



Rancho Santa Fe Association

Department of Planning and Building

Solar Permit Application

Please Note: Applications must be submitted by 5:00 pm in accordance with the submittal schedule, available at the RSF Association office or online on the [Applications and Forms](#) webpage.

Applicant Information

Owner

Name: _____ APN: _____

Property Address: _____

Mailing Address: _____

Email: _____

Phone: _____ Gate Code:*

**Subject Property Gate Code (if applicable), required for properties with existing entry gates.*

Owner's Representative / Primary Contact

(Responsible for forwarding all project information to project staff)

**Signature required pursuant to pg. 3 of the application form, if selected*

Name: _____

Mailing Address: _____

Email: _____

Phone: _____

Architect / Designer

Name: _____

Company: _____

Mailing Address: _____

Email: _____

Phone: _____

Applicant Information *(cont.)***Project Description**

If you have a **Deed Restriction**, please attach to this application.

If you have an **Easement**, please show on plan.

Staff Use Only

New Submittal

Resubmittal

Continued

Meeting Date: _____

Fees Paid: _____

Received By: _____

Date Stamp



Rancho Santa Fe Association Application Requirements

The information is required to allow the Art Jury and staff to properly assess your project. For any questions on this application form, please contact the Building and Planning Department at (858) 756-1174, or visit the Association Architectural Review web page.

Required For Submittal:

Completed and signed application form

Application fee (see schedule of fees and deposits form)

One (1) full-size plan set. Architectural plans must be: bound, legible, scaled, fully-dimensioned, and shall be prepared by a solar professional. Refer to the checklists below for more specific submittal requirements.

One (1) digital copy of the plan set must be provided to the Association by email, on a CD or USB. All plan sheets must be combined and saved as ONE complete PDF document.

RESUBMITTALS:

Clearly delineate changes from previous submittal hatched in **red**

Please provide a response letter indicating what changes have been made to the plans, or reasoning why changes weren't made

Plan Requirements:

Vicinity map

Surrounding properties map

Location of solar equipment in relation to existing surrounding structures

Rancho Santa Fe Association **and** San Diego County setbacks labeled clearly

Existing and any proposed topography showing panel location with contours denoted every 100 linear feet at 2-foot intervals (ground mounted)

Landscape plan showing existing and proposed screening. Indicate any existing landscaping that is to be removed or trimmed

Panel detailing: show color, treatment, height and size. (All exposed metal shall be painted black and non-reflective- Regulatory Code, Ch 33)

Solar Panel Requirements: (per Regulatory Code Chapter 33, Solar Energy Systems)Ground Mounted Panel Requirements:

Must be staked 10 days prior to scheduled Art Jury Meeting

Show additional landscape screening around the frame structure

Show height of structure from ground level to top surface of panels (structure height is not to exceed 5 feet)

Roof-Mounted Panel Requirements:

Accurate and to-scale site plan, roof plan, and architectural building elevations detailing the proposed installation

Show distance between the roofing material and panels (distance is not to exceed 6 inches for sloped roofs)

Panels shall be parallel to the roof on sloped roofs

Panels proposed on flat roofs must be shielded by parapet walls

I, the undersigned, on behalf of the applicant and their prior approval, declare that all of the above checked items have been included with this application, and contain accurate and valid information for this submittal. Failure to provide staff with the required/accurate information, at the time of application, may result in the application being deemed incomplete. Pursuant to Paragraph 47 of the Protective Covenant, incomplete applications will not be reviewed by the Art Jury.

Applicant Signature: Name _____ Date: _____
and Title *(please print)*: _____



Permit Application Obligations & Acknowledgments

I hereby authorize Rancho Santa Fe Association staff and art jury members to access my property for the purpose of reviewing this proposed project to inspect and/or confirm all work on the property is according to approved plans and permits.

