



City of Pomona

SOLAR PANEL INSTALLATION APPLICATION

FOR ALL HISTORIC PROPERTIES

PROPERTY LOCATION AND ZONING (PRINT OR TYPE)

Property Address: _____ Zip Code: _____

Assessor's Parcel No(s): _____

Cross Streets: _____

PERMIT REQUESTED (PLEASE CHECK ALL APPLICABLE BOXES)

Minor Certificate of Appropriateness for Solar Panel Installation

DESCRIPTION OF PROJECT (Be as specific as possible, attach sheets if necessary)

OWNER / APPLICANT INFORMATION

Property Owner: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Cell / Other Phone: _____ E-mail: _____

Note: Attach additional lists for multiple property owners. If the property owner or applicant is a trust, partnership, corporation or LLC, on a separate sheet, provide a listing of all persons that make-up the trust, partnership, corporation or LLC

Applicant: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Cell / Other Phone: _____ E-mail: _____

____ Project Architect ____ Project Engineer ____ Project Contractor

Applicant's Representative: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Cell / Other Phone: _____ E-mail: _____

Note: Prior to submittal of this application, it is advised that the applicant review the requested proposal with the Planning Division in order to review ordinance requirements and consistency with the General Plan. In completing the application form, please be as accurate and complete as possible.

APPLICANT CERTIFICATION

I hereby certify that the statements furnished in this application and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief. In addition, I understand that the filing of this application grants the City of Pomona permission to reproduce submitted materials, including but not limited to, plans, exhibits, and photographs, for distribution to staff, Commission, and City Council Members, and other Agencies in order to process the application, and to make those materials available to the public on the City of Pomona's web site and cable channel, notwithstanding Health & Safety Code § 19851 or any other provision of law. Nothing in this consent, however, shall entitle any person to make use of the intellectual property in plans, exhibits and photographs for any purpose unrelated to the City's consideration of this application.

Signature: _____ Date: _____

Name (print or type): _____ Phone: _____

CONSENT BY PROPERTY OWNER

If applicant is other than property owner, owner must sign consenting to filing. Attach additional sheets if necessary. Originals signatures only. Fax copies of owner's signature will not be accepted.

I/We, as the owner(s) of the subject property, consent to the filing of this application. We further consent and hereby authorize City representative(s) to enter upon my property for the purpose of examining and inspecting the property in preparation of any reports and/or required environmental review for the processing of the application(s) being filed. Attach additional sheets if necessary.

Signature(s) Name(s) (please print or type) Date

NOTE: This application being signed under penalty of perjury and does not require notarization.

POMONA GUIDE TO INSTALLING SOLAR PANELS ON HISTORIC BUILDINGS

The City of Pomona has created a Guide for installing solar panels on historic buildings. It contains the requirements, process, preferred locations, and conditions of approval that are required in order for staff to approve a Minor Certificate of Appropriateness over-the-counter. Any deviation from these requirements would require a Major Certificate of Appropriateness approved by the Historic Preservation Commission. The City recommends reviewing the guide prior to submitting your application to the Planning Division. The Guide is available on the City's website.

STANDARD CONDITIONS OF APPROVAL

The following conditions of approval are required in order to meet the requirements of the City of Pomona's Historic Preservation Ordinance. Any deviation from these conditions without written approval of the Development Services Director or his/her designee is a violation of this approval and subject to enforcement action by the City.

Any application that proposes a change in appearance of the roof or changing the existing materials and not replacing them with like materials cannot be approved by the Development Services Department and requires a Major Certificate of Appropriateness and approval by the Historic Preservation Commission.

If the Applicant does not agree to the following conditions, the project cannot be approved and a Major Certificate of Appropriateness, subject to approval by the Historic Preservation Commission is required.

The following Conditions of Approval will be **REQUIRED FOR ALL** Solar Panel Installations:

- There will be **NO** change in appearance of the roof;
- The solar panels will be installed in such a manner that they are removable at a later date **WITHOUT** affecting the historic character of the roof;
- The solar panels will be installed in such a manner that they are removable at a later date **WITHOUT** having to remove the historic roof material.
- Any removal of existing roof material at the time of installation will be replace with a like material causing **NO** change in appearance and subject to a reroof permit.

The Applicant or his/her representative will be required to sign, under the penalty of perjury, that they understand and accept the above conditions and understand that any deviation from the approved conditions is subject to the revocation of this approval and enforcement action by the City of Pomona.



Historic Preservation Application

APPLICATION SUBMITTAL CHECKLIST

MINIMUM APPLICATION FILING REQUIREMENTS

This checklist will be used by staff to determine if an application contains the appropriate requirements to begin the application process. All items listed below must be included. If any items are not included the project will not be accepted for submittal. This checklist does not determine a project complete for purposes of the Permit Streamlining Act.

Minor Certificate of Appropriateness

- Completed Minor Certificate of Appropriateness Application.
- Applicable Filing Fees.
- Two (2) copies plans showing the location of the proposed solar panels. Plans shall include the following:
 - Site Plan / Roof Plan (Proposed)Plans may be submitted digitally in PDF format.
- One (1) color and materials sample (8½"X11") if replacing roof material.
- Pictures of the proposed project area. Pictures may be submitted digitally in the following formats: JPEG, BMP, or TIF.
- Any other plans or information that the Development Services Director deems necessary to facilitate processing of the application.