



## BUENA VISTA CHARTER TOWNSHIP

1160 SOUTH OUTER DRIVE • SAGINAW, MICHIGAN 48601-6595

PHONE: (989) 754-6536 • FAX: (989) 754-5930

TOD: (989) 754-3236

[www.bvct.org](http://www.bvct.org)

### Primary/Secondary Ground-Mount Solar Permitting Checklist

The pre-submittal checklist below contains the minimum information and project plan details required to be submitted to the Buena Vista Charter Township when applying for a permit to install a ground mount solar photovoltaic (PV) system for primary or secondary use. The intent of using the checklist is to provide transparent and well-defined information to minimize the number of required revisions, improve permit application quality, and accelerate the application and review process.

Solar Code:

[Buena Vista Charter Township Solar Ordinance](#)

[Buena Vista Charter Township Zoning Ordinance and Codes](#)

Required Documents:

- [Solar Permit](#)
- [Building Permit](#)
- [Electrical Permit](#)
- [Zoning Permit](#)
- [Site Plan Review Form](#)
- [Special Land Use Permit](#)
  - [Rates](#)
  
- Site Plan
  - A site plan must be provided demonstrating compliance with the setbacks indicated in the Buena Vista Charter Township Solar Ordinance at the time of Building Permit application.
  - Site Plan and other similar materials must also address other compliances laid out in the Buena Vista Charter Township Solar Ordinance, including but not limited to: height, area, project schedule, lighting plan, floodplain avoidance (ground mounted), setbacks, annual wattage production, safety standards, etc.



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- A copy of the application to the utility company who will be purchasing electricity from the proposed site must be provided to the Township.
- An affidavit or evidence of an agreement between the lot owner and the facility's owner or operator confirming the owner has permission of the property owner to apply for the necessary permits for construction and operation.
- A detailed description of the proposed technology to include the type of solar panel and system, fixed mounted versus solar tracking, number of panels, and angles of orientation.
- A detailed description of the ground covering of native Michigan plantings beneath the solar panels (i.e. grass, plantings) and a plan for maintaining the ground cover.
- Decommissioning Plan
- Grading and Drainage Plan
- For consideration of potential impacts to civilian flight paths for airport operations located within five (5) nautical miles from an airport listed in the National Plan of Integrated Airport Systems, notification of intent to construct a solar system shall be sent to the airport manager or designated official and the Federal Aviation Administration's (FAA) Airport District office (ADO) with oversight of Michigan. Notification shall include location of SEF (i.e. map, coordinates, address, or parcel ID), technology (i.e. roof-mounted PV, ground-mounted fixed PV, tracked PV, solar thermal, etc.), and the area of the system (e.g. 5 acres). Proof of delivery of notification and date of delivery shall be submitted with permit application. The airport must be given thirty (30) days to review.

All applications and supporting documentation must be submitted to the Buena Vista Charter Township either:

**In-Person:**

1160 South Outer Drive

Saginaw, MI 48601

or

**Fax:**



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### Application Process:

1. Submit required documents and pay all necessary fees.
2. Application is accepted and reviewed by Building Department Officials to ensure the project is in accordance with Zoning Ordinance.
3. Application is sent to Rowe Professional Services Company, who will also work to ensure the project is in accordance with the Zoning Ordinance, as well as other local, state, and federal regulations.
4. Rowe Professional Services submits their review to the Buena Vista Charter Township Planning Commission who will vote whether or not to approve Site Plan and Special Land Use permits for the project.
5. If approved, construction may begin. If approved with conditions, construction may begin immediately contingent upon any requested additions being met by the applicant. If rejected, work may not begin until all conditions have been met, and the Planning Commission votes to approve of a Site Plan/Special Use permit.
6. Inspections required either during or immediately after construction.
7. Pay any outstanding fees.
8. Receive official notification of compliance from the Buena Vista Charter Township Building Department.

### Inspections:

- Building/Structural Inspection
- Electrical Inspection
- Local Fire Authority

*No more than one building, one electrical, and one local fire authority inspection should be necessary unless code violations require following reinspections.*

- To schedule an inspection, please contact the Buena Vista Charter Township Building Department at (989) 754-6536 ext 2313.

### Inspection Personnel:

Darryl Oliver,



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### Building Inspector/Building Official (SAFEBuilt)

- Available Tuesday and Thursday via 30 minute appointment slots from 10:00 am to 12:00 pm.

Al Wicker,

Electrical Inspector

- Available Tuesday and Thursday via 30 minute appointment slots from 10:00 am to 12:00 pm.

### Permit Status, Expiration and Enforcement:

- Building Permit expires if work or construction authorized is not commenced within 120 days (4 months), or if construction or work is suspended or abandoned for a period of 120 days (4 months) at any time after work has commenced.
- The Buena Vista Charter Township Building Department holds the right to issue a cease of work order in the instance of any failure to comply with permitting and inspection process.
- Site Plans shall expire 365 days after Planning Commission approval. Upon written request received by the Township before the expiration date, the Planning Commission may grant one extension of up to an additional 365 days, provided that the Site Plan still conforms to the Zoning Ordinance.
- Special Land Use shall expire 365 days after Planning Commission approval. Upon written request received by the Township before the expiration date, the Planning Commission may grant one extension of up to an additional 365 days, provided that the Special Land Use still conforms to the Zoning Ordinance.
- The applicant shall be responsible for obtaining all necessary permits and approvals from outside agencies prior to the commencement of development/construction.
- To check on the status of any permit, contact the Buena Vista Charter Township Building Department.

### Contact Information:

Buena Vista Charter Township Building Department

*Phone:* (989) 754-6536

*Fax:* (989) 754-5930