

Solar Energy Permit Application

Rev 12/2024

Clay County Planning & Zoning
P.O. Box 280
3510 12th Avenue South
Moorhead, MN 56560
Tel (218) 299-5005

planning@claycountymn.gov

Application Fee: \$25 plus \$1 per \$1,000 value

After the Fact Permit is 3X the Application Fee

Owner Name	_____	Parcel # _____ - _____ - _____
Mailing Address	_____	<i>for office use only</i>
City	_____	Permit # _____
State, Zip	_____	Date Submitted _____
Day Phone	_____	60 Days _____
Cell Phone	_____	Fee \$ _____
Email	_____	
Property Address	_____	
Subdivision	_____	Twp _____ Rng _____ Section _____
Applicant Same as Owner		
Applicant Name	_____	
Address 1	_____	
Address 2	_____	
City	_____	
State, Zip	_____	
Email	_____	
Day Phone	_____	

A) GENERAL INFORMATION

LAND USE	Current	Proposed
	<input type="checkbox"/> Agricultural <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Residential	<input type="checkbox"/> Agricultural <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Residential
Number of Structures:		
Types of Structures:		
ZONING DISTRICT **		
<input type="checkbox"/> Agricultural General	<input type="checkbox"/> Agricultural Service Center	<input type="checkbox"/> Highway Commercial
<input type="checkbox"/> Limited Highway Commercial	<input type="checkbox"/> Urban Expansion Tier 1	<input type="checkbox"/> Urban Expansion Tier 2
ZONING OVERLAY DISTRICT**		
<input type="checkbox"/> Floodway	<input type="checkbox"/> Flood Fringe	<input type="checkbox"/> General Floodplain
<input type="checkbox"/> Landing Field	<input type="checkbox"/> Resource Protection - Aggregate	<input type="checkbox"/> Resource Protection - Biological
<input type="checkbox"/> Resource Protection – Wellhead	<input type="checkbox"/> Residential District – Shoreland	<input type="checkbox"/> Special Protection - Shoreland
<input type="checkbox"/> Special Protection – Low Development		

*** Please see page 7 for instructions on locating your zoning district, or call our office for assistance*

Supplemental Data for Solar Permit	
General Contractor: _____	Phone # _____
License #: _____	

B) PROJECT INFORMATION

TYPE OF PROJECT – Proposed Capacity		
<input type="checkbox"/> Commercial*: $\geq 100\text{kW}$ Direct Current (DC)	<input type="checkbox"/> Non-Commercial: $< 100\text{kW}$ Direct Current (DC)	
<i>*Commercial solar projects require an approved <u>Conditional Use Permit</u></i>		
Lot Dimensional Data	Current	Minimum Requirements
a. Area in <input type="checkbox"/> Sq Feet <input type="checkbox"/> Acres		
b. Lot width at building line:		
c. Lot depth:		
Structure Location Data	Proposed	Minimum Requirements
d. Lake/Stream setback:		
e. Road setback: <i>(Requirements on Page 7)</i>		

f. Side lot setback:		
g. Rear yard setback:		
h. Estimated Structure Elevation:		
i. Minimum access elevation:		

C) STRUCTURE DATA

Project Dimensions		
a. Length (ft.):		
b. Width (ft):		
c. Total Area (sq. ft.):		
d. Total Number of Panels:		
e. Total Number of Arrays		
Type of Construction		
<input type="checkbox"/> Ground-Mounted Solar Array	Height of Array (Neutral Position)	Height of Array at Max Tilt
<input type="checkbox"/> Building-Mounted Solar Array	Roof Area (sq. ft.)	
Type of Connection*	Description	
<input type="checkbox"/> Off-grid		
<input type="checkbox"/> Grid-Interconnection*		
*Commercial Projects - A copy of the interconnection agreement with the local electric utility or a written explanation outlining why an interconnection agreement is not necessary is needed.		
Construction Cost***:		
SOLAR PERMIT FEE: \$25 plus \$1 per \$1000 value of the construction cost (After the fact = 3 x total fee)		
***Construction costs are verified by Assessors Office at time of next property appraisal.		

D) SUPPORTING DOCUMENTATION

1. Manufacturer’s Specifications – Required for Commercial Projects Only

- Specifications and installation methods for all major equipment, including solar panels, mounting systems and foundations for poles or racks

2. Site Plan of Existing Conditions - Required for Commercial Projects Only

Include the following in the plan, if applicable:

- Existing property lines and property lines extending 100 feet from the exterior boundaries, including the names of the adjacent property owners and current use of those properties.
- Existing public and private roads, showing widths of the roads and any associated easements
- Location and size of any abandoned wells, sewage treatment systems and dumps.
- Existing buildings and any impervious surface.
- Topography at 2' intervals and source of contour interval. A contour map of the surround properties may also be required.
- Existing vegetation (list type and percent of coverage, i.e. grassland, plowed field, wooded areas, etc.)
- Waterways, watercourses, lakes and public water wetlands.
- Delineated wetland boundaries
- The 100-year flood elevation and Regulatory Flood Protection Elevation, if available.
- Floodway, flood fringe, and/or general flood plain district boundary, if applicable.
- The shoreland district boundary, if any portion of the project is located in a shoreland district.
- In the shoreland district, the ordinary highwater level and the highest known water level.
- In the shoreland district, the toe and top of any bluffs within the project boundaries.
- Mapped soils according to the Clay County Soil Survey.
- Surface water drainage patterns

3. **Site Plan of Proposed Conditions – Required for Commercial and Non-Commercial Projects**

Include the following in the plan, if applicable:

- Location and spacing of solar panels
- Location of access roads
- Planned location of underground or overhead electric lines connecting the solar farm to the building, substation or other electric load.
- New electrical equipment other than at the existing building or substation that is the connection point for the solar farm.
- Proposed erosion and sediment control measures.
- Proposed stormwater management measures.
- Sketch elevation of the premises accurately depicting the proposed solar energy conversion system and its relationship to structures on adjacent lots (if any).

4. **Decommissioning Plan - Required for Commercial Projects Only**

- A decommissioning plan shall be required to ensure that facilities are properly removed after their useful life. Decommissioning of solar panels must occur in the event they are not in use for 12 consecutive months. The plan shall include provisions for removal of all structure and foundations, restoration of soil and vegetation and a plan ensuring financial resources will be available to fully decommission the site. Disposal of structures and/or foundations shall meet the provisions of the Clay County Solid Waste Ordinance; or successor ordinance. A posting of a bond, letter of credit or the establishment of an escrow account may be required to ensure proper decommissioning.

I hereby certify with my signature that all data on my application forms, plans, and specifications are true and correct to the best of my knowledge.

Signature of Applicant _____ Date _____

Signature of Township Officer _____ Date _____

_____ APPLICATION IS HEREBY DENIED		
_____ PERMISSION IS HEREBY GRANTED TO: _____		
All in accordance with the application, addendum form, plans, specifications, and all other supporting data, unless specified hereinafter in the GENERAL and/or SPECIAL PROVISIONS.		
BY ORDER OF:		
_____	_____	_____
Signature of Permitting Authority	Title	Date

NOTE: THIS PERMIT TERMINATES ON: _____ except as provided for by local ordinance and/or Minnesota Law.

Certificate Issued: _____

SHORELAND & FLOOD PLAIN INFORMATION: If your property is in the shoreland from a lake (1000 ft) or river (300 ft), you must complete the following:

Shoreland Management Data

Classification:

Lake/Stream Name: _____

Lake/Stream I.D. Number: _____

- Natural Environment
 Recreational Development
 General Development

SHORELAND MANAGEMENT / FLOOD CONSTRUCTION DATA

Water Level Data (Required only if property is in flood plain)

a. Datum: Sea Level Assumed

b. Highest known water level: _____

c. Highest known ground water level: _____

d. Ordinary highwater level: _____

e. Base Flood (100 year) Elevation: _____

f. Freeboard / required by ordinance: _____

g. Floodway stage increase: _____

h. Regulatory Flood Protection Elev. (RFPE) _____ (e+f+g)

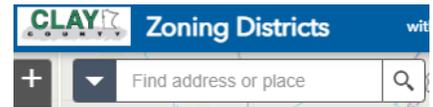
Structure Elevation Requirements	In: N.G.V.D.	
	Proposed	Required
a. Basement (or lowest floor):	_____	_____
b. First Floor (above ground):	_____	_____
c. Max Building Height:	_____	_____
d. Fill Elevation Adjacent to Structure:	_____	_____

-- ZONING DISTRICT IDENTIFICATION --

- Access the zoning map at:
<https://claycountymn.maps.arcgis.com/home/index.html>
- Click the Zoning Districts Icon.



- In the search bar in the upper left, type the parcel number or address and hit enter.



- Allow the map to populate, this may take a moment or two. Select the first icon at the top right which is the Legend. You can match the colors of the layers to the legend to determine what the zones are.



- Alternatively, click the parcel on the map and use the arrow at the top of the pop-up to cycle through all the zoning layers. The table will also give you zoning information regarding setbacks and density restrictions.



-- ROAD SETBACK REQUIREMENTS --

All Zoning Districts (Except Shoreland Overlay & Highway Commercial Districts)		Shoreland Overlay Districts	
Road Type	Setback from Centerline	Road Type	Setback from Right-of-Way
Arterial	175'	Federal, State or County Highway	50'
Collector or Township Road	125'		
Road located entirely within a platted subdivision or:		Township Road, Public Streets, Railroad, Private Road or other unclassified	20'
Local Road	90'		
Local Road (Oakport Township)	75'		
Local Road (UED)	65'		
Cul-de-sacs	20' from ROW		

Please call Clay County Planning & Zoning office regarding questions on zoning at 218-299-5005.