



TOWN – VILLAGE OF HARRISON  
DEPARTMENT OF BUILDING  
One Heineman Place, Harrison, NY 10528  
Phone 914-670-3050 Fax 914-835-7491  
www.harrison-ny.gov



## APPLICATION FOR BUILDING PERMIT FOR SOLAR ENERGY SYSTEMS

APPLICATION TYPE: **(Only one type per application)** ☐ TIER 1 ☐ TIER 2 ☐ TIER 3

All Solar Energy Systems shall be classified as either Tier 1, Tier 2 or Tier 3 as defined in Chapter 206 of the Town Code.

APPLICATION NO.: \_\_\_\_\_ DATE FILED: \_\_\_\_\_

The undersigned hereby makes application for a permit to perform the work shown on the drawings accompanying this application and description herein.

NUMBER AND STREET \_\_\_\_\_ ASSESSOR'S  
VERIFICATION \_\_\_\_\_

ZONE \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT(S) \_\_\_\_\_

Description of Improvement: \_\_\_\_\_

Current Use / Occupancy \_\_\_\_\_ Proposed Use/Occupancy \_\_\_\_\_

Note: Estimated cost of construction includes plumbing, electrical, all labor, material, scaffolding, fixed equipment, professional fees and/or any labor and materials donated gratis, plus hardscape and site work.

Estimated Cost of Construction: \$ \_\_\_\_\_

### Owner

Name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_

Email: \_\_\_\_\_

### Architect/Engineer (must be licensed in the State of New York)

Name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_

Email: \_\_\_\_\_ New York License # \_\_\_\_\_

### General Contractor (must be licensed in Westchester County)

Name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_

Email: \_\_\_\_\_ Westchester County License # \_\_\_\_\_

### Affidavit of Ownership

State of New York  
County of Westchester

I, \_\_\_\_\_, being duly sworn, (Owner, Lessee, Architect or Builder/Contractor) understand and will comply with the following:

1. The plans submitted comply with the requirements listed below for ☐ Tier 1 ☐ Tier 2 ☐ Tier 3
2. I understand construction shall not begin until the appropriate permit(s) are issued.
3. Construction shall not start before 7:30am, or past 8pm on weekdays, and before 10am or past 8pm on weekends and holidays.
4. Contractor is responsible to call the Harrison Building Dept. for all required inspections.
5. Revision to work involving structure or life safety systems shall have approved amended plans prior to doing the work.

deposes and says that: \_\_\_\_\_ is the owner in fee of the premises to which this application applies; that he/she (the applicant) is duly authorized to make this application; and that the statements contained herein are true to the best of his/her knowledge and belief.

Sworn to before me this \_\_\_\_\_

day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Notary Public)

All Solar Energy Systems shall be classified as either Tier 1, Tier 2 or Tier 3 as defined in Chapter 206 of the Town Code.

The permitting and approval for each Tier is as follows:

**(1) Tier 1 Solar Energy Systems**

A Tier 1 Solar Energy System shall be permitted in all zoning districts in the Town of Harrison and shall be exempt from site plan review and approval, and Architectural Review Board review and approval, subject to the following conditions for each type of Tier 1 Solar Energy System.

Energy generated from a Tier 1 Solar Energy System shall be consumed on-site, and shall not be generated for the purpose of supplying energy to the electrical grid, except in instances where surplus energy only, beyond the normal demands of the site, is produced.

**a. Roof-Mounted Solar Energy Systems**

- i. A Roof-Mounted Solar Energy System shall be permitted pursuant to the issuance of a Building Permit from the Town of Harrison Building Department.
- ii. All Roof-Mounted Solar Energy Systems shall comply with the following:
  - Solar Panels on pitched roofs shall be mounted with a maximum distance of 6 inches between the roof surface the highest edge of the system.
  - Solar Panels on pitched roofs shall be installed parallel to the roof surface on which they are mounted or attached.
  - Solar Panels on pitched roofs shall not extend higher than the peak of the roof surface on which they are mounted or attached.
  - Solar Panels on flat roofs shall not extend above the top of the surrounding parapet, or more than 24 inches above the flat surface of the roof, whichever is higher.
- iii. All Roof-Mounted Solar Energy Systems shall incorporate, to the extent feasible, the following design requirements:
  - If solar exposure options exist, Solar Panels should not be placed on the front street facing portion of the roof.
  - Solar Panel groups should be arranged or oriented in the same direction (either all "landscape" or all "portrait").
  - Solar Panels should be arranged or grouped in complete rectangles. Staggered or stepped Solar Panel arrangements should be avoided. If a plumbing vent or similar appurtenance is preventing a rectangular arrangement, the vent or appurtenance should be relocated.
  - The colors of Solar Panels and frames should not contrast and should reasonably match the color of the roof.
- iv. Glare: All Solar Panels shall have anti-reflective coating(s).
- v. Equipment:  
With the exception of Solar Panels, all equipment associated with Roof-Mounted Solar Energy Systems, including, but not limited to controls, energy storage devices, heat pumps, exchangers, or other hardware or equipment necessary for the process by which solar radiation is converted into electricity, shall be screened from view and shall not be located in any required front, side or rear yard setback.
- vi. Visual Impact Assessment:  
If a Roof-Mounted Solar Energy System covers more than 5,000 square feet of roof area, a Visual Impact Assessment shall be prepared and submitted to the Building Department, who shall determine if the potential exists for adverse visual impacts. If such a determination is made, the Building Permit shall not be issued until the Architectural Review Board reviews the application and provides a recommendation to the Building Inspector. The ARB recommendation shall be issued at the first meeting following the receipt of the Building Inspector's referral.

