



Certificate of Compliance – Zoning Permit

Date:

| | |
|------------------|---|
| Applicant: | |
| Project Address: | |
| Reviewed: | Application Completeness: ___ Zoning Compliance: ___ Engineering: ___ |

I hereby request the following consideration:

Accessory Structure - Installation of a Renewable Energy System:

Describe the purpose of the application:– be specific.

PROPERTY INFORMATION:

| | | | |
|--|---|-------------------------------------|-----------------|
| Property Information: (check one) | <input type="checkbox"/> Residential Use <input type="checkbox"/> Commercial Use <input type="checkbox"/> Industrial Use <input type="checkbox"/> Mixed Use | | |
| Detail concerning property:(i.e. Single-Family home/Duplex/Multifamily/type of commercial/industrial use) | | | |
| Does the lot have existing structures? Yes <input type="checkbox"/> No <input type="checkbox"/> | | Describe existing structures on lot | |
| If yes, how many presently: | | | |
| Parcel #: | | Zoning District: | |
| Current or Previous Use: | | | |
| <i>Required for new construction related to repairs*</i> | | | |
| *Flood Hazard Designated Area: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, additional regulations may apply. | | | |
| *City Engineer shall record the flood level elevation: | | | |
| *Riparian Setback Area: <input type="checkbox"/> N/A <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete form associated with riparian setbacks. | | | |
| Check if you will be connecting into the following utilities: <input type="checkbox"/> Electric <input type="checkbox"/> Storm Sewer <input type="checkbox"/> Water Line <input type="checkbox"/> Sanitary Sewer | | | |
| Square footage of project: | Site Improvement Costs: | Construction Costs: | |
| Please select one if applicable: Design Review District: | | <input type="checkbox"/> | Richmond Street |
| and/or Historic Preservation District: | | <input type="checkbox"/> | Bank Street |
| (Certificate of Appropriateness required) | | <input type="checkbox"/> | Railroad Street |
| <input type="checkbox"/> Applicant Information: signature of individual required | | | |
| Name: | | | |
| Address: | | City: | State: Zip: |
| Phone | | Email: | |
| Signature: | | | Date: |
| <input type="checkbox"/> Owner Information: signature of individual required | | | |
| Name: | | | |
| Address: | | City: | State: Zip: |
| Phone | | Email: | |
| Signature: | | | Date: |

Incomplete applications will not be accepted or processed

By signing this application, I agree to comply with the City of Painesville Ordinances. Please note: Making application for this permit/certificate entitles Painesville Inspectors complete access to the property to conduct all necessary inspections.

Application Requirements.

In addition to the application requirements set forth in Section 1111.03 (See Pages 3-5), an application for a renewable energy system shall include:

- (1) The manufacturer's specifications.
- (2) Complete architectural and engineering drawings, adequately scaled and dimensioned depicting the location, installation, mounting, anchorage details, appearance on the building and details for wiring and connections, and battery storage system details.
- (3) Details for battery storage systems regarding:
 - A. Location of equipment
 - B. Ventilation
 - C. Containment
 - D. Supporting structures for batteries and equipment
 - E. Electrical system, devices and wiring
- (4) Evidence that the proposed system has been reviewed by the City of Painesville Bureau of Fire Prevention and its findings and recommendations are submitted with the application.
- (5) Evidence that the City of Painesville Municipal Electric Department approves the applicant's intent to install an interconnected customer-owned system and that such system is in accordance with the *City of Painesville Electric Department Renewable Electric Generation Policy*.
- (6) Verification that the installer has the necessary professional training, North American Board of Certified Energy Practitioners (NABCEP) certification and licensure and insurance as may be required for the installation of renewable energy systems.
- (7) Certification by a licensed structural engineer that the roof of the building is designed to handle all structural loads including those imposed by the proposed renewable system.
- (8) A description of the location and type of any required screening.
- (9) A description of emergency and normal shutdown procedures and location of electrical disconnection switch.
- (10) Payment of the fee as required by Section 1105.05.

General Requirements.

