



RIVERSIDE COUNTY

PLANNING DEPARTMENT

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FILING INSTRUCTIONS FOR ACCESSORY WIND ENERGY CONVERSION SYSTEMS (WECS) PERMIT

The following instructions are intended to provide the necessary information and procedures to facilitate the processing of an Accessory WECS application. Cooperation with these instructions will insure that the application can be processed in the most expeditious manner possible.

THE ACCESSORY WECS FILING PACKAGE MUST CONSIST OF THE FOLLOWING:

1. A completed and signed application form; with attachments, if necessary.
2. A current recorded deed of the property. If the property involved is owned by a corporation, limited liability company (LLC), partnership, trust, or similar entity, appropriate documentation will be required to provide proof that the person(s) signing on behalf of said entity is properly authorized to do so.
3. A Preliminary Title Report issued by a title company licensed to business in the State of California dated less than 30 days prior to the date of submittal of this application.
4. If any of the properties involved do not abut a public street, appropriate documentation of legal access (e.g. recorded easement) for said property shall be provided.
5. A scaled Exhibit "A" (Site Plan). The exhibit must also include the information described in the applicable application type column of the Accessory WECS Matrix.
6. Scaled building floor plans (Exhibit "C") and elevations (Exhibit "B") for the existing and any proposed buildings or structures in connection with the proposed Accessory WECS. The exhibits shall also include the information described in items 1 through 19 of the Accessory WECS Matrix.
7. A minimum of three (3) ground-level panoramic photographs (color prints) clearly showing the whole project site. Include a locational map identifying the position from which the photos were taken and the approximate area of coverage of each photograph.
8. A detailed drawing of the Accessory WECS model indicating tower and foundation. This may be included on the site plan exhibit. Indicate the total height, tower height, rotor diameter, manufacturer, model type, and rated output.

Note in accordance with Ord. No. 348. Sect. 21.74a. A. an accessory WECS must have a rated output of 20 Kilowatts or less, and must be accessory to the principal use of the lot in that at least 50% of the average annual power production is used on the lot.

9. A completed and signed [Land Use and Permit Application Processing Agreement](#).

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- 10. Digital copies of the all the above listed items in a format acceptable to the Planning Department (e.g. PDF).
- 11. Initial payment of deposit-based fees for an Accessory WECS.

The following checklist identifies the minimum information required on the primary exhibit.

If any information is not applicable to this specific project, an explanation note must be placed on the exhibit, explaining why the information is not necessary or applicable. All exhibits must be clearly drawn and legible.

NOTE: Additional information may be required during review of the land use proposal, including information not specifically required by this checklist.

ACCESSORY WIND ENERGY CONVERSION SYSTEM (WECS) MATRIX (EXHIBIT "A")
1. Name, address, telephone number, and email of applicant, the land owner(s), and the exhibit preparer.
2. Approximate acreage, overall dimensions, north arrow, scale, date exhibit prepared, and assessor's parcel number(s).
3. Site Plan property boundary line, location of adjoining lot lines, and vicinity map showing relationship to surrounding areas.
4. Contours, with maximum twenty (20') foot intervals, showing property topography.
5. Existing zoning and uses on project property.
6. Existing uses and zones of immediately adjacent property.
7. Location, setbacks, dimension and arrangement of the proposed Accessory WECS, associated equipment, and all existing structures and buildings on property.
8. Location of existing and proposed electrical lines, utility easement boundaries, and related facilities. Indicate kV ratings of distribution and collection lines. Indicate whether lines will be underground or aboveground.
9. Wind characteristics and dominant wind direction at the site. Dominant wind direction is the direction from which 50 percent or more of the energy contained in the wind flows.
10. Setback dimensions (see ordinance charts); include both safety and wind access setbacks.
11. Names of utility purveyors (electricity, gas, water, sewer, telephone).
12. Names, locations, rights-of-way, widths, and improvements of adjacent streets, alleys, railroads both above and below ground.
13. Show ingress and egress, including documented or proposed legal access to the property from a County maintained road.
14. Location and nature of proposed and existing fencing, gates, walls and driveways.
15. Site plan amendment block.
16. Title of site plan. "Accessory WECS Permit" and indicate date prepared.
17. Complete legal description of property.

For assistance in the preparation of any of these forms, please contact the Transportation and Land Management Agency (TLMA) Ombudsman staff. Click on the following link <http://rctlma.org/Departments/Administrative-Services/Ombudsman> for more information.