

**UNION VALE TOWN BOARD MEETING JUNE 1, 2017
TOWN HALL 249 DUNCAN ROAD LAGRANGEVILLE NY 7:00 PM**

PRESENT: Supervisor Tompkins

Councilmembers: Steven Frazier, John Welsh, Corrina Kelley, David McMorris

THE MEETING WAS OPENED WITH THE FLAG SALUTE.

Councilman McMorris made a motion to enter into executive session which was seconded by Councilman Frazier. At 7:24 PM Councilman McMorris made a motion to exit executive session which was seconded by Councilman Welsh and all were unanimously in favor. Supervisor Tompkins stated that no money spent and no decisions were made.

PUBLIC COMMENTS ON AGENDA ITEMS

None

SUPERVISORS REPORT

Supervisor Tompkins reported that she attended the Dutchess County Office of the Aging event that honored Union Vale's Jane Geisler as female Senior Citizen of the Year. She also reported that the Town audit has begun and the State will be here for the next 3 or 4 months as the auditor surveys each department. If anyone would like to meet with the auditor please let the Town Clerk know. Last week the power was out in the Town however, the new generator came on within seconds and ran smooth and quietly. The lease agreement for 11 Tymor Park Road has ended. Because of this, it now will be a month to month lease which will be signed by the current renters. Supervisor Tompkins also reported the Town received letter from Community Development Block Grant, although not yet finalized it has been recommended the Town receive \$82,412.00 for improvements to Tymor Park to further increase accessibility. She would like to thank Anne Saylor for all her help and coordination from her efforts.

Councilman Welsh also added the County spent a lot of effort in surveying and making recommendations that will help handicap accessibility for the entrance at the office. He would also like to thank resident, Peter Krulewitch, for donating books from his personal library for the recreation department which will be used by the youth that frequents the park.

Councilwoman Kelley had questions from the last meeting for the Highway Superintendent and contacted OGS. She wanted to double check her findings on what was recommended for the Highway 284. A County worker walked her through the packet Mr. Wisseman handed out.

Councilwoman Kelley reported that the way Peckam gave this bid under terms "pricing is based off the NYS OGS award". This wording is clever and the bid received is not on the OGS bid and therefore cannot be accepted at all. The ways a Town can procure materials is through OGS, piggybacking off the Federal State or other Town Bids. This was not considered competitive bid, if it was, it was not done properly and therefore they cannot accept the Highway 284.

She also met with Jessica Mehal from the State Comptroller's office to discuss this problem. As a Town Board they must verify what is being presented in the 284. The product in her opinion is not up to standard and feels it is not what residents want on their roads, she would like him go back and do it competitively and with more research.

Councilman McMorris stated that he attended a meeting on shared services with Dutchess County. One of the main points was how Towns can communicate with each other and share services. They also discussed electronic content management and ways to reduce costs and making things more transparent to the public. They also mentioned software and training through BOCES and centralizing tax collecting to Dutchess County, as they already print the tax bills for both the Town and school districts. Although we might lose penalty money, overall it would be a benefit to have the County handle the whole unit.

Vehicle repair can now be done through the County such as the purchasing of parts for our Town vehicles. It would be set up as a bulk order which would reduce cost such as salt, fuel, community fuel, storage areas. Another item they discussed was solar and benchmarking not just for electric but for other facility use as well. They can identify areas that are money loss and can be areas for savings. They also discussed multiyear planning and capital planning. Councilman McMorris began this back in October and identified some areas that need attention for a formal future budgeting process. This gives all future administration a guideline of what capital projects need to be completed and assists in completing each year's budget process.

Councilman Welsh asked if any of our Constables need vests as there is still money in the grant. Councilman McMorris said all vests have been ordered but thinks the pepper spray may need to be replaced however there is money budgeted for this expense.

Councilman Frazier asked about the rental agreement. If state law automatically reverts it to a month to month he feels the renters signing the agreement is unnecessary. He would like a to do an annual lease instead. Supervisor Tompkins said they would like to do this for document tracking and had spoken to the current renters and they also prefer a month to month lease.

Councilman McMorris said he is not an engineer, nor claims to be but suggested a class "local roads done right". He would like Mr. Wisseman to attend a class in Ithica for Highway Superintendents. Councilman Welsh said Mr. Wisseman has been in years past. Councilman McMorris feels it is worthwhile for attendance.

