



Shelby County Zoning Office

315 ½ East Main Street
Shelbyville, IL 62565
Phone: (217) 294-3876
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Website: www.shelbycounty-il.gov



Commercial Solar Energy Facility

Instructions to Applicants: All information requested below must be provided before any permits shall be issued. Applicants are encouraged to contact the office of the Zoning Administrator for any assistance needed in completing this form.

Contact Information

Name of Applicant: _____ Phone: _____

Email: _____

Contact Preference

Phone () Email ()

Current mailing address of Applicant: _____

If different from Applicant:

Name of Landowner: _____ Phone: _____

Email: _____

Contact Preference

Phone () Email ()

Current mailing address of Landowner: _____

Location of Proposed Site Construction:

Township: _____ Section: _____

Parcel Number: _____

Parcel numbers may be found on the Shelby County GIS Website at <https://shelby.il.bhamaps.com/>

Application Requirements

The following information must be provided before any application for a solar energy facility will be considered complete and any hearing will be scheduled.

1. Project summary: A site plan, including the general location, quantity, and spacing of solar panels.
2. Existing property lines, and property lines extending 150 feet from the exterior boundaries, including the names of adjacent property owners.
3. The maximum generating capacity of the installation.
4. Maximum height.
5. Public, private, and proposed access roads, showing widths of the roads and any associated easements.
6. Existing buildings and any impervious surfaces.
7. Waterways, watercourses, lakes, and public water wetlands including any delineated wetland boundaries.
8. Planned location of underground and/or overhead electric lines connecting the solar farm to a building, substation, or other electric load.
9. The manufacturer of the Solar Energy Conversion System and contact information.
10. A description of the method of connecting the solar array to a building or substation.
11. Location of any underground Pipelines within 500 feet of the facility.
12. A copy of the underlying agreement with the landowner.
13. Proof of all applicable state and federal regulatory standards including the Uniform Building Code as adopted by the State of Illinois, The Agricultural Impact Mitigation Agreement with the Illinois Department of Agriculture, the National Electrical Code as adopted by the State of Illinois, The National Electrical Safety Code, Illinois Commerce Commission, Federal Energy Regulatory Commission, EPA regulations (noise, hazardous waste, construction, storm water; etc.) and any other statutory or regulatory requirements.
14. All contact information including name, phone number, and address of the Facility Owner, current property owner, lessor, lessee, the interconnecting utility company, and buyer of the power, if applicable and if this information can be disclosed publicly.
15. A Commercial Solar Energy Facility Owner shall provide proof of a Vegetative Management Plan that, for the life of the facility, establishes and maintains vegetative ground cover consistent with the goals of the Pollinator-Friendly Solar Site Act.
16. A Commercial Solar Energy Facility Owner shall provide evidence of entering into an Agricultural Impact Mitigation Agreement with the Illinois Department of Agriculture.
17. A Commercial Solar Energy Facility Owner shall provide results of consultation with the Illinois State Historic Preservation Office to assess potential impacts on State-registered historic sites under the Illinois State Agency Historic Resources Preservation Act.

18. A Commercial Solar Energy Facility Owner shall provide results of the United States Fish and Wildlife Service's Information for Planning and Consulting environmental review or a comparable successor tool that is consistent with any applicable United States Fish and Wildlife Service solar wildlife guidelines that have been subject to public review.
19. A Commercial Solar Energy Facility Owner shall provide results and recommendations from consultation with the Illinois Department of Natural Resources that are obtained through the Ecological Compliance Assessment Tool (EcoCAT) or a comparable successor tool.
20. All applications for a Commercial Solar Energy Facility requires a signed Road Use Agreement with the Shelby County Highway Department and the Township/s with which the facility will reside.
21. At the expense of the Facility Owner the County may at any time seek certified third-party verification of any studies provided during the application process. These expenses shall be paid from, but not limited to, the fee schedule for the application.

By signing below, the Applicant:

Attests that all information given and any attached maps and drawings to be a true description for the proposed new or altered installation.

Agrees to all terms and conditions herein provided.

Agrees that the permit issued may be revoked without notice on any breach of representation or conditions.

Agrees that all Solar Energy Conversion Systems shall be considered permanent structures.

Understands that any permit issued on this Application will not grant right of privilege to erect any structure or to use any premises described for any purpose or in any manner prohibited by the Zoning Ordinance of Shelby County, any other regulations made by Shelby County, or by State or Federal regulations.

Date: _____

Applicant(s): _____

Applicant(s): _____

Application Approval

The plans and specifications submitted with this application are in conformity with the Zoning Ordinance of Shelby County. Changes in plans or specifications shall not be made without written approval of the appropriate County officials. Failure to comply with the above shall constitute a violation of the provisions of the Zoning Ordinance. The Zoning Administrator shall approve this permit in conjunction with the approval of the Shelby County Board for a Special Use Permit for a solar energy facility. This permit shall be a final permit when signed by the Zoning Administrator after a required final inspection.

Permanent Parcel Number: _____ Current Zoning _____

Fee: _____ Fee paid date: _____

County Board Approval () YES () NO Resolution # _____

Permit Approval Number: _____

Date: _____

Zoning Administrator: _____

Certificate of Occupancy

The final inspection of the premises having been made and compliance with the Shelby County Zoning regulations having been indicated, the premise is hereby approved in accordance with the Zoning Ordinances of Shelby County.

Zoning Administrator _____ Date _____