



Village of Bronxville – Solar Panel Site Plan Approval

200 Pondfield Road, Bronxville, NY 10708

Telephone: (914) 337-7338

SOLAR &/ OR ENERGY STORAGE SYSTEMS Site Plan Approval

KEEP A COPY OF THIS APPLICATION TO SUBMIT AS YOUR BUILDING PERMIT ONCE APPROVED BY PLANNING BOARD.

This application must be typewritten or neatly printed (**blue or black ink only**), and accompanied by (1) complete set of plans and specifications as outlined below and conforming to the requirements of Section 310.22 – F of the Village Code. One (1) complete set of the formal application must be submitted for approval a minimum of four (4) weeks before the next scheduled meeting to be considered for that meeting. Once approved by the Building Inspector the applicant will then be notified of the meeting date. The applicant will be required to submit **five (5) additional COMPLETE, COLLATED** copies with the original Affidavit of mailing and mail receipts to the Planning Department office a minimum of one (1) week prior to the meeting. **You must also send an electronic copy of your application to our office in PDF format.** Please do not send each page separately. Your electronic copy should be in one PDF. Please make sure it includes all items from your approved submission.

The proposed work requires referral to planning as per Village of Bronxville Municipal Code: Section Number(s): Section 310-22. F

If this application is approved, the Building Inspector will issue a SOLAR AND/OR ENERGY STORAGE SYSTEMS PERMIT to the applicant together with one approved set of plans and specifications.

NO PROPOSED WORK MAY COMMENCE UNTIL A SOLAR AND/OR ENERGY STORAGE SYSTEMS PERMIT HAS BEEN ISSUED.

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

Please include the following Documents with all SOLAR &/ OR ENERGY STORAGE SYSTEMS PERMIT APPLICATIONS.

1. 2 page application form.
2. Affidavit of Ownership (Must be original signature).
3. Site plan showing front yard, side yard, rear yard, proposed location of panels, equipment, energy storage.
4. Cut sheet for panels, equipment, energy storage systems, rack systems.
5. Line drawing of electrical circuits, equipment connections and associated details.
6. Pictures from street, side yard and rear yard.
7. GIS pictorial of roof.
8. Details for required screening - fence or plantings.
9. If applicable complete fence permit.
10. Details for Building Code required listed or approved equipment.
11. NY State Registered Engineer drawing and letter of certification for any increased loads imposed on the structure, designed wind/ snow loads for proposed system.

Village of Bronxville DRC & Planning Board

Required timeline for submissions in order to be added to the next available meeting.

Time Prior to meeting Date	4 Weeks	2 Weeks	10 Days	1 Week
Action Required				
1) Application Submission	X			
2) Response to Review from Zoning Enforcement Officer		X		
3) Notice to Newspaper sent by applicant			X	
4) Notifications to neighboring properties mailed by applicant (DRC & Planning)			X	
5) Submission of 1 complete PDF with all submissions (application to be first)				X
6) Submission of 5 complete collated hard copies submitted to Zoning Secretary				X
7) Submission of Affidavit of Mailing Form, original green receipts to zoning				X

- 1) Submit to DRC & Planning – Completed application (incomplete applications will be rejected) – by applicant
- 2) Submit corrections/ responses to Zoning Enforcement Officers review of application – by applicant
- 3) Newspaper notice submitted to newspaper - by applicant
- 4) Mail notification to neighboring property owners – by applicant
- 5) Submit electronic copy of application, plans, pictures, etc.. (one pdf file for all materials) – by applicant
- 6) Submit 5 hard copies application, plans, pictures, etc.– collated – by applicant
- 7) Submit Affidavit of Mailing Form with original green receipts to Zoning Secretary – by applicant

This checklist is for your records. If any of the below items are not submitted by the required time you will be postponed to the next available agenda (see chart above).

- Submitted application a minimum of 4 weeks prior to meeting
- Responded to comments from Building Inspector's review a minimum of 2 weeks prior to meeting date. (If an application is not complete 2 weeks prior to the meeting you must be postponed to the next available agenda.)
- Sent notification to neighboring properties a minimum of 10 days prior to meeting.
- Sent one complete PDF of all submitted materials to Planning Secretary (1 PDF to include all submitted documents with application form first) one week prior to meeting.
- Submitted 5 complete collated hardcopy sets to the Planning Secretary one week prior to meeting.
- Submitted the Affidavit of Mailing form along with original "green" mailing receipts to Planning Secretary one week prior to meeting.

SOLAR ENERGY SYSTEM - PV PANELS AND/OR BATTERY SYSTEMS

Office Use	Date Received: _____	Application Number: _____	
	Appl. Fee: _____	Check #: _____	Permit Fee: _____

Section: _____ **Block:** _____ **Lot(s):** _____ **Zone:** _____

Residential: _____ **Multifamily:** _____ **Commercial:** _____

1) Project Street Address: _____

Property Owner: _____

Owner Street Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____

2) Lessee (if any): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____

3) Professional Engineer (if any): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____

4) Solar Installation Contractor: _____

Address: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Office Phone #: _____ Cell Phone: _____

Email: _____

5) Estimated value of proposed work: (Please round up to the nearest thousand) \$ _____

Description of Proposed Project: _____

6) Provide the Total system Capacity Rating (Sum of All Panels)

Solar OV System: _____ kW DC

7) SELECT SYSTEM CONFIGURATION

Make sure your selection matches the Construction Documents included with this application:

<input type="checkbox"/> Supply side connection with microinverters	<input type="checkbox"/> Load side connection with DC optimizers
<input type="checkbox"/> Supply side connection with DC optimizers	<input type="checkbox"/> Load side connection with microwaves
<input type="checkbox"/> Supply side connection with sting inverter	<input type="checkbox"/> Load side connection with string inverter

8) ELECTRICAL PERMIT IS REQUIRED

Application is hereby made to the Superintendent of Buildings of the Village of Bronxville, New York for the issuance of a SOLAR PERMIT to install solar pv panels and associated equipment &/ or a energy storage system in accordance with the Building Code of New York State as set forth above. Additionally, compliance with Section 310-22 F of the Village of Bronxville Municipal Code is required which may include Site Plan Approval as per 310-26 of the Village of Bronxville Municipal Code. The Applicant Hereby consents to the Permit the Superintendent of Buildings and any person authorized by him to enter without a search warrant in the manner prescribed in **Section 112-17** of the Village of Bronxville Municipal Code, upon the premises where work proposed is to be conducted.

Signature by or on behalf of Applicant: _____

Print Name: _____ **Date:** _____

Address of Applicant: _____

City: _____ **State:** _____ **Zip:** _____

Phone Number of Applicant: _____

AFFIDAVIT OF OWNERSHIP

State of New York)
County of Westchester) SS:

I, _____, being duly sworn, deposes and says:
(Clearly print first and last name of property owner)

(Check appropriate box)

- I am the owner of the property for which this application is being submitted.
- I am an officer of the corporation that owns the property for which this application is being submitted.

Further (check applicable box):

- I am submitting this application on my own behalf.
- I am authorizing the following individual to submit this application on my behalf:

(Clearly print name of individual authorized to submit this application)

Further:

To the best of my knowledge, information and belief, all statements contained in this application are true, complete and correct, and all work will be performed in the manner set forth in the application and in the plans and specifications filed therewith, and in accordance will all applicable laws, ordinances and regulations.

(Signature of Owner)

(Print Name of Owner)

Sworn to before me this _____ day of _____, 20_____

(Signature of Notary Public)

VILLAGE OF BRONXVILLE DESIGN REVIEW COMMITTEE MEETING
ANOUNCEMENT NOTICE OF PUBLIC HEARING FOR ADJOINING PROPERTIES

NOTICE IS HEREBY GIVEN that a public hearing will be held by the Design Review Committee of the Village of Bronxville at 200 Pondfield Road, Bronxville, N.Y. on _____ at 7:30 pm or as soon thereafter as the matter may be heard,
(Date)
to consider an application for the development filed by:

(Name of Developer)

Requiring approval of a site plan of property located at the property located at:

(Property Address)

Section _____, Block _____, Lot _____

A copy of the application for development, including the proposed site plan and all other maps and documents filed therewith, is on file and available for public inspection one week prior to the hearing on the Village of Bronxville's website: www.villageofbronxville.com/design-review-committee under upcoming meeting, or by appointment in person.

The Public is invited to attend the public hearing and will be given reasonable opportunity to present oral comments or written presentation relevant to the application. The hearing may be presentation relevant to the application. The hearing may be adjourned from time to time at the discretion of the DRC and/or Planning Board.

(Name of Developer)

(Address of Developer)

This document must be sent to Journal News by Applicant. Do NOT submit this application to our office.

VILLAGE OF BRONXVILLE PLANNING BOARD MEETING ANOUNCEMENT
NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a public hearing will be held by the Planning Board of the Village of Bronxville at 200 Pondfield Road, Bronxville, N.Y. on _____ at 7:30 pm or as soon thereafter as the matter may be heard, to consider an application for the development filed by:

(Date)

(Name of Developer)

Requiring approval of a site plan of property located at the property located at:

(Property Address)

Section _____, Block _____, Lot _____

A copy of the application for development, including the proposed site plan and all other maps and documents filed therewith, is on file and available for public inspection on any business day prior to the hearing between the hours of 9:00 am and 2:00 pm at the office of Superintendent of Buildings, 2nd floor Village Hall, Bronxville, N.Y.

The Public is invited to attend the public hearing and will be given reasonable opportunity to present oral comments or written presentation relevant to the application. The hearing may be presentation relevant to the application. The hearing may be adjourned from time to time at the discretion of the Planning Board.

(Name of Developer)

(Address of Developer)

This document must be sent to Journal News by Applicant. Do NOT submit this application to our office.

AFFIDAVIT OF MAILING FOR DRC AND PLANNING BOARD

Name and Location of Project:

Section _____, Block _____, Lot(s) _____

I, _____, being duly sworn, depose and say as follows:

1. I am the agent, owner or legal representative of the referenced property.
2. I have prepared a list of property owners located within 100 feet for Zoning and 400' for Planning of the boundaries for of the referenced property, by street address and section, block and lot.
3. I have sent, by certificate of mailing, a copy of the legal notice to each and every property owner within 100 feet of the boundaries of the referenced property.
4. I have published the legal notice in a newspaper of general circulation in the Town of Eastchester on _____, 20____, no less than 10 days prior to a Planning Board or Zoning Board of Appeals meeting.
5. I have attached the affidavit of publication from the publisher of the newspaper.
6. I understand that I must bring this signed and notarized Affidavit of Publication, along with the certificate of mailing receipts, to the Planning and Zoning Office one week prior to the meeting.

(print name)

(signature)

Sworn to me this _____ day of _____, 20____

(Signature of Notary Public)

This document must be submitted to our office along with "green receipts" one week prior to meeting date.