

VILLAGE OF UPPER NYACK
328 NORTH BROADWAY
UPPER NYACK, NY 10960
INCORPORATED 1872

Tel. 845-358-0084 FAX. 845-358-0741

www.uppernyack-ny.us

**BUILDING PERMIT APPLICATION FOR
ROOF MOUNTED SOLAR PANELS**

PART 1: SUBMISSION MATERIALS

- 2 copies of this application
- 1 copy of deed to current owner
- 1 copy of the General Municipal Law 809 Form
- 9 copies of the project narrative for Architectural Review Board (“ARB”) circulation which describes all the major components of the proposed system.
- 9 sets of the current site plan signed and sealed by a license professional. This plan must include a vicinity map.
- 9 sets of building elevations signed and sealed by a licensed professional showing: (i) the location and layout of the proposed solar panels along with the manufacturer model number and color; (ii) the type of racking or mounting system for the panels; (iii) the location and elevation of the proposed inverter; (iv) wiring or other connections between the various parts of the system; and, (v) if a battery energy storage system is proposed, an elevation of the system and the manufacture model number and color.
- 9 sets of technical drawings detailing the installation and engineer’s report on structural integrity of roof. Must comply with the NYS Fire Prevention & Building Code and NYS Special Wind Region Requirements.
- 2 copies manufacturer’s specifications for the panels, inverter and battery energy storage system, if proposed.
- 9 sets of color photographs of the subject property and all buildings and structures located thereon. These photographs should include at least one photograph of each side (north, east, south and west) of the building or structure on the Property.
- 9 sets of color photographs of buildings and structures located on adjacent properties and properties directly across the street. Photographs should be taken from the applicant’s property or from the public street; applicants may **not** enter upon private property without the owner’s permission to take such photographs.
- Contractor Documentation: Rockland County License, proof of General Liability insurance coverage & Workers Compensation Insurance coverage. Proof of insurance **must** show the Village as an additional insured.
- Payment of ARB fee and permit fee at time of submission (see Village of Upper Nyack Fee Schedule). Checks should be made payable to *Village of Upper Nyack*

Further information may be required by the Building Department if necessary for review of this application.

PART 2: PROPERTY INFORMATION

Project Street Address: _____

County Tax Id. No. _____ Zoning District: _____

Owner: _____

Address: _____

Phone #: _____ Email: _____

Agent (if applicable): _____

Address: _____

Phone #: _____ Email: _____

Description of the Proposed Work:

Estimated Cost of Construction: _____

NOTE: ARB review and approval is required for all roof-mounted solar panel applications.

The ARB has a strong preference for solar panel designs that incorporate the following:

1. Black anti-glare panels with black framing and black back sheet.
2. Installation of panels on the second-story roof if the building is two stories in height or taller.
3. Installations on roofs other than front roofs.
4. Solar panels arranged in rectangular shaped arrays or in a geometric arrangement that conforms with the shape of the roof on which the panels are located.

If the proposed arrangement and selection of solar panels **do not** comply with these criteria, the project narrative should explain why such compliance is not feasible and how the proposed layout is consistent with the surrounding neighborhood and/or is necessary to achieve the required output.

A public hearing before the ARB and the ARB's approval is required before a building permit for the installation of roof-mounted solar panels may be issued.

At the public hearing before the ARB, the person who is presenting the application to the board must be knowledgeable about the proposed installation. The project representative should bring a copy of the site plan, elevations, photographs and other materials necessary to explain the proposed installation and its visual impact to the meeting and should provide the following information in a presentation to the Board:

1. With reference to the site plan and/or elevations, explain the number, layout, make, model and color of the panels. If panels other than black panels with black framing and backing are proposed, please explain why all black panels are not reasonably feasible.
 - a. If panels are not proposed in a symmetrical array, explain why a symmetrical array is not possible (i.e. because of roof shape, fire code requirements, roof penetrations, etc....).

- b. If panels are proposed on a front roof, explain why it is not feasible to locate the panels on other roof surfaces.
2. Describe the visibility of the panels and related system components from surrounding properties and streets.
 - a. The presenter should have photographs of the home from these perspectives. If the applicant or its representatives are not able to get permission to enter onto adjacent properties for the purposes of taking the photographs, photographs of the appropriate view of the residence from the public street or the applicant's property should be provided. **Applicants and their representatives may not enter upon private property without the property owner's permission for the purposes of taking photographs.**
 - b. Explain the topography of the property and the existing foliage and landscaping and how such features will affect the visibility of the installation.
3. Explain the following additional features of the installation:
 - a. The type of racking or mounting system.
 - b. Whether trim around the panel array to prevent animals or leaves and debris from affecting the system is proposed; and, if so, explain where it is proposed to be located and how it will appear on the building.
 - c. The type of inverter being used.
 - d. The system of wiring between the various aspects of the system and, in particular, whether it will be visible.
4. Explain whether a battery energy storage system is included as a part of the system. If so, describe the size, location, model, and color of the battery energy storage system. A photograph of the portion of the residence on which the battery energy storage system will be located should be provided.
5. Address any other matters that are relevant to the appearance of the system on the residence.

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PART 3: CONTRACTOR INFORMATION

Solar Company/Installer	
Name	
Address	
Phone	
Email	
Electrician	
Name	
Address	
Phone	
Email	
Other	
Name	
Address	
Phone	
Email	

PART 4: OWNER/APPLICANT CERTIFICATION

OWNER-APPLICANT CERTIFICATION

I, _____, hereby certify that I am the (* _____)
owner in the fee simple of premises located at:

I hereby certify that the statements of facts contained in this application are true to the best of my knowledge and belief.

Owner Signature: _____
Owner Name: _____

Sworn to before me this ____ day of _____ 20__.

Notary Public

NON-OWNER APPLICANT’S CERTIFICATION

I, _____, hereby certify that I am the applicant herein and that I make this application with
the knowledge, authorization and consent of the owner of the premises. I hereby certify that the statements of facts
contained in this application are true to the best of my knowledge and belief.

Applicant Signature: _____
Applicant Name: _____

Sworn to before me this ____ day of _____ 20__.

Notary Public

CERTIFICATION OF OWNERSHIP/OWNER’S CONSENT

I, _____, hereby certify that I am the (* _____)
owner in the fee simple of premises located at:

I hereby authorize _____ to make this application and I understand that any decision on this
application is binding on the Property.

Owner Signature: _____
Owner Name: _____