Councilwoman Kelley furthered discussion on the 284 and the bids associated with this. Town Clerk Casey mentioned the Park would like to obtain petty cash for their transactions. Supervisor Tompkins asks that she specify her needs and they will approve it.

PESTICIDE USE

Supervisor Tompkins said she had many conversations with Deb Jarry of the Hudson Valley Swarm and Head Grounds Keeper, Jake Gosnell on the elimination of pesticides and read the following letter:

"My apologies for not being here this evening. I pulled my back out earlier today and will be out for a while.

While I could not be here tonight, I wanted to address the use of pesticides in the Town. I have been doing extensive research into discontinuing pesticide use and, while I do believe it will be a good thing, I would like to have more time to continue learning more about alternative removal strategies.

Overall, I am in support of the Town discontinuing pesticide use. I believe it will be good for our ecology and will help to bring more pollinators back to our acres. However, I would like to do my due diligence prior to fully weighing in on this matter.

If anyone has any questions, please do not hesitate to reach out to me at the park. I would like to hear from folks regarding this topic."

Jake Gosnell, CPO, CPSI
Head Groundskeeper

Councilman Welsh asked if any of the pool chemicals are considered pesticides as they need to use one specified for the State. Councilman Frazier agreed that we should wait for Mr. Gosnell to research this further. Councilwoman Kelley appreciates that he would like to further look into this.

PHONE SYSTEM AT TOWN HALL

There are numerous phone issues with dropped calls and so forth. Supervisor Tompkins agrees that this needs to be updated and have a way for the Parks and Town Hall to be on one system. Ryan Peterman also provided 3 quotes with comparable items and the Board was also given a copy of the current contract with CrossPoint Connect. Supervisor Tompkins asked everyone review the contracts and bids to make a decision by the next meeting. There was further discussion on how a new VOIP system could work and the features and benefits.

COMMUNITY DEVELOPMENT BLOCK GRANT

Councilman Welsh said as a Board they must decide how much in-house labor should be used or bid out, if highway or park staff is available. The plan has been laid out which has been approved by the County and bid documents would have to be prepared by the Town Engineer for bid proposals. He would like to move forward with this in the near future and mentioned surface for the parking lot and item 4 that are not covered by the grant. In addition, drainage or any other items need to be considered prior to implementation and how much money needs to be spent of the Towns money to finalize all the projects.

Councilman McMorris asked if the shared service of creating RFP's might be worth looking into and Councilman Welsh and Supervisor Tompkins agreed that any help would be worthwhile. Councilwoman Kelley asked for a sketch of what was submitted to help complete this task.

**RESOLUTION #17-50 ADOPTING ENERGY BENCHMARKING POLICY
REQUIREMENT FOR CERTAIN MUNICIPAL BUILDINGS IN THE TOWN OF
UNION VALE**

The following Resolution was offered by Councilman McMorris, seconded by Councilman Welsh, to wit:

WHEREAS, buildings are the single largest user of energy in the State of New York, and the poorest performing buildings typically use several times the energy of the highest performing buildings, for the exact same building use; and

WHEREAS, this Local Policy will use Building Energy Benchmarking to promote the public health, safety, and welfare by making available good, actionable information on municipal building energy use to help identify opportunities to cut costs and reduce pollution in the Town of Union Vale; and

WHEREAS, collecting, reporting, and sharing Building Energy Benchmarking data on a regular basis allows municipal officials and the public to understand the energy performance of municipal buildings relative to similar buildings nationwide; and

WHEREAS, equipped with this information, the Town of Union Vale will be able to make smarter, more cost-effective operational and capital investment decisions, reward efficiency, and drive widespread, continuous improvement; and

WHEREAS, the following definitions will apply:

