



VILLAGE OF HASTINGS-ON-HUDSON

Municipal Building
7 Maple Avenue

Hastings-on-Hudson, New York 10706

RESOLUTION

On motion of Trustee Lemons, seconded by Trustee Stugis, the following Resolution was duly adopted upon roll call vote:

3:17 UNIFIED SOLAR PERMIT ADOPTION AND GRANT APPLICATION

WHEREAS, New York State has developed a unified solar photovoltaic permitting process designed to streamline municipal permitting which will reduce costs for solar projects and support the growth of clean energy jobs across the state, and

WHEREAS, the Village of Hastings-on-Hudson is desirous of participating in the unified permitting process, thereby increasing the Village’s eligibility for various incentives and grants through the New York State Energy Research and Development Authority; now therefore, be it

RESOLVED: that the Village of Hastings-on-Hudson adopts the New York State Unified Solar Permit as now incorporated into its online permitting system evidenced by the attached screenshots in Exhibit I; and be it further

RESOLVED: that the Village Board authorizes the Village Manager to complete the grant application through the Streamlined Permitting Program to allow for the Village to receive a grant award up to \$2,500 from the New York State Energy Research and Development Authority for the adoption of the United Solar Permit Application; and be it further

RESOLVED: that this resolution shall take effect immediately and a copy of this resolution, with Exhibit 1, shall be provided to the Building Department.

ROLL CALL VOTE: AYE NAY

Trustee Meg Walker	Absent
Trustee Nicola Armacost	Absent
Trustee Daniel Lemons	X
Trustee Walter Stugis	X
Mayor Peter Swiderski	X

CERTIFICATION

I, Susan Maggiotto, Village Clerk of Hastings-on-Hudson, do hereby certify that I have compared the foregoing copy of the Resolution adopted at a Regular Meeting of the Board of Trustees on Jan. 17, 2017, with the original now remaining on file at this office and that the same is a correct transcript therefrom and of the whole of said original. IN WITNESS WHEREOF, I have hereunto set my hand and the official seal of the Village of Hastings-on-Hudson this 18th day of January, 2017.



Susan Maggiotto, Village Clerk

NYS Unified Solar Permit Process implemented in the Hastings-on-Hudson eProperty Portal. The following screens show the beginning of the permit application and subsequent screens. All aspects of obtaining a permit can be done online, including issuing the permit to the contractor.

permitdesk.us/Permits/SolarPanelsInfo

Property Information Portal

NYS Unified Solar Permit Process

The Unified Solar Permit is a standardized permit application designed to streamline the approval process for installing solar in the community.

The standardized permit is expected to cut costs by creating a uniform permitting process in municipalities across the State.

This online portal allow municipalities that have adopted the permit to gain additional efficiencies by moving the entire process online. The System allows applicants to complete and submit their applications electronically. Click the continue button to select a municipality and begin

[Continue](#)

permitdesk.us/Home/Municipality?id=20&type=solarpanels

Property Information Portal

Select Municipality

Select a participating municipality to continue

Please note that not all municipalities that have adopted the unified permit process are subscribers to this online system. [Learn more](#)

New York

Westchester **Rockland** **Nassau** **Dutchess** **Putnam**

Irvington	Gotham	Hastings	Dobbs Ferry
New Rochelle	Mount Vernon	Mamaroneck	Mamaroneck Village
Rye	New Castle	Greenburgh	Elmsford Village
Yorktown	Peekskill	Bedford	Cortlandt
Eastchester	Harrison	Lewisboro	Mount Kisco
Mount Pleasant	North Castle	North Salem	Ardsley

NYS Unified Solar Permit Process

What would you like to do ?



File a new job

[How does it work?](#)



Modify an existing application

You can make modifications until the permit has been issued



Complete my application

Upload your signed and scanned application and supporting documents

[How does it work](#)

For municipalities that have adopted the unified solar permit and chooses to use this online system:

1. After selecting the jurisdiction you will provide all of the need information either using a fillable pdf or by direct entry into the website.
2. Print the completed application form.
3. Get all the necessary signatures.
4. Scan the signed application.
5. Come back to this system and upload the scanned application form along with the drawings and insurance documents.
6. Pay the permit fee along with a payment processing and or service fee.

The municipality will receive your application package and the permit fee electronically (*eliminating the need to make a trip to the building department*). After review and once your permit is issued you will receive the permit via email.

Please note:

That in addition to the permit fee there may be a service fee of \$15 (depending on the jurisdiction) for using this system.

NYS Unified Solar Permit Process

Unified solar permitting is available statewide for eligible solar photovoltaic (PV) installations. Municipal authorities that adopt the unified permit streamline their process while providing consistent and thorough review of solar PV permitting applications and installations. Upon approval of this application and supporting documentation, the authority having jurisdiction (AHJ) will issue a building and/or electrical permit for the solar PV installation described herein.

