



## SOLAR ENERGY FACILITY (SEF) CONDITIONAL USE PERMIT

### APPLICATION SUBMITTAL REQUIREMENT

\_\_\_\_\_ Application form. (See attached).

\_\_\_\_\_ Project Narrative, see attached instructions.

\_\_\_\_\_ Sketch plan, see attached instructions.

\_\_\_\_\_ Elevation drawings of the proposed facility showing all structures, fencing, equipment, and other improvements related to the facility, including specific materials, placement and colors

\_\_\_\_\_ Dust and Wind Erosion Control Plans

\_\_\_\_\_ Weed and invasive species management Plan.

\_\_\_\_\_ Grazing, Farming and or Wildlife plan

\_\_\_\_\_ Storm water management and erosion controls: Please specify what permit(s) you are acquiring for your project. If your site is not regulated by a State or Federal Agency please document how you will protect your site and neighboring lands from storm water runoff and water erosion.

\_\_\_\_\_ Utility Company Interconnection Agreement. If proposing to interconnect to a utility company, copy of a "letter of intent to interconnect" or interconnection agreement signed by the utility company or cooperative.

\_\_\_\_\_ Alternatives Statement. Reasonable alternatives to the proposed location shall be adequately assessed, and the proposed action shall be consistent with the best interests of the people of the County and shall represent a balanced use of resources in the affected area.

\_\_\_\_\_ Emergency Services Plan-Renewable projects should demonstrate ability to handle spill containment, fire and personnel emergencies within their project area.

\_\_\_\_\_ Statement of Transportation Construction Impacts, see attached instructions.

\_\_\_\_\_ Proof of approved Decommissioning-Reclamation Plan

\_\_\_\_\_ Landscaping Plan and/or Fencing Plan, if proposing encroachment into five hundred (500) residential setbacks for visual mitigation.

\_\_\_\_\_ Authorization form, if applicable. (See attached).

\_\_\_\_\_ Articles of Organization or Incorporation documents if the owner is a business entity. Include Statement/ Delegation of Authority documentation.

\_\_\_\_\_ Deed identifying the surface estate ownership interest in the property and relevant landowner lease documents including surface use agreements.

\_\_\_\_\_ Trustee documents if the owner is a Trust.

\_\_\_\_\_ Buffer Report, signed, of the names, addresses and parcel numbers of the surrounding property owners within 500 feet of the property. The buffer report expires within 30 days of the Assessor date stamp.

\_\_\_\_\_ Application fee. (\$1000) Note: Fees are non-refundable. Fees are set by the Board of County Commissioners. County Staff is not authorized to negotiate fees and cannot, under any circumstance, waive, reduce, or amend the fees set forth in the Moffat County Planning Fee Schedule.

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## APPLICATION INSTRUCTIONS

### **Project Narrative**

The project narrative shall include a description of the property and how it is currently being used, the project scope and schedule, and how it complies with the following development standards for Solar Energy Facilities:

1. Height limitation. Ground-mounted solar collectors shall not exceed twenty-five (25) feet in height, measured from the highest grade below each solar panel to the highest extent of the solar panel rotation.
2. Glare. Concentrated solar glare from solar collectors shall not be directed toward or onto nearby properties or roadways at any time of the day.
3. Setbacks. The improved area shall conform to the setback requirements of the underlying zone. Additionally, the improved area must be at least five hundred (500) feet from existing residential buildings and residential lots of a platted subdivision or planned unit development. The residential setback requirement may be reduced if appropriate screening through landscape or an opaque fence is installed, or upon submittal to Moffat County of a waiver or informed consent signed by the residence owner agreeing to the lesser setback. If landscaping or opaque fencing is substituted for setback, a landscaping plan or fencing plan shall first be submitted to and approved by the Department of Planning Services.
4. Dust and weed mitigation. The operators of SEF shall continuously employ the practices for control of fugitive dust and weeds detailed in their plans.
5. Underground cables. All electrical cables on the improved area shall be buried, except for direct current string wires that connect between solar collectors, direct current collection circuits between rows of solar arrays that are no more than four (4) feet above grade crossings, substations, switchyards, and circuit voltages greater than 34.5 kilovolts (where necessary).
6. Fencing. The SEF shall be enclosed with a security fence as approved pursuant to a fencing plan submitted to the Department of Planning Services. Appropriate signage shall be placed upon such fencing that warns the public of the high voltage therein.
7. Access permit. Prior to construction the applicant shall apply for and obtain an approved Access Permit.
8. Soil Conservation plan(s)

