



# Solar Energy System

## Information Packet

**Land Use  
Management**  
509 W 5th Street  
Suite 103  
Red Wing, MN  
55066

**T: 651-385-3104**  
**F: 651-385-3106**

Solar Energy Systems could require more than one application approval:  
Residential-Building Permit  
Commercial-SES Zoning Permit and Building Permit  
Utility Scale and all reflective-Conditional or Interim Use Permit and Building Permit

Land Use Management Department staff are available to advise you in the preparation of this application. Call (651) 385-3104 for further information.

### SOLAR ENERGY SYSTEM (SES)

A device set of devices, or structural design feature, a substantial purpose of which is to provide for the collection, storage and distribution of sunlight for space heating or cooling, generation of electricity, water heating, or providing daylight for interior lighting.

- A. Residential SES.** Accessory to the primary use of the land, designed to supply energy for onsite residential use; excess energy produced may be sold back to the grid through net metering.
- B. Commercial SES.** Accessory to a permitted farm or business use of the land, designed to generate energy to offset utility costs or as an additional revenue stream.
- C. Utility Scale SES.** An energy system that is the primary use of the land, designed to provide energy primarily to off-site uses or export to the wholesale market.

### WHEN IS A SOLAR ENERGY SYSTEM ZONEING PERMIT NECESSARY?

Approval Required: All Solar energy systems greater than 200 watt (2 kW) capacity shall require a building permit and a zoning approval in the form of an administrative review, SES Zoning Permit, or a Conditional /Interim Use Permit (see Section 7 of this Article).

- A. Residential SES** may be approved administratively with a Building Permit.
- B. Commercial SES** may be approved through a SES Zoning Permit or a Conditional/Interim Use Permit.
- C. Utility Scale Photovoltaic (PV) SES** Systems require a conditional/interim use permit

Solar Application Fees*	
Residential	\$50
Commercial (Zoning Permit)	\$200
Utility (CUP/IUP)	\$1,000

\*SES permit type determined by staff

\*All fees are in addition to building permit fees

Permit NUMBER:  
For Staff Use only

APPLICATION FOR

# Solar Energy System Application

## 1. Owner/Applicant Information

PROPERTY OWNER'S NAME: \_\_\_\_\_

PROPERTY OWNER'S ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

(    )

EMAIL: \_\_\_\_\_

APPLICANT OR AUTHORIZED AGENT'S NAME: \_\_\_\_\_

Same as Above 

APPLICANT'S ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

(    )

EMAIL: \_\_\_\_\_

CONTACT FOR PROJECT INFORMATION: \_\_\_\_\_

Same as Above 

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

(    )

EMAIL: \_\_\_\_\_

## 2. Location and Classification

STREET ADDRESS OF PROJECT: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

Attached 

## 3. Supporting information

NUMBER OF SOLAR COLLECTORS TO BE INSTALLED \_\_\_\_\_

TOTAL SIZE OF PROJECT \_\_\_\_\_

DESCRIBE METHOD OF CONNECTING THE ARRAY TO A BUILDING OR SUBSTATION \_\_\_\_\_

Attach signed interconnection agreement 

## 4. Applicant's Affidavit

Under penalty of perjury the following declarations are made:

1. The undersigned is the owner or authorized agent of the owner of this property.
2. The information presented is true and correct to the best of my knowledge.
3. Other information or applications may be required.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print name: \_\_\_\_\_ owner or authorized agent (circle one)

# Application Submittal Checklist

Applications listed below submitted to the Planning Department must be accompanied by this checklist and all required materials. **The checklist is to be completed and signed by a Land Use Management department staff person.**

