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## **HOW TO SUBMIT A RENEWABLE ENERGY PERMIT APPLICATION**

**1. PREFACE:** A Renewable Energy Permit may be applied for projects that propose to construct, or modify an existing Renewable Energy facility within the County that is not specifically exempted from such requirements by this title or by state or federal law. A renewable energy facility does not include small scale renewable energy solar facilities or a pilot or proof of a concept power plant.

**2. CONSULTATION:** To avoid unnecessary expense and delay consult with the Inyo County Planning Department for a preliminary review and discussion of your proposal in order to answer any questions regarding the application and processing procedures, there is no fee for this meeting. You may also request a formal pre-application meeting for which there is a fee.

**3. PLANNING DEPARTMENT MAIN APPLICATION:** The Main Application Form must be completed in its entirety with the Renewable Energy Permit box checked and must be signed by and must be signed by the authorized property owner of the property for which the Renewable Energy Permit is being sought. The Processing Fee Agreement Form must also be filled out in its entirety and accompany the Main Application Form. *Developers must notify local residence and/or landowners by direct mailing or other appropriate means announcing projects at the time an application is submitted.*

**4. ENVIRONMENTAL INFORMATION FORM:** This form is included in the Main Application Package. The information requested by this form assists the County in preparing the appropriate environmental documentation as required by the California Environmental Quality Act (CEQA).

**5. RENEWABLE ENERGY PERMIT APPLICATION PACKAGE:** Submission of the following normally constitutes a complete application:

1. One original Main Application Form with the Renewable Energy Permit box checked and the Environmental Information Form filled out.
2. One original Processing Fee Agreement Form.
3. At a minimum, one 18"x26" print and one 8.5"x11" print of the plot plan depicting the project for the requested Renewable Energy Permit. The plot plan must include parcel measurements (perimeter - each side and area), and as appropriate (please consult with Planning Staff), a depiction of any proposed accessory buildings and existing buildings and measurements from each building to the parcel perimeter lines and between each of the buildings.
4. Preliminary Title Report. For each property, obtain a copy of a preliminary title report prepared by a title company within 30-days of submission of the application.
5. A plan for reclamation/revegetation of the site of the facility once the facility is decommissioned or otherwise ceases to be operational. The reclamation plan shall be

based upon the character of the surrounding area and such characteristics of the property as type of native vegetation, soil type, habitat, climate, water resources, and the existence of public trust resources. Reclamation plans issued pursuant to this chapter shall run with the land affected thereby and shall be binding on all successors, heirs and assigns of the applicant.

6. Any other applicable information required by ICC Title 21.

**6. FILING FEES:** Fees are required to initiate the processing of the Renewable Energy Permit. County fees for the Renewable Energy Permit are the same as a Conditional Use Permit application and are indicated on the Planning Department's fee schedule.

**NOTE: THIS APPLICATION REQUIRES A PUBLIC HEARING BEFORE THE INYO COUNTY PLANNING COMMISSION. YOU OR A REPRESENTATIVE MUST BE PRESENT TO ANSWER ANY QUESTIONS. FAILURE TO APPEAR MAY RESULT IN THE PUBLIC HEARING BEING CONTINUED OR THE APPLICATION DENIED.**