# SOLAR ENERGY FACILITY(SEF) CONDITIONAL USE PERMIT

## APPLICATION INSTRUCTIONS CONTINUED

### **Sketch Plan**

The sketch plan shall include the following:

1. Vicinity map showing adjacent properties, general land uses, zoning and streets/roads within five hundred (500) feet of the site.
2. Scaled drawing of the property (1"=50').
3. Outline of the perimeter of the subject parcel.
4. All existing and proposed structures and other improvements including buildings, the proposed location of the SEF, support structures, related improvements, and equipment. Include distances from the SEF to the property lot lines, above-ground power lines and other structures.
5. Distances to residential structures in the vicinity.
6. Access to the SEF (indicate whether it is existing or proposed).
7. Location and measurements of all on-site or adjacent easements and rights-of-way.
8. Location and design of any proposed stormwater management devices or structures.
9. Irrigation ditches on or adjacent to the property.
10. Areas of vegetation and landscaping to be added, retained, replaced or removed.
11. Location, amount, size and type of any proposed landscape material, including fencing, walls, berms or other screening.
12. Location of all hydrographic features including year-round and ephemeral streams, rivers, lakes, ponds and reservoirs and any FEMA designated Special Flood Hazard Areas (SFHA).

### **Statement of Transportation Construction Impacts**

The statement shall be based on impacts to transportation during construction phase and include the following:

1. Haul route map showing a minimum of one (1) mile traveled road and must include a connection to a paved, publicly-maintained road.
2. Agreement to mitigate construction traffic impacts to the area surrounding the proposed SEF.
3. Describe what impacts construction of the project will have upon transportation patterns in the area intended to be served or affected by the proposal.
4. Describe the potential construction impact on roads within the County.
5. Identify improvements required to any roads within the County in order to serve the project adequately

### **Statement of Soil Impacts**

The statement shall be based on impacts to the soil and vegetation during construction phase , through the life of the project and condition at the time of decommissioning.

Please refer to the Conservation plan guidance sheet.

## **SOLAR ENERGY FACILITY(SEF)**

### **PRIOR TO CONSTRUCTION SUBMITTAL REQUIREMENTS**

- \_\_\_\_\_ Approved Building Permit application(s) to Department of Building Inspection.
- \_\_\_\_\_ Prior to applying for a Grading Permit, a final drainage report stamped and signed by a Professional Engineer registered in the State of Colorado.
- \_\_\_\_\_ Approved Grading Permit application.
- \_\_\_\_\_ Approved Access/ROW Permit application(s)
- \_\_\_\_\_ Flood Hazard Development Permit (FHDP) if structures will be located in a SFHA to the Department of Planning Services.

### **PROJECT UPDATE REQUIREMENTS**

Construction Phase:

Regular Progress Reports:

- Monthly reports detailing project status, progress, and any challenges encountered.

Change Orders (Amendments):

- Documentation and approval of any changes to the original design or scope of work.

Project Completion Report:

- Summary of the project's final status, including any final reporting updates and any outstanding issues.

# SOLAR ENERGY FACILITY (SEF) CONDITIONAL USE PERMIT

## **APPLICATION PROCEDURES**

All applications require a pre-application meeting with the Planning department

Preliminary permit application meeting :

- Application, maps and accompanying required documents must be turned in to the Planning Department no less than 21 (working) days before the next Planning Commission meeting (meetings held the 1st Tuesday of each month)
  - The Application and all accompanying documents will be sent to local and state agencies for review and comments.
  - A notice of these hearings will be mailed to all adjacent landowners and will be advertised in the Legal Section of the Craig Daily Press.
  - The Planning Commission will review and make recommendations based on information provided as well as local agency and public feedback.
  - Preliminary application will be presented to the Board of County Commissioners for review and feedback the following Tuesday.
- \* Please note that requests for additional information from local agencies may lengthen the process.

Final approval meeting:

- Application along with any updated and/or new information will be reviewed by the Planning Commission the 1st Tuesday of the following month.
- Application with final conditions/recommendations will be presented to the the Board of County Commissioners following Tuesday for final approval.
- A notice of these hearings will be mailed to all adjacent landowners and will be advertised in the Legal Section of the Craig Daily Press.
- Please note that final approval is dependent on receipt of all required documentation including interconnection agreement.

