



Solar Energy Project Checklist

The following checklist facilitates an efficient review by City of Winona staff of solar energy projects less than 100 kW in size. Using the checklist is optional, but all requirements outlined in the checklist must be completed prior to the construction or installation work of the solar energy system.

- 1. Will the solar project be within a historic preservation district, or on a historic building or property? If it will or you have questions about the property's status, contact assistant City planner Luke Sims (507)457-8243 or Lsims@ci.winona.mn.us) about the possible need for Heritage Preservation Commission review.
- 2. Will the proposed project be located on a roof of a building? If yes, provide documentation that the existing roof is structurally adequate to carry the additional load of the solar panels. If the panels are not being placed on a roof, proceed to the Ground Mount section below.
- 3. If going on the roof, complete the [Roofing/Window/Siding/Solar Permit Application](#), including the \$65 application fee, found on the City's website (www.cityofwinona.com) under the "Inspections" Department section or by visiting Room 210 in City Hall (207 Lafayette St.).

Non- City Permitting:

- Coordinate with your contractor to set up a state electrical inspection. The area inspector is Shannon Merchlewitz: (507)730-2349 (Call between 7:00 - 8:30 A.M., Monday – Friday). Details on the state electrical permit process: <https://www.dli.mn.gov/workers/homeowners/electrical-permits-homeowners>

Ground Mounted Solar: If the solar energy system will be located on the ground or attached to a tracking mount, it will be categorized as an accessory structure under City code.

- Confirm the proposed solar energy system will meet City standards for accessory structures as found in the City Code 43.03.79 A):
 - 1) In any R district, no detached accessory building or structure shall be erected in any required front or side yard.
 - 2) Corner Lots: In any R district, where a corner lot adjoins in the rear a lot fronting on the side street and located in an R district, no part of an accessory building shall be nearer to the side street lot line than the principal building to which it is necessary.
 - 3) Setbacks: In addition to the other restrictions of this Section, no accessory building or structure shall be located closer than 5 feet to a property line, except for lots of record as provided in 43.01.27. (Three feet setbacks for most lots of record, but 2.5 feet for lots of record that are 30 feet wide or less)
 - 4) Yard Requirements: Except as provided in Section 43.02.16(B)(2), an accessory building, if located in a front or side yard, shall be an integral part of or connected with the principal building to which it is accessory and shall be so placed as to meet all yard and court requirements for the principal building.
 - 5) Not to be built prior to construction of the main building in any R district.
- If the solar project will include footings or foundations, consult with the City's Building Official by calling (507)457- 8231 to determine the need for a building or footing/foundation permit.

Questions about compliance with the above accessory use requirements can be resolved by the City's Planning Department: (507)457-8250 or cespinosa@ci.winona.mn.us. The City's Board of Adjustment may grant variances if the accessory structure provisions cause undue hardship.