Pursuant to Regulatory Code Section 30.04, et seq.:

Application is hereby addressed to the Rancho Santa Fe Association and the Rancho Santa Fe Art Jury through the office of the Building Commissioner for a Construction Permit in accordance with the description and for the purposes hereinafter set forth on the reverse hereof. This application is made subject to the following covenants and conditions which are hereby agreed to by the undersigned applicant, and which shall be deemed minimum conditions of the permit:

- The permit does not grant any right or privilege to erect any building or other structure or improvement therein described or any portion thereof, upon any street, alley or other public place.
- The permit does not include permission to construct any structure or improvement (including but not limited to walls, garages, fences, outbuildings, and signs) not listed on the application and clearly shown on plans submitted herewith and that for each additional structure not so shown, a new or modification of a permit must be obtained.
- The permit does not grant any right or privilege to use any building or other structure therein described, or any portion thereof, for any purpose that is, or may hereafter be, prohibited by the Rancho Santa Fe Association or its governing documents, or that is contrary to or prohibited by the restrictions of record applicable to said property.
- The granting of the permit does not affect or prejudice any claim of title to, or right of possession in, the property described in such permit.
- Construction started prior to Rancho Santa Fe Association permit issuance shall be subject to the Covenant Enforcement Procedures.
- Prior to Art Jury consideration of an application, all of the member's assessments and dues must be current.
- Art Jury approvals expire at the end of **six months** for preliminary style check (Plan Review) submittal, and **one year** for final (Final Plan Review) submittal.

A one (1) time extension (administrative) may be requested, and extension fee paid, prior to expiration. If an approval expires, a new application must be filed and processed. **The Association does not give notice to an applicant in advance of an upcoming expiration date.**

- An issued construction permit expires at the end of one year. A one (1) time extension (administrative) may be requested, and extension fee paid, prior to expiration. If a permit expires, a new application must be filed and processed. **The Association does not give notice to an applicant in advance of an upcoming expiration date.**
- All applicants shall process their applications in accordance with the Association's then existing Development Review Procedures, Conceptual Plan Review Submittal Requirements (if applicable), Plan Review Submittal Requirements (if applicable), Final Plan Review Submittal Requirements, and construction inspection schedule.
- Temporary Construction Site Sign Regulation. **Please check one of the following statements:**

Acknowledges receipt of a copy of the Temporary Construction Sign Regulation and elects **NOT** to post any such sign during the construction applied for, or;

Acknowledges receipt of a copy of the Temporary Construction Sign Regulation and hereby petitions the Association Art Jury and Board of Directors for permission to place a sign of the size and design as shown on attached drawing or photograph.

I have carefully examined and read the foregoing application and know the same is true and correct, and that all provisions of the rancho santa fe protective covenant, bylaws and regulations will be complied with at all times during construction, whether herein specified or not.

I hereby certify that i am the owner or legal representative of the entity making this application.

Signature of owner of record (or representative, as applicable) – _____

required for application to be accepted as complete. (Only the owner may sign new submittal applications)

Signature: _____

Date: _____

Print name and title _____

(required):

Owner's Designation of Representative

The owner(s) of record must sign the application and can designate a representative who will be acting on his/her behalf. The Owner must sign all resubmitted applications, unless the Owner has designated a representative (as provided on Page 1 of this application); the Owner hereby authorizes such designated representative to sign all resubmitted applications as the Owner's agent (unless the Owner indicates to the contrary on the application). The representative's signature(s) on such resubmissions shall be binding on the Owner. The Owner or Owner's representative may deliver a resubmission which contains faxed/emailed signatures to the Association and such faxed/emailed signatures shall be deemed the same as originals. The Owner and designated representative (if applicable) must also sign this form.

This form must be completed and submitted with the application. Incomplete applications cannot be adequately reviewed by the Art Jury and will be returned to the Owner for completion and resubmission for review at another meeting. The Art Jury encourages the Owner to attend at least the first Conceptual Plan Review meeting with the Art Jury. If the Owner cannot attend, the name of the designated representative who will attend the meeting must be provided below.

Owner's Signature: Name _____	Date: _____
and Title: _____	
(Please Print)	
Representative's Signature: _____	Date: _____
Name and Title: _____	

