



Solar-Individual User Application

Community Development Department
9915 39th Avenue
Pleasant Prairie, WI 53158
Phone: 262.925.6726
Email: communitydevelopment@pleasantprairiewi.gov

GENERAL INFORMATION

Address	Development	Tax Parcel Number
Project Description/Scope of Work		

Work Proposed (select one)

<input type="checkbox"/>	Principal Building Roof Mounted not more than 6 inches from roof surface.
<input type="checkbox"/>	Ground Mounted, height shall not exceed 10 feet in height when at maximum tilt. The grades that surround the system shall not be artificially elevated to bring in fill as to elevate the system higher than the existing grades on the property.
<input type="checkbox"/>	Principal Building Wall Mounted not more than 6 inches from wall surface.
<input type="checkbox"/>	Accessory Building Roof Mounted not more than 6 inches from roof surface.
<input type="checkbox"/>	Accessory Building Wall Mounted not more than 6 inches from roof surface.
<input type="checkbox"/>	Principal Building Roof Mounted Exception: Roof pitch is less than 2/12 and panels not more than 18 inches from roof surface.
<input type="checkbox"/>	Accessory Building Roof Mounted Exception: Roof pitch is less than 2/12 and panels not more than 18 inches from roof surface.

Ground Mounted Details

Ground Mounted System Capacity (kw)	Ground Mounted Collector Height (ft.)
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Battery Storage, Converter or Inverter Details (select one)

<input type="checkbox"/>	Inside a Building	<input type="checkbox"/>	Outside a Building (include on site plan & provide a Landscape Plan)
Estimated Construction Cost		Estimated Completion Date	

MINIMUM SUBMITTAL REQUIREMENTS

<input type="checkbox"/>	Plans and Specifications
<input type="checkbox"/>	Plat of Survey or Site Plan if no survey is available, for any ground mounted systems that shows the location of existing and proposed structures, any easements on the property and all required setbacks. A plat of survey may be available to download from the Kenosha County Interactive Mapping site.
<input type="checkbox"/>	Landscape Plan, if applicable
<input type="checkbox"/>	Fence Application, if applicable
<input type="checkbox"/>	Electrical Application, if applicable
<input type="checkbox"/>	Written Approval from Homeowners Association or Commercial Owners Association, if applicable

The Village may require additional information be submitted to ensure that all Village requirements are being met. The Applicant will be contacted, if additional information is required to be submitted.

PERMIT REVIEW AND ISSUANCE OF PERMIT

- Permits may require up to 10 business days to process. If during the Village's review of the application, information is missing or additional information is required, then permit will be put on hold until the information is received and the 10-day review period will start again. The Applicant will be contacted when the permit is ready to be issued with total permit fees due and permit conditions. It is the responsibility of the applicant to provide a copy of the permit conditions to the contractor/owner.
- Before digging call Diggers Hotline at 1-800-982-0299 to have all underground utilities marked.

INSPECTIONS

All required inspections shall be scheduled at least 2 business days in advance by calling 262.694.9304 unless otherwise noted on the permit.

REQUIRED SIGNATURES

By submitting this application, I certify that all of the information and attachments submitted are true and correct to the best of my knowledge. I understand that for any work started or completed without proper permits, a triple fee will be charged. I agree that all of the work will be done in accordance with all applicable Village, County, State and Federal codes, ordinance requirements and permit conditions. I also agree to allow the inspection of the premises by the Village's Inspectors during regular business hours.

PROPERTY OWNER

Company Name

Print Name

Mailing Address

City/State/ZIP

Phone

Email

CONTRACTOR

Company Name

Print Name

Mailing Address

City/State/ZIP

Phone

Email

APPLICANTS SIGNATURE: The applicant, either the property owner or the contractor, is responsible to obtain the permit, schedule inspections and ensure compliance with all permit conditions.

Signature

Check one

Date

☐

Owner

☐

Contractor



Solar for Individual Users Requirements

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GENERAL REQUIREMENTS

Pursuant to Article XIV of Chapter 420 of the Village Municipal Code no person shall construct, repair, replace, install, enlarge, or alter any residential communication structure unless a valid permit has first been issued pursuant to the following requirements.

DEFINITIONS

- **SOLAR ENERGY SYSTEM:** Equipment that directly converts and then transfers or stores solar energy into usable forms of thermal or electrical energy. A solar energy system is either solar for individual users or a solar farm as defined in this section. A solar energy system includes solar collectors, frames, supports and any mounting hardware, battery storage equipment, converters or invertors.
- **SOLAR ENERGY SYSTEM FOR INDIVIDUAL USERS:** Solar energy system that generates electricity for the individual property owner, with either building mounted or ground mounted solar collectors, as opposed to a solar farm which generates enough electricity to serve many off-site customers.
- **SOLAR COLLECTOR:** A device that absorbs solar energy for use in the collector's energy transformation process.

BUILDING MOUNTED SYSTEM REQUIREMENTS

Agricultural, Residential or Upland Conservancy Districts

- The solar energy system shall not extend more than 6 inches from the original exterior perimeter of a principal or accessory building except as provided below.
Expectation: If the roof pitch is 2/12 or less, then the system shall not extend more than 18 inches from the original exterior perimeter of the principal or accessory building.
- The solar energy system shall not extend beyond the exterior perimeter of the building roof or wall.
- Any ground mounted battery storage, converter or inverter shall be located inside a building; or located in the side, rear, rear street yards with proper screening as approved by the Zoning Administrator.
- The Village is not responsible to remove or force the removal of any structures or vegetation on adjacent properties that may exist at the time of installation or may be constructed/installed in the future to block any portion of the solar system.

BUILDING MOUNTED SYSTEM REQUIREMENTS

Business, Manufacturing, Institutional or Park-Recreational Districts

- The solar energy system shall not extend more than 6 inches from the original exterior perimeter of a principal or accessory building except as provided below.
Exception: If the roof pitch is 2/12 or less, then the solar energy system shall not extend to a height that exceeds the height of an existing parapet wall or other screening as approved by the Zoning Administrator that screens the system from view from the adjacent right-of-way. A sight line plan is required to be submitted for review.
- The solar energy system shall not extend beyond original exterior perimeter of the principal or accessory building.
- Any ground mounted battery storage, converter or inverter shall be located inside a building; or located in the side, rear, rear street yards with proper screening as approved by the Zoning Administrator.
- The Village is not responsible for the removal or force the removal of any structures or vegetation on adjacent properties that may exist at the time of installation or that may be constructed/installed in the future to block any portion of the solar system.

GROUND MOUNTED SYSTEM REQUIREMENTS

- Capacity of the system shall not exceed 7 kilowatts in rated capacity for properties that are 1 acre or less in area.
- Capacity of the system shall not exceed 15 kilowatts in rated capacity for properties more than 1 acre.
- Height shall not exceed 10 feet when oriented at maximum tilt. The grades that surround the system shall not be artificially elevated to bring in fill as to elevate the system higher than the existing grades on the property.

- Shall not be located within a front street yard or side street yard as measured from the furthest extent of the solar collector at full tilt parallel to the ground.
- Minimum setback requirements as measured from the furthest extent of the solar collector at full tilt parallel to the ground.
 - Side and Rear: a minimum of 25 feet.
 - Rear Street: a minimum of 50 feet.
 - Wetland: minimum of 10 feet from wetlands on the property.
 - Shore: minimum of 25 feet from the ordinary highwater mark of a navigable waterway.
- Shall not be located within the 100-year floodplain as measured from the furthest extent of the solar collector at full tilt parallel to the ground.
- Landscaping and or screening will be required to screen the system from adjacent properties and public rights-of-way as approved by the Zoning Administrator on a case by case basis.
- All electrical wires associated with the solar energy system, other than wires necessary to connect the system, grounding wires etc. shall be located underground.
- Shall be installed and securely attached to the ground pursuant to the manufacturer's requirements.
- Land under and surrounding the system shall be properly manicured and maintained.
- Any ground mounted battery storage system, converter or inverter shall be located inside a building; or located in the side, rear, rear street yards with proper screening as approved by the Zoning Administrator.
- The Village is not responsible to remove or force the removal of any structures or vegetation on adjacent properties that may exist now or that may be constructed/installed in the future to block any portion of the solar energy system.