



Taos County Planning Department
 105 Albright Street, Suite H
 Taos, NM 87571
 575-737-6440 Fax 575-737-6449
 Solar Array Zoning Clearance
 Permit Application

PRIOR TO ANY SITE VISIT, THE APPLICANT SHALL POST THE PHYSICAL ADDRESS PLACARD AND IDENTIFY CORNERS OR EDGES OF PROPOSED STRUCTURE WITH STAKING OR FLAGGING, FOR GROUND MOUNT PROJECTS.

Application No. _____

Section I

Applicant Name: _____
 ADDRESS: _____ (CITY) _____ (STATE) _____ (ZIP CODE) _____
 PHONE: _____ (MAIN) _____ (ALTERNATE) EMAIL: _____

Section II

Physical Address of Project _____
 Directions to Development Site: _____

 Neighborhood Association (If yes, Name: _____) (Attach copy of Letter of approval)

Section III

Contractor Company Name: _____ State License #: _____
 Development Type: Residential Commercial Project Type: Ground Mount Roof Mount
 Setbacks Front _____ Back _____ Sides _____ Acequia Yes No If Yes, Acequia Set Back _____
 Total Kilowatts proposed: _____ If a ground mount, proposed Height: _____
 If a roof mount, does the proposed total added dead load exceed 5 lbs per square foot? Yes No
 Does the proposed total added dead load on a single truss/roof rafter/ or roof joist exceed 200 lbs? Yes No
 NOTE: If structural reinforcement is deemed necessary by NM Licensed Structural Engineer, or if a new structure is proposed to support the PV solar system, a building permit shall be required, and engineered details shall be provided.

Section IV

Kit Carson Electric Approval: _____ DATE _____
 Taos County Solid Waste Department Approval: _____ DATE _____
 Taos County Treasurer's Office Approval: _____ DATE _____
 Taos County WUI Coordinator Approval: _____ DATE _____

Section V

The following information and documentation are required with this application; additional documents may be required at the discretion of the Planning Department. (Additional fees may be required):

- Recorded Warranty Deed or Real Estate Contract
- Copy of Tax Assessment
- Rural Addressing Application (Please Attach Copy of Approved Application, Verification Letter, and Aerial Map)
- Flood Plain/Wetlands Determination
- Site Plan including setbacks (Please refer to page 4 for example of an approved site plan)
- Contract between contractor and client
- Solar panel kilowatt specification sheets
- Ground mount solar systems require building plans for footings

CERTIFICATION

If a zoning permit is issued pursuant to this application, the terms and conditions of the permit shall be based on the information provided by the applicant. Changes in the use of the permitted activities that are not consistent with the terms and conditions of the permit, or this application may be considered a violation of this permit. The applicant hereby declares that all the information provided on this application and any submitted attachments for the purposes of obtaining a permit, are correct and complete. The applicant acknowledges that providing false information to a governmental agency is punishable as perjury in the second degree, as well as being punishable under any other applicable State or Federal Laws. I Authorize Taos County to conduct inspections on the property related to this permit.

Applicant Signature _____ Date _____

FOR OFFICE USE ONLY

THIS APPLICATION FOR ZONING CLEARANCE WAS REVIEWED BY:

(PRINT NAME) (DATE)

SITE ZONING INSPECTION VERIFICATION

Reviewed By: _____ Date: _____

Signature: _____ Approved Denied

Comments: _____

AFFIDAVIT

STATE OF NEW MEXICO)
)
COUNTY OF TAOS COUNTY) SS
)

I/WE _____ DO HEREBY AFFIRM UNDER OATH THAT
(PRINT NAME/S)

THE INFORMATION PROVIDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF
(MY/OUR) KNOWLEDGE. FURTHERMORE, (I/WE) ACKNOWLEDGE THAT UTILITIES AND SERVICES MAY BE
DISCONNECTED AND/OR DISCONTINUED FOR FALSIFYING INFORMATION IN ORDER TO OBTAIN
APPROVAL.

(SEAL)

(AFFIANT) DATE

(AFFIANT) DATE

NOTARY

SUBSCRIBED AND SWORN TO BEFORE ME ON THIS _____ DAY OF _____, 20_____

MY COMMISSION EXPIRES ON _____.

NOTARY PUBLIC

OWNER(S) GRANTING PERMISSION FOR INDIVIDUAL TO ACT AS AGENT

I/ WE _____ DO HEREBY GRANT PERMISSION TO _____ (PRINT NAME/S)
TO SIGN ALL DOCUMENTS ON MY/OUR BEHALF PERTAINING TO THIS PERMIT.

(SEAL)

(AFFIANT) DATE

(AFFIANT) DATE

NOTARY

SUBSCRIBED AND SWORN TO BEFORE ME ON THIS _____ DAY OF _____, 20_____

MY COMMISSION EXPIRES ON _____.

NOTARY PUBLIC

COUNTY OF TAOS
STATE OF NEW MEXICO

F.R. Bob Romero
Miguel Romero Jr.
Darlene Vigil
AnJanette Brush
Ronald Mascareñas

District I
District II
District III
District IV
District V

Brent Jaramillo

County Manager



RURAL ADDRESSING
PLANNING DEPARTMENT
105 Albright Street, Suite H Taos,
NM 87571
Office: (575) 737-6445
rural.addressing@taoscountynm.gov

Clear All Data!

REVIEW FEE \$10.00 ADDRESSING FEE \$35.00

RURAL ADDRESS APPLICATION

**THIS INFORMATION IS NECESSARY TO OBTAIN TELEPHONE AND POWER SERVICE.
THE INFORMATION IS USED BY EMERGENCY RESPONSE PERSONNEL VIA THE TAOS
COUNTY E-911 SYSTEM.**

PROPERTY CODE NUMBER _____ OWNER NUMBER _____

CURRENT PHONE NUMBER (_____) - _____ - _____

NAME _____
(Last) (First) (Initial)

(Last) (First) (Initial)

CURRENT MAILING ADDRESS:

(Street) (P.O. Box)

(City) (State) (Zip)

In order to properly process your request, a staff person will determine your address based on the road's official name in the E-911 database adjacent existing house numbers, and/or other relevant data, and the driveway's distance from the beginning of the road. (For example: 1.5 miles will be #150; 0.8 miles is #80.) All odd numbers will be assigned to one side of the road and all even numbers to the other. Please describe how we will find your driveway. (Begin with the closest named road.) Please use back of sheet or separate sheet of paper to draw a sketch if needed. If there is an existing address please provide it below:

OFFICE USE ONLY

	NUMBER	UNIT TYPE	UNIT	ZIP CODE
NEW ADDRESS \$35 <input type="checkbox"/>	_____			
VERIFICATION \$10 <input type="checkbox"/>	_____			
ELEC ONLY \$35 <input type="checkbox"/>	ROAD NAME	LOCAL COMM		
	WUI Y/N	ESN	SIGNATURE	DATE
	_____	_____	_____	_____

COUNTY OF TAOS
STATE OF NEW MEXICO

Jim K. Fambro
Mark Gallegos
Darlene Vigil
AnJanette Brush
Candyce O'Donnell

District I
District II
District III
District IV
District V

Brent Jaramillo

County Manager



PLANNING DEPARTMENT

105 Albright Street, Suite H
Taos, NM 87571
Office: (575) 737-6440
Fax: (575) 737-6449

rural.addressing@taoscounty.org

FLOODPLAIN/WETLANDS DETERMINATION FORM

Date _____

Name of OWNER / CONTRACTOR (circle one)

Mailing Address:

Telephone _____

Physical address of proposed development:

Property Code Number _____ Owner Number _____

OFFICE USE ONLY

The above property is found on FIRM PANEL 35055C _____

Community: Taos County (350078) Questa (350116) Effective FIRM Date: 10/6/2010

PROPERTY IS LOCATED IN ZONE(S): A AE D X

THE PROJECT:

- IS NOT** located in a Special Flood Hazard Area. No further Floodplain review is necessary.
- IS** located in a Special Flood Hazard Area. **ADDITIONAL REVIEW AND A SITE VISIT MAY BE NECESSARY AND A FLOODPLAIN DEVELOPMENT PERMIT WILL BE REQUIRED FOR THIS PROJECT.**