- (1) "Benchmarking Information" shall mean information generated by Portfolio Manager, as herein defined including descriptive information about the physical building and its operational characteristics.
- (2) "Building Energy Benchmarking" shall mean the process of measuring a building's Energy use, tracking that use over time, and comparing performance to similar buildings.
- (3) "Supervisor" shall mean the head of the Department.
- (4) "Covered Municipal Building" shall mean a building or facility that is owned or occupied by the Town of Union Vale that is 1,000 square feet or larger in size.
- (5) "Department" shall mean the Town Clerks Office.
- (6) "Energy" shall mean electricity, natural gas, steam, hot or chilled water, fuel oil, or other product for use in a building, or renewable on-site electricity generation, for purposes of providing heating, cooling, lighting, water heating, or for powering or fueling other end-uses in the building and related facilities, as reflected in Utility bills or other documentation of actual Energy use.
- (7) "Energy Performance Score" shall mean the numeric rating generated by Portfolio Manager that compares the Energy usage of the building to that of similar buildings.
- (8) "Energy Use Intensity (EUI)" shall mean the kBtUs (1,000 British Thermal Units) used per square foot of gross floor area.
- (9) "Gross Floor Area" shall mean the total number of enclosed square feet measured between the exterior surfaces of the fixed walls within any structure used or intended for supporting or sheltering any use or occupancy.
- (10) "Portfolio Manager" shall mean ENERGY STAR Portfolio Manager, the internet-based tool developed and maintained by the United States Environmental Protection Agency to track and assess the relative Energy performance of buildings nationwide, or successor.
- (11) "Utility" shall mean an entity that distributes and sells Energy to Covered Municipal Buildings.

(12) “Weather Normalized Site EUI” shall mean the amount of Energy that would have been used by a property under 30-year average temperatures, accounting for the difference between average temperatures and yearly fluctuations; and

WHEREAS, this Local Policy is applicable to all Covered Municipal Buildings as defined in item Supervisor or authorized individual or his or her designee shall enter into Portfolio Manager the total Energy consumed by each Covered Municipal Building, along with all other descriptive information required by Portfolio Manager for the previous calendar year; and

WHEREAS, for new Covered Municipal Buildings that have not accumulated 12 months of Energy use data by the first applicable date following occupancy for inputting Energy use into Portfolio Manager, the Supervisor or authorized individual or his or her designee shall begin inputting data in the following year; and

WHEREAS, the Department shall make available to the public on the internet Benchmarking Information for the previous calendar year:

(a) no later than December 31, 2017 and by September 1 of each year thereafter for Covered Municipal Buildings; and

WHEREAS, the Department shall make available to the public on the internet and update at least annually, the following Benchmarking Information:

(a) Summary statistics on Energy consumption for Covered Municipal Buildings derived from aggregation of Benchmarking Information; and

(b) For each Covered Municipal Building individually:

(i) The status of compliance with the requirements of this Local Policy; and

(ii) The building address, primary use type, and gross floor area; and

(iii) Annual summary statistics, including site EUI, Weather Normalized Source EUI, annual GHG emissions, and an Energy Performance Score where available; and

(iv) A comparison of the annual summary statistics (as required by this Local Policy) across calendar years for all years since annual reporting under this Local Policy has been required for said building; and

WHEREAS, the Department shall maintain records as necessary for carrying out the purposes of this Local Policy, including but not limited to Energy bills and other documents received from tenants and/or Utilities. Such records shall be preserved by the Department for a period of three (3) years; and

WHEREAS, the Supervisor, or authorized individual, or his or her designee shall be the Administrator of this Local Policy; and

WHEREAS, the Administrator of this Local Policy may promulgate procedures necessary for the administration of the requirements of this Local Policy; and

THEREFORE BE IT RESOLVED THAT within thirty days after each anniversary date of the effective date of this Local Policy, the Administrator of the Benchmarking Policy shall submit a report to the Town Board including but not limited to summary statistics on Energy consumption for Covered Municipal Buildings derived from aggregation of Benchmarking Information, a list of all Covered Municipal Buildings identifying each Covered Municipal Building that the Supervisor or authorized individual determined to be exempt from the benchmarking requirement and the reason for the exemption, and the status of compliance with the requirements of this Local Policy; and

BE IT ALSO RESOLVED THAT this Local Policy shall be effective immediately upon adoption by the Town Board, and a copy of this resolution shall be provided to the Town Clerk's Office or authorized Body assigned the responsibility of administering the Energy benchmarking program.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call which resulted as follows:

Councilman Welsh	Aye
Councilwoman Kelley	Aye
Supervisor Tompkins	Aye
Councilman McMorris	Aye
Councilman Frazier	Aye

This was read in totality at the May 18th meeting. This is something he discussed today at the shared services and spoke with to Katie Palmer-House, Dover Town Clerk. This also is done through the Town Clerks office in Dover as is proposed in this resolution.

