

ECIA Architecture Committee Solar Installation Review Procedures

All solar system installations are required to comply with the following procedures for neighbor notification, signage and plan submission. These procedures were updated in July 2017 to be in compliance with Section 20 of the Guidelines for Protective Covenants and Building Restrictions for Eldorado at Santa Fe, which was updated April 20, 2017.

A. Plan Submission, Signage and Neighborhood Input:

1. Submit preliminary Architectural Plan for intent to install Solar Panels to the ECIA Covenants and Architectural Compliance Coordinator at least 14 days prior to the Architecture Committee meeting. All plans should include:
 - a. completed and signed ECIA Architectural Plan Submission Form
 - b. plot plan indicating location of house, property lines and setbacks (PV-01).
 - c. illustration of current vegetation (preferably an Arial view from Google Maps or similar)
 - d. photographs of views from neighboring properties
 - e. description of kW size of PV system.

Roof Mount Arrays shall also include:

- a. a roof plan with placement and orientation of arrays
- b. a schematic of the array including height above roof surface and height of parapets

Ground Mount Arrays shall also include:

- a. side elevations showing placement and orientation of arrays including relevant heights of arrays and buildings
- b. a detailed proposed screening plan for ground mount systems (natural and/or man-made)

2. Upon submittal, signage will be provided by ECIA to notify neighbors of the intent to install a Solar System, *as per Eldorado Guidelines Section 20.2.1*. Lot owners shall post this public notice on their lot at least 14 days in advance of review by the ECIA Architecture Committee. Such signage shall be located on the driveway side of the lot and must be prominently visible to the general public. Where a lot fronts on one or more roads, the notice must be visible from all road frontages. This may require the posting of more than one notification sign. This public notice signage must include the date, time and place of the applicants' Architectural Review hearing for proposed solar energy system. (These signs are available at the ECIA and there is a \$50.00 refundable deposit for each sign.)
3. As well, the lot owner shall notify all neighboring property owners, within 300 feet of his lot, (excluding the greenbelt, right of ways and roads) of the proposed solar energy system review date, *as per as per Eldorado Guidelines Section 20.2.2*. The names and addresses of these neighbors will be provided by the ECIA to the applicant. These notifications may be mailed via certified mail, or hand delivered, but must be mailed to all such neighboring property owners, at least 14 days in advance of the review by the ECIA Architecture Committee. Confirmation of mailings or in person hand delivery signatures shall be submitted to the ECIA Covenants and Architectural Compliance Coordinator prior to the meeting. **(Certified mailings or neighbor notifications are not required for ballasted, low angle, rooftop installations where the highest point on the solar panels is lower than the roof parapets.)**

Roof Mounted Installations

1. Submit final Architectural Plan to the ECIA Covenants and Architectural Compliance Coordinator no later than 12:00 noon on the Wednesday prior to the Architecture Committee meeting.
2. Attend Architecture Committee meeting to present plan. Site visit will be scheduled if necessitated by neighbor input or other factors.
3. If no site visit is required, Committee will approve or disapprove Plan.
4. If site visit is necessary, Committee will approve or disapprove the plan on site if possible. If not, the full Committee will review the site visit team's report and take action at the next Committee meeting.
5. If a variance is necessary, Committee will make a recommendation to the ECIA Board for consideration.

Ground Based Installations (Including Trackers)

1. Submit final Architectural Plans to the ECIA Covenants Compliance Representative no later than 12:00 noon on the Wednesday prior to the Architecture Committee meeting.
2. Attend the Architectural Committee meeting for a review of the Plan and possible scheduling of a site visit.
3. Prior to site visit construct a simple mock up of the array including accurate height poles at all four corners with cord strung between them to indicate the plane of the solar panels.
4. Committee members and ECIA Covenants and Architectural Compliance Coordinator will visit the site to discuss the location of the installation and the screening plan. Home owner and solar installation contractor must be present for the site visit.
5. If possible, the Committee will approve or disapprove the Plan on site or, if a variance is required, make a recommendation to the ECIA board for Board consideration. If not, the full Committee will review the site visit team's report and take action at the next Committee meeting.
6. All residents and their solar contractor approved for installation of ground based systems and solar trackers are required to have an inspection by the ECIA Covenants and Architectural Compliance Coordinator prior to pouring any footings, to ensure that the arrays are being sited as per the ECIA approved plans. Should a resident not comply with this requirement, the ECIA has the right to order a cease and desist on the project until the Architecture Committee can convene and review this non-compliance issue.