



## ARCHITECTURAL REVIEW BOARD

### SOLAR/PHOTOVOLTAIC SYSTEM REVIEW REQUIREMENTS

The following is a guide to assist you in obtaining Architectural approval for your project. Any questions regarding the process can be answered from 8:30 am – 4:30 pm, Monday to Friday by contacting the Building Department at 516.326.6319 or [FPBuildings@FPVillage.org](mailto:FPBuildings@FPVillage.org)  
The Building Department is located at 1 Pool and Garage Road, Floral Park, NY

**Documents must be submitted as (1) One Paper Copy and Electronically in PDF format. See below for further instructions:**

#### General Information:

Incomplete applications will not be accepted

All applications for Solar/Photovoltaic Systems must be reviewed by the Architectural Review Board. Homeowners are strongly encouraged to attend the ARB meeting for Solar installations since the discussions include information on safety, electric generation vs. use, array ownership or leasing details and placement of panels. If the homeowner has extenuating circumstances that conflict with the meeting time he/she can authorize the Solar Installation Company or the Design Professional to represent the project on his/her behalf with a signed authorization.

The Architectural Review Board consists of local volunteers who are responsible for reviewing and approving all exterior building elements in our community, including signs, awnings and storefronts. The purpose of the Board is to protect property values, create a more attractive economy and business climate, enhance and protect the physical appearance of the community, preserve the architectural character of buildings, preserve the scenic and natural beauty of designated areas and to provide a more enjoyable and pleasing community. All applications are reviewed considering the entire façade including relationships to the neighboring buildings.

The Board typically meets on the fourth Wednesday of each month, applications must be submitted a minimum two weeks prior to the meeting date. Applications will be accepted on a first-come-first-served basis with a maximum of 12 applications per month.

#### Filing Requirements for Solar/Photovoltaic Systems:

- Architectural Review Board Application
- Filing Fee: cash or check only
- One (1) Paper Set, collated and folded and an electronic set in PDF format emailed to [ARB@FPVillage.org](mailto:ARB@FPVillage.org) must include:**
- Construction Drawings Drawn to Scale – 11" x 17" maximum size, collated and stapled, must include:
  - Title block including the address of the property and the name and contact information for the design professional.
  - A north arrow, scale and date on all drawings.
  - Roof plan with dimensions clearly showing proposed location of all equipment and clearances.
  - Architectural elevations showing all the features of the building in elevation. All four elevations are required. Identify roof elements such as vent stacks, skylights and ridge vents, windows and doors.
  - Design criteria load itemization chart including but not limited to design wind speed, design dead and live load, existing roof construction. Provide the age of the dwelling.
  - Size/capacity of system and comparison to current electrical demand for the existing structure.
  - Drawings shall be stamped and sealed by a NYS Registered Architect or Engineer.
- Certification by the Architect or Engineer that the existing roof is capable of withstanding the new load per the NYS Building Code minimum requirements.
- Glare effect analysis.
- Equipment and mounting manufacturer specifications.
- When the system is not owned by the property owner, a summary of the electric bills for a 12-month period and the load calculations for the structure that the system supports and the design load calculation must be submitted to demonstrate a maximum of 10% over the average monthly electrical load
- Property Survey (Property Survey Affidavit is also required if existing survey is older than 12 months)
- Color photographs showing all elevations of the existing buildings on the property and the front façade of the buildings immediately adjacent to the property on either side.



## ARCHITECTURAL REVIEW BOARD

### SOLAR/PHOTOVOLTAIC SYSTEM REVIEW REQUIREMENTS

#### Guidelines and Requirements for Solar/Photovoltaic Panels on Residential Structures:

1. Solar energy systems are a permitted use in all zoning districts. The placement of solar energy equipment shall be placed on the main building only provided that said structure conforms to the minimum setback requirements of the code, no placement on awnings, grade or accessory structure is permitted. In addition to the building setback, the collector surface and mounting devices for roof-mounted solar systems shall not extend beyond the exterior perimeter of the building on which the system is mounted or built and shall follow the slope of the roof. Panels tilted away from the surface of the roof are not permitted. The maximum distance between the surface of the collector and the roof is 8 inches.
2. For aesthetic purposes the front slope of the principal building shall not be used for the location of the solar energy equipment. Systems shall be designed to blend into the architecture of the building. On corner and interior lots, the view from public right-of-ways must be taken into consideration.
3. Every effort of an array design shall be continuous without breaks or gaps between the panels and the perimeter panels shall align eliminating the stepping of the panels.
4. All systems shall be installed with critter guards.
5. All photovoltaic panels shall be black on black style with a low glare coating. All exterior electrical lines must be painted and/or coated to match the color of adjacent roofing material and walls. All visible exterior electrical lines must not be installed in any portion of the front of the property. Aluminum trim, if used and visible, should be color treated to blend into the surroundings as much as possible. The space between the bottom of the array and the top of the roof shall be screened off.
6. The number of modules and arrays installed on each property will be limited to a maximum of 10% above the average monthly usage over the prior one-year period. The number of solar panels and supporting equipment shall be considered as one system
7. Solar energy commercial operations are prohibited as a use on residentially zoned property. These are systems whose main purpose is to generate energy for sale back into the energy grid system rather than being consumed on the site
8. Panels shall be placed to ensure emergency access to the roof and provide areas for smoke ventilation opportunities. Panels must be located 36" away from any chimneys that extend above the roof level.
9. When energy storage systems are included as part of the solar collector system, they must be placed in a secure container or enclosure meeting the requirements of the NYS Building Code when in use and when no longer used shall be disposed of in accordance with Local requirements.
10. All systems shall be in compliance with the NYS Building Code. All photovoltaic systems shall comply with the National Electric and the components must have a UL listing. The system disconnect and the main service disconnect shall be located on the exterior of the structure for Fire Department access.
11. Only commercially made and professionally installed systems are permitted. All systems shall be installed by qualified installers and are to have proof of professional training and licensure.

