



4901 Manitou Road
 Tonka Bay MN 55331
 952-474-7994
 info@cityoftonkabay.net
www.cityoftonkabay.net

SOLAR ARRAY PERMIT APPLICATION

Project Address: _____ **Permit No (Staff Use Only):** _____

Residential ___ OR Commercial ___

Property Owner: _____ **Phone:** _____

Full Address: _____

Contractor: _____ **License #:** _____

Full Address: _____

Phone: _____ **Email:** _____

Number to Call When Permit is ready: _____

Architect (if applicable): _____ **Phone:** _____

Full Address: _____

Building & Construction Information

Number of Stories: _____ **Floor Area Ratio (FAR) Sq. Feet (garage & living areas):** _____ **FAR Ratio** _____

Value of Completed Work _____ **Proposed Starting Date:** _____ **Completion Date:** _____

Is there a fire alarm at this location? _____

Detailed Project Description _____

Bring the Following to Complete Your Application:

- Completed application
- 2 sets of detailed building plans meeting Minnesota State Building Code Standards
- 2 sets of detailed surveys meeting City Code survey requirements

I fully understand I am responsible for accrued consulting fees (fees are subject to change by resolution) from the City Engineer, City Planner, City Attorney, etc. who will review this application and the final as built survey from a Zoning Ordinance perspective. These will be billed after the review. I am also responsible for the permit review fees from the Building Inspector that will be charged when I pick up this permit. I read and understand Section 1011.20 of the Zoning Code related to solar arrays.

Consulting staff charges the City on an hourly basis as follows:

- Planner \$109.00/hour
- Engineer \$137.00/hour
- Attorney's fees (if needed)

 Applicant Signature

 Date

 Homeowner Signature *Required

 Date

Please review and complete 2 and 3 as well. Applications can be submitted via mail, email to info@cityoftonkabay.net or Building Inspector (Metro West): 763-479-1720 | City Hall: 952-474-7994 info@cityoftonkabay.net

in person. Payment can be cash or check and we are open Monday – Thursday 7am to 5:30pm.

Survey must show the following:

1. Existing and proposed structures
2. Building setbacks (front/back/side/lake-including average)
3. Current & proposed elevations for garage floor, basement floor & foundation top.
4. Existing average ground level at the four corners of the proposed structure
5. Lowest floor elevation if any part of property is in Flood plain
6. Wetlands and ordinary high water mark elevations
7. Lot lines
8. All adjacent structures and lake setback within 100 feet of property
9. Easements (road and utility)
10. Drainage plan (1 foot contours)
11. Hardcover calculations
12. Floor area ratio

To final a remodel permit, you need your final inspection with the Building Inspector and then review of a final as-built survey by City Planners.

Fees (office use): **Valuation:** _____

Permit Fee _____
Plan Check _____
State Surcharge _____
Penalty _____
Fireplace _____
SAC Charge _____
Plumbing _____
Mechanical _____
Sewer/Water _____

Total: _____

Approvals:

Building Official Initials: _____ City Official Initials: _____



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CONSTRUCTION PROJECT REQUIREMENTS

The following conditions shall be met throughout the building project. **It will be the responsibility of the project manager, building superintendent and/or property owner to inform all parties involved of the following requirements:**

1. Construction hours are as follows (with no exceptions):
Monday through Friday 7:00 a.m. – 8:00 p.m.
Saturday and Sunday 10:00 a.m. – 5:00 p.m.
2. Parking shall be restricted to one side of the street. If the street width is such that parking on one side still restricts traffic, contact City Hall at (952) 474-7994 for alternate parking sites.
3. Dumpsters, building materials, rock, etc. shall be located on the building site. All other locations involving placement of these materials within City right-of-way requires prior approval from the Public Works Superintendent (952) 474-2947.
4. Adequate toilet facilities must be on site. See City Code Section 300.04 for standards.
5. The city street shall be cleared at the end of each workday or sooner if so needed. If the street is not cleaned within a 24-hour period, the City will authorize Public Works to clean the street. All related costs will be billed to the property owner.
6. Any excavation within the city right-of-way requires a street excavation permit.
7. Load Restrictions: Woodpecker Ridge Road has a 4-ton per axle weight restriction at all times. Contact the Public Work Superintendent at 952-474-2947 to discuss your options if you are working on Woodpecker Ridge Road.
8. Seasonal Load Restrictions: Load limits for all streets in Tonka Bay are 4-ton per axle weight once posted. The City of Tonka Bay follows the Mn/DOT’s schedule for posting and removal of load restriction limits. Tonka Bay does not issue overweight permits during this period. It is the responsibility of the contractor to monitor the load restriction limits as posted by Mn/DOT. The Mn/DOT load restriction 24-hour telephone hotline is 1-800-723-6543 or (651) 406-4701 in the Minneapolis/St. Paul Metro area.

If you have any questions regarding these requirements, please contact Robin Bowman at (952) 474-2947.

Signature

Date

1011.20 ALTERNATIVE ENERGY SYSTEMS

Subd. 1. Wind Energy Conversion Systems (WECS). WECS are not permitted in the City of Tonka Bay. The City of Tonka Bay studied the use of WECS in 2017 and although the City is supportive of alternative energy systems, the City did not find WECS to be a viable use within the City of Tonka Bay at this time.

Subd. 2. Solar Energy Systems (SES)

- a. Purpose. Regulations governing solar energy systems are established to provide for appropriate locations for solar energy systems, to ensure compatibility with surrounding uses, and to promote safe and effective use of solar energy to increase opportunities for generation of renewable energy. The City of Tonka Bay finds that it is in the public interest to encourage the use and development of renewable energy systems that enhance energy conservation efforts, but result in limited adverse impacts on nearby properties. As such, the City supports the use of solar energy systems.
- b. Permitted Uses and Specific Standards
 1. In general. Solar energy systems shall be permitted in those zoning districts where permitted as an accessory use, subject to the standards of this article. Solar collector surfaces and all mounting devices shall comply with the minimum yard setback requirements of the zoning district in which they are located. Screening of solar collector surfaces shall not be required.
 2. Building-mounted solar energy systems.
 - a) Zoning district standards.
 - i. Residential zoning districts. Notwithstanding the height limitations of the zoning district, building mounted solar energy systems shall not extend higher than three (3) feet above the ridge level of a roof on a principal structure with a gable, hip, or gambrel roof and shall not extend higher than ten (10) feet above the surface of a flat roof. Solar energy systems are permitted on accessory structures, only if they are flush mounted and shall be no higher than twelve (12) inches above the roof.
Solar panels on principal structures shall be mounted to align with the slope of the roof and shall not deviate more than ten (10) percent from the roof angle of a gable, hip, or gambrel roof.
 - ii. Commercial and park zoning districts. Notwithstanding the height limitations of the zoning district, building mounted solar energy systems shall not extend higher than three (3) feet above the ridge level of a roof on a principal structure with a gable, hip, or gambrel roof and shall not extend higher than ten (10) feet above the surface of the roof when installed on a flat roof. Solar energy systems are permitted on accessory structures, only if they are flush mounted and shall be no higher than twelve (12) inches above the roof.
Solar panels on principal structures shall be mounted to align with the slope of the roof and shall not deviate more than ten (10) percent from the roof angle of a gable, hip, or gambrel roof.
 - b) The solar collector surface and mounting devices for building-mounted solar energy systems shall be set back not less than one (1) foot from the exterior perimeter of a roof for every one (1) foot that the system extends above the roof surface on which the system is mounted to ensure ready roof access in the event of a fire or other safety related occurrence whereby roof access is needed. Solar energy systems that extend less than one (1) foot above the roof surface shall be set back from the roof edge by a minimum of one (1) foot.
 - c) The collector surface and mounting devices for building-mounted solar energy systems shall not extend beyond the exterior perimeter of the building on which the system is mounted or built.

- d) Building-mounted systems, excluding building-integrated systems, shall not cover more than 80% of the roof upon which the panels are mounted to ensure ready roof access in the event of a fire or other safety occurrence whereby roof access is needed.
 - e) The structure upon which the solar energy system is mounted shall have the structural integrity to carry the weight of the solar energy system. A statement verifying the structural integrity shall be submitted with the building permit application.
3. Freestanding solar energy systems are not permitted.
- c. Design and Performance Standards. In addition to the standards required above, the following standards shall apply to all solar energy systems.
1. Feeder lines. Any lines accompanying a solar energy system, other than those attached to on-site structures by leads, shall be buried within the interior of the subject parcel, unless there are existing lines in the area which the lines accompanying a solar energy system can be attached. The Zoning Administrator may grant exemptions to this requirement in instances where shallow bedrock, water courses, or other elements of the natural landscape interfere with the ability to bury lines.
 2. Maintenance. Solar energy systems shall be kept in good repair and free from damaged supports, mounts, framework, or other components.
 3. Abandonment. A solar energy system that is allowed to remain in a nonfunctional or inoperative state for a period of twelve (12) consecutive months, and which is not brought in operation within the time specified by the City shall be presumed abandoned and may be declared a public nuisance subject to removal at the expense of the owner.
 4. Compliance. All solar energy systems shall be designed, constructed, and operated in compliance with any applicable federal, state, and local laws, codes, standards, and ordinances, as well as adhere to the requirements of local utilities if connected to utility lines, including, but not limited to the State of Minnesota Building Code, Minnesota State Electric Code, and Minnesota State Plumbing Code.
 5. Interference. Solar energy systems shall be designed to not cause electrical, radio frequency, television, and other communication signal interference.
 6. Installation. Solar energy systems shall be installed only by licensed contractors.
- d. Administrative Review Process
1. In general. Applications that meet the design requirements of this policy shall be granted administrative approval by the Zoning Administrator or other Authorized Agent. Plan approval does not indicate compliance with Building Code or Electric Code. All systems shall comply with the Minnesota State Building and Electric Code.
 2. Submittal requirements. An application for a solar energy system shall be filed on a form provided by the City. In addition, the applicant shall submit the following:
 - a) Plan application for solar energy systems shall be accompanied by scaled horizontal and vertical (elevation) drawings. The drawings must show the location of the system on the building including the property lines.
 - i. For all building-mounted systems other than a flat roof the elevation drawings shall show the highest finished slope of the solar collector and the slope of the finished roof surface on which it is mounted.
 - ii. For flat-building-building systems a drawing shall be submitted showing the distance to the roof edge and any parapets on the building and shall identify the height of the building and the highest finished height of the solar collector above the finished surface of the roof.

- b) Written evidence that the electric utility service provider that serves the proposed site has been informed of the applicant's intent to install a solar energy system, unless the applicant does not plan, and so states so in the application, to connect the system to the electricity grid.
 - c) Written evidence that the electric solar energy system components have a UL listing.
- e. Solar access. Solar access easements may be filed consistent with Minn. Statute Section 500.30 as may be amended from time to time. Any property owner may purchase an easement across nearby properties to protect access to sunlight. The easement is purchased or granted by owners of nearby properties and can apply to buildings, trees, or other structures that would diminish solar access.

Accessory Uses (Residential District)

Subject to the provisions of 1011.21, the following accessory uses are permitted in the R-1A District:
a. Solar energy systems, subject to the provisions of 1011.21 (Solar Energy Systems).

Accessory Uses (Residential District)

Subject to the provisions of 1011.21, the following accessory uses are permitted in the R-1B District:
a. Solar energy systems, subject to the provisions of 1011.21 (Solar Energy Systems).

Accessory Uses (Residential District)

Subject to the provisions of 1011.21, the following accessory uses are permitted in the R-2A District:
a. Solar energy systems, subject to the provisions of 1011.21 (Solar Energy Systems).

Accessory Uses (Residential District)

Subject to the provisions of 1011.21, the following accessory uses are permitted in the R-3 District:
a. Solar energy systems, subject to the provisions of 1011.21 (Solar Energy Systems).

Accessory Uses (Commercial District)

Subject to the provisions of 1011.21, the following accessory uses are permitted in the C-1 District:
a. Solar energy systems, subject to the provisions of 1011.21 (Solar Energy Systems).

Accessory Uses (Commercial District)

Subject to the provisions of 1011.21, the following accessory uses are permitted in the C-2 District:
a. Solar energy systems, subject to the provisions of 1011.21 (Solar Energy Systems).

Accessory Uses (Park District)

Subject to the provisions of 1011.21, the following accessory uses are permitted in the P District:
a. Solar energy systems, subject to the provisions of 1011.21 (Solar Energy Systems). (Amended 2/2/17)