

Received: \_\_\_\_\_

(Office Use)



City of New Carlisle, Planning Department  
331 South Church Street, New Carlisle, Ohio 45344 Phone:  
(93 7) 845-9492 • [planning@newcarlisleohio.gov](mailto:planning@newcarlisleohio.gov)

Permit # \_\_\_\_\_

\_\_\_\_\_  
Authorized City Signature  
(Office Use)

### APPLICATION FOR SOLAR PANELS

#### **PROPERTY OWNER INFORMATION** (REQUIRED)

Zoning District: \_\_\_\_\_  
(Office Use)

Address for Permit: \_\_\_\_\_

Owner of Property: \_\_\_\_\_ Owners Phone: \_\_\_\_\_

Owners Address: \_\_\_\_\_  
Street City/State Zip

Email: \_\_\_\_\_

#### **APPLICANT INFORMATION** (REQUIRED)

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### **PROJECT INFORMATION** (REQUIRED)

Type of Project: \_\_\_\_\_ Scheduled Work Start Date: \_\_\_\_\_  
*Shed, Fence, Swimming Pool, ect...*

Structure Dimensions: \_\_\_\_\_ Structure Materials: \_\_\_\_\_  
*Height, Width, Length Wood, Metal, Chain Link*

#### **\*\*IMPORTANT INFORMATION – Please read before completing this application\*\***

- This application is for Rooftop Mounted Solar Panels only. Ground Mounted Solar Panel Systems in Residential Areas will require this application and a Conditional Use Permit and must be submitted to the Planning Board for approval.
- No building or structure shall be erected, moved, added to or structurally altered without first obtaining an approved Zoning Permit.
- Solar Panel Systems will require an Electrical and Building Permit from Clark County Building Department as well. 937-521-2160
- Typically, Zoning Review of applications may take five (5) to 10 (10) working days. The City does have up to thirty (30) days after receipt of the application to approve or disapprove in conformity with the Zoning Code. Delays may be due to missing information or an incomplete application.
- All Zoning Permits shall be conditional upon the commencement of work within six (6) months of City Approval. If the work described in the Zoning Permit has not begun within six (6) months from the date of issuance, such permit shall expire and be revoked. If work has begun within six (6) months of issuance, the work must be completed within one and one half (1 ½) years of the issuance date.
- Contact Ohio Utilities Protection Services (OUPS) before any digging. Free Service Call 811 or 1-800-362-2764
- Please check Zoning Ordinances 1295 before applying
- The City of New Carlisle is not responsible for any structures erected within an easement.
- Approved Permit will not be issued until all Fees are paid in full.

### **Roof Top Mounted Solar Array Systems-\$100.00**

- Roof-Mounted. Roof-mounted solar energy systems shall be permitted in all zoning districts provided the roof-mounted solar system meets all other requirements of the zoning and building regulations, including design review, and all applicable local and state fire and building codes. Pitched roof-mounted arrays shall be parallel to the roof. The distance between the roof and the uppermost portion of the solar panels shall not exceed eighteen (18) inches. Pitched-roof-mounted solar systems shall not be located within thirty-six (36) inches of the edge of the roof. Roof-mounted panels on a flat roof shall not project vertically more than five (5) feet from the surface of the roof and shall be buffered as prescribed by the Zoning Code.
- A. Roof mounted solar energy systems located on a flat roof, the horizontal portion of a mansard roof or a roof surrounded by a parapet shall be set back a minimum of five feet from all edges of the roof.
- B. Roof mounted solar energy systems located on a pitched roof must be set back a minimum of three feet from the edge of the roof and ridgeline.
- C. Roof mounted solar energy systems shall not be located on a front building elevation, or on any elevation facing within ninety degrees of the front building elevation.
- Roof mounted solar energy systems located on a flat roof, the horizontal portion of a mansard roof or a roof surrounded by a parapet shall be mounted flush or on racks, with the panel or rack extending no more than five feet above the highest point on the roof excluding chimneys, antennae, parapets, and other similar projections.
- (3) Roof mounted solar energy systems located on a pitched roof must be mounted flush with the plane of the panels parallel with the roof surface, with the panel no more than twelve inches from the surface of the roof at any point.
- (4) Roof mounted solar energy systems are not included in the height calculations of the zoning district in which they are located

### **Ground Mounted Solar Array Systems-\$85.00 +.50/SF**

- Ground mounted solar energy systems may not exceed fifteen feet in height as measured from the ground to the maximum height of the solar energy system.
- Ground-mounted solar panels located on the ground or attached to a framework located on the ground shall not exceed fifteen (15) feet in height above the adjacent grade.
- All related mechanical equipment, other than the actual photoelectric panels shall be fully buffered from the adjacent properties by fencing and/or by evergreen plantings as prescribe by city ordinance and must be maintained and effective through the life of the system. Buffering shall permit work access to panel and shall conform to Chapter 1240.05 (11) and Chapter 1280.17.
- Ground-mounted solar panel arrays shall not exceed minimum rear yard area within the setbacks defined by other chapters of the Zoning Code. Ground mounted solar energy systems shall adhere to the following requirements:
- Ground mounted solar energy systems shall be located in the side or rear yard of the property. Locating solar energy systems in the front yard is prohibited.
- Ground mounted solar energy systems must adhere to all accessory structure building setback requirements by other Chapters 1280.26 of the zoning district in which they are located.
- Non-Residential. Ground-mounted solar energy systems shall be permitted by right in all Industrial (I) Zones. Any proposed ground-mounted solar energy system may be located within any yard subject to applicable setback requirements for accessory structures and front setback requirements for principal structures within the designated I District. Ground-mounted solar energy systems in General Business and Central Business Districts are required to have a Conditional Use permit and approval from the City of New Carlisle Planning Board.
  - A. Residential. No ground installations are permitted by right except Agricultural (A) and R-Pud. Any proposed ground-mounted solar panels are conditional uses based on full compliance with this Zoning Code and approval from the City of New Carlisle Planning Board. Ground-mounted solar energy systems in Residential, R-Pud, and General Business Districts are required to have a Conditional Use permit.
    - (1) If approved, ground-mounted solar energy systems shall not be permitted in the front or side yard of a residential property. It shall be permitted in the rear yard of a residence. Such equipment shall be subject to the applicable rear yard coverage regulations and setbacks for accessory structures in residential districts as set forth in Chapter 1280.26 or other prevailing chapters of the Zoning Code.
- Lot Coverage. Ground mounted solar energy systems shall count towards the lot coverage calculation for the zoning district in which they are located.

A site plan shall be submitted for review. The following items shall be the minimum requirements for a complete application. The need for outside assistance in order to fully review the proposed solar energy system, as determined by the City, shall come at the applicant's own expense. The site plan shall include the following attachments:

	<i>Required Attachments-All Solar Panel Systems</i>
1.	Solar energy system specifications, including manufacturer, model, number of solar panels and mounting equipment.
2.	Documentation shall be provided regarding the notification with the utility of intent regarding the applicant's installation of a solar energy system if the solar energy system will be connected to the power grid.
3.	Electrical components in sufficient detail to allow for a determination that the manner of installation conforms to the National Electric Code (typically provided by the manufacturer).
4.	Roof Mounted Site Plans showing the distance between the roof and the uppermost portion of the solar panels shall not exceed eighteen (18) inches. Pitched-roof-mounted solar systems shall not be located within thirty-six (36) inches of the edge of the roof. Roof-mounted panels on a flat roof shall not project vertically more than five (5) feet from the surface of the roof and shall be buffered as prescribed by the Zoning Code.
5.	Evidence of compliance or non-applicability with all applicable Federal, State and local laws, rules and regulations. Compliance with all requirements of the zoning district in which the solar energy system will be located.
6.	Documentation providing the City of New Carlisle permission to enter the rear yard premises of a residential and nonresidential property for inspections and code compliance.
7.	Documentation from property owner providing permission to install Solar Energy Systems

	<i>Additional Attachments for Ground Mounted Solar Panel Systems</i>
1.	Property lines and physical dimensions of the applicant's property.
2.	Location, dimensions, rear and side setbacks and types of existing structures on the property.
3.	Location and dimensions of the proposed solar energy system with setback requirements.
4.	Two-foot contours of the applicant's property and properties contiguous to the subject property.
5.	All overhead utility lines.
6.	The site plan must be prepared and stamped by a professional engineer or surveyor licensed to practice in the State of Ohio.
7.	Foundation blueprints for ground mounted solar energy systems.

**Applicant Signature**     *(REQUIRED)*

I, the owner or the owner's authorized agent, agree: 1) that the information contained in this application and any attachments is accurate and complete, and that inaccurate or incomplete information may result in the permit being invalid and the structure being removed at the owner's expense; 2) to comply with the City's Zoning Regulations; 3) to locate and verify all necessary property lines and boundaries, and to indemnify, defend and hold the City harmless from any and all legal actions, damages, liabilities, costs and expenses related to the property lines and/or boundaries; 4) that a structure placed on an easement may be subject to damage and/or removal at owner's expense; and 5) that any deviation from the approved plans may nullify the approval.

The owner, or owner authorized contractor, certifies the information contained in this application is true and accurate to the best of their knowledge and agrees to comply with the City of New Carlisle's Zoning Regulations.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_