RESOLUTION#17-51 ADOPTING UNIFIED SOLAR PERMIT

The following Resolution was offered by Councilman Welsh, seconded by Councilman Frazier, to wit:

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 Town of Union Vale is desirous of participating in the unified permitting process, thereby increasing the Towns eligibility for various incentives and grants through the New York State Energy Research and Development Authority; now, therefore, be it

BE IT RESOLVED, that the Town of Union Vale adopts the New York State Unified Solar Permit as attached hereto as Exhibit I, and be it further

BE IT FURTHER RESOLVED, that the Town Board authorizes the Supervisor to complete the grant application through the Streamlined Permitting Program to allow for the Town 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

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.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call which resulted as follows:

Councilman Welsh	Aye
Councilwoman Kelley	Aye
Supervisor Tompkins	Aye
Councilman McMorris	Aye
Councilman Frazier	Aye

Councilman McMorris stated our code enforcement said it is adequate. This is for small systems, not large commercial systems.

RESOLUTION #17-52 AUTHORIZING HIRING OF TEMPORARY MAINTENANCE WORKER

The following Resolution was offered Councilwoman Kelley, seconded by Councilman Frazier, to wit:

BE IT RESOLVED, that the Town Board of the Town of Union Vale hereby authorizes the hiring of Adam Pratt to the position of temporary maintenance worker in the Town of Union Vale for the Summer 2017 season; and

BE IT FURTHER RESOLVED, that the rate of pay shall be \$13.00 per hour for a period not to exceed 40 hours per pay period.

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call which resulted as follows:

Councilman Welsh	Aye
Councilwoman Kelley	Aye
Supervisor Tompkins	Aye
Councilman McMorris	Aye
Councilman Frazier	Aye

DISCUSSION ROUTE 55 PROPERTY

Supervisor Tompkins stated there is a gentleman Steve's Whole Sale who would like to lease the Town Property on Route 55 she thought it should go through the town board before the planning board. Councilman Frazier asked who would do the maintenance and Supervisor Tompkins said that should be included in the lease agreement with a stipulation about a termination if the property is purchased. Councilman Frazier asked the Town Attorney review the concept before moving forward. Everyone agreed this is worth perusing including liabilities.

PUBLIC COMMENTS ON NON-AGENDA ITEMS

Kathleen Dandeneau A 16 Gallee Lane resident spoke about severe water issues on her property. She was told she could not find any building permits in the archives or any on Galle Lane. She emailed George Kolb and Mr. Wisseman who told her that they could not find a survey and to obtain one. Galle Lane is a dead-end and she is inquiring if there is an easement. The section in question says "utilities and drainage".

The Board said the property owner owns the property the easement would allow the utilities companies the access to maintain the services of any items on the property. They suggested they visit the County record room to further investigate the easement, if it is a utility easement or a highway easement. She provided pictures of her property and the water damage. Councilman Welsh said the title search company would also have this information because it would have been needed to obtain a mortgage. She also is concerned the dry well on her neighbor's property is malfunctioning or inadequate for the water flow. Mrs. Dandeneau also mentioned that a pipe was crushed that her husband fixed after she could not access Mr. Wisseman. She was advised to get all the records from the County to further investigate her property records.

MOTION TO ADJOURN

Councilman Frazier made a motion to adjourn at 8:31PM which was seconded by Councilman McMorris, all were unanimously in favor.

(Exhibit I attached)

Respectfully Submitted,
Andrea Casey
Town Clerk

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 downloaded here: [BUILDING DEPARTMENT WEBSITE] or obtained in person at [BUILDING DEPARTMENT ADDRESS] during business hours [INDICATE BUSINESS HOURS].

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 of \$[ENTER FEE HERE], payable by [ENTER VALID PAYMENT METHODS, If checks are allowed INCLUDING WHO CHECKS SHOULD BE MADE PAYABLE TO]
- Required Construction Documents for the solar PV system type being installed, including required attachments.

Completed permit applications can be submitted electronically to [EMAIL ADDRESS] or in person at [BUILDING DEPARTMENT ADDRESS] during business hours [INDICATE BUSINESS HOURS].

APPLICATION REVIEW TIMELINE

Permit determinations will be issued within [TIMELINE] calendar days upon receipt of complete and accurate applications. The municipality will provide feedback within [TIMELINE] calendar days of receiving incomplete or inaccurate applications.

FOR FURTHER INFORMATION

Questions about this permitting process may be directed to [MUNICIPAL CONTACT INFORMATION].

