



City of Santa Barbara

SOLAR ENERGY SYSTEMS ZONING COMPLIANCE CHECKLIST AND AWARDS PROGRAM

Staff Init: _____
Case #: _____

Note: All required Building & Safety submittal checklist information must be submitted for plan check purposes.

APPLICANT completes this box.

Address: _____ APN: _____ Zone: _____

Lot Size: _____ S.F. Average Slope: _____ %

Technology, *circle one*: Building Integrated Roof-Mounted Panel Ground-Mounted Panel

System size and power: Number of panels: _____ Total square feet: _____ sq.ft. _____ kW (if electric)

If Ground-Mounted: Max. height of system (i.e. distance from top of panel to natural or finished grade): _____

If Roof-Mounted: Max. height above roof, (max. distance from top of roof to top of panel): _____

If framing is over eight inches (8") off roof or ground, is it **screened**? (*circle one*) Yes No N/A

Panel **directional orientation**, *circle one*: West Southwest South Southeast East

System **visibility** from nearby public streets, parks, beaches or trails, *circle one*: Not visible, Low, Medium, or High

COUNTER PLANNER completes the remaining form.

1. Zoning

- Yes No a. Does the proposed project meet the setback requirements (or is it an allowed encroachment)? Front setback _____ ft. interior setbacks _____ ft.

If ground-mounted: Solar panels must meet the required setbacks.

If roof-mounted: Solar panels may encroach into the required setback the same amount as a roof eave *if it is less than 10" above the top of the roof*, see SBMC §28.87.062. If proposed on an existing legal non-conforming roof, the panel may encroach the same amount as the roof, *if it is less than 10" above the top of the roof*, see SBMC§28.87.030.D.1.a(7).

- N/A Yes No b. If ground-mounted: Does the project comply with required open yard requirements? (May qualify for a 20% allowed encroachment if located on a permitted gazebo, trellis etc., see SBMC§28.87.062.C)

- N/A Yes No c. If in a *residential zone*: Will the proposed system produce less than 10 kW? If "no", route plans to Solar Review Staff for a determination of whether the proposed system constitutes a commercial use.

- Yes No d. If a roof-mounted installation is proposed, are the panels proposed on a permitted structure? *Verify*.

If "no" to any of the above, can the project be modified to address these zoning issues? Additional submittal requirements or design changes may be requested.

- N/A Yes No e. If in the Appealable Jurisdiction of the Coastal Zone (S-D-3), is a Coastal Development Permit (CDP) required?

If "yes," skip to No. 5 below.

2. **Historic**

Is the project affiliated with a historic resource or district (Check parcel tags)?

- Yes No a. El Pueblo Viejo Landmark Districts I or II or Mission Area Special Design District?
- Yes No b. On the City’s list of Historic or Potential Historic Resources?
- Yes No c. Historic District?

If “yes” is the answer to any of 2, move to item No. 3 below.

If “no” is the answer to all 3, skip to item No. 4 below.

3. **Design**

Yes No Will the system be **obscured from public view or screened**, i.e. as viewed from a public street, sidewalk, park, beach or trail, is it **completely** hidden by a parapet, located behind a residence, down a private driveway not visible off site, etc.? Consider all potential public views of the site.

If “yes”, skip to item No.6 below. The project may qualify for a Solar Energy System Recognition Award.

If “no”, continue to item 4.

4. **Was solar energy system designed, located or revised to better comply with City’s Solar Energy System Design Guidelines?**

Yes No If “yes”, skip to item No. 6 below. The project may qualify for Solar Energy System Recognition Award.

If “no”, skip to item No. 6 below. The project does not qualify for Solar Energy System Recognition Award.

Conclusion

5. The plans cannot be approved over the counter and must be routed to Solar Review staff for further review. Skip to item No. 7 below. If there are Zoning concerns (“no” to question No. 1), indicate those in the BLD zoning activity.

6. Applicant proceeds to B&S Counter to continue BLD case application, e, follow BLD Green Sheet procedures (add approval notes in Permit Plan BLD case, stamp and initial two sets of B&S plans and add a ZPC minor/misc. review fee.). **Route this completed form to Solar Design Review Planner** (Irma Unzueta) to track the project for a potential Solar Recognition Award.

7. **Solar Review Contact Procedure** (only if potential issues are identified in items 2, 3 or 4 above).

Route to Solar Design Review Planner (Irma Unzueta x4562) or Design Review Supervisor (Jaime Limon x5507) for a determination.

If none of the staff above are available via phone, then route a cover sheet, this form, any site photographs (and plans if there is an extra set) to the Solar Design Review Planner or Design Review Supervisor.* In Tidemark Advantage, if there is already a building case, enter a BLD activity: “Zoning Route to Case Planner (name)”.

*Note: The Solar Design Review Planner or Design Review Supervisor will provide an opinion as to whether Design Review is required. The Building Official would make the final decision in cases that may cause an adverse impact on public health or safety.