Total application Processing Time: 45 (+/-)

Application Cost: \$1000

Amendment Application (If required) \$200

## **Changes to Project Requiring an Amendment to the Original Permit**

Circumstances:

- Changes to the project scope, design, or location that were not anticipated in the original permit
- Adding new structures or facilities not included in the original permit
- New or unforeseen environmental impacts identified during construction
- Changes to building codes or regulations that require modifications to the project
- Altering the project's environmental mitigation measures

Process:

1. Identify the need for an Amendment: Any changes during any phase of the project, as listed in the circumstances above are to be communicated to the planning department at which time a review will determine if the changes to the project are substantial enough to require an amendment to the original permit.
2. Request Amendment Application: Submit a formal amendment application to the permitting agency, outlining the proposed changes and their justification.
3. Review and Approval Process: The permitting agency will review the amendment application and may request additional information. They will assess the potential impacts of the changes and determine if the amendment can be approved.
4. Public Notice and Comment: In some cases, the permitting agency may require a public notice and comment period to allow local agenc to provide input on the proposed changes.
5. Issuance of Amended Permit: If the amendment is approved, the permitting agency will issue an amended permit that incorporates the approved changes.

It is crucial to communicate any potential changes to the project to the permitting agency as soon as possible. Early notification allows the agency to assess the need for an amendment and minimize delays.

# SOLAR ENERGY FACILITY (SEF)-ZONING PERMIT

## SOIL CONSERVATION PLAN GUIDANCE

The following recommendations may be helpful for putting together a Conservation Plan for submittal with your Moffat County Planning & Zoning Application. Not all sites may require every recommendation listed here, and some of them may be called out in other parts of the P&Z Application. Those recommendations that are submitted elsewhere in the application may be documented with reference to another section of the submittal.

Sites may require temporary controls during construction and re-vegetation which can be accomplished by utilizing various run-off measure and soil stabilization controls such as erosion control wattles, silt fences, brush filters, physical barriers or baffles, terraced check dams, or rip-rap to slow down sediment loaded surface water.

Sites may require a full erosion control plan if re vegetation is not done through use of soil stabilization and various run-off measures. This plan would make use of all controls mentioned above, although for a much longer period.

Adjoining landowners do not want your surface water erosional problems to become their problem to deal with so make sure your plan protects them.

Wind erosion control plan:

- A. Sites may require temporary controls during construction and re-vegetation depending upon what time of year construction is accomplished and how long a period the soil will remain in a condition that allows for wind erosion. This may include surface residue (such as straw), artificial barriers (such as snow fencing), straw bales (or similar) and other types of small wall structures.
- B. Sites may require a full-time wind erosion control plan if re vegetation is not being planned for the site. This may include the use of topical soil stabilizers as well as all the controls mentioned above.
- C. Adjoining landowners do not want to inherit your weed or invasive grass problems so make sure your plan controls them accordingly.

Weed and invasive species management:

Local weeds and invasive grasses are managed through Moffat County Weed and Pest Control. Colorado First Conservation District (CRCD) and National Resource Conservation Service (NRCS) are also good local sources of information, as well as local private applicators. Moffat County requires a weed control plan be submitted with the P&Z application. You can summarize your plan here or reference it within the application.

Soil health management recommendations:

- A. Colorado Conservation Districts recommend revegetating disturbance areas rather than graveling or bare grounding site disturbance. Maintaining ground cover under wind turbines and solar panels offers numerous benefits, ranging from environmental conservation and improved energy production, to cost savings and enhanced community relations.
- B. Manage soils more, by disturbing them less. Local area soil conservation agencies recommend minimal soil disturbance be utilized for affected areas, especially when disturbing new areas. The less soil is disturbed the more soil microbes and food webs, as well as other retained nutrients will survive to aid in vegetative growth.
- C. Keep plants growing throughout the year by utilizing a variety of species in your seed mix to continually feed the soil. One way to keep continual live plants/roots is through a crop rotation or cover crops to avoid fallow periods when the soil lies dormant for a period of time.
- D. Keep the soil covered as much as possible to avoid surface water and/or wind erosion problems.
- E. Incorporating responsible ground cover practices is an important aspect of sustainable wind and solar energy development.

Native and non-native plantings to create crop diversity:

Use plant diversity to minimize weed or invasive grass invasion into your surface crop. Non-native plantings can be useful when trying to keep invasives from taking over your site. The local conservation district (CFCD) or NRCS would be a great resource when planning for a cover crop for your site.

Grazing plan:

- A. Colorado Conservation Districts recommend that sites should be revegetated with a cover crop. If that cover crop can be grazed please respond to this recommendation.
- B. Include grazing livestock to recycle cover crop plant material and crop residues into plant usable nutrients found in livestock manure and urine.
- C. CFCD, NRCS, or Colorado Ag Drought Advisors can assist with setting up a grazing plan for your project site if the owner chooses.

