



EZOP Planning Checklist ACCESSORY WIND ENERGY SYSTEMS *Information Sheet*

GENERAL INFORMATION

An Accessory Wind Energy Systems application is required by the County Development Code to evaluate the location, design and operation for an accessory wind energy system as specified in each Land Use District. The Accessory Wind Energy Systems application and process provides the County the opportunity to review the proposed accessory wind energy system installation to ensure all applications meet the existing codes and regulations.

The Director of Land Use Services will review each application on a discretionary basis, using the Staff Review with Notice procedures. Actions of the Director of Land Use Services may be appealed to the Planning Commission. Appeals must be made by means of a separate application and will require an additional fee.

PROCEDURES

1. Submit EZOP application. County staff will use the Submittal Materials Checklist (see below) to determine whether your application may be filed.
2. If the application is deemed acceptable to be filed, you will be invoiced the application fee. Once paid, the application will move forward.
3. Determination of Application Completeness. County staff will determine whether the materials you have submitted are adequate or if additional materials or reports are required. You will be notified in writing if any additional materials are required.
4. Recommendations, Conditions of Approval, and Final Report. The project planner will prepare these materials for consideration by the Director of Land Use Services or his/her designee.

FEES

Average Cost Application

- 50 feet in height or less: \$713.00
- Greater than 50 feet in height: \$1,223.00

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SUBMITTAL MATERIALS CHECKLIST

- 1. Property Owner Certification. Form can be obtained at: <http://cms.sbcounty.gov/lus/Planning/Handouts.aspx>.
- 2. Proof of property ownership:
 - Recorded Grant Deed (or Quitclaim Deed with the previous Grant Deed) for each lot or parcel listed on the application **OR**
 - A copy of a current Preliminary Title Report (issued within 60 days of application submission).

NOTE: If a trustee is listed as the property owner, a copy of the trust agreement is required. For Grant Deeds that list Corporations, Partnerships, or Fictitious Firms as the Grantor or Grantee, a certified copy of each of the Articles of Incorporation including statement of officers; the Partnership Papers (limited or general); or the recorded Fictitious Business Name Statement naming the owner(s) of the firm is required.
- 3. Letter of Intent. A template can be obtained at: <http://cms.sbcounty.gov/lus/Planning/Handouts.aspx>
- 4. Site/Plot Plan. Accessory Wind Energy Systems Site Plan Instructions can be located at: <http://cms.sbcounty.gov/lus/Planning/Handouts.aspx>
- 5. Noise rating document as published by the manufacturer.
- 6. Documentation from the electric utility service provider, if you plan to connect the system to the electricity grid.
- 7. Any other Calcs/Report/Study prepared for this project, including including a *Visual Impact Analysis* or *demonstration photo simulations* of the proposed tower at the site. The analysis shall be "worst case" and shall assess the cumulative impacts of the proposed wind generator and tower, including the provision of electrical service to the site, and other existing and foreseeable major visual components in the area, and shall identify and incorporate all feasible mitigation measures consistent with the technological requirements of the proposed wind generator. The photo simulations should be taken from a minimum of three widely scattered locations and shall include a vicinity map indicating the location and direction of view.



Accessory Wind Energy Systems Plot Plan Instructions

County of San Bernardino – Planning Division

Accessory Wind Energy Systems

Plot Plans submitted to the Planning Division shall comply with the following specifications. Additional materials or information may be required according to each type of application. Assistance with an online planning application submittal can be obtained at the Public Counters, located at 385 N. Arrowhead Ave., 1st Floor, San Bernardino, CA 92415 (phone number: 909-387-8311) and at 15900 Smoke Tree St., 1st Floor, Hesperia, CA 92345 (phone number: 760-995-8140).

NOTE: An illegible or inadequate Plot Plan cannot be accepted. Include only information necessary to depict the project and its setting (do not include mechanical or structural drawings).

1. Project Scope:

The Plot Plan shall include a Project Scope that identifies relevant information to the proposed project. Depending on the application, categories should include:

- *Application Type*
- *Proposed project as it is to be constructed*
- *Height of structure*
- *Other relevant data...*

2. Plot Plan:

Plot plan must clearly and completely show the intent of the project and its uses and their locations on the site. Clearly label, identify and differentiate the following features (and include dimensions for important distances):

- A. Scale:
 - 1) All plans shall indicate a scale and display a graphic scale (i.e. 1" to 10', etc.)
 - 2) Plot Plan shall be accurate to scale.
 - 3) Official Stamp Area- a 4x6 inch area in the upper right hand side of the plot plan shall be left blank and labeled "Official Use Only".
- B. North arrow, north shall be shown and oriented towards the top of the page. True north shall be indicated.
- C. The site address (if available), legal description(s) including APN number(s), land use district, and names of abutting streets.
- D. Indicate the dimensions of the Accessory Wind Energy System.
- E. Name, address and telephone number of the record owner(s), applicant and the person preparing the map (if different than owner(s)).
- F. Vicinity map showing project location within a general area with a north arrow. Indicate nearest cross streets, major access roads and community name.
- G. Indicate land use (zoning) district classification and the type of development on all adjacent properties, including across any streets. Show distance of structure(s) on adjacent properties from the property lines.
- H. Compute all building coverage, open space and sign area requirements as established by the Land Use Director.

- I. Indicate existing native trees six inches or greater in diameter or if none exist, a statement **MUST** be placed on the plot plan. EXAMPLE: “No Native Trees six inches in diameter exist on this site”.
- J. Existing property lines for each lot or parcel.
- K. Existing rights-of-way and names for all abutting streets.
- L. Existing street and drainage improvements (paved, dirt, etc.).
- M. All existing easements for drainage, public utilities, access or encroachments.
- N. All underground structures including septic tanks, leach lines, seepage pits. If none, indicate method of sewage disposal.
- O. All storm drains and wells.
- P. All existing structures. In addition to dimension of structures, indicate the distances between structures and between each structure and the nearest existing or proposed property line. Also indicate the use of each structure and any that are to be removed. If none, indicate “vacant” on the plan.
- Q. Indicate the location and height of the proposed Accessory Wind Energy System. Indicate the distance of the Accessory Wind Energy System to all existing structures as well as the distance to the property lines.
- R. Indicate location of any topographic conditions (hills, canyons, water courses, known seismic fault areas, etc.). If none, indicate on plan that no topographic conditions exist.



Accessory Wind Energy Systems Plot Plan

[Large empty rectangular area for the plot plan drawing]

INFORMATION PORTION

Applicant Name: _____

Tower Height: _____

Applicant Phone Number: _____

Assessor Parcel Numbers:
