



San Bernardino County

Land Use Services Department, Planning Division

San Bernardino County Government Center,
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 San Bernardino Office – (909) 387-8311 High Desert Office – (760) 995-8140
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ACCESSORY WIND ENERGY SYSTEM INFORMATION SHEET AND APPLICATION

Fees:

50 feet or less in height: (L676)	\$745.00	Greater than 50 feet in height (L676)	\$1,490.00
Records Media Conversion for Job Closure (L697)	\$ 25.00	Records Media Conversion for Job Closure (L697)	\$ 25.00
Total	\$770.00	Total	\$1,515.00

An Accessory Wind Energy Systems application is required by the County Development Code to evaluate the location, design and operation for an accessory wind energy system as specified in each Land Use District. The Accessory Wind Energy Systems application and process provides the County the opportunity to review the proposed accessory wind energy system installation to ensure all applications meet the existing codes and regulations.

The Director of Land Use Services will review each application on a discretionary basis, using the Staff Review with Notice procedures. Actions of the Director of Land Use Services may be appealed to the Planning Commission. Appeals must be made by means of a separate application and will require an additional fee.

Please use this information sheet as a checklist to assemble the materials required for the submittal of your Accessory Wind Energy Systems application and bring it with you when you submit your application. An appointment is not required to submit your application; however, appointments are available upon request. If you wish to schedule an appointment, please call one of the numbers listed above.

GENERAL PROCEDURES

1. Submit application and fees – County staff will use the accessory wind energy system application checklist to determine whether your application may be accepted. A copy of this checklist is contained in this packet.
2. Determination of Application Completeness – County staff will determine whether the materials you have submitted are adequate or if additional materials or reports are required. You will be notified in writing if any additional materials are required.
3. Application processing – Any required corrections, questions or revisions to the plans or other materials will be reviewed by the project planner and then provided to you.
4. Recommendations, conditions of approval and final report – The project planner will prepare these materials for consideration by the Director of Land Use Services or his/her designee.

CHECKLIST OF SUBMITTAL MATERIALS

Please use this checklist as you assemble the materials for the submittal of your application. County staff will use the checklist to determine whether your application is acceptable for submission. **If your submittal package does not contain all of the information listed below, your application will not be taken in and receipted for processing.** If you have any questions about the items requested or if you wish to obtain information on processing schedules, please call the Application Intake Center at (909) 387-8311.

Section A – Fees

1. _____ Check or money order made payable to “San Bernardino County” in the amount of **\$770.00** for tower heights less than 50 feet in height **or \$1,515.00** for tower heights greater than 50 feet.

Section B - County Documents

2. _____ **Two copies** of a completed Land Use Application Questionnaire.

Section C – Other Documents

3. _____ **Three copies** of a plot plan drawn at a scale to accurately delineate the proposed project as it is to be constructed. A conceptual plan is not acceptable. (Folded accordion style - 8" x 10 1/2" size.) (Refer to the Plot Plan Checklist for specific requirements.)
4. _____ **One copy** of a) the recorded Grant Deed or b) the Quit Claim Deed with the previous Grant Deed for each lot or parcel or c) a copy of a current Preliminary Title Report (issued within 60 days of filing).
5. _____ **One certified copy** each, if applicable, of the Articles of Incorporation including the latest statement of officers; the Partnership Papers (limited or general); or the recorded Fictitious Business Name Statement naming the owner(s) of the firm, if either the Grantor or Grantee are Corporations, Partnerships, or Fictitious Firms.
6. _____ **One copy** of the appropriate assessor’s map. This may be obtained from the Assessor’s Office.
7. _____ **One copy** of the United States Geological Survey (USGS) Map of the project area clearly showing project boundaries and labeled with the quadrangle map name and applicant’s name. A legible photocopy is acceptable. The USGS map may be purchased at a local blueprint company.
8. _____ Original color photos of the project site from various angles (digital photos are preferred).
9. _____ **Three copies** of any other studies prepared for this project.

Section D – Public Notice Materials/Surrounding Property Owners Certification

Please refer to the sheet titled “Surrounding Property Owners Certification” for details regarding requirements and label format. This handout sheet also includes the required signature block for the person who prepared the information and labels.

10. _____ **Submit two** adhesive sets and one reproducible copy of **mailing labels** for all property owners of all parcels within 300 feet of the external boundaries of the project parcel.
11. _____ Submit the certification sheet signed by the person who prepared the list and labels.

Section E – Property Plot Plan – One original plot plan. If the plan is not legible or does not contain the necessary information, your application will not be accepted for processing.

The property plot plan consists of two sections. The upper portion is to include your drawing, in black ink, at an accurate scale appropriate to show all the details of your proposed lots. The scale you use should be a standard engineering scale (1 inch equals 10 feet, 20 feet, 30 feet, 40 feet, 50 feet or 60 feet) or one of these increased by a multiple of ten (e.g., 1 inch equals 20 feet, 200 feet or 2,000 feet) so that the parcel fits neatly within the space provided. (See attached sample property plot plans as a guide.) The lower information portion of the application asks necessary questions regarding the application, don't forget to answer these questions.