Design Review Board Hearings: 2nd Thursday of the Month

- (1) Renewable energy systems shall be permitted as accessory to a main use or building located on the same lot or parcel. Such facilities shall be designed, installed, or constructed to provide electrical power to serve only the main use or building to which they are accessory.
- (2) The **Design Review Board shall review renewable energy systems applications** for compliance with the Building Code, general design standards, and design standards established in this Unified Development Code.
- (3) Renewable energy systems shall not be visible from any street or sidewalk at the front elevation of the property; provided however, that the Design Review Board may approve the placement of renewable energy systems in roof locations that are visible from any street or sidewalk, when the applicant has demonstrated to the Design Review Board that:
 - a. The alternative location is necessary to optimize system functionality;
 - b. The proposed system(s) and their location(s) are designed to minimize any adverse impacts to the neighborhood; and/or,
 - c. The size and location of any structure is the minimum necessary to serve the needs of the building(s) on the property.
- (4) When locating renewable energy systems, it is the property owner's responsibility to consider current and future development, growth of trees and vegetation, and other obstructions that might interfere with solar access. Nothing in this section shall prohibit the owner of the renewable energy system from requesting or obtaining a renewable energy system access easement from any person.
- (5) Accessory components shall be located either within a building, or within a screened enclosure behind the main building, or are hidden from view behind the parapet wall of buildings with flat roofs.
- (6) Renewable energy systems shall be properly maintained at all times in compliance with all manufacturers' specifications. The applicant shall provide the city reasonable access to inspect the renewable energy system in accordance with the City of Painesville Electric Department Renewable Electric Generation Policy.

Solar Energy System.

- (1) Solar panels shall be placed on the roof of a building in accordance with the following:
 - A. Solar panels shall not be visible from any street or sidewalk at the front elevation of the property unless approved in accordance with procedures set forth in subsection (d) herein.
 - B. Solar panels shall not extend beyond the edge of the roof.
 - C. For pitched roofs (sloped in excess of three (3) inches per foot), solar panels shall be placed parallel to the plane of pitched roof and shall be ten (10) inches or less above the surface of the roof when measured to the top of the solar panel.
 - D. For low slope (pitches less than three (3) inches per foot) and flat roofs, the Design Review Board may approve solar panels of alternative heights and configurations as appropriate for such roof.
 - E. Solar energy access easements shall be in compliance with Ohio R.C. 5301.63 which sets forth the requirements for such access. In order to ensure adequate access of solar energy collection devices to sunlight, any person may grant a solar access easement. Such easements shall be in writing and subject to the same conveyance and recording requirements as other easements. Any instrument creating a solar easement shall be recorded in the Lake County Recorder's Office.
 - F. Solar panels and related equipment shall be located, oriented or screened and constructed of such material to prevent to the fullest extent practicable glare from solar panels to not be directed at any other person, building or public right of way.
 - G. Solar panels shall be uniform in appearance and color, and to the extent practicable, match the design and color of the roof on which the panels will be placed.

Abandonment.

Upon abandonment, the owner shall physically remove the renewable energy system within sixty days from the date of abandonment. "Physically remove" shall include, but not be limited to:

- (1) Removal of the renewable energy system and related above grade structures.
- (2) Restoration of the location of the renewable energy system to its prior condition

Authority of the Planning Commission.

In order to include new market developments and innovations in renewable energy systems that may be developed after the passage of this section, the Planning Commission shall review applications for renewable energy systems not specifically listed in this section as a Conditional Use as regulated by Section 1111.08 and by applying or modifying the regulations of this section as applicable.

The provisions of this Section 1119.18 do not prohibit Solar arrays, Solar cells or a Solar energy system that are installed in the City on the date of the passage of this Ordinance but any future modifications to existing Solar arrays, Solar cells or a Solar energy system must comply with the provisions of this Ordinance. Repairs and maintenance of an existing Solar array, Solar cell or a solar energy system do not constitute a modification of such an array, cell or system.

1111.03 GENERAL APPLICATION REQUIREMENTS.

The requirements of this section shall apply to all applications and procedures subject to development review under this Code.

(a) Authority to File Applications. Unless otherwise specified in this Code, development review applications may be initiated by any person, firm or corporation owning or leasing land that is subject of the application. If the applicant is not the owner of the land, the owner shall sign and be made a party to the application.

(b) Application Forms. Applications required under this Code shall be submitted on the forms made available by the Administrator. Applications shall be signed by the applicant and submitted along with seven paper copies and one electronic copy, unless otherwise required by the Administrator.

(c) Site Plans and Drawings. Site plans shall be prepared by persons professionally qualified to prepare such plans and include the following:

- (1) Site plans shall be clearly and accurately drawn to scale not smaller than one inch equals 20 feet except for larger sites when, at the discretion of the Administrator, a smaller scale will better reflect the appropriate site characteristics, but in no case shall the scale be smaller than one inch equals 50 feet. Site plans shall show all dimensions that are essential to evidence conformance with the requirements of the City Codified Ordinances as well as the standards prescribed herein.
- (2) Location by lot number, subdivision, section, range and township or other surveys.
- (3) Names, addresses and phone numbers of the owner, developer and registered professional engineer, registered architect or registered surveyor and appropriate registration numbers and seals.

