



RIVERSIDE COUNTY PLANNING DEPARTMENT

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Planning Director

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

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

FILING INSTRUCTIONS CHECKLIST

A WECS FILING PACKAGE MUST CONTAIN THE FOLLOWING ITEMS:

A Digital copy of the following items in a format acceptable to the Planning Department (e.g., PDF).

1. A completed General Application Form.
2. A completed and signed Applicant/Property Owner Signature Form.
3. A completed Wind Energy Conversion Systems Supplemental Information Form.
4. An Exhibit "A" (Site Plan). The exhibit must also include the information described in the Wind Energy Conversion System (WECS) Site Plan (Exhibit "A").
5. A detailed drawing of each WECS model indicating tower and foundation. Indicate the total height, tower height, rotor diameter, manufacturer, and model type. This may be included on the Site Plan exhibit.
6. If any existing buildings or structures are to remain, or are proposed, include a Floor Plans (Exhibit "C") and Elevations (Exhibit "B"). The exhibits shall also include the information described in items 1 through 7 of the Land Use and Development Matrix.
7. 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.
8. 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.
9. For Commercial WECS, the following additional information/materials are required:
 - a. A Visual Analysis Exhibit using photographic simulation showing the site fully developed with WECS and any accessory structures.

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- b. A site-specific geotechnical report.
 - c. A written notification to the local electric utility of the proposed interconnection.
 - d. A Microwave Communications Link Owners Notification Form and required attachments.
 - e. A Dust Control Summarization Sheet and required attachments.
 - f. A written report documenting off-site construction and operation access routes.
 - g. A map adequately locating all residences within 2 miles of the project boundary. Identify any residences that are not served by cable television.
 - h. A completed Checklist for Identifying Projects Requiring a Project-Specific Water Quality Management Plan (WQMP) for the applicable watershed, if the Plan is located within the [Santa Ana River watershed](#), the [Santa Margarita River Watershed \(Other Development Project Checklist\)](#), or the [Whitewater River Watershed](#).
10. Initial payment of deposit-based fee for the applicable application type.

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.

WIND ENERGY CONVERSION SYSTEM (WECS) SITE PLAN (EXHIBIT "A") MATRIX
1. Name, address, telephone number, and email of applicant, the landowner(s), and the exhibit preparer.
2. Approximate acreage (net and gross), 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. Title of exhibit (i.e. "Commercial WECS" or "Accessory WECS")
5. Vicinity Map, showing the relationship of the site to highways, access roads, and cities. Indicate proposed or existing paved roads with a heavy dark line and/or note as paved.
6. Show existing topography with contour intervals, maximum five (5') foot intervals for Commercial WECS and maximum twenty (20) feet intervals for Accessory WECS, showing property topography, and extend 300 feet beyond the exterior boundaries of the project site. Identify the source(s) of topographic information.
7. Existing and proposed zoning classification(s) and General Plan Land Use designation(s) of the subject property and the properties immediately surrounding subject property.
8. Location, setbacks, dimension, and arrangement of the proposed WECS, associated equipment, and all existing structures and buildings on property.
9. Show preliminary grading, if any; including all cut or fill slopes to scale with slope ratios and slope setbacks from structures and property lines, the elevations of all building pads, elevations at the perimeter of the subject property, conceptual drainage facilities (including the location of terraces, terrace drains, down-drains, brow-ditches, v-ditches, and the relationship to adjoining land and

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development.
10. Location of existing and proposed electrical lines, utility easement boundaries, and related facilities. Indicate kV ratings of distribution and collection lines. Indicate whether the lines are or will be underground or aboveground.
11. 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.
12. Commercial WECS only: Show and number each wind turbine, with each row of wind turbines lettered in alphabetical order.
13. Setback dimensions (see ordinance charts); including safety, scenic, and wind access setbacks.
14. Names of utility purveyors (electricity, gas, water, sewer, telephone).
15. Names, locations, rights-of-way, widths, and improvements of adjacent streets, alleys, & railroads. Label and describe any land or right-of-way to be dedicated to the public or other uses.
16. Show ingress and egress, including documented or proposed legal access to the property from a County maintained road.
17. Identify if the project is located within a Community Facilities District or County Services Area.
18. Location, dimensions, setbacks and nature of proposed and existing fencing, gates, walls, driveways, buildings, accessory structures, and parking areas.
19. Exhibit Amendment block, which shall be used to notate any changes to the proposed project during the review process.
20. List and accurately show all easements of record (by map or instrument number) within the project boundary.
21. Complete legal description of property.

DUST AND EROSION CONTROL ASSESSMENT FORM FOR COMMERCIAL WECS PERMITS

Dust and Erosion Control Plans:

Applicants for Commercial WECS Permits within the San Geronio Pass area, especially those within designated 100-year floodplains, are required to develop and submit wind and water erosion control plans for Planning Department review. Plans shall specify the time and manner for compliance with proposed erosion control standards and devices will be accomplished. Before scheduling of a Commercial WECS Permit for public hearing, the Department will review the Plan for consistency with the intent and purpose of Ordinance No. 348 and No. 484, CEQA and the format outlined herein. As a condition of approval, the Department may require re-application if significant changes are made to this Plan or it is not complied with.

Contents of Dust and Erosion Control Plans:

Calculate wind-blown dust created by the project. Refer to methodology found in Site Specific EIR No. 156, pages Appendix IV-1 through IV-3. Indicate calculation and results. Relate these figures to state particulate (100 micrograms per cubic meter) and federal secondary (150 micrograms per cubic meter) standards. Of the control methods to be used, which will be most effective in reducing emissions to less than 100 micrograms?

Erosion control devices shall be illustrated and described in detailed plans and specifications relevant to the project and its location. Such control devices may include, but not limited to, vegetative barriers, wall, fences, landscaping, temporary and/or permanent ground covers, paving, soil stabilizers, and water or other material for holding the disturbed or unstabilized soils in place. The Plans should be coordinated with the project Site Disturbance Plan.

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Phase I – Minimizing Site Disturbance:

Indicate the location and placement of construction site posting or staking as required by Ordinance. This should include a typical WECS turbine site as well as roadway and property line staking. Indicate time of year the grading will occur and whether grading is proposed in the strongest wind season (March through May.) Indicate if site development will be phased for dust control maintenance purposes. The requirements of the County Fire Department should be shown and evaluated.

Phase II – Minimizing Erosion after Grading:

Vegetative erosion control devices shall be described together with provisions for placement, maintenance, and irrigation systems. Should temporary irrigation systems be used, state the length of time of the system use will occur (e.g., time needed for rye or grass to germinate and become visible.) Indicate whether paving will be used and where, describe spreading applications of gravel or rock; if water is to be applied to construction areas and access routes, specific source and frequency of application and numbers of trucks per day needed; indicate if oil or chemical such as calcium chloride is to be used.

Ordinance No. 484:

[Ordinance No. 484](#) requires protective actions from landowners disturbing sandy or sandy loam soils to prevent substantial quantities of soil from being deposited on public roads and private property. The requirements of this Ordinance should be addressed in a Dust Control Plan.

COMMERCIAL WECS OFF-SITE CONSTRUCTION AND OPERATION ACCESS ROUTES

The County is concerned with off-site road and traffic impacts generated by the construction activities of Commercial WECS projects. To analyze the impacts, the following information is required for all Commercial WECS applications:

1. The proposed route for construction traffic.
2. The type of traveled way surface along the route.
3. The estimated daily traffic.
4. The type and weight of vehicles
5. Estimated duration of construction.
6. Proposed maintenance plan for the construction route.
7. The plan for restoration of any damaged roadways.

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