**b. Building-Integrated Solar Energy Systems**

- i. A Building-Integrated Solar Energy System, as part of the principal or accessory structure, shall comply with all applicable setback regulations of the zoning district within which it is situated.
- ii. A Building-Integrated Solar Energy System shall be permitted only pursuant to the issuance of a Building Permit from the Town of Harrison Building Department.
- iii. All equipment associated with Building-Integrated Solar Energy Systems, including, but not limited to controls, energy storage devices, heat pumps, exchangers, or other hardware or equipment, shall be located within the principal or accessory structure it serves.

If the Building Inspector determined that a Building Integrated Solar Energy System is not sufficiently integrated into the existing building systems, and presents an appearance that is inconsistent or erratic, then the Building Permit shall not be issued until the Architectural Review Board reviews the application and provides a recommendation to the Building Inspector. The ARB recommendation shall be issued at the first meeting following receipt of the Building Inspector's referral.

**(2) Tier 2 Solar Energy Systems**

A Tier 2 Solar Energy Systems shall be permitted as an accessory use in all zoning districts in the Town of Harrison. Tier 2 Solar Energy Systems consist of small-scale ground-mounted systems that produce energy for on-site consumption and shall not be generated for the purpose of supplying energy to the electrical grid, except in instances where surplus energy, beyond the normal demands of the site, is produced. Tier 2 Solar Energy Systems shall be exempt from site plan review and approval, and Architectural Review Board review and approval, subject to the following conditions:

- a. A Tier 2 Solar Energy System shall be permitted pursuant to the issuance of a Building Permit from the Town of Harrison Building Department.
- b. A Tier 2 Solar Energy System shall not exceed 950 square feet.
- c. A Tier 2 Solar Energy System shall comply with the setback regulations for the underlying zoning district.
- d. A Tier 2 Solar Energy System shall only be installed in the side or rear yard, and shall in no instance be located in the front yard.
- e. A Tier 2 Solar Energy System shall not exceed 15 feet in height.
- f. All Tier 2 Solar Energy Systems shall be screened from adjacent properties, to the maximum extent reasonably practicable.
- g. Solar Energy Equipment shall be located in a manner to avoid and/or minimize the blockage of views from surrounding properties and shading of property to the north, while still providing solar access.

**(3) Tier 3 Solar Energy Systems (must be accompanied by a Decommissioning Plan. See Chapter 206-H for details).**

A Tier 3 Solar Energy System shall be permitted as a Special Exception Use in the SB-100, SB-35, SB-1, SB-0 and R-2 zoning districts only on parcels containing twenty-five (25) acres or greater in land area, subject to the following safeguards and conditions:

- a. A Tier 3 Solar Energy System shall be permitted pursuant to the issuance of Site Plan Approval by the Planning Board in accordance with §235-71 of the Town Code, and the issuance of Special Exception Use Approval by the Planning Board and reviewed by the Town Board in accordance with §235 Article V of the Town Code.
- b. A Tier 3 Solar Energy System that produces 25 MW or greater shall obtain a permit at the state level through the siting process administered through the Office of Renewable Energy Siting.
- c. A Tier 3 Solar Energy System shall not exceed 50% of the lot on which it is installed. If a landowner owns more than one contiguous lot, as part of an application for a Tier 3 Solar Energy System, lot coverage shall increase to 80% of the lot area, as long as the total area of coverage does not exceed 50% of all contiguously owned lots. Where a Tier 3 Solar Energy System is not the principal use of the site, the lot coverage may not exceed 50%, which shall also include all principal and accessory uses on the lot.
- d. A Tier 3 Solar Energy System shall not encroach into the 100-foot special Purchase buffer.
- e. A Tier 3 Solar Energy System shall not be located in a front, side or rear yard setback.
- f. All sides of a Tier 3 Solar Energy System shall be screened by a vegetated buffer. The height of the vegetated screening to the south shall be equal to the height of the solar panels, solar canopies and associate equipment, to allow for proper solar exposure, but also suitable to screen the facility from public view. Screening on the sides when solar exposure is unnecessary, shall be of a height deemed adequate in the judgement of the Planning Board to suitably screen the facility from surrounding properties. Screening can consist of landscaping, berms, architectural features or other screening methods, and shall be a minimum of 25 feet wide.
- g. Notwithstanding all other requirements contained in this chapter which shall be met, any Tier 3 Solar Energy System in an R-2 Zone shall in addition meet the following requirements:
  - 1. Tier 3 Solar Energy Systems must be screened so as to not be visible from other private or public properties or roadways.
  - 2. Within five (5) business days of the filing of an application for a Tier 3 Solar Energy System within an R-2 Zone, written notice shall be served by Return Receipt Requested to all property owners within one thousand (1,000) feet of the subject property and proof of same shall be filed with the Planning Board and the Town Clerk.
  - 3. No less than ten (10) business days prior to all required Public Hearings concerning a Tier 3 Solar Energy System within an R-2 Zone, written notice shall be served by Return Receipt Requested to all property owners within one thousand (1,000) feet of the subject property and proof of same shall be filed with the Planning Board and the Town Clerk.
- h. A Tier 3 Solar Energy System shall not exceed 15 feet in height for a ground-mounted solar array and 20 feet for a solar canopy above a parking lot.
- i. A Full Environmental Assessment Form with Visual Addendum shall be submitted with every application for a Tier 3 Solar Energy System.
- j. A Carbon Sequestration Assessment shall be submitted with every application for a Tier 3 Solar Energy System.