Once plans have been approved by the Board, a full Mechanical/Electrical permit application, including full construction drawings, must be filed with the Building Department within 6 months of the approval date. If the plans are not submitted within this timeline a resubmission to the Architectural Review Board may be required.

All roof mounted solar panel plans will be reviewed by the Floral Park Fire Department in conjunction with the Floral Park Building Department for firefighting safety.

If owner/contractor installs materials not previously approved, the Building Department is authorized to issue a Stop Work Order as well as a Notice of Violation and/or Summons until all new materials have been presented and approved by the Architectural Review Board at the next available calendar date. Any subsequent fines and or penalties owner/contractor may incur shall be the owner/contractor responsibility to resolve.



# ARCHITECTURAL REVIEW BOARD

## APPLICATION FOR ARCHITECTURAL AND SITE PLAN REVIEW

ARCHITECTURAL REVIEW BOARD APPLICATION FOR ALL PROPOSED BUILDINGS, EXTERIOR ALTERATIONS, SOLAR PANELS AND IN-GROUND POOLS

<b>Project information:</b> (Check all that apply)		Incomplete applications will not be accepted	
<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Minor Alterations <input type="checkbox"/> Addition/Reconstruction <input type="checkbox"/> New Building <input type="checkbox"/> New Garage <input type="checkbox"/> New Pool <input type="checkbox"/> Solar Panels <input type="checkbox"/> Other: _____			
<b>Property Information:</b>			
Property Address:			
Section:	Block:	Lot:	Zone:
<b>Description of Work:</b>			
<b>Zoning Information:</b> (not required for interior projects)			
Total Lot Square Footage (sf):			
Existing	Minimum Side Yard:	Aggregate Side Yard:	Front Yard:      Rear Yard:
	Lot Coverage (sf):	Lot Coverage (%):	Rear Lot Coverage (sf):      Rear Lot Coverage (%):
	Total Building Area (sf):	Building Height (stories):	Building Height (ft)
Proposed	Minimum Side Yard:	Aggregate Side Yard:	Front Yard:      Rear Yard:
	Lot Coverage (sf):	Lot Coverage (%):	Rear Lot Coverage (sf):      Rear Lot Coverage (%):
	Total Building Area (sf):	Building Height (stories):	Building Height (ft)
<b>Owner Information:</b>			
Owner Name:			
Mailing Address:		City:	State:      Zip:
Phone Number:		Email:	
<b>Design Professional Information:</b>			
Name:		<input type="checkbox"/> RA	<input type="checkbox"/> PE
Company Name:		NYS License Number:	
Company Address:		City:	State:      Zip:
Phone Number:		Email:	
<b>Material Submission Agreement:</b>			
I agree and understand that failure to furnish samples of colors and materials on the night of my scheduled hearing may result in postponing my approval until the next available hearing.			
<b>Owner/Applicant Signature:</b>			
Print Name:		Signature:	Date:
<b>Building Department Use Only:</b>			
Residential Application Fee: <input type="checkbox"/> Minor Alteration/Solar/Garage \$100 <input type="checkbox"/> Addition/Reconstruction/Pool \$200 <input type="checkbox"/> New Build \$300			Receipt:
Commercial Application Fee: <input type="checkbox"/> Minor Alteration/Solar \$250 <input type="checkbox"/> Addition or Reconstruction \$350 <input type="checkbox"/> New Build \$450			Receipt:
Amended Application or Renewal Fee: <input type="checkbox"/> \$50 Residential <input type="checkbox"/> \$100 Commercial			Receipt:
Zoning Review	<input type="checkbox"/> Approval <input type="checkbox"/> Denial	Date:	
ARB Review	<input type="checkbox"/> Approval <input type="checkbox"/> Denial	Date:	