



Boulder County
Community Planning & Permitting
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Intake Stamp
Planner/Date

Small Renewable Energy Systems Submittal Checklist Form

Property Owner	Email Address	
Project Address	Property Owner Phone	
City	State	Zip Code
Agent/Contractor Name	Email Address	
Agent/Contractor Name Address	Agent/Contractor Phone	
City	State	Zip Code

A Pre-application Conference is not required for renewable energy systems that require Site Plan Review Waiver (SPRW). Simply submit one (1) packet of the following materials:

- Completed Checklist Form
- Site Plan (Plans must be to scale and no larger than 11 x 17 inches).
- Elevations of the panels, turbine, and/or tower – include height, width
- Application Fee (Residential applications: \$100.00. Non-residential applications: \$500.00)
- Building Lot Determination (principal uses only)

Required Elements of a Site Plan:

- North arrow
- Property Address/Name
- Standard scale
- Dimensions of property
- Preparation date
- Setbacks from property lines

Existing Features on Your Property:

- Existing structures
- Existing roads and/or driveways

Proposed/New Improvements:

- Solar array
- Wind turbine
- Temporary weather tower
- Earthwork (trenching)

Stake the Property: Mark the location of the array or tower on the property using brightly colored stakes within 4 days of submitting the application.

Certification:

I certify that the information submitted is complete and correct. I agree to clearly mark the property (if not addressed or already built on) and the location of the proposed structures on the site before or within four days of submitting this application. I understand that the intent of the Site Plan Review Waiver process is to address the impacts of location and type of structures, and that modifications may be required. Site work will not be done prior to issuance of a permit.

Print Name(s)	Date
Signature of Property Owner(s)	Date

Note: All property owners are required to sign the application. There is a \$20 fee for returned checks.