- k. A Visual Impact Assessment shall be submitted with every application for a Tier 3 Solar Energy System.
- l. Written acknowledgment by the utility company that the power grid has sufficient available capacity to sustain the proposed Tier 3 Solar Energy System shall be submitted with every application for a Tier 3 Solar Energy System.
- m. A Tier 3 Solar Energy System shall comply with the Stormwater Management and Erosion and Sediment Control requirements of Chapter 130 of the Town Code.
- n. All on-site utility lines shall be placed underground.
- o. The area beneath the solar panels shall be a pervious surface, and to the extent feasible, planted with native vegetation with an emphasis on pollinator species.
- p. Maintenance driveways shall not utilize a new curb cut onto the adjacent public roadway and shall instead be accessed from an existing site driveway, where one exists.
- q. Maintenance driveways shall be designed to minimize site disturbances, tree removal and grading, and shall be constructed with a pervious surface.
- r. Signage:
  - i. No signage or graphic content shall be located so as to be visible from off-site or any public view.
  - ii. Signage displaying the manufactures name, equipment specification information, safety information and 24-hour emergency contact information is permissible on the interior of the site, in a location that is not visible from a public vantage point.
  - iii. As required by National Electric Code (NEC), disconnect and other emergency shutoff information shall be clearly displayed on a light reflective surface. A clearly visible warning sign concerning voltage shall be placed at the base of all pad-mounted transformers and substations.
- s. All solar panels shall have a non-reflective coating.
- t. Lighting shall be limited to that minimally required for safety and operational purposes and shall be shielded and downward directed.
- u. All mechanical equipment, including any structure for storage batteries, shall be enclosed by a 7-foot high fence, with a self-locking gate to prevent unauthorized access.
- v. Removal of existing trees larger than 4 inches dbh should be minimized to the extent practicable and a mitigation replanting plan shall be required on – and/or off-site pursuant to Chapter 220. Mitigation shall be determined based upon the area of disturbance as determined by the Planning Board. In determining any replanting or replacement, an emphasis will be placed on providing native perennial vegetation and foraging habitat beneficial to local wildlife and pollinator species.

**HOLD HARMLESS AGREEMENT**  
**(To be completed by the contractor)**

The Contractor agrees to protect, defend, indemnify and hold the Town of Harrison and the Village of Harrison, their officers, agents and employees free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character, and in any jurisdiction, in connection with or arising directly or indirectly out of this agreement and/or the performance hereof. Without limiting the generality of the foregoing, and all such claims, etc., relating to personal injury, death, damage to property, defects in material workmanship, actual or alleged infringement of any patent, trademark, copyright (or application for any thereof) or of any other tangible or intangible personal property or property right or any alleged violation of any applicable statute, ordinance, administrative order, rule or regulation or decree of any court shall be included in the indemnity hereunder. The contractor further agrees to investigate, handle, respond to, provide defense for and defend any such claims, etc., at his sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent. In any case in which such indemnification would violate Section 5-322.1 of the New York General Obligations Law, or any other applicable legal prohibition, the foregoing provisions concerning indemnification shall not be construed to indemnify the owner for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the owner or its employees.

\_\_\_\_\_  
 Contractor Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Witness Signature

\_\_\_\_\_  
 Date

**OFFICE USE ONLY - FEES:**

APPLICATION FEE \_\_\_\_\_ DATE: \_\_\_\_\_ RECEIPT NO. \_\_\_\_\_

PERMIT FEE \_\_\_\_\_ DATE: \_\_\_\_\_ RECEIPT NO. \_\_\_\_\_

CO FEE \_\_\_\_\_ DATE: \_\_\_\_\_ RECEIPT NO. \_\_\_\_\_

OTHER FEES \_\_\_\_\_ DATE: \_\_\_\_\_ RECEIPT NO. \_\_\_\_\_