

CITY OF BRISBANE

ROOFTOP SOLAR HEIGHT EXCEPTION APPLICATION INFORMATION

SUBMITTAL REQUIREMENTS. For the Zoning Administrator to thoroughly review a proposal, certain information is required from you, the applicant. You should be aware that incomplete applications will not be placed on the Zoning Administrator agenda.

- APPLICATION AND FEE - A completed planning application and filing fee. Refer to Line P25b of the Master Fee Schedule. Note: Planning fees are non-refundable.
- DEVELOPMENT PLANS - Two (2) complete sets of development plans prepared in accordance with the Community Development Department's plan preparation guidelines (separate document), including:
 - Site Plan
 - Exterior Elevations
 - One (1) complete set of development plans reduced to 11"X17".
 - An electronic copy of required plans in PDF or other acceptable file format. (Consult with the project planner.)

Note: Plans submitted as part of an application are retained by the City of Brisbane.

CODE REFERENCES. Please refer to Brisbane Municipal Code Section 17.32.060.C.2 for the circumstances under which a rooftop solar system height exception may be granted.

NOTIFICATION OF ZONING ADMINISTRATOR ACTION. The Zoning Administrator shall give written notice of the intended approval to property owners and occupants on both sides of, to the rear of and directly across the street from the site on which the system is proposed to be located. The Zoning Administrator shall send a copy of the final decision on the application to each person who has submitted written comments within the time prescribed in the notice.

APPEALS. Anyone may appeal the action of the Zoning Administrator to the Planning Commission not later than 7 calendar days after the Zoning Administrator's action per [BMC §17.56.100](#). An application form and fee (see Line P47 of the current Master Fee Schedule) is required to make a formal appeal.

FOR FURTHER INFORMATION, PLEASE CONTACT THE COMMUNITY DEVELOPMENT
DEPARTMENT

8 A.M - 5 P.M. Mondays, Tuesdays & Thursdays

8 A.M. – 8 P.M. Wednesdays

8 A.M. - 1 P.M. Fridays

Please call ahead to make an appointment.



**COMMUNITY DEVELOPMENT DEPARTMENT | CITY OF BRISBANE |
50 PARK PLACE | BRISBANE, CA 94005 | (415) 508-2120**

BRISBANE MUNICIPAL CODE EXCERPTS

17.32.060 - Exceptions—Height limit.

C. Rooftop solar energy systems may exceed the maximum building height limit of the applicable zoning district in accordance with the following procedures:

1. Rooftop solar energy systems, including those for water heating as well as photovoltaic purposes, that do not extend more than twenty-four (24) inches above the roofline of the structure on which they are mounted, measured from the exterior roofing material to the highest point of the panel, are exempt from maximum building height limits in all zoning districts.
2. Rooftop solar energy systems that extend more than twenty-four (24) inches above the roofline of the structure on which they are mounted, measured from the exterior roofing material to the highest point of the panel, may exceed the height limit through approval of an administrative permit by the zoning administrator. If the zoning administrator determines that the granting of the permit would not result in a specific adverse impact upon the public health and safety, the zoning administrator shall give written notice of the intended approval to property owners and occupants on both sides of, to the rear of and directly across the street from the site on which the system is proposed to be located. The notice shall generally describe the nature, design and location of the proposed system and advise the recipients that they may submit written comments on the intended decision by a certain date, which shall be not less than twenty-one (21) days from the date of mailing the notice. The notice shall also advise the recipients that they have the right to appeal a decision of the zoning administrator to the planning commission. The zoning administrator shall send a copy of the final decision on the application to each person who has submitted written comments within the time prescribed in the notice.