



Solar Collector Panels

Form and Checklist

Name	
Address	
Village	
Date	

Type of Modification

Select One:

- New Installation
- Addition of Panels to Existing System
- Replacement of Existing System – Same Location and Same Configuration
- Replacement of Existing System – New Location and/or New Configuration

Location and Placement and Application Submittals:

Select All Items:

- Attach Elevation Plan – Identify proposed location (and if applicable existing panels)
- Attach Photograph(s) of existing roof and identify location of panels
- Attach Site Plan – Identify location of new panels (and if applicable existing panels)
- Confirm: Panels shall be located on a roof exposure shielded from view from the street and adjoining properties to the maximum extent possible.

Configuration:

Select All Items:

- Confirm: System is integral and harmonious part of the architectural design of the structure
- Identify number of new panels to be installed: _____
- Identify size of each new panel to be installed: _____
- Confirm: Panels shall be flush mounted and installed parallel to the plane of the roof
- Confirm: Panels do not extend above the roof ridgeline

Finish:

Select All Items:

- Confirm: Frames and attendant hardware will match the solar collector panels located on the roof. Specify Color: _____
- Confirm: Vertical piping will be finished to match the base color of the structure.

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Design Review Manual (DRM) Compatibility:	Version: 3.1	Date: 3/1/2012
DRM Checklist References: 4.22		

Product Specifications:

- Attach Manufacturer Brochure, Literature, Photograph
- Attach Finish Color(s) Sample/Chip
- Other: _____

Permit:

If a Permit is required by the City, County or State, it is incumbent upon the Home Owner to ensure that a Permit is issued and shall provide the Property Manager a copy of the Permit with Notice of Completion.

Will your modification require a Permit?

- No
- Yes

Work Performance:

Please indicate who will be performing the work:

- Self without Contractor
- Single Contractor
- Multiple Contractors (Provide separate attachment for other contractors)

Must Select if Contractor Personnel will perform work:

- Confirm: Contractor personnel have been advised and must adhere to the Waterchase Construction Site Standards, outlined in the Design Review Manual.

Contractor (Primary) Information:

Contractor Company Name _____
 Representative Name _____
 Address: _____
 Phone Number: _____

- Attach Copy of License(s)

Attach Copy of Insurance Certificates –

- Certificate of Liability
- Declaration Workmen’s Compensation

Notice of Completion Checklist:

Within 30 days of completion, it is the responsibility of the Home Owner to complete and provide the Property Manager a “Notice of Completion” checklist and required attachments to facilitate a final inspection. Required submittals include as-built photograph(s), as-built drawings (if room addition), Permit and/or Certificate of Occupancy (if required by the local authority).

- Check here that Home Owner agrees to submit a Notice of Completion as required.

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Home Owner Comments:

Empty rectangular box for Home Owner Comments.

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