



*Building Division Staff (415) 435-7357*

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## INFORMATION REQUIRED FOR THE REVIEW OF **Small Residential Rooftop Solar Energy System Administrative Use Permit**

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### ADMINISTRATIVE USE PERMIT FOR SMALL RESIDENTIAL ROOFTOP SOLAR ENERGY SYSTEM

In accordance with Title IV, Chapter 13, Section 13-29 of the Tiburon Municipal Code, an application for a Small Residential Rooftop Solar Energy System Administrative Use Permit may be required by the Building Official if he or she determines that the system could have a specific, adverse impact on the public health and safety.

### PROCEDURE

Once an application is submitted, it will be reviewed by the Building Official to determine whether there is sufficient information submitted to determine that the installation as proposed would not have a specific adverse impact of public health and safety. If additional information is required to make the application complete, the applicant will be notified in writing as soon as practicable.

Once an application is deemed complete, the Building Official shall take action to approve or deny the application based on whether the application meets local, state, and federal health and safety requirements. The Building Official's decision on the application may be appealed to the Planning Commission within five (5) calendar days.

### SUBMITTAL REQUIREMENTS

Below is a list of items required in order to properly review and reach a decision on an application for an Administrative Use Permit for a Small Residential Rooftop Solar Energy System.

1. Completed application form (see attached).
2. Filing Fee Deposit of \$500.
3. Written narrative and drawings sufficient to demonstrate in detail:
  - a. How the proposed installation would meet local, state, and federal health and safety requirements, including specific information responsive to the Building Official's earlier determination that an administration use permit is required due to specific adverse impacts of public health and safety.
  - b. That feasible alternatives have been explored are not available to satisfactorily mitigate or avoid the adverse impact(s) previously identified by the Building Official.