

TOWN OF SOUTHAMPTON

Department of Land Management
 Building and Zoning Division
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Long Island Unified Solar Permit Initiative
Solar Energy System Fast Track Permit Application

****Electric and Battery Storage Applications are Filed Separately****

Requirements for Application Submittal

Before approval and issuance of permit(s) for a grid-tied Photovoltaic system (PV) or Residential Solar Hot Water system (RSHW), the applicant shall submit:

1. Solar Energy System Fast Track Permit Application Requirements Checklist

2. Three (3) sets of plans which include:

- Cover Sheet must include the following: (a) Project address, map, section, block and lot # of the property; (b) Owner's name, address, phone number, (c) Name, address and phone number of the person preparing the plans;
- Sheet index indicating each sheet title and number;
- Legend for symbols, abbreviations and notations used in the drawings;
- Configuration diagrams prepared by a Professional Engineer or Registered Architect which are sketched (hand-drawn or better) as follows:
 - **Roof Diagram** depicting modules or collectors and racking configuration on designated surface(s) to scale and dimensioned. The diagram should include any 18" clearance/access required as noted in the Fast Track Permit Requirements Checklist criteria
 - **Equipment Location Diagram** indicating the location(s) of the (1) modules or collectors; (2) main electrical service; (3) inverter(s); (4) the location of all equipment disconnects on the outside of the structure (i.e. A/C disconnect); (5) any interior equipment locations
 - **One- line standard electrical diagram**
- Property Survey (only if system is proposed for an accessory structure)

3. Fee based on current fee schedule. Payable by cash, credit card or check (payable to Town of Southampton)

4. Signed Open Government Disclosure Form from property owner and solar contractor

5. Solar Energy System Fast Track Permit Application Information Sheet

6. Workers Compensation, Disability and Paid Family Leave Certificate (Town of Southampton as Certificate Holder)

-Contractor must have an active license with the Town of Southampton.



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Solar Energy System Fast Track Permit
Application Requirements Checklist

This form may be used for planned Photovoltaic (PV) & Residential Solar Hot Water Panel (RSHW) installations that meet the following criteria (check one for each criterion):

- Yes** **No** Solar installation is not subject to review by an Architectural or Historical Review Board.
- Yes** **No** Solar installation is to be mounted on a permitted roof structure of a residential building, or on a legal accessory structure. If on a legal accessory structure, a survey showing said structure is attached.
- Yes** **No** The roof will have no more than a single layer of roof covering in addition to the solar equipment. *[At its discretion, a municipality may waive this requirement.]*
- Yes** **No** Installation will be flush-mounted, parallel to and no more than 6" above the roof surface.
- Yes** **No** An 18" wide clearing (free of solar equipment) will be provided along at least one side of the roof ridge either on the same side as the solar equipment or on another side of the ridge that does not have solar equipment on it. In addition, an 18" wide pathway (free of solar equipment) will be provided from at least one eave or gutter connecting to that 18" roof ridge clearing.
- Yes** **No** Weight of the installed system will not exceed more than 5 lbs per square foot for photovoltaics and no more than 6 lbs per square foot for residential solar hot water.
- Yes** **No** The Solar Installation Contractor complies with all licensing and other requirements of the jurisdiction and is named on the pre-screened installer lists on the LIPA website.
- Yes** **No** The proposed equipment is certified under UL 1703 (PV) or has an OG-100 (RSHW) rating from the Solar Rating and Certification Corporation. Inverters used are listed on the NYS Public Service Commission list of type-tested certified interconnection equipment.
- Yes** **No** PV modules and combiner boxes are identified by the manufacturer for use in grid-tied PV systems.
- Yes** **No** The project will comply with current NEC requirements including Article 690 Solar Photovoltaic (PV) Systems.
- Yes** **No** The mounting system has been approved for use in New York State by a licensed professional engineer or registered architect.

Property Owner's Signature

Date

Solar Installation Contractor Signature

Date

Application #: _____



For Official Use Only:

Town of Southampton

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Solar Energy System Fast Track Permit Application Information Sheet

1. Property Owner: _____ SCTM # _____
2. Property Address: _____ Phone # _____

3. Email: _____

4. Is this a grid-tied photovoltaic (PV) or a Residential Solar Hot Water (RSHW) system? (Check One)

5. Provide the total system capacity rating (sum of all panels)

PV System: _____ DC kilowatts

RSHW System: _____ square foot gross area; _____ kBTU/day (Clear C) per SRCC OG-100 label(s).

6. Solar Installation Contractor:

Business Name & Address: _____

Contact Name: _____ Phone # _____

Email Address: _____

Southampton Town License/Registration Number _____

7. What is the existing roofing material? _____

8. Provide a letter from a Professional Engineer or Registered Architect certifying that the existing structure can support the additional gravity and wind loads of the solar energy system.

9. Provide an installation manual (or the internet address of a web-based version) for the mounting system.

10. Indicate type, brand and model size and weight including manufacturer’s specification sheets of the:

Mounting System: _____

Make _____ Model _____ Mounting Method _____

Inverters: _____

Quantity _____ Make _____ Model _____

Modules: _____

Quantity _____ Make _____ Model _____

Property Owner’s Signature

Date

Solar Installation Contractor Signature

Date

DEPARTMENT USE ONLY:

Solar Permit to Read: _____



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PLEASE NOTE

[§330-76](#)

- L. Solar energy systems. All such systems are permitted as an accessory use in all zoning districts when the primary purpose is for producing electricity or thermal energy for on-site consumption. [Added 9-27-2-16 by L.L. No. 10-2016]
- (1) Roof-mounted solar energy systems.
- (a) All such systems are subject to the requirements of [§123-39.1](#)
 - (b) Height: shall not exceed the maximum height restrictions of the zoning district within which they are located.
 - (c) Aesthetics. Roof-mounted solar energy system installations shall incorporate the following design requirements:
 - [1] When feasible, solar energy equipment shall be installed inside walls and attic spaces to reduce its visual impact. If solar energy equipment is installed externally, then it shall be placed in the side or rear yard of the subject building so as not to be visible from a public right-of-way. If solar energy equipment is visible from a public right-of-way, it shall match the color scheme of the underlying structure.
 - [2] Panels facing the front yard must be mounted at the same angle as the roof's surface, with a maximum distance of six inches between the roof and highest edge of the system.
- (2) Ground-mounted solar energy systems.
- (a) Maximum height shall not exceed 10 feet.
 - (b) Shall adhere to the setback requirements pursuant to [§ 330-77G](#), as well as transition yard requirements pursuant to §330-83, as may be applicable, but in no case shall it be located closer than 10 feet to any property line.
 - (c) All such systems shall be installed in the side or rear yards.