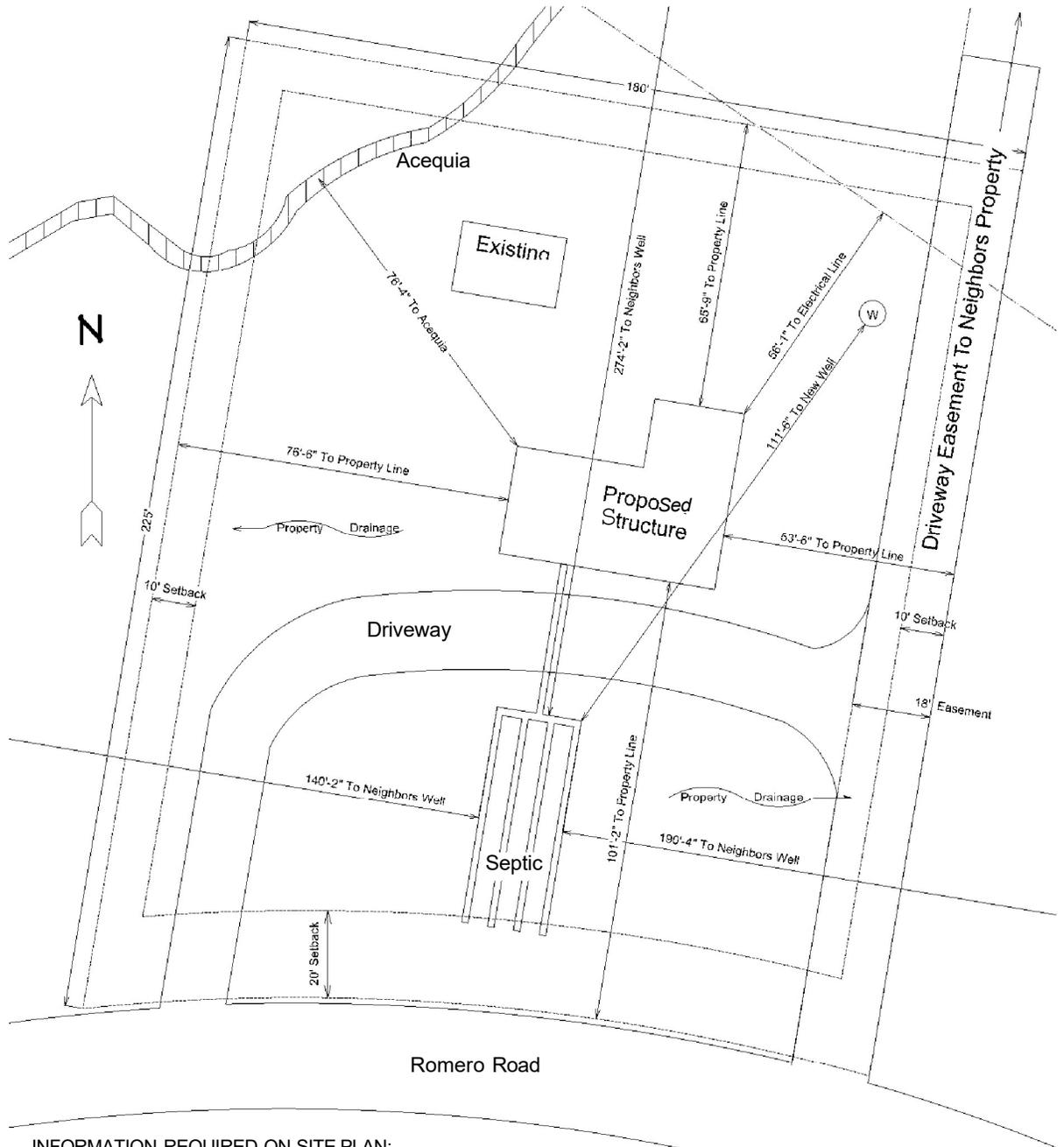
THE PROJECT:

- IS NOT** located in a Wetlands Area. No further Wetlands review is necessary.
- IS** located in a Wetlands Area. **ADDITIONAL REVIEW AND A SITE VISIT MAY BE NECESSARY AS REQUIRED BY THE UNITED STATES ARMY CORPS OF ENGINEERS.**

COUNTY ADMINISTRATOR OR DESIGNEE

Comments

SITE PLAN EXAMPLE



INFORMATION REQUIRED ON SITE PLAN:

- Name of Road, Driveway Location, Property Dimensions, Proposed and Existing Structures.
- Easements for Egress and Utilities, North Arrow
- Location of Well and Septic System.
- Location of All Water Features (lakes, rivers, streams, irrigation ditches, ponds, and intermittent arroyos) on or adjacent to the property
- Show Distances from All Structures to Property Boundaries. Include Property Boundary lines on map.
- Show Electrical Lines, either buried or overhead. Show Gas Lines. Show Direction of Property Drainage.

NOTE: THIS SITE PLAN DOES NOT HAVE TO BE TO SCALE
BUT IT MUST BE A FAIRLY ACCURATE DESCRIPTION OF YOUR PROPOSAL



SOLAR ARRAY ZONING CLEARANCE APPLICATION CHECKLIST

The following is required for all Solar Array Zoning Clearance Applications. Failure to completely fill out the application and provide all documentation and information will result in denial of this application and this application will be deemed incomplete.

