



Village of Larchmont villageoflarchmont.org
 Building Department Architectural Review Board Application
 120 Larchmont Avenue, Larchmont, New York 10538 Phone (914) 834-4349
SOLAR PANEL INSTALLATION ARB APPLICATION

TO BE COMPLETED BY APPLICANT

Application date:		Application Fee: \$150.00 Solar Panel Fee: _____ Follow Building Permit Fees
<i>Please fill in dates or N/A (Not Applicable)</i> <i>Note: Dates must be on plans submitted</i> Board Approval Date: <input type="checkbox"/> Zoning	<i>Please fill in dates or N/A (Not Applicable)</i> <i>Note: Dates must be on plans submitted</i> Board Approval DATE: <input type="checkbox"/> Planning	<i>Please fill in dates or N/A (Not Applicable)</i> <i>Note: Dates must be on plans submitted</i> Board Approval DATE: <input type="checkbox"/> ARB

SITE IDENTIFICATION INFORMATION

Project Address:
No. _____ Street _____

Village of Larchmont Tax Map Designation:
Section _____ Block _____ Lot(s) _____

Business Name: _____

Description of Project: _____

APPLICANT/OWNER INFORMATION

Contractor (Signage Company):	Phone #: Fax#:	Email:
Owners Address: No. _____ Street _____ Town: _____ State: _____ Zip: _____		
Applicant (If different than owner):	Phone #: Fax#:	Email:
Applicant Address (If different than owner): No. _____ Street _____ Town: _____ State: _____ Zip: _____		
Representatives & Title:	Phone #: Fax#:	Email:
Address: No. _____ Street _____ Town: _____ State: _____ Zip: _____		

AFFIDAVIT OF OWNERSHIP

State of New York
County of Westchester

I, _____ being duly sworn;
PRINT NAME

Deposes and states; that _____ is the Owner in fee of the premises to which this Application applies; that the Applicant is duly authorized to make this Application; and that the statements made here are true to the best of the Applicant's knowledge and belief, and that the work will be performed in the manner set forth in the Application filled therewith, and in accordance with all applicable laws, ordinances and regulations.

NOTARY SEAL

Signature _____

Sworn to before me this _____ day of _____ 20_____

NOTARY



SOLAR ARCHITECTURAL REVIEW BOARD SUBMISSION REQUIREMENTS

The following are minimum presentation requirements.
Additional supporting items may be requested by the reviewing Board.

Incomplete application packages may not be accepted / reviewed

CHECK LIST:

- Submit six (6) packets – each to include:

SURVEY *(Not necessary for proposed Solar Panels)*

SITE PLAN

- Including at a minimum adjoining property (including across street).
- Indication of building on site, location of panels on the building and property line.
- Scale 1/16" = 1'-0"

PHOTOGRAPHS

- Photographs of proposed building (in color 5"x7" min.) shall be submitted showing the location of the proposed solar energy systems and their visibility from neighboring structures and street(s).

SOLAR PANEL INSTALLATION REQUIREMENTS: A true graphic representation including:

- Calculations shall be provided with the initial application verifying the number and/or area of panels required for the proposed solar energy system
- Professionally drafted drawings shall be provided with the initial application.
- Drawings shall be to scale 1/4" = 1'-0" and should clearly show all structure elevations;
- Include location of openings, exterior accessories (decks, steps, overhangs, dormers, chimneys, etc.), roof line and heights;
- Building roof plan with proposed solar panels attached showing location and dimensions in relation to roof edge and/or ridgelines;
- Assembly details of the attachment to the structure and proposed location on the lot or building;
- Details that apply to the specific installation (plumbing, panels, attachments, etc.) and are visible from outside shall also be provided,
- Location of supplementary wires/conduits attached to the structure for purpose of feeding building electrical panel, and any additional outdoor equipment related to the application should be clearly shown and highlighted,

SAMPLE OF THE PROPOSED SOLAR ENERGY SYSTEMS AND MANUFACTURER'S LITERATURE SHALL BE SUBMITTED WITH THE APPLICATION:

- Cut sheet of solar panels including dimensions, (width x height x depth) and colors.
- Cut sheet of bracket hardware, indicating how high the panels will be installed off the roof plane.



SOLAR ARCHITECTURAL REVIEW BOARD APPLICATION GUIDELINES

STEPS TO OBTAIN APPROVAL & PERMIT:

1. Submit a complete Architectural Review Board (ARB) Solar Panel Installation Application and a complete Building Permit Application to the Building Department
2. Submit all relevant application fees, separate checks for each application
3. Attend an ARB public hearing with all required submission materials (see page 3). **Both applicant and owner need to be present at ARB hearing.**

ARB REVIEW:

- Applicants must complete the **ARB Application** – (see Page 2)
- As per the **Submission Requirements** – (see Page 3) each application must include: application form, scaled drawings, photographs, material samples, etc.
- Application Fee – check the [Building Department Schedule of Fees](#) for current charges
- Submit six (6) packets for review – (see Page 3)
- Applications will be reviewed and require ARB approval before a permit will be issued
- Please check the [Village calendar](#) for submission deadlines and public hearing dates

PERMIT:

- Licensed contractors must complete the **Building Permit Application** – (see Page 4)
- Permit Fee – check the [Building Department Schedule of Fees](#) for current charges
- Provide a copy of Certificate of Insurance – check [Building Permit Instructions](#)

All applications must be delivered in person to the Building Department

In order to ensure the most expedient review of your application, please meet all **Submission requirements**

Incomplete application packages may not be accepted / reviewed



SOLAR PANEL INSTALLATION APPLICATION

<input type="checkbox"/> Building New Construction ___ SWPPP required	<input type="checkbox"/> Generator
___ Residential ___ Commercial	___ Residential ___ Commercial
<input type="checkbox"/> Building Alterations/Additions ___ SWPPP required	<input type="checkbox"/> Solar <input checked="" type="checkbox"/> Signage/Awning <input type="checkbox"/> Fence
___ Residential ___ Commercial	<input type="checkbox"/> Other _____

Block _____ Lot _____
 1.

Address of Proposed Work _____

2. Description of Work _____

3. Cost of Construction \$ _____ 4. Fee Charged \$ _____

5. Application- Firm Name _____

6. Address _____

7. City/State/Zip _____

8. Contact Name _____

Phone/Cell _____

9. Plumber Name _____

Phone/Cell _____

10. Electrician Name _____

Phone/Cell _____

11. Indemnity Agreement: In consideration of the Village of Larchmont's issuance of the permit describe herein above, contractors and any subcontractors hereby agree at their sole cost and expense to indemnify, defend and forever hold harmless the village of Larchmont, its official, servants, agents and employees from any and all claims for personal injury, including death to any person including but not limited to applicant, contractor and subcontractors and their respective employees, and for any and all property damage which results from or is in any way connected with the work contemplated under this permit.

Signature of Applicant _____ Date _____

Name of owner _____ Telephone _____

SIGNAGE/AWNING/BUILD/PERMIT/APPLICATION

SOLAR/ARB/APPLICATION