PROPERTY OWNER

Property Owner's First Name

Last Name

Title

Property Address

City

State

Zip

Section

Block

Lot Number

EXISTING USE

Single Family 2-4 Family Commercial Other

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

Solar PV System: _____ kW DC

SELECT SYSTEM CONFIGURATION

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

Supply side connection with microinverters Load side connection with DC optimizers
 Supply side connection with DC optimizers Load side connection with microinverters
 Supply side connection with string inverter Load side connection with string inverter

SOLAR INSTALLATION CONTRACTOR

Contractor Business Name

Contractor Business Address

City

State

Zip

Contractor Contact Name

Phone Number

Contractor License Number(s)

Contractor Email

Electrician Business Name

Electrician Business Address

City

State

Zip

Electrician Contact Name

Phone Number

Electrician License Number(s)

Electrician Email

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 Installation Company Representative Signature

Date

SUBMITTAL REQUIREMENTS SOLAR PV 25KW OR LESS (ATTACHMENTS)

NY State Unified Solar Permit

This information bulletin is published to guide applicants through the unified solar PV permitting process for solar photovoltaic (PV) projects 25 kW in size or smaller. This bulletin provides information about submittal requirements for plan review, required fees, and inspections.

Note: Language in [ALL CAPS] below indicates where local jurisdictions need to provide information specific to the jurisdiction. Language in italics indicates explanatory notes from the authors of this document that may be deleted from the distributed version.

PERMITS AND APPROVALS REQUIRED

The following permits are required to install a solar PV system with a nameplate DC power output of 25 kW or less:

- a) Unified Solar Permit
- b) [LIST TYPE OF PERMIT(S) REQUIRED BY THE LOCAL JURISDICTION, i.e., ELECTRICAL OR BUILDING PERMIT].

Planning review [IS/IS NOT] required for solar PV installations of this size.

Fire Department approval [IS/IS NOT] required for solar PV installations of this size.

SUBMITTAL REQUIREMENTS

In order to submit a complete permit application for a new solar PV system, the applicant must include:

- a) Completed Standard Permit Application form which includes confirmed eligibility for the Unified Solar Permitting process. This permit application form can be downloaded at [WEBSITE ADDRESS].
- b) Construction Documents, with listed attachments [SAMPLES ARE AVAILABLE IN Understanding Solar PV Permitting and Inspecting in New York State AT WEBSITE ADDRESS]. Construction Documents must be by stamped and signed by a New York State Registered Architect or New York State Licensed Professional Engineer.

[MUNICIPALITY NAME], through adopting the Unified Solar Permitting process, requires contractors to provide construction documents, such as the examples included in the Understanding Solar PV Permitting and Inspecting in New York State document. Should the applicant wish to submit Construction Documents in another format, ensure that the submittal includes the following information:

- Manufacturer/model number/quantity of solar PV modules and inverter(s).
- String configuration for solar PV array, clearly indicating the number of modules in series and strings in parallel (if applicable).
- Combiner boxes: Manufacturer, model number, NEMA rating.
- From array to the point of interconnection with existing (or new) electrical distribution equipment: identification of all raceways (conduit, boxes, fittings, etc.), conductors and cable assemblies, including size and type of raceways, conductors, and cable assemblies.
- Sizing and location of the EGC (equipment grounding conductor).
- Sizing and location of GEC (grounding electrode conductor, if applicable).
- Disconnecting means of both AC and DC including indication of voltage, ampere, and NEMA rating.
- Interconnection type/location (supply side or load side connection)
- For supply side connections only, indication that breaker or disconnect meets or exceeds available utility fault current rating kAIC (amps interrupting capacity in thousands).
- Ratings of service entrance conductors (size insulation type AL or CU), proposed service disconnect, and overcurrent protection device for new supply side connected solar PV system (reference NEC 230.82, 230.70).
- Rapid shutdown device location/method and relevant labeling.

c) (For Roof Mounted Systems) A roof plan showing roof layout, solar PV panels and the following fire safety items: approximate location of roof access point, location of code-compliant access pathways, code exemptions, solar PV system fire classification, and the locations of all required labels and markings.

d) Provide construction drawings with the following information:

- The type of roof covering and the number of roof coverings installed.
- Type of roof framing, size of members, and spacing.
- Weight of panels, support locations, and method of attachment.
- Framing plan and details for any work necessary to strengthen the existing roof structure.
- Site-specific structural calculations.

e) Where an approved racking system is used, provide documentation showing manufacturer of the racking system, maximum allowable weight the system can support, attachment method to roof or ground, and product evaluation information or structural design for the rack.