PLAN PORTION

1. Plan should be drawn so that "north" is to the top of the Property Plot Plan Form. Write the scale of the plot plan under the north arrow provided.
2. Delineate the location and dimension the lengths and widths of the following:
 - (a) Existing property lines for each lot or parcel.
 - (b) Existing rights-of-way for all abutting streets. ALSO indicate names.
 - (c) Existing street and drainage improvements (paved, dirt, etc.).
 - (d) All existing easements for drainage, public utilities, access or encroachments.
 - (e) All underground structures including septic tanks, leach lines, seepage pits. If none, indicate method of sewage disposal.
 - (f) All storm drains and wells.
 - (g) All existing structures. In addition to dimension of structures, indicate the distances between structures and between each structure and the nearest existing or proposed property line. Also indicate the use of each structure and any that are to be removed. If none, indicate "vacant" on the plan.
 - (h) Indicate the location and height of the proposed Accessory Wind Energy System. Indicate the distance of the Accessory Wind Energy System to all existing structures as well as the distance to the property lines.
 - (i) Indicate location of any topographic conditions (hills, canyons, water courses, known seismic fault areas, etc.). If none, indicate on plan that no topographic conditions exist.

INFORMATION PORTION

3. Land Use (Zoning) District classification *and the type of development on all adjacent properties, including across any streets*. Show distance of structure(s) on adjacent properties from the project property lines.
4. Vicinity map showing location of project.
5. If applicable, compute all building coverage, open space and sign area requirements as established by the Land Use Director.
6. Indicate existing native trees six inches or greater in diameter or if none exist, a statement MUST be placed on the plot plan. EXAMPLE: "No Native Trees six inches in diameter exist on this site".
7. The Assessor's book, page and parcel number(s) of the existing parcel(s).
8. Name, address and telephone number of the record owner, applicant and the person preparing the map (if different than owner).
9. Indicate the dimensions of the Accessory Wind Energy System.
10. Legal Description: Complete legal description of the property including number of acres.

Section F – Additional Materials

11. _____ **Two copies** of visual impact analysis or demonstration photo simulations of the proposed tower at the site. The analysis shall be "worst case" and shall assess the cumulative impacts of the proposed wind generator and tower, including the provision of electrical service to the site, and other existing and foreseeable major visual components in the area, and shall identify and incorporate all feasible mitigation measures consistent with the technological requirements of the proposed wind generator. The photo simulations should be taken from a minimum of three widely scattered locations and shall include a vicinity map indicating the location and direction of view.

PROPERTY PLOT PLAN



Information Portion:

SCALE 1" = _____

Applicant Name: _____ Ph: _____ Tower Height: _____

Assessor Parcel Number(s): _____ Total Wind Energy System Height
(with blades at 12 o'clock): _____

Township: _____ Range: _____ Section: _____ NW NE SW SE (Circle One)

Planning Staff Only:

File/Index: _____ Land Use District: _____ Overlay: _____ Rd. Bk.: _____

Surrounding Land Use District: North: _____ South: _____ East: _____ West: _____

Effective Date: _____ Expiration Date: _____

Approved By: _____

ACCESSORY WIND ENERGY SYSTEMS REVIEW

LAND USE APPLICATION QUESTIONNAIRE

Complete all sections of this form. If you believe that an item does not apply to your project, mark it "N/A." Do not leave any blank spaces.

All Assessor's Parcel Numbers (APNs): _____

Section 1 – Applicant Data (This is the person who the County will contact regarding this application unless a separate representative has been hired.)

Applicant Name: _____

Address: _____

City: _____ Zip: _____

Phone: _____ FAX No.: _____ E-Mail: _____

Firm Name: _____

Engineer/Representative's Name: _____

Address: _____

City: _____ Zip: _____

Phone: _____ FAX No.: _____ E-Mail: _____

Section 2 – Project Description and Location/Legal Data

Briefly describe the project and use:

Land Use District: _____ Improvement Level: _____

Surrounding Land Use District North: _____ West: _____ South: _____ East: _____

Overlay Districts: _____

Legal Description: Township: _____ Range: _____ Section: _____

USGS Quad Name: _____

Location: Community: _____ Nearest cross street: _____

Street name: _____ Side of street: _____

Parcel Size (Gross acres or square footage): _____

Site Address: _____

Proposed Development Area: _____

Dimensions of Proposed Wind Accessory Energy System(s): _____

Previously approved land use applications for this site: _____

Tower Height: _____ System Height: _____

SURROUNDING PROPERTY OWNERS CERTIFICATION

Certain development case applications and other requests processed by the Land Use Service Department require notification of the surrounding property owners by mail. The notification requirements are specified by California State Law and County Ordinances.

Please refer to the Information Sheet or Application for the submittal requirements for the specific application request you are submitting.

Mailing Label Requirements:

Prepare labels for all property owners within the area as prescribed by the formulas listed below. **Please include the applicant, representative and the owner of record in these labels.** Ownership of surrounding properties shall be determined from the latest equalized tax assessment roll.

I certify under the penalty of perjury that to the best of my knowledge the enclosed labels contain the names and addresses of all property owners within the area as prescribed by the enclosed formula from the exterior boundaries of the parcel on which the project is located:

Printed Name and Company of person who prepared list

Signature of person who prepared list

Date

FORMULA: The property for which this application is being processed is (check one):

- Accessory Wind Energy System: All parcels within 300 feet of the external boundaries of the parcel on which the project is located.

LABEL FORMAT

(Please type or print legibly in black ink/ribbon.)

Note: **No punctuation** is to be placed on the last line between city state and zip code. **Italic type** print is **not** permitted, and characters **cannot** touch. **No extraneous print** is allowed on or below the delivery address line. Use a three column label format with the size of labels as shown below (1x2 5/8", Avery 5160). Information must be in the format designated below (i.e., APN number must be on top line)

Assessors Parcel Number
Name
Address
City State Zip Code

235-09-85
John Doe
1653 Outside Lane
Redlands CA 92300