



# Castle Rock Township

Since 1858

Dakota County, Minnesota

2537 240th Street West, Farmington, MN 55024 [castlerocktownship.com](http://castlerocktownship.com)

## Roof Mount Solar Process Checklist

Parcel Identification Number:	Applicant Email Address:
Applicant Name:	Applicant Phone Number:
Applicant Address:	
Fee Owner:	
Date Requested:	

	<b>PROCESS for ROOF MOUNT SOLAR:</b>	<b>Date Done</b>
	<b>Property (Fee) Owner Must Submit &amp; Sign Building Permit Application Form to Township Clerk</b>	
	<ul style="list-style-type: none"> <li>○ Enter Brief Project Description and Intended Use on Building Permit Application</li> <li>○ Select Other for Type of Construction</li> </ul>	
	<b>Must Submit 2 Sets of Plans to Township Clerk Along with Application Form</b>	
	<b>Must Submit Drawing Showing Placement on Roof with Dimensions</b>	
	<b>Fee is Based on Valuation</b>	
	<b>Request to be added to Planning Commission Agenda</b>	
	<b>Request to be added to Board of Supervisors Agenda</b>	
	<b>CLERK DUTIES:</b>	
	<b>Add to Planning Commission Agenda</b> Meeting Date _____	
	<b>Add to Board of Supervisors Agenda</b> Meeting Date _____	
	<b>Collect Application</b>	
	<b>Collect 2 Sets of Plans (Via email is acceptable)</b>	
	<b>Submit Application and Plans to Inspector (Via email is acceptable)</b>	
	<b>Notify Resident When Permit is Ready for Pick UP</b>	
	<b>Collect Permit Fee and Give Resident Their Copy of Permit</b>	