City of Springfield
Development & Public Works
225 Fifth Street
Springfield, OR 97477
Planning@springfield-or.gov

Solar Access Protection

Required Project Information	***(Applicant: complete this section)***
Applicant Name:	**Phone:**
Company:	**Email:**
Address:	
Applicant's Rep.:	**Phone:**
Company:	**Email:**
Address:	
Property Owner:	**Phone:**
Company:	**Email:**
Address:	
ASSESSOR'S MAP NO:	**TAX LOT NO(S):**
Property Address:	
Size of Property:	**Acres** ☐ **Square Feet** ☐
Description of Proposal: If you are filling in this form by hand, please attach your proposal description to this application.	
Signatures: Please sign and print your name and date in the appropriate box on the next page.	

Required Property Information		***(City Intake Staff: complete this section)***
Associated Cases:		**Placard:**
Case No.:	**Date:**	**Reviewed by:**
***Application Deposit Fee:**	**Admin Fee: $**	**Notice Fee: $203**
TOTAL FEES:	**PROJECT NUMBER:**	
***A deposit is collected and charged for Actual Cost of Service (ACS)**		

Signatures

Applicant: The undersigned acknowledges that the information in this application is correct and accurate.

_____ **Date:** _____

Signature

_____

Print

Owner: If the applicant is not the owner, the owner hereby grants permission for the applicant to act in his/her behalf.

_____ **Date:** _____

Signature

_____

Print

Solar Access Protection Application Process

1. Applicant Submits a Solar Access Protection Application to the Development & Public Works Department

- The application must conform to the *Solar Access Protection Submittal Requirements Checklist* on pages 4-5 of this application packet.
- Planning staff screen the submittal at the front counter to determine whether all required items listed in the *Solar Access Protection Submittal Requirements Checklist* have been submitted.
- Applications missing required items will not be accepted for submittal.

2. City Staff Conduct Detailed Completeness Check

- Planning staff conducts a detailed completeness check within 30 days of submittal.
- The assigned planner notifies the applicant in writing regarding the completeness of the application.
- An application is not deemed technically complete until all information necessary to evaluate the proposed development, its impacts, and its compliance with the provisions of the Springfield Development Code and other applicable codes and statutes have been provided.
- Incomplete applications, as well as insufficient or unclear data, will delay the application review process and may result in denial.

3. City Staff Review the Application and Issue a Decision

- This is a Type 2 decision and thus is made after public notice, but without a public hearing, unless appealed.
- Mailed notice is provided to property owners and occupants within 300 feet of the property being reviewed and to any applicable neighborhood association. In addition, the applicant must post one sign, provided by the City, on the subject property.
- There is a 14-day public comment period, starting on the date notice is mailed.
- Applications are distributed to the Development Review Committee, and their comments are incorporated into a decision that addresses all applicable approval criteria and/or development standards, as well as any written comments from those given notice.
- Applications may be approved, approved with conditions, or denied.
- The City mails the applicant and any party of standing a copy of the decision, which is effective on the day it is mailed.
- The decision issued is the final decision of the City but may be appealed within 12 calendar days to the Planning Commission or Hearings Official.

Solar Access Protection Submittal Requirements Checklist

NOTE: If you feel an item does not apply, please state the reason why and attach the explanation to this form.

☐ **Application Fee -** Refer to the Master Fees & Charges Schedule for the appropriate fee calculation formula. Fees are based upon the Actual Cost of Service (ACS) for processing the application. A deposit is collected with the application submittal to cover the ACS and charged against for the time to process the application. In addition to the ACS there is a Comprehensive Planning Fee based on the acreage of the land being annexed. Copies of the fee schedule are available at the Development & Public Works Department. Fees are payable to the City of Springfield.

☐ **Solar Access Protection Application Form**

☐ **Proof of Ownership –** Deed or other recorded document.

☐ **Narrative** explaining the proposal and any additional information that may have a bearing in determining the action to be taken, including findings demonstrating compliance with the Solar Access Protection Criteria as specified in SDC 5.18.120.

☐ **One (1) Copy and One (1) Digital Copy of the Following Plan Sets:**

- ☐ A scaled drawing of the solar energy system, its dimensions, its height above ground level and its orientation;
- ☐ A sunchart for the proposed location as seen from the center of the lower edge of the site of the solar energy system feature. If the solar energy system feature is more than 20 feet in length, a sunchart must also be provided for the southeast and southwest corners of the lower edge of the solar energy system feature;
- ☐ A Plot Plan showing lot/parcel lines and dimensions of the applicant's lot/parcel and neighboring lots/parcels which will be affected by the application. The Plot Plan shall include the location of the solar energy system feature and the location of structures and trees on the applicant's lot/parcel and affected neighboring lots/parcels;
- ☐ The hours and months for which solar access is sought;
- ☐ A solar envelope access height limit for each lot/parcel that would be subject to the proposed application; and
- ☐ The names and addresses of all owners and registered lessees of properties that will be subject to the proposed application.

☐ Written Compliance with Solar Access Protection Criteria:

- ☐ Demonstrate that the solar energy system feature will provide at least 4 hours per day of solar access to the solar energy system between 9:00am and 3:00pm during the period for which solar access protection is being sought. The hours and dates during which solar access is protected cannot exceed 2 hours before and after the solar zenith from September 22 to March 21, and 3 hours before and after the solar zenith from March 22 to September 21;
- ☐ Demonstrate that the solar energy system feature will not be shaded by any existing vegetation, structures, or topographic features;

- ☐ Demonstrate that the solar energy system feature is installed or the applicant has provided a written commitment to install the proposed solar energy system within one year of the effective date of the permit;
- ☐ Demonstrate that the area to be restricted by the Solar Access Protection is reasonably located, A Solar Access Protection is unreasonable if the applicant could trim their own vegetation to permit an alternative location that would be less burdensome upon a restricted property, or if there is an alternate location for the solar energy system that would impose a lesser burden on neighboring property or properties.