Long-term reclamation plan:

It may seem a long way off from today's decisions, but thoughts should be given to how you will leave the land once the wind towers or solar panel installations are removed at the end of their lives and the site needs to be final reclaimed.

It is imperative that the landowner give some thought to how the land should be returned after the prospective lease is finished and what is expected to be done with the land at that time.

## LOCAL AND STATE AGENCY CONTACT LIST

### **Moffat County Planning and Zoning**

1198 W. Victory Way Suite 107  
Craig CO 81625  
970-824-9148

### **Moffat County Building Inspection** *Building Permits, Septic Permits*

*On Site Waste Water Systems (OWTS)*  
300 W 4th Street  
Craig, CO 81625  
970.826.2024

### **Moffat County Road & Bridge**

*Access Permits*  
822 East 1st Street  
Craig, CO 81625  
(970)-824-3211

### **Moffat County Department of Public Health and Environment**

4300 Cherry Creek Drive South  
Denver, CO 80246  
303-692-2000

[www.Moffatgov.com/Government/Departments/Health-and-Environment](http://www.Moffatgov.com/Government/Departments/Health-and-Environment)

### **Craig Rural Fire Department**

419 Yampa Ave  
Craig CO 81625  
970-824-5914

### **Colorado Department of Transportation (CDOT)**

270 Ranney Street  
Craig, CO 81625  
(970)-243-2368  
[www.codot.gov/](http://www.codot.gov/)

### **Division of Water Resources**

*Water Wells*  
437 Yampa Ave  
Craig, CO 81625  
(970) 826-0810

### **Soil Conservation Districts**

145 Commerce Street  
Craig, CO 81625  
(970) 824-3746

[www.coloradoacd.org](http://www.coloradoacd.org)

### **Colorado Geological Survey Division of Minerals and Geology**

1313 Sherman Street  
Room 715  
Denver, CO 80203  
(303) 384-2643

[www.coloradogeologicalsurvey.org](http://www.coloradogeologicalsurvey.org)



**CONDITIONAL USE PERMIT APPLICATION FOR A SOLAR ENERGY FACILITY**

**FOR PLANNING DEPARTMENT USE:**

DATE RECEIVED: \_\_\_\_\_

FEE \$ \_\_\_\_\_

PERMIT # ASSIGNED: \_\_\_\_\_

CHECK# \_\_\_\_\_

**PROPERTY INFORMATION** *(Attach additional sheets if necessary.)*

Site Address: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Property Acreage: \_\_\_\_\_ Facility Acreage: \_\_\_\_\_

Floodplain  No /  Yes Geological Hazard  No /  Yes

**PROPERTY OWNER(S)** *(Attach additional sheets if necessary.)*

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

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

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

Street Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

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

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

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

Street Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

**APPLICANT/AUTHORIZED AGENT** *(Authorization must be included if there is an Authorized Agent.)*

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

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

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

Street Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

I (We) hereby depose and state under penalties of perjury that all statements, proposals, and/or plans submitted with or contained within the application are true and correct to the best of my (our) knowledge. All fee owners of the property must sign this application. If an Authorized Agent signs, an Authorization Form signed by all fee owners must be included with the application. If the fee owner is a corporation, evidence must be included indicating the signatory has the legal authority to sign for the corporation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print

\_\_\_\_\_  
Print





**AUTHORIZATION FORM**

I, (We), \_\_\_\_\_, give permission to \_\_\_\_\_  
(Owner – please print) (Authorized Agent/Applicant–please print)

to apply for any **Planning, Building, Access, Grading or OWTS** permits on our behalf, for the property located at (address or parcel number) below:

\_\_\_\_\_

Legal Description: \_\_\_\_\_ of Section \_\_\_\_\_, Township \_\_\_\_\_ N, Range \_\_\_\_\_ W

Subdivision Name: \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_

Property Owners Information:

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Authorized Agent/Applicant Contact Information:

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Correspondence to be sent to: Owner \_\_\_\_\_ Authorized Agent/Applicant \_\_\_\_\_ by: Mail \_\_\_\_\_ Email \_\_\_\_\_

Additional Info: \_\_\_\_\_

\_\_\_\_\_

**I (We) hereby certify, under penalty of perjury and after carefully reading the entire contents of this document, that the information stated above is true and correct to the best of my (our) knowledge.**

\_\_\_\_\_ Date \_\_\_\_\_ Date \_\_\_\_\_

Owner Signature

Owner Signature

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ by \_\_\_\_\_.

My commission expires \_\_\_\_\_

Notary Public

