



CITY OF ASTORIA
 Founded 1811 • Incorporated 1856
COMMUNITY DEVELOPMENT

Fee Paid Date _____ By _____

SE _____ FEE 250.00:\$ _____

SMALL SCALE SOLAR ENERGY SYSTEM		
<input type="checkbox"/> Administrative (no fee)	<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Historic

Property Address: _____
 Lot _____ Block _____ Subdivision _____
 Map _____ Tax Lot _____ Zone _____

(Prohibited in S-5, SBHO. Restricted in A-3,A-4)

Applicant Name: _____

Mailing Address: _____

Phone: _____ Business Phone: _____ Email: _____

Property Owner's Name: _____

Mailing Address: _____

Business Name (if applicable): _____

Signature of Applicant: _____

Signature of Property Owner: _____

Brief Description of Proposed Small Scale Solar Energy System: _____

FILING INFORMATION: All applications must comply with Development Code Article 16. A pre-application meeting with the Planner is required prior to acceptance of the application as complete. Only complete applications will be scheduled on the agenda. Your attendance at the Commission meetings is recommended. Historic Landmarks Commission meets at 5:15 pm on the third Tuesday of each month. Complete applications must be received by the 13th of the month to be on the next month's agenda. Planning Commission meets at 6:30 pm on the fourth Tuesday of each month. Complete applications must be received by the 20th of the month to be on the next month's agenda.

For office use only:			
Application Complete:		Permit Info Into D-Base:	
Labels Prepared:		Type I, II, or III:	
120 Days:		HLC / APC Meeting Date:	

PLANS: An accurate and scaled site plan, scaled elevation views, and other supporting drawings illustrating the location and dimensions of the proposed solar facility, including but not limited to support structure(s), alternative support structure(s), equipment enclosures, any and all other devices and attachments. Scaled free-hand drawings are acceptable.

Community Development Code Article 16: Solar Energy

16.035 (A) (1) All applications for permits for the placement and construction of solar facilities, except those listed in Section 16.010.B shall be accompanied by the following:

1. A complete description of the proposed solar facility system including use of concealment technology, height, location, siting/site plan, color, and design, and description of services the applicant intends to provide from the facility. Manufacturer specification sheets on the equipment shall be provided.
2. Proof of ownership of the land upon which the solar facility is proposed; or evidence of an appropriate easement, lease, rental agreement, or land use application signed by the applicant and signed by the underlying property owner.
3. If mounted on a tower, data pertaining to the tower's safety and structural stability, including safety results from test facilities.
4. An accurate and scaled site plan, scaled elevation views, and other supporting drawings illustrating the location and dimensions of the proposed solar facility, including but not limited to:
 - a. Support structure(s)
 - b. Alternative support structure(s)
 - c. Equipment enclosures
 - d. Any and all other devices and attachments.

Not required for facilities listed as Outright in Section 16.030.A. {HB 3516}

5. If Federal funds are involved, evidence demonstrating that the applicant has filed a request with the State Historic Preservation Office (SHPO) to review the application under Section 106 of the National Historic Preservation Act (NHPA), or evidence demonstrating that the applicant has complied with all State Historic Preservation Office requirements as a result of the Section 106 consultation.
6. Payment of fees. Not required for facilities listed as Outright in Section 16.030.A.
7. All such additional information as the Community Development Director may identify as being relevant to the permitting process.
8. No small scale solar energy systems shall be constructed or operated within the City limits until all necessary City, State, and Federal approvals have been secured. Evidence of approvals shall be provided to the City.

9. Manufacturer information on the reflective nature of the solar facility to evaluate the potential light reflection into adjacent properties and rights-of-way.

Not required for facilities listed as Outright in Section 16.030.A.

10. Visual impact analysis and demonstrations including mock-ups and/or photo simulations from at least three (3) directional perspectives. Simulations should include:

- a. Perspectives from all directions that could impact view corridors;
- b. Perspectives from above the site for roof mounted facilities;

Not required for facilities listed as Outright in Section 16.030.A.

11. Landscape and/or screening plan as required by Section 16.040.E.

12. Applicant shall submit the fee, copies of a complete application and plans, and other required information in accordance with Article 16. Only one copy shall be submitted for Type I and Type II applications reviewed administratively as an Outright Use and/or Administrative Conditional Use. For Type III applications requiring Planning Commission Conditional Use review, ten (10) copies shall be submitted. Digital copies of plans and required information is encouraged.

- B. All applications for solar facilities specified in Section 16.010.B.1 shall be accompanied by the following:

1. A complete description of the proposed solar facility system including use of concealment technology, height, location, siting/site plan, color, and design, and description of services the applicant intends to provide from the facility. Manufacturer specification sheets on the equipment shall be provided.
2. Proof of ownership of the land upon which the solar facility is proposed; or evidence of an appropriate easement, lease, rental agreement, or land use application signed by the applicant and signed by the underlying property owner.
3. Photo of the proposed location as viewed from the street.