

INSTRUCTIONS FOR SOLAR PHOTOVOLTAIC (PV) PERMITTING PROCESS

Applications for Solar PV are to be submitted online using the [City Squared](#) portal found on the Building Department website. All required forms for the Fire Department fee sheet, Zoning Permit Application and Inland/Wetlands Application are available in this permit package for your convenience. If you have questions regarding Zoning or Inland/Wetlands, please contact them directly at (860) 276-6250.

Application Materials Checklist

Below is a checklist of materials needed for roof, ground and pole-mounted applications. Please note that applications with missing attachments will be delayed.

RESIDENTIAL ONLY - ROOF MOUNTED:

*If there is **NO structural work** needed, **ONLY** an Electrical permit application is required.*

*If there **IS structural work** needed, both a Building **AND** Electrical permit application is required.*

- ◆ Structural evaluation by professional Engineer
- ◆ One-line electrical diagram
- ◆ One-line site plan
- ◆ Solar PV Module specification sheets
- ◆ Inverter specification sheet
- ◆ Copy of E-1's electrical license and HIC license
- ◆ Certificate of Insurance (COI) showing Workers' Comp coverage or State of CT Workers' Comp waiver

RESIDENTIAL ONLY - GROUND AND POLE MOUNTED:

The following is required **IN ADDITION** to the requirements for Roof Mounted Solar PV.

- ◆ Electrical permit Application
- ◆ Building permit Application
- ◆ Zoning Permit Application
- ◆ Inland/Wetland Application **ONLY** if within 200 feet of a wetland. Inland/Wetland approval is required.

COMMERCIAL ONLY - ROOF, GROUND AND POLE MOUNTED:

The following is required: Building application, Electrical application, Fire Department fee sheet and Zoning Permit application and, if applicable, Inland/Wetlands Application.

ONLINE APPLICATION INSTRUCTIONS FOR RESIDENTIAL AND/OR COMMERCIAL:

Please select the following option in the online portal, City Squared:

- ◆ Electrical permit application, please select "Electrical" and then "Photovoltaic Solar".
- ◆ Building permit application, please select "Building" and then "Commercial - Alteration/Renovation - Exterior" **OR** "Residential - Alteration/Renovation - Exterior".
- ◆ Contact Zoning or Inland/Wetlands for their requirements with permitting (860) 276-6250

INSPECTION REQUIREMENTS:

- ◆ Pictures of all roof and attic work are to be submitted to the Electrical Inspector prior to any initial inspections.
- ◆ Inspection of roof mounted systems by Electrical Inspector
- ◆ Inspection of ground and pole mounted systems by Electrical Inspector, Building Official and Fire Department

CONTACT NUMBERS:

Building Department (860) 276-6242

Zoning or Inland/Wetlands (860) 276-6250

Fire Department (860) 621-3202

SOUTHINGTON FIRE MARSHAL

(860) 621-3202

BUILDING PLAN INFORMATION

Building/Complex Owner: _____ Phone: _____

Address where plans are being submitted for: _____

General Contractor: _____ Phone: _____

Foreman/Contact Person: _____ Phone: _____

Square foot for project: _____

SOUTHINGTON FIRE MARSHAL'S PLAN REVIEW FEE SCHEDULE	
Building plans:	
• < 2,500 sq. ft.	\$ 75.00
• 2,501-5,000 sq. ft.	\$150.00
• 5,001-10,000 sq. ft.	\$200.00
• 10,001-49,999 sq. ft.	\$250.00
• Over 50,000 sq. ft.	\$350.00
Fire Alarms (separate plans)	\$ 75.00
Sprinkler plans (commercial):	
• Area <5,000 sq. ft.	\$ 75.00
• 5,001-10,000 sq. ft.	\$150.00
• > 10,000 sq. ft.	\$200.00
Sprinkler plans (residential)	No fee

For new construction or renovations over \$3,500.00, the owner or contractor must pick up an order form at the Building Department to purchase a lock box if one is not already installed.

FUEL TANK PERMIT INFORMATION

Property owner: _____ Phone: _____

Address where fuel tank is being installed/removed: _____

Company Installing: _____ Phone: _____

Foreman/Contact Person: _____ Phone: _____

SOUTHINGTON FIRE MARSHAL'S FUEL TANK PERMIT FEE SCHEDULE	
Installation/removal of underground oil /diesel tank (1-2 family residential*)	\$30.00
Installation/removal of underground oil /diesel tank & propane tanks (3+ family & commercial)	\$50.00

**Freestanding interior home heating oil tanks are exempt*

I attest that the above information is accurate and that all fees paid are non-refundable.

Printed Name of Applicant

Signature of Applicant

PLANNING AND ZONING DEPARTMENT

MUNICIPAL CENTER, 196 NORTH MAIN STREET, SOUTHTON, CT 06489 (860)276-6248



ZONING PERMIT APPLICATION

*fee includes \$60.00 state fee

FEE: * residential accessory structure/addition \$80.00

new construction/commercial/industrial \$160.00

ZP # _____

Applicant name and mailing address (please print)

Owner name and mailing address (please print)

Telephone _____

Telephone _____

ADDRESS OF PROPERTY: _____ Zone: _____

Utilities: Sewer _____ Septic System _____ Well _____ Town Water _____

PROPOSED ACTIVITY: _____

Does the proposed activity entail construction or land alteration within 50 feet of a wetland/wet area/waterbody? YES _____ NO _____

APPROVAL	DATE	FILE #	APPROVAL	DATE	FILE #	APPROVAL	DATE	FILE #
Special Permit*			Inland Wetland			Special Exception *		
Subdivision			Filling of Floodplain			Home Occupation *		
Site Plan			Variance			Expansion of Non-Conforming Use*		

Submit five (5) sets of plot plans, if well or septic eight (8) copies of plot plan required. *NOTE: Provide one copy of certain approval letters stamped by the Town Clerk and noting the volume and page number of the approval in the land records.

OFFICE USE ONLY:	APPROVED	DENIED
Planner/Inland Wetlands:	_____	_____
Zoning Officer:	_____	_____
Town Engineer:	_____	_____
Health Department:	_____	_____
Approved for Zoning Permit. A copy of this approval shall be presented to the Building Official prior to the issuance of a Building Permit.		
	_____	_____
	Zoning Enforcement Officer	Date
CERTIFICATE OF ZONING COMPLIANCE:		
I hereby certify that all improvements were installed in compliance with the Zoning Permit.		
	Approved:	Denied:
Planner/Inland Wetlands:	_____	_____
Zoning Officer:	_____	_____
Town Engineer:	_____	_____
Water Department:	_____	_____
Health Department:	_____	_____
Approved for Certificate of Zoning Compliance. A copy of this approval shall be presented to the Building Official prior to the issuance of a Certificate of Occupancy.		
	_____	_____
	Zoning Enforcement Officer	Date

I have received a copy of the ordinance requiring the fencing of pools.

Signed: _____

Print: _____

TOWN OF SOUTHTON

Conservation Commission

MUNICIPAL CENTER, 196 NORTH MAIN STREET, SOUTHTON, CT 06489
 PHONE (860) 276-6248 FAX (860) 628-3511



FEE: See fee schedule

IW # _____

APPLICATION TO CONDUCT REGULATED ACTIVITY WITHIN INLAND WETLAND OR WATERCOURSE

(In accordance to Connecticut General Statutes Section 22a-36 to 22a-45 inclusive, authorized by the Council of the Town of Southton
 in accordance with an ordinance adopted March 25, 1974.)

Owner Name: _____ Telephone: (____) _____
Last First

Owner Address: _____
Street # Street Name Town State Zip Code

Applicant Name: _____ Telephone: (____) _____
Last First

Applicant Address: _____
Street # Street Name Town State Zip Code

LOCATION OF PROPOSED ACTIVITY:

Street Address: _____ Total Area of Property: _____ acres

Assessor Map # _____ Parcel # _____ Lot # _____ Assessor ID #: _____

Is activity associated with a proposed subdivision? Y N Subdivision #: _____

Is any portion of this property within 500 feet of a Town Boundary? N Y Town: _____

REQUESTING PERMISSION TO: _____

PROPOSED WETLAND AND BUFFER IMPACTS				Please Circle Units
				sq. ft acres
	<i>Existing</i>	<i>Filled or Disturbed</i>	<i>Proposed Mitigation</i>	<i>Net Change (Existing-Disturbed + Mitigation)</i>
Wetland Area				
Buffer Area				
TOTAL AREA				

For Official Use Only IW # _____
 Date of official referral to Conservation Commission _____ Fee Received: _____
 Stipulations of Conservation Commission: _____

Action of Agency: _____ Date of Action: _____

Detailed Activity Information:

a. Material to be deposited and/or excavated (maximum slope of 2 horizontal / 1 vertical):

Area of fill: _____ acres _____ square feet

Volume of fill: _____ acres _____ cubic feet

Physical composition (texture, components) of material to be deposited:

b. Data for existing water body(ies) located on parcel:

1. Size of ponds or lakes: _____ acres _____ square feet

2. Maximum depth and, if possible, volume of water:

Depth: _____ feet Volume: _____ cubic feet

c. Location of discharges (if applicable):

Type: _____

Frequency: _____

Volume: _____ cubic feet

Chemical composition: _____

d. Wetland Soil Identification (**Please include a detailed map of soil locations**):

Soil type: _____ Area on site: _____ acres _____ square feet

Soil type: _____ Area on site: _____ acres _____ square feet

Soil type: _____ Area on site: _____ acres _____ square feet

Signature of Soil Scientist: _____

Date: _____

Measures proposed to protect regulated area from:

a. Erosion and sedimentation: _____

b. Leaching of pollutants: _____

Measures proposed to protect regulated area from: (continued)

c. Direct discharge of pollutants: _____

d. Increased flooding and surface runoff hazards: _____

Surety Bond:

Permit approval granted under these regulations, may require the applicant to submit a surety bond with the Agency in a form satisfactory to the Town Attorney and in an amount recommended by the Town Engineer and approved by the Agency as sufficient to guarantee completion of those items specified by the Agency and in conformity with the provisions of these regulations. Such bond shall not be released by the Agency until written certification from the Town Engineer has been received that all of the requirements of these regulations and the Agency have been fully satisfied.

NOTE: Activities affecting a wetland and/or a watercourse may also require a permit from the Army Corps of Engineers. Before beginning activities, it is recommended that the applicant check with this Agency:

U.S. Army Corps of Engineers
New England District-Regulatory Division
696 Virginia Road
Concord, MA 01742-2751
1-800-343-4798

The applicant understands that this application is to be considered complete only when all information and documents required by the Agency have been submitted.

The applicant understands town officials may require access to said property to review proposed activity prior to, during the activity, and after the activity has concluded.

Applications shall be submitted to the Agency at least fourteen (14) days prior to its regular meeting in order for the application to be included on the agenda.

The official date of receipt of this application shall be the next regularly scheduled Conservation Commission meeting following the date of submission, provided such meeting is no earlier than three (3) business days after the receipt or thirty-five (35) days after submission, whichever is sooner.

Applicant must complete attached State of Connecticut reporting form.

The undersigned warrants the truth of all statements contained herein and in all supporting documents according to the best of their knowledge and belief.

Signature of Applicant/Owner/Agent: _____ Date: _____