** issued within the past 30 days documenting ownership and listing all encumbrances.
- Narrative** explaining the proposal and any additional information that may have a bearing in determining the action to be taken, including findings demonstrating compliance with the Solar Access Protection Criteria as specified in SDC 5.18-105.
- Copy of the Plot Plan Reduced to 8½" X 11"**, which will be mailed as part of the required neighboring property notification packet.
- Eighteen (18) Copies of the Following Plan Sets** all plan sets must be folded to 8 ½" by 11" and bound by rubber bands.
  - A scaled drawing of the solar energy system, its dimensions, its height above ground level and its orientation;
  - A sunchart for the proposed location as seen from the center of the lower edge of the site of the solar energy system feature. If the solar energy system feature is more than 20 feet in length, a sunchart must also be provided for the southeast and southwest corners of the lower edge of the solar energy system feature;
  - A Plot Plan showing lot/parcel lines and dimensions of the applicant's lot/parcel and neighboring lots/parcels which will be affected by the application. The Plot Plan shall include the location of the solar energy system feature and the location of structures and trees on the applicant's lot/parcel and affected neighboring lots/parcels;
  - The hours and months for which solar access is sought;
  - A solar envelope access height limit for each lot/parcel that would be subject to the proposed application; and
  - The names and addresses of all owners and registered lessees of properties that will be subject to the proposed application.
- Written Compliance with Solar Access Guarantee Criteria:
  - Demonstrate that the solar energy system feature must have at least 4 hours per day of solar access between 9:00am and 3:00pm during the period for which solar access protection is being sought. The hours and dates during which solar access is protected must not exceed those hours and dates when the sun is lower than 26 degrees in altitude and greater than 55 degrees east or west of true south;
  - Demonstrate that the solar energy system feature will not be shaded under the provisions of the solar setback standards as specified in Section 3.2-215;

- Demonstrate that the solar energy system feature is installed or a written commitment to install the proposed solar energy system feature within one year of the effective date of the permit. Except certified solar lots in accordance with SDC 5.18-105;
- Demonstrate that there is no reasonable alternative location for the solar energy system feature that would result in fewer restrictions on a neighboring lot/parcel including that provided by trimming or removal of vegetation on the applicant's lot/parcel.