



Zoning Department

A Step-by-Step Guide

Review –shall be reviewed by the Site Plan Review Committee who shall reserve the right to forward it to the Planning Commission for approval.

1. INTRODUCTORY MEETING WITH PLANNING STAFF – Staff/ZA will assist the applicant by explaining the review process, review the zoning requirements, and provide site information (if applicable), review the application and site plan requirements (may waive requirements if applicable).
2. SUBMISSION OF APPLICATION – Applicant will submit application to the Zoning Administrator for review.
 - 2a. APPLICATION/SITE PLAN IS INCOMPLETE – Staff will prepare a notice of findings/corrections that will be sent to the applicant.
 - 2b. APPLICANT SUBMITS REVISIONS – Staff reviews for completeness.
3. ZONING ADMINISTRATOR APPROVAL – Staff will review request to determine if application is complete. If application is complete and the request meets the requirements of the Zoning Ordinance a land use permit will be issued. (*Approx. 1-3 days)
 - 3a. ZONING ADMINISTRATOR FORWARDS THE REQUEST FOR REVIEW – if the site plan requires a review, staff will schedule a meeting. Meetings are required to have a minimum 18 hour notice.
 - 3b. PLANNING COMMISSION/VILLAGE COUNCIL APPROVAL – Applicant shall present their request to the Planning Commission/Village Council who shall review the request. If no additional information is needed a land use permit will be issued. (*Approx. 7-10 days)

*Average time depending on Staff availability, complete application and/or meeting schedules



Zoning Department
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Kaleva, MI 49645
231.362.3366

ACCESSORY SOLAR ENERGY SYSTEM PERMIT APPLICATION

Application must be submitted 15 days prior to the meeting if required to go to the Planning Commission to review for completeness.

PLEASE PRINT

Additions and alterations to existing structures will be reviewed by the Zoning Administrator who shall review the right to forward for further review by the Planning Commission/Village Council.		
Property Information		
Address:	Parcel #	
Applicant Information		
Name of Owner or Lessee:		
Address:		
Phone #	Cell #	e-mail:
Name of Contractor (if applicable):		
Address:		
Phone #	Cell #	e-mail:
License Number:	Expiration Date:	
Project Information		
Description of Project (include square feet):		
Area of Subject Property:	Finished Height of Project:	
Zoning Classification:	Present/Proposed Land Use:	
What impacts will project have on Village Services:		
Authorization		
By signing the application the applicant is authorizing the Village Staff permission to make site inspections as necessary. The undersigned affirms that the information included in this application is correct. Further if the request is approved, the applicant will comply with all the requirements of the Kaleva Village/Maple Grove Joint Zoning Ordinance and certifies that measures proposed to mitigate adverse impacted will be completed in a timely fashion.		
Signature: _____ Date: _____		
_____ \$100.00 enclosed and Site Plan for Project attached (permit cannot be issued without site plan)		
Office Use Only		
Fee _____ \$100.00 Review	Receipt #	
Zoning District:	Notes:	
Signature: _____ Date: _____		

Applicant:		
Review Criteria		
Review: Additions and alterations to existing structures will be reviewed by the Zoning Administrator who shall reserve the right to forward it to the Planning Commission/Village Council for approval.		
Submission Guidelines		
Accessory Solar Regulations: Purposes and Intent: To establish additional standards for the siting of Accessory Solar as an accessory land use.		
Waived initials	Included	Accessory Solar Regulations
Land Use Permit and Sketch Plan: All land use permits for an accessory solar energy system shall include a sketch plan that details the following information.		
		The parcel the SES is to be located upon with boundaries and setbacks denoted.
		The location of all structures and accessory structures on the parcel.
		The location of structures on adjacent property that are within a line of sight of the proposed location of the SES.
		The location of all existing and/or proposed screening with descriptions of said screening.
		A description of the elevation and placement of the SES.
Accessory Solar that are smaller than 1 MV shall be considered accessory structure in all zoning districts and shall meet the following requirements:		
		Allowable Accessory Solar Types: Accessory solar panel arrays may either be ground mounted or on the roof of another structure.
		Battery Use and Storage: If the SES will utilize batteries or the storage of batteries, they must be kept enclosed in covered structure of adequate design that follows all applicable state and federal requirements regulating the outdoor storage of batteries.
		Glare: No more than a “low potential for after image” ocular effects from glint or glare on any residential structure caused by the solar energy system. If residential SES systems are producing more glare than allowable, the PC may require a glare impact study or other glare mitigation to resolve the issue.
		Decommissioning: A plan must be submitted with the application for a residential solar array that occupies more than three (3) acres. The plan is to be approved and kept on file with the Township or Village, where applicable. The Planning Commission may require a bond of no less than ten (10%) percent of the construction costs of the array to be set aside for decommissioning by the Township or Village, where applicable, if necessary.
For Ground Mounted Accessory Solar Energy Systems (SES)		
		Setbacks: May be located in the rear or side yard and shall be located at least fifteen (15) feet from the property line or must meet all required setbacks for an accessory structure in the district are located within, whichever is greater. Setback distance is measured from the property line to the closest point of the SES at minimum tilt.
		Clearance: A 10-foot clearance is required between ground-mounted solar panel arrays and any other accessory or primary building, brush, or combustible storage.
		Height: A ground mounted SES shall not exceed twenty (20) feet in height, and the height shall be measured from the ground at the base of such equipment to the highest point of the system.
		Screening: Shall be screened from adjacent property. Screening shall be accomplished by use of existing vegetation and topography to the greatest extent possible. In the event of lack of vegetation and/or topography, the screening shall be accomplished using evergreen plantings, fencing, berm or combination thereof as deemed necessary and appropriate by the Planning Commission.

		Location: Ground mounted SES may only be located in the rear yard.
		Lot Coverage: The area of the solar array in the Low Density Residential, Medium Density Residential, and Village Residential shall not exceed 50% of the square footage of the principal building of the lot or parcel unless it is sited over required parking (i.e., solar carport), in which case there is no maximum lot coverage for the accessory ground-mounted SES. An accessory ground-mounted SES shall not be included when calculating the maximum impervious surface area limits if the ground under the array is pervious. For all other zoning districts, the maximum lot coverage is 50% of the parcel.
		Foundation: For ground mounted SES systems, the foundations shall be pile driven, not poured concrete.
For Roof Mounted Solar Energy Systems (SES)		
		Height: The total height of the structure, including the array, shall comply with all height requirements for principle buildings or accessory buildings, depending on the placement, for the district in which it is going to be located, plus an additional five (5) feet.
		Setbacks: A building-mounted SES shall comply with all applicable area and placement requirements for principle buildings or accessory buildings for the district in which it is going to be located.



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