APPLICATION MATERIALS		CHECKLIST
Application, with all blanks completed		<input type="checkbox"/>
Township approval form completed with township signature		<input type="checkbox"/>
Site Plan (as defined in Art 10, Section 2 with additional information listed below):		<input type="checkbox"/>
	Location and spacing of solar panels	<input type="checkbox"/>
	If ground mounted, identify existing vegetation on installation site	<input type="checkbox"/>
	Location of underground or overhead electric lines connecting SES to building, substation or other electric load	<input type="checkbox"/>
	New electrical equipment other than at the existing building or substation that is the connection point for the SES	<input type="checkbox"/>
	Existing and proposed (if altering grade) topography at 2 foot contours	<input type="checkbox"/>
	Manufacturer's specifications and recommended installation methods for all major equipment including solar panels, mounting systems and foundations for poles or racks	<input type="checkbox"/>
Additional information if Commercial or Utility Scale Roof or Ground Mounted, and all reflective solar energy systems		CHECKLIST
Commercial Scale as determined by Planning and Zoning Office		<input type="checkbox"/>
Utility Scale as determined by Planning and Zoning Office		<input type="checkbox"/>
Visual Impact Analysis: Potential visual effects		<input type="checkbox"/>
Storm water management measures		<input type="checkbox"/>
	Identify specific erosion control, sedimentation control or stabilization measures to address soil limitations during and after project construction	<input type="checkbox"/>
Screening or buffering plan include site grading and/or landscape plantings proposed along public roads or abutting residential properties		<input type="checkbox"/>
Maintenance plan for grounds surrounding the systems		<input type="checkbox"/>
A plan outlining the use, storage and disposal of chemicals used in the cleaning of the collectors and/or reflectors unless certified organic cleaning products are used		<input type="checkbox"/>
Identify the onsite location and measures that will be taken to avoid, minimize, or mitigate adverse effects to existing historical, cultural, and archeological features identified by SHPO, the county's databases, and those discovered onsite		<input type="checkbox"/>

Solar Energy System Determination*	
Residential	<input type="checkbox"/>
Commercial	<input type="checkbox"/>
Utility	<input type="checkbox"/>
Ground	<input type="checkbox"/>
Roof	<input type="checkbox"/>
Reflective	<input type="checkbox"/>

\*As determined by Zoning Administrator or designee

Permit NUMBER:  
For Staff Use only

Additional information if Utility Scale roof or ground mounted, and all reflective solar energy systems		CHECKLIST
Criteria to determine potential impacts on agricultural production		
	Number of acres of Prime Agricultural Soils to be impacted	<input type="checkbox"/>
	Number of acres in A-1 District to be impacted	<input type="checkbox"/>
	Proposed duration of SES	<input type="checkbox"/>
Criteria to evaluate potential environmental impacts		
	EAW determination if required	<input type="checkbox"/>
	Review of Goodhue County Environmental Constraints Land Use Model	<input type="checkbox"/>
	Proximity to existing Electric Utility Lines and Substations for grid-intertie and existing SES projects	<input type="checkbox"/>

**Township Information** Township Zoning Permit Attached? If no please have township complete below:

By signing this form, the Township acknowledges being made aware of the request stated above. In no way does signing this application indicate the Township's official approval or denial of the variance request.

Signature	Title	Date

Comments:

**County Section**

SES Application Fee	SES Residential: \$50	SES Zoning Permit: \$200	SES CUP/IUP: \$1000	Receipt Number	Date
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

What is the formal wording of the request?

Shoreland \_\_\_\_\_ Lake/Stream Name \_\_\_\_\_ Zoning District \_\_\_\_\_

Date Received \_\_\_\_\_ Date of Public Hearing \_\_\_\_\_ DNR Notice \_\_\_\_\_ City Notice \_\_\_\_\_

Action Taken: \_\_\_Approve \_\_\_Deny Conditions:

Zoning Administrator Signature

**PERMITTED USES, CONDITIONAL USES OR INTERIM USES FOR SOLAR ENERGY SYSTEMS**

Solar Energy Systems will be permitted, conditionally permitted or not permitted based on the generating capacity and land use district as established in the table below (P=Permitted, ZP= Zoning Permit, C=Conditionally Permitted, I=Interim Permitted, NP=Not Permitted):

District	Utility Scale Solar SES	Commercial Scale SES	Residential Scale SES
Agriculture Protection (A-1)	C or I	ZP	P
Agriculture (A-2)	C or I	ZP	P
Urban Fringe (A-3)	C or I	ZP	P
Suburban Residence (R-1)	NP	ZP	P
General Business (B-1)	C or I	ZP	P
Mixed Use Hamlet (MXH)	NP	ZP	P
Highway Business (B-2)	C or I	ZP	P
Industry (I)	C or I	ZP	P
Wild and Scenic River (WS)	NP	C or I	P
Commercial Recreation (CR)	NP	C or I	P
Shoreland (S)	NP	C or I	P
Floodplain Management (FP)	NP	C or I*	ZP*
Wetlands (W)	NP	NP	NP

\*All provisions of Article 31 (Floodplain Regulations) must be met.