Please answer to following questions to determine eligibility

Has a rated DC capacity of 25 kW or less. Yes No

The Solar Installation Contractor complies with all licensing and other requirements of the jurisdiction and the State. Yes No

Does not need a zoning variance or special use permit. (If variance or permit has already been issued answer YES and attach a copy) Yes No

Is mounted on a permitted roof structure, on a legal accessory structure, or ground mounted on the applicant's property. If on a legal accessory structure, a diagram showing existing electrical connection to structure is attached. Yes No

Is not subject to review by an Architectural or Historical Review Board. (If review has already been issued answer YES and attach a copy) Yes No

If the structure is a sloped roof, solar panels are mounted parallel to the roof surface. Yes No

Next

Property Information Portal

NYS Unified Solar Permit Process

Submittal Instructions

Since your project meets the eligibility criteria, your application will be streamlined under the NYS Unified Solar Permit process. You will be able to use this system to complete the entire process.

Using this system you will be able to upload all required documents including construction Documents with listed attachments, as shown in [Understanding Solar PV Permitting and inspecting in New York State](#). Construction Documents must be by stamped and signed by a New York State Registered Architect or New York State Licensed Professional Engineer.

Submittal Requirements

V

Inspections

V

Fees

- 1 - 5 kilowatts \$300
- 6 - 9 kilowatts \$550
- 10 - 19 kilowatts \$800 (additional \$250 per kilowatts above 19 kilowatts)

Building Department
The Village of Hastings-on-Hudson | 7 Maple Ave, Hastings On Hdsn, NY 10706 | 914-478-3400 Ext. 613

Next

Solar Panels

Change Municipality

File a new job Search

Actions	Submission Status	Ref No	Location	Type	Permit Status	Submitted	Layout No	Expires	Job Status
No Solar permits records are found.									

New Solar Permit

[Back to my list of jobs](#)

What Where Applicant Owner Contractor Architect/Engineer Project Details Uploads

WHAT

What is your role in this project?

Types

Solar Panel

[Previous](#) [Next](#)

New Solar Permit

[Back to my list of jobs](#)

What Where Applicant Owner Contractor Architect/Engineer Project Details Uploads

Location

The address must be selected from the provided list (which will appear once you begin typing). If the address you need is not listed, click the Address not listed link.

Location

Common Name/ Unit Number

[Address not found? Click here](#)

[Previous](#) [Next](#)

New Solar Permit

[Back to my list of jobs](#)

What Where Applicant Owner Contractor Architect/Engineer Project Details Uploads

Location

The address must be selected from the provided list (which will appear once you begin typing). If the address you need is not listed, click the Address not listed link.

Location

Common Name/ Unit Number

[Address not found? Click here](#)

[Previous](#) [Next](#)

New Solar Permit

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What Where **Applicant** Owner Contractor Architect/Engineer Project Details Uploads

Applicant Details

Role in Project

Email

Name *

Name of Business *

Phone Number *

New Solar Permit

[Back to my list of jobs](#)

What Where Applicant **Contractor** Owner Architect/Engineer Project Details Uploads

Contractor Details

Do you have a contractor for this job? *

- Please note that a permit cannot be issued without the appropriate insurance/license.
- Please make sure that you have the appropriate insurance, etc., on file. You can update your insurance information by clicking the 'Add Insurance or License' button below.

Email * I don't have the email address

Name

Name of Business

New Solar Permit

[Back to my list of jobs](#)

What Where Applicant Owner Contractor **Architect/Engineer** Project Details Uploads

Architect/Engineer Details

Email *

Name

Name Of Business

Phone Number

New Solar Permit

[Back to my list of jobs](#)

[What](#) [Where](#) [Applicant](#) [Owner](#) [Contractor](#) [Architect/Engineer](#) **Project Details** [Uploads](#)

Project Description

Please provide following details about your project.

Est. Cost of work

\$ 3000 *

Detailed Description

New solar panel *

Application Submission

✔ Your application has been submitted. [This is not a permit](#)

The appropriate department(s) will review your application and notify you once a decision has been made.

Please note that submitting an **application does not constitute a permit**. If found working without a permit your job will be shut down and you will receive a court summons.

[Print confirmation](#) [Notify others](#) [Share access](#)

Reference Number

165011

Job filed by

Michael Monxhwedey (917-861-7701)

Municipality

Gotham

Application Number

112

Job location

137 FIELDPOINT DR [SBL:2.111-59-28]

Type of work

Solar Panel

Final Submission

To complete your application print out your system generated (filled-in) application below, sign it, get it signed by property owner. Assembly the required insurance and licenses per the check list, scan them and come back to this system and upload them along with the stamped and signed drawings.



Finish

PERMIT APPLICATION

NY State Unified Solar Permit

Unified solar permitting is available statewide for eligible solar photovoltaic (PV) installations. Municipal authorities that adopt the unified permit streamline their process while providing consistent and thorough review of solar PV permitting applications and installations. Upon approval of this application and supporting documentation, the authority having jurisdiction (AHJ) will issue a building and/or electrical permit for the solar PV installation described herein.