- (4) Date of survey.
- (5) Scale of the plan; north arrow.
- (6) Boundaries of the lot and its dimensions.
- (7) Names of the adjacent owners.
- (8) Locations, widths and names of existing streets, railroad rights-of-way, easements, parks, permanent buildings and corporation and township lines.
- (9) Location of natural features including existing watercourses, wetlands and flood areas within and adjacent to the subject property for a minimum distance of 200 feet.
- (10) Flood plain limits when a property or development is located in a flood hazard area as delineated by the Flood Insurance Rate Map for the City of Painesville.
- (11) Zoning classification of the property and adjoining properties and a description of the proposed zoning changes, if any.
- (12) Grading plan to include existing elevations and proposed final elevations (all elevations USGS Datum).
- (13) Existing sewers, water lines, culverts and other underground structures, and power transmission poles and lines, within and adjacent to the subject property.
- (14) Location and widths of proposed easements.
- (15) The location and dimensions of any proposed lots to be platted.
- (16) Location and approximate dimensions, including height, of main and accessory buildings with the existing and intended use of each building or structure or part thereof.
- (17) Building setback lines with dimensions.
- (18) Buildings and uses to be demolished or eliminated, if any.
- (19) Statistical data on all relevant characteristics of the plans, including, as minimum, the type and number of dwelling units, parking areas, open space, the type of business or industry, and the total gross and net acreage involved.
- (20) Vehicular traffic and pedestrian circulation features within and without the site.
- (21) The location and dimensions of all off-street parking areas, including the location, dimensions and approximate grade of proposed off-street parking and loading areas, alleys, pedestrian walks, streets and the points of vehicular ingress and egress to the development.
- (22) The location, dimensions and proposed uses of all on-site recreation areas.
- (23) Locational maps indicating the relationship of the sites to the surrounding land areas.
- (24) Locations, sizes, and screening where applicable, of all required municipal utilities and improvements. Utilities and improvements required shall be sized and constructed in accordance with Chapter 1137, the City of Painesville Construction and Material Specifications and the City of Painesville Standards. Further, all commercial and industrial establishments, mercantile, educational and institutional occupancy, places of assembly, hotel, multi-family dwellings shall show on their plans placement of hydrants and main sizes shall be in accordance with Chapter 939 of the Codified Ordinances of the City of Painesville. Utility connections shall be located so as to have minimum impact on the appearance, design or architectural styles of the site.
- (25) Location of existing and proposed fire lanes as established by the Fire Chief.
- (26) Provisions for refuse disposal and/or removal including the method of screening. Refuse areas shall be screened so as not to be visible from off the site.
- (27) Landscape details including the location, height, number and type of plant material to be installed on the site as well as the location, type and maintenance provisions for any and all required buffers.
- (28) Location, type and height of proposed outdoor lighting.
- (29) Anticipated development phasing and scheduling.
- (30) Proposed and existing signs, shown in accordance with the application requirements of Chapter 1129.
- (31) The Administrator may waive any of the above requirements that are determined to be inapplicable in specific instances.

(d) Complete Application Determination.

- (1) Upon determination that a complete submittal has been made, the Administrator shall declare the application to be officially filed and shall process the application in accordance with the procedures and timelines set forth in this Code.
- (2) If an application is determined to be incomplete, the Administrator shall provide written notice to the applicant along with an explanation of the application's deficiencies. No further processing of an incomplete application shall occur until the deficiencies are corrected and the Administrator determines that the application is complete.
- (3) If the applicant fails to correct all deficiencies and submit a complete application within 60 days of the notice provided by the Administrator, the incomplete application shall be deemed withdrawn and all fees forfeited. A new application and fee shall be required for reconsideration.

(4) If any false or misleading information is submitted or supplied by an applicant on an application, that application shall be deemed incomplete.

(e) Simultaneous Processing of Applications. Whenever two or more forms of review and approval are required under this Code, the Administrator shall determine the order and timing of review. The Administrator may authorize a simultaneous review of applications, so long as all applicable requirements are satisfied for all applications.

Fees.

1. Any application for development review under this Code shall be accompanied by such fee as shall be specified in Section 1105.05.....**Accessory Structures \$45.00**
2. No application shall be processed or determined to be complete until the established fee has been paid.

Issuance of a Certificate of Compliance (Zoning Permit) shall not be construed as a building permit for projects. A zoning permit is issued authorizing buildings, structures or uses consistent with the terms of this UDC and for the purpose of carrying out and enforcing its provisions.

Application Reviews Required:

- | | | |
|------------------------------------|---------------------|-----------------|
| 1. Lake County Building Department | date of review_____ | approved Y or N |
| 2. Electric Department | date of review_____ | approved Y or N |
| 3. Fire Department | date of review_____ | approved Y or N |
| 4. Planning Department | date of review_____ | approved Y or N |

Design Review Board date of review_____

Action of Board_____