

## Roof Mounted Solar Electric Panel(s)

## Roof Mounted Solar Hot Water Collector(s)

### INFORMATION REQUIRED FOR A DEVELOPMENT PERMIT

All of the following information is necessary to facilitate a thorough evaluation and timely decision on your application. **Applicants are required to fill in the column, "Applicant" and sign the application form confirming that all of the required information has been provided.**

To expedite the evaluation, all materials submitted must be clear, legible and precise. Accurate and legible drawings are required (rough sketches are not acceptable) in order to ensure that your application is processed accurately and in a timely manner. To achieve this level of customer service, **staff are instructed to accept only complete applications which include plans/drawings prepared to professional drafting standards.**

If any of the required information is not provided, your application will not be accepted. If an application is accepted, and upon review found to be missing required information, you will be contacted. **The processing of your application will not proceed until the necessary information is submitted.**

Office	Applicant	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	<b>1. CURRENT COPY OF THE CERTIFICATE OF TITLE</b> (Not older than 3 months)
<input type="checkbox"/>	<input type="checkbox"/>	<b>2. OWNER AUTHORIZATION</b> (If the applicant is not the Owner)
<input type="checkbox"/>	<input type="checkbox"/>	<b>3. APPLICATION FEE</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>4. UTILITY LOCATE SLIPS</b> (If the project will create ground disturbance)
<input type="checkbox"/>	<input type="checkbox"/>	<b>5. SITE PLANS</b> – to a readable scale and dimensioned (in metric) showing:
<input type="checkbox"/>	<input type="checkbox"/>	• North Arrow
<input type="checkbox"/>	<input type="checkbox"/>	• Municipal Address
<input type="checkbox"/>	<input type="checkbox"/>	• Legal Description (Lot, Block, Plan)
<input type="checkbox"/>	<input type="checkbox"/>	• Property Lines
<input type="checkbox"/>	<input type="checkbox"/>	• Easements and utility rights-of-way
<input type="checkbox"/>	<input type="checkbox"/>	• Location of all public roads adjacent to the site
<input type="checkbox"/>	<input type="checkbox"/>	• Location of all existing and proposed buildings on the site as well as all operational, structural and maintenance components for the collectors with setback distances to the subject property lines
<input type="checkbox"/>	<input type="checkbox"/>	• If ground disturbance is necessary for the project, show location of existing or proposed services lines, and meters
<input type="checkbox"/>	<input type="checkbox"/>	• Location of existing or proposed landscaping, fencing, and screening
<input type="checkbox"/>	<input type="checkbox"/>	• Location of solar collectors on the roof with setback distances to property lines

<input type="checkbox"/>	<input type="checkbox"/>	<b>6. ELEVATION DRAWINGS</b> (photographs may be acceptable) – to a readable scale and dimensioned (in metric) showing: <ul style="list-style-type: none"> <li>• Dimensioned height from grade of all existing and proposed buildings showing the location and height of the solar collectors</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>7. SIGNAGE AND OTHER ATTACHMENTS</b> <ul style="list-style-type: none"> <li>• No advertising material or signage other than warnings and equipment information shall be allowed on any of the components of a solar collector system.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<b>8. OTHER REQUIREMENTS</b> <ul style="list-style-type: none"> <li>• Method of attachment of collectors and other components to the roof</li> <li>• Dimensions of solar panel(s)</li> <li>• Combined weight of panels and all other roof mounted components</li> <li>• Type of roofing materials (shingles, tiles, gravel)</li> <li>• Manufactures Specifications</li> <li>• Required Electrical permit(s)</li> <li>• Required Building permit(s)</li> <li>• Required Plumbing permit(s)</li> </ul>
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**A photovoltaic or solar hot water system should be integrated into the design of the building. If a photovoltaic or solar hot water system cannot be integrated into the design of the building, it is required that every effort be made to minimize the visibility of the system from surrounding properties and public areas. Installing visible systems on heritage buildings is generally discouraged. Panels, tanks and other components of a system shall not display any form of advertising or branding. Shadows produced by the system should be minimized by installing less bulky systems and attaching panels flush with roof lines.**

The Development Authority may require additional material considered necessary to properly evaluate the proposed development. Normally an application will be complete if the material outlined above is provided.

**Please provide detailed description of the proposed use. Attach a separate sheet if necessary.**

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**Please identify and provide justification for items that do not comply with Council approved policies, bylaw standards, or technical guidelines. Attach a separate sheet if necessary.**

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Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (Confirming that all required information has been provided and is correct.)

Received and checked by: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only

Reviewed by:	Date:
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Comments:
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