PLAN REVIEW

Permit applications can be submitted to [DEPARTMENT NAME] in person at [ADDRESS] and [IF APPLICABLE] electronically through: [WEBSITE/EMAIL/FAX].

FEES

[PROVIDE CLEAR FEE SCHEDULE]

INSPECTIONS

Once all permits to construct the solar PV installation have been issued and the system has been installed, it must be inspected before final approval is granted for the solar PV system. On-site inspections can be scheduled by contacting [DEPARTMENT] by telephone at [PHONE NUMBER] or electronically at [WEBSITE OR EMAIL ADDRESS].

Inspection requests received within business hours are typically scheduled for the next business day. If next business day is not available, inspection should happen within a five-day window. [IF MUNICIPALITY ACCEPTS THIRD PARTY INSPECTIONS, INDICATE THIS AND PROVIDE A LIST OF APPROVED INSPECTORS].

In order to receive final approval, the following inspections are required:

Delete Rough/Final inspection descriptions if not applicable in your jurisdiction

[ROUGH INSPECTION, IF REQUIRED] During a rough inspection, the applicant must demonstrate that the work in progress complies with relevant codes and standards. The purpose of the rough inspection is to allow the inspector to view aspects of the system that may be concealed once the system is complete, such as:

- Wiring concealed by new construction.
- Portions of the system that are contained in trenches or foundations that will be buried upon completion of the system.

It is the responsibility of the applicant to notify [ENTER CONTACT INFORMATION] before the components are buried or concealed and to provide safe access (including necessary climbing and fall arrest equipment) to the inspector.

The inspector will attempt, if possible, to accommodate requests for rough inspections in a timely manner.

[FINAL INSPECTION] The applicant must contact [INSERT CONTACT INFORMATION] when ready for a final inspection.

During this inspection, the inspector will review the complete installation to ensure compliance with codes and standards, as well as confirming that the installation matches the records included with the permit application. The applicant must have ready, at the time of inspection, the following materials and make them available to the inspector:

- Copies of as-built drawings and equipment specifications, if different than the materials provided with the application.
- Photographs of key hard to access equipment, including;
 - Example of array attachment point and flashing/sealing methods used.
 - Opened rooftop enclosures, combiners, and junction boxes.
 - Bonding point with premises grounding electrode system.
 - Supply side connection tap method/device.
 - Module and microinverter/DC optimizer nameplates.
 - Microinverter/DC optimizer attachment.

[MUNICIPALITY NAME] has adopted a standardized inspection checklist, which can be found in the Understanding Solar PV Permitting and Inspecting in New York State document, found here: [WEBSITE ADDRESS].

The inspection checklist provides an overview of common points of inspection that the applicant should be prepared to show compliance. If not available, common checks include the following:

- Number of solar PV modules and model number match plans and specification sheets number match plans and specification sheets.
- Array conductors and components are installed in a neat and workman-like manner.
- Solar PV array is properly grounded.
- Electrical boxes and connections are suitable for environment.
- Array is fastened and sealed according to attachment detail.
- Conductor's ratings and sizes match plans.
- Appropriate signs are property constructed, installed and displayed, including the following:
 - Sign identifying PV power source system attributes at DC disconnect.
 - Sign identifying AC point of connection.
 - Rapid shutdown device meets applicable requirements of NEC 690.12.
- Equipment ratings are consistent with application and installed signs on the installation, including the following:
 - Inverter has a rating as high as max voltage on PV power source sign.
 - DC-side overcurrent circuit protection devices (OCPDs) are DC rated at least as high as max voltage on sign.
 - Inverter is rated for the site AC voltage supplied and shown on the AC point of connection sign.
 - OCPD connected to the AC output of the inverter is rated at least 125% of maximum current on sign and is no larger than the maximum OCPD on the inverter listing label.
 - Sum of the main OCPD and the inverter OCPD is rated for not more than 120% of the buss bar rating.

UNIFIED SOLAR PERMITTING RESOURCES

The jurisdiction has adopted the following documents from the New York Unified Solar Permit process: Delete any documents not adopted by the jurisdiction.

- Standard Application [WEB ADDRESS]
- Understanding Solar PV Permitting and Inspecting in New York State document, which includes sample construction documents, inspection checklist, design review checklist, and labelling guide [WEB ADDRESS]

DEPARTMENTAL CONTACT INFORMATION

For additional information regarding this permit process, please consult our departmental website at [WEBSITE] or contact [DIVISION NAME] at [PHONE NUMBER].