- If the applicant is not the property owner, then the authorized agent, referenced herein, can sign provided that the bottom portion of page 3 is filled out, signed, and notarized by the property owner(s) (Owner Granting Permission for Individual to Act as Agent).
- If more than one person is named on the warranty deed, then all owners must sign the affidavit or a notarized letter from each additional owner must be submitted giving the person signing the application permission to apply for this permit.
- A letter of approval from Neighborhood Association when applicable i.e. Stagecoach, Upper Las Colonias, Golf Course, Vista Linda, Valle Escondido, Greater World. (Additional performance standards may need to be met)
- List contractor company name and NM license number. A NM licensed contractor must perform the installation of a solar PV system pursuant to the New Mexico Administrative Code.
- A minimum setback of 20' from the front property line; 10' from the back and side property lines; 20' from any acequia; 40' from a river is required. Please speak with a building official (575-737-6440) for setback requirements from an arroyo or slope. See the Limits Table in the Taos County Land Use Regulations, Ordinance 2018-2, as amended.
- Is an acequia (ditch) running through or adjacent to the property being developed? If yes, what is the setback from the bank edge to the proposed structure? Must be at least 20', if the proposed setback is less than 20' from the nearest bank of an acequia, then a letter of approval must be obtained from the applicable Acequia Commission. Said approval must be submitted with this application. All acequias must remain open and uncovered, unless permission has been granted by the Acequia Commission. Acequias shall be readily accessible for use and maintenance, and be unobstructed from fences, culverts or other impediments.
- The proposed height of development cannot exceed 27'. Structure heights within the Upper Las Colonias Neighborhood Association may vary per specific zone, please refer to Taos County Ordinance 2003-1, as amended, for performance criteria.
- For roof mount projects, a structural analysis must be performed by a NM licensed engineer who shall determine if the roof structure is capable of supporting the added loads of a solar PV system when:
 - The total added dead load of the array is greater than 56 lbs. per square foot
 - The total added point load of the array is greater than 45 lbs. on the roof
 - The total added dead load exceeds 200 lbs. on a single truss, rafter or roof
 - The mounting system is of a unique roof mounting design
 - The roof structure contains over-spanned trusses, rafters or roof joists.
- If structural modifications are required, or a new structure will be constructed, then a building permit will be required and must be submitted with this Solar Array Zoning Clearance Permit Application.
- Signature from Kit Carson Electric (575-751-9064) is required
- Signature from Taos County Solid Waste (575-737-6331) is required
- Signature from Taos County Treasurer's Office (575-737-6340) is required
- Signature from WUI Coordinator (575-737-6457) is required if in Wildland Urban Interface Zone. (page4)
- Copy of recorded warranty deed or real estate contract must be submitted with all projects. If a Real Estate Contract is provided, then a notarized letter from the owner of record must be submitted giving permission to make improvements to the property. (Copies may be obtained from Taos County Clerk's Office 575-737-6380)
- Copy of property assessment (Copies can be obtained from Taos County Assessor's Office 575-737-6360)



RESIDENTIAL ZONING CLEARANCE PERMIT APPLICATION CHECKLIST CONTINUED

- Rural Addressing Application (Page 6) - please fill out and email to rural.addressing@taoscountynm.gov. A site plan and the tax assessment or tax bill for the property must also be attached. Once these forms have been accepted and reviewed someone will email you back the approvals which must be included with your submittal package (Please note: Walk-ins are welcome, although emailed submittals are preferred.)
- Flood Plain/Wetland Determination Form (Page 7) – Please email to rural.addressing@taoscountynm.gov with the Rural Addressing Application (mentioned above and all the requirements indicated above) Additional requirements, in accordance with the US Army Corp of Engineers, may need to be met if property is found to be within a Floodplain, or wetlands area. Final approval(s) must be obtained and submitted. The Addressing Technician who verifies your property will inform you of what additional items will be required.
- Page 3 Affidavit must be signed and notarized by the property owner. If an agent is working on an application, then property owner must sign bottom portion of page 5 naming the individual and that individual (agent) must sign top portion.
- A site plan must be submitted that contains all the information required on Page 4, which also shows a site plan example.

APPLICATION SUBMITTAL:

1. Solar Array Zoning Clearance Permit Application filled out and completed as per the Solar Array Zoning Clearance Permit Application Checklist. All documents required must be attached.
2. If a Building Permit is required, then an Application for Building Permit that is completed and signed by a licensed contractor with a copy of contract and 2 sets of plans.
3. Applications submitted must contain original signatures. Copies will not be accepted unless otherwise indicated in the Solar Array Zoning Clearance Permit Application Checklist.
4. As noted on the first page of the Solar Array Zoning Clearance Permit Application, the applicant shall post the physical address placard and identify corners or edges of the location of the proposed solar array with staking or flagging, prior to submitting the Solar Array Zoning Clearance Application. Failure to post the physical address placard and identify corners or edges of the proposed solar array with staking or flagging prior to submitting the Solar Array Zoning Clearance Application will result in an additional \$50.00 fee for each site inspection conducted after the first site inspection conducted.