PROJECT ELIGIBILITY FOR UNIFIED PERMITTING PROCESS

By submitting this application, the applicant attests that the proposed project meets the established eligibility criteria for the unified permitting process (subject to verification by the AHJ). The proposed solar PV system installation:

- Yes No 1. Has a rated DC capacity of 25 kW or less.
- Yes No 2. Is not subject to review by an Architectural or Historical Review Board. (If review has already been issued answer YES and attach a copy)
- Yes No 3. Does not need a zoning variance or special use permit. (If variance or permit has already been issued answer YES and attach a copy)
- Yes No 4. Is mounted on a permitted roof structure, on a legal accessory structure, or ground mounted on the applicant's property. If on a legal accessory structure, a diagram showing existing electrical connection to structure is attached.
- Yes No 5. The Solar Installation Contractor complies with all licensing and other requirements of the jurisdiction and the State.
- Yes No 6. If the structure is a sloped roof, solar panels are mounted parallel to the roof surface.

For solar PV systems not meeting these eligibility criteria, the applicant is not eligible for the Unified Solar Permit and must submit conventional permit applications. Permit applications may be submitted online at www.epropertyportal.com.

SUBMITTAL INSTRUCTIONS

For projects meeting the eligibility criteria, this application and the following attachments will constitute the Unified Solar Permitting package.

- This application form, with all fields completed and bearing relevant signatures.
- Permitting fee to be determined after review.
- Required Construction Documents for the solar PV system type being installed, including required attachments.

Completed permit application has been submitted electronically.

APPLICATION REVIEW TIMELINE

Permit determinations will be issued upon receipt of complete and accurate applications. Feedback will provide feedback within to calendar days of receiving incomplete or inaccurate applications.

FOR FURTHER INFORMATION

Questions about this permitting process may be directed to the Building Department at

PROPERTY OWNER

112
137 FIELDPOINT DR [SBL:2.111-59-28]
Michael Monshwaedy
656 N. Terrace Ave Mount Vernon NY 10522
917-861-7701 mm@symprocitysoftware.com
HEMPSTEAD, MICHAEL E HEMPSTEAD, STEFANIE
137 FIELDPOINT DR IRVINGTON NY 10533
9178617701 owner@ownet.com

EXISTING USE

- Single Family 2-4 Family Commercial Other

PROVIDE THE TOTAL SYSTEM CAPACITY RATING (SUM OF ALL PANELS)

Solar PV System: 6 kW DC

SELECT SYSTEM CONFIGURATION

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

- Supply side connection with ~~rack/optimizer~~ Load side connection with DC optimizers
- Supply side connection with DC optimizers Load side connection with ~~rack/optimizer~~
- Supply side connection with string inverter Load side connection with string inverter

SOLAR INSTALLATION CONTRACTOR

Contractor
Michael Monshwaedy
Jones Construction
656 N. Terrace Ave Mount Vernon NY 10522
mm@symprocitysoftware.com
Electrician
113
Nick Morabito
New York Electrical Inspection Service
150 White Plains Rd Ste 104 Tarrytown NY 10591

Please sign below to affirm that all answers are correct and that you have met all the conditions and requirements to submit a unified solar permit.

Property Owner's Signature _____ Date _____

Solar Panels

[Change Municipality](#)

[File a new job](#)

< 1 >

Displaying 1 - 5 of 5 Solar panel permit(s)

Actions	Submission Status	Ref No	Location	Type	Permit Status	Submitted	Layout No	Expires	Job Status
Update Cancel	Upload signed and scanned application	112 📄	137 FIELDPOINT DR	Solar Panel	Submitted	01/20/2017			
Update Cancel	Upload signed and scanned application	108 📄	48 MAIN ST	Solar Panel	Submitted	01/17/2017			
Update Cancel	Upload signed and scanned application	104 📄	157 FIELDPOINT DR	Solar Panel	Submitted	01/11/2017			

[Back to my list of jobs](#)

Reference Number 165011
Job filed by Michael Monxwedey (917-861-7701)
Municipality Gotham


Upload scanned documents

Signed and scanned application forms

Upload

Stamped and signed version of plans/drawings along with Designer Affidavit

Upload

Certificate of insurance(s) and licenses 

Upload

Fees

Permit Fee:	\$	2.0000
Processing Fee:	\$	3.07
Total	\$	9.07

I authorize TIS to charge any debit / credit card payments to my debit / credit card(s), and / or I authorize my bank to deduct any checking / savings payment(s) from my checking / savings account, on the payment date(s) indicated above. I am aware that TIS is an independent contractor for the City/ Township and that my payment includes a processing fee that is collected directly by TIS. I am also aware that this entire payment including the processing fee is non-refundable once the inspection has taken place.

I agree to the above terms and conditions.

[Other Payment Options](#)

Continue