**INSTRUCTIONS:**

First: What zoning district is the property located in. Visit <http://www.co.goodhue.mn.us/524/Maps> to find out or call Goodhue County Land Use Management Department ♦ Building ♦ Planning ♦ Zoning ♦ Telephone: 651/385-3104.

Next: Please review the instructions in this application and ask Zoning staff if you have any questions. After filling out the application and collecting the required materials and plans, please contact the Land Use Management Department for an intake appointment to process your application. At this appointment staff will review your application to ensure that it is complete. The assigned staff will review the application in accordance with the Goodhue County Comprehensive Plan, the Ordinance, and department policies.

**P: HOW DOES THE SESADMINSTRATIVE ZONING APPROVAL PERMITTING PROCESS WORK?**

Please review and complete the Goodhue County building permit application.

**ZP: HOW DOES THE SESZONING PERMITTING PROCESS WORK?**

Please review and complete the Goodhue County SESZP which includes the building permit application.

**C or I: HOW DOES THE SES CONDITIONAL/INTERIM USE PERMITTING PROCESS WORK?**

Please review and complete the Goodhue County ...

Please provide the following materials with this application:

1. **SESZP Application:** Completed application form with all required fees. Please refer to the Goodhue County Land Use Management Department Fee Schedule available at <http://www.co.goodhue.mn.us> or at the Land Use Management offices Located in the Government center at 509 West 5<sup>th</sup> Street Suite 103, Red Wing, MN 55066.
2. **Drawings:** The application must be accompanied by plans sufficient for proper determination of the request. In most cases a **site plan** will be required, as defined in Article 10 Section 2 Subd. 95, showing all pertinent dimensions, buildings and significant natural features having an influence on the CUP; The application may be accompanied by un-mounted photographs, large enough to show the nature of the property but not over 11 X 17 inches;
3. **Township:** Township signature of acknowledgment and awareness of the request.
4. **Manufacturer's information:** Provide Specifications sheet, including industry certifications and wattage capacity and manufacturer photographs or renderings
5. **Zoning:** Provide written responses to questions about the proposal's compliance with the county zoning ordinance to which the application relates;
6. **Performance Standards:**
  - a. Letter from a professional engineer indicating the roof is able to support the load of the system
  - b. Plan/drawing showing where the system is located on the roof
  - c. A cost and control affidavit, which is generally completed by a licensed construction professional and attests that they will oversee and verify system construction in accordance with local engineering and code specifications
  - d. Drawings of the mounting system, which are typically provided by the manufacturer
  - e. Proof of workman's compensation insurance
  - f. A copy of the contract with the building owner
7. **Septic Compliance:** When the septic system of the parcel on which the request was made is located within the shoreland overlay district, a septic system certification must be completed. (Note: Noncompliant septic systems are required to be upgraded regardless of the outcome of application proceedings).
8. **Additional Criteria:** For certain types of SES, the Planning Code sets out additional criteria for approval in the Code section under which authorization is sought. If any such criteria apply in this case, state in detail the manner in which you believe they will be met. The referenced Code sections are available on-line and may be explained to you at the Land Use Management counter or by phone.
9. **"grid-tied" (interconnected) systems:** Although it is not required to be submitted with the initial application, city staff will need to have a copy of a signed "interconnection agreement," in hand, prior to issuing a Solar Energy System Zoning Permit. For thermal (non-electric) systems, this requirement does not apply.

All plans and other exhibits submitted with this application will be retained as part of the permanent record in this case.