

# Conway Township

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Fowlerville MI 48836

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[zoningadmin@ConwayMI.gov](mailto:zoningadmin@ConwayMI.gov)



APPLICATION NO. \_\_\_\_\_

## SOLAR ENERGY COLLECTOR APPLICATION GROUND-MOUNTED

NOTE: If you are installing one (1) solar panel with a total area of less than eight (8) square feet or are repairing or replacing existing solar energy equipment (so long as you are not expanding the size or coverage area of the solar energy equipment), you do not need to fill out this Application.

PLEASE PRINT OR TYPE (use back of application or attach additional sheets if needed).

1. Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

2. Applicant(s) is/are: ☐ the owner(s) of the property involved.  
(check all that apply) ☐ acting on behalf of the owner(s) of the property involved.

3. Address of property to have solar collector: \_\_\_\_\_

4. Legal description: \_\_\_\_\_  
\_\_\_\_\_

5. Property ID #: \_\_\_\_\_

6. The property is presently zoned: \_\_\_\_\_

7. Applicant is seeking approval of: ☐ a building-mounted solar energy collector.  
(check all that apply) ☐ a ground-mounted solar energy collector.  
☐ a commercial solar energy collector.

8. If Applicant is seeking approval of a ground-mounted solar energy collector, describe the screening to be provided for the ground-mounted solar energy equipment:  
\_\_\_\_\_  
\_\_\_\_\_

9. The total area of the solar energy collector is: \_\_\_\_\_ square feet.

10. Applicant is required to include the following with this Application:

- Photographs of the property's existing conditions.
- Renderings or catalogue cuts of the proposed solar energy equipment.
- Certificate of compliance demonstrating that the system has been tested and approved by Underwriters Laboratories or another approved independent testing agency.
- Plot plan to indicate where the solar energy equipment is to be installed.
- Proof of ownership of property.

11. If Applicant is seeking approval of a building-mounted solar energy collector, Applicant must also include the following with this Application:

- a. If the solar energy collector system is to be attached to the roof of the building, certification by a professional engineer or other qualified person that the roof can safely support the energy collector system.
- b. Proof of the safety and reliability of the building to keep the solar energy collector system permanently and safely attached to the building (no matter where on the building the energy collector system is to be attached).

12. If Applicant is seeking approval of (1) a ground-mounted solar energy collector system that is not accessory to a residence, (2) a ground-mounted solar energy collector system that is accessory to a residence and exceeds 250 square feet, or (3) a commercial solar energy collector system, then Applicant must also obtain special land use approval from the Planning Commission. Applicant shall complete an Application for Special Use Permit Related to Solar Energy Collector System and Application for Site Plan Review.

The undersigned affirms that they are the owner of the property and/or Applicant as designated below and that the foregoing answers, statements, and information are true and accurate to the best of their knowledge, information, and belief. By making this Application, the undersigned grant all officials and staff of Conway Township access to the subject property as may be deemed helpful by Conway Township in its consideration of this Application.

Date: \_\_\_\_\_

x \_\_\_\_\_

Applicant Signature

x \_\_\_\_\_

Applicant Signature

x \_\_\_\_\_

Owner Signature (if different than Applicant)

x \_\_\_\_\_

Owner Signature (if different than Applicant)

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## ADMINISTRATION

Date received: \_\_\_\_\_

Fee paid: \_\_\_\_\_

Escrow amount: \_\_\_\_\_

Zoning Administrator: x \_\_\_\_\_  
Signature

Application fee:

Residential     \$100

Commercial     \$200

APPLICANT NAME \_\_\_\_\_  
APPLICATION NO. \_\_\_\_\_

**COMPLIANCE CHECKLIST: GROUND-MOUNTED SOLAR ENERGY COLLECTOR SYSTEM  
TO BE COMPLETED BY ZONING ADMINISTRATOR**

1. Has Applicant provided all of the required documentation and answered all questions on the Application?  
Yes / No \*Answer for 1 must be "Yes" in order to proceed.
2. Is the area of the proposed ground-mounted solar collector system less than or equal to 1000 square feet and accessory to a residence?  
Yes / No \*If the answer for 2 is "Yes," Zoning Administrator should skip to question 4; if "No", proceed to question 3.
3. Is Applicant seeking approval of a ground-mounted solar collector system not accessory to a residence, a ground-mounted solar collector system accessory to a residence but in excess of 1000 square feet, or a commercial solar energy collector system?  
Yes / No \*If the answer for 3 is "Yes," Zoning Administrator should direct Applicant to submit an Application for Special Use Permit Related to Solar Energy Collector System and Application for Site Plan Review to be approved by the Planning Commission.
4. Is the solar energy equipment located in the least visibly obtrusive location where panels would be functional?  
Yes / No \*Answer for 4 must be "Yes" in order to proceed.
5. Is the proposed solar energy collector generally neutral in color?  
Yes / No \*Answer for 5 must be "Yes" in order to proceed.
6. Is the proposed solar energy collector substantially non-reflective of light?  
Yes / No \*Answer for 6 must be "Yes" in order to proceed.
7. Is the proposed solar energy collector located in the rear yard setback, the side yard setback, or anywhere in the front yard?  
Yes / No \*Answer for 7 must be "No" in order to proceed.
8. Is the proposed solar energy collector sixteen (16) feet or less in height?  
Yes / No \*Answer for 9 must be "Yes" in order to proceed.
9. Is the proposed solar energy collector fenced in with at least a six (6) foot chain link fence?  
Yes / No \*Answer for 9 must be "Yes" in order to proceed.
10. Will the power transmission lines from the proposed solar energy collector be underground to any structure?  
Yes / No \*Answer for 10 must be "Yes" in order to proceed.
11. If the Zoning Administrator has requested a copy of the solar energy collector's manufacturer's directions, have directions been received?  
Yes / No \*Answer for 11 must be "Yes" in order to proceed.

|  |              |
|--|--------------|
| <b>Referred to the Planning Commission?</b> Yes / No   |              |
| <b>Approved by Zoning Administrator?</b> Yes / No  |              |
| <b>Reason for Denial:</b>  |              |
| <b>Conditions of Approval:</b> Solar energy equipment must be repaired, removed, or replaced within six (6) months of becoming non-functional. All solar energy equipment must conform to County, State, and Federal regulations and safety requirements as well as applicable industry standards. Solar energy collectors and the installation and use thereof shall comply with all applicable construction codes and electrical codes. Solar energy collectors shall be installed, maintained, and used only in accordance with the manufacturer's directions. Solar energy collectors must be permanently and safely attached to the ground. If the solar energy collector system is not in operation for a period of one year or more, the system shall be removed by Applicant or the property owner and the site shall be stabilized and revegetated as necessary to minimize erosion. All officials and staff of Conway Township shall have the right to enter the subject property to determine compliance. |              |
| <b>Other Conditions of Approval:</b>   |              |
| <b>Zoning Administrator Signature:</b>   | <b>Date:</b> |