



## **Solar Photovoltaic Systems for Historical Structures & Districts**

1. For Solar Photovoltaic System (SPVS) installations that involve historic structures, properties or districts; an applicant must acquire a **Certificate of Appropriateness**, as outlined in Section **208-78E(4)(a)** of the Town Code, from the Historic Preservation Commission and the Planning Board of the Town of Clifton Park.
2. All types of SPVS installed on property consisting of historic buildings, structures or objects or ground installation, shall require Site Plan review and approval of a Special Use Permit (SUP) from the Planning Department.

If the SPVS project involves any Federal or State financial re-imbusement and the project is for either roof or ground installation on a historic structure or in a historic district, than the applicant must acquire approval from New York State Office of Parks, Recreation and Historic Preservation using the “Project Review Cover Form”. (See attached) This form, once approved, shall be submitted with the application to the Town.

### **SPVS Installations – Historic Structures & Historic Districts –**

**Conformance** – SPVS installations must conform to:

#### **A. Secretary of Interior’s Standards for Rehabilitation.**

Applicable Standards are:

1. **Standard Two:** The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
2. **Standard Nine:** New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

#### **B. Additional Considerations** – The following additional requirements shall apply to historic properties:

1. Freestanding or detached on-site SPVS shall be installed in locations that minimize visibility from the public right-of-way. These systems must be screened from the public right-of-way with materials common to the community such as fencing or vegetation of suitable scale for the area and setting.
2. Placement and design should not detract from the historic character of the site or destroy historic landscape materials.
3. SPVS should be integrated into the initial design of new construction or infill projects, when possible, to assure cohesion of design within a historic context.

- 4.** SPVS should be installed on rear slopes or other locations not highly visible from the public right-of-way whenever possible. Panels should be installed flat and not alter the slope of the roof.
- 5.** Flat roof structures should have SPVS set back from the roof edge to minimize visibility. Pitch and elevation should be adjusted to reduce visibility from the public right-of-way.
- 6.** Use SPVS and mounting systems that are compatible in color to established roof materials. Mechanical equipment associated with the SPVS system should be sited to be as unobtrusive as possible.
- 7.** Use of SPVS in windows or on walls, siding, or shutters should be installed with limited visibility from the public right-of-way.
- 8.** SPVS installations should be positioned behind existing architectural features such as parapets, dormers, and existing chimneys to limit their visibility.
- 9.** Removal of historic roofing materials during the installation of SPVS is strictly prohibited.
- 10.** Removing or otherwise altering historic roof configurations – dormers, chimneys, or other features – to add SPVS is strictly prohibited.
- 11.** Any other installation procedure that will cause irreversible changes to historic features or materials is strictly prohibited.
- 12.** In a case of proposed SPVS installation in a historic district or on historic structure, the applicant must obtain a Certificate of Appropriateness from the Historic Preservation Commission and the Planning Board.



**New York State Office of Parks, Recreation and Historic Preservation**  
**Historic Preservation Field Services Bureau**  
 Peebles Island Resource Center, PO Box 189, Waterford, NY 12188-0189 (Mail)  
 Delaware Avenue, Cohoes 12047 (Delivery) (518) 237-8643

Rev. 5-05

**PROJECT REVIEW COVER FORM**

Please complete this form and attach it to the top of **any and all information submitted to this office** for review.  
 Accurate and complete forms will assist this office in the timely processing and response to your request.

This information relates to a previously submitted project.

PROJECT NUMBER \_\_\_\_\_ PR \_\_\_\_\_

COUNTY \_\_\_\_\_

If you have checked this box and noted the previous Project Review (PR) number assigned by this office you do not need to continue unless any of the required information below has changed.

2. This is a new project.

If you have checked this box you will need to complete ALL of the following information.

Project Name \_\_\_\_\_

Location \_\_\_\_\_  
 You MUST include street number, street name and/or County, State or Interstate route number if applicable

City/Town/Village \_\_\_\_\_  
 List the correct municipality in which your project is being undertaken. If in a hamlet you must also provide the name of the town.

County \_\_\_\_\_  
 If your undertaking\* covers multiple communities/counties please attach a list defining all municipalities/counties included.

**TYPE OF REVIEW REQUIRED/REQUESTED (Please answer both questions)**

A. Does this action involve a permit approval or funding, now or ultimately from any other governmental agency?

No  Yes

If Yes, list agency name(s) and permit(s)/approval(s)

Agency involved	Type of permit/approval	State	Federal
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

B. Have you consulted the NYSHPO web site at [\\*\\*http://nysparks.state.ny.us](http://nysparks.state.ny.us) to determine the preliminary presence or absence of previously identified cultural resources within or adjacent to the project area? If yes:

Yes  No

Was the project site wholly or partially included within an identified archeologically sensitive area?

Yes  No

Does the project site involve or is it substantially contiguous to a property listed or recommended for listing in the NY State or National Registers of Historic Places?

Yes  No

**CONTACT PERSON FOR PROJECT**

Name \_\_\_\_\_ Title \_\_\_\_\_

Firm/Agency \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ STATE \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

\*\*<http://nysparks.state.ny.us> then select HISTORIC PRESERVATION then select On Line Resources

## The Historic Preservation Review Process in New York State

In order to insure that historic preservation is carefully considered in publicly-funded or permitted undertakings\*, there are laws at each level of government that require projects to be reviewed for their potential impact/effect on historic properties. At the federal level, Section 106 of the National Historic Preservation Act of 1966 (NHPA) directs the review of federally funded, licensed or permitted projects. At the state level, Section 14.09 of the New York State Parks, Recreation and Historic Preservation Law of 1980 performs a comparable function. Local environmental review for municipalities is carried out under the State Environmental Quality Review Act (SEQRA) of 1978.

regulations on line at:

<http://nysparks.state.ny.us> then select HISTORIC PRESERVATION then select Environmental Review

Project review is conducted in two stages. First, the Field Services Bureau assesses affected properties to determine whether or not they are listed or eligible for listing in the New York State or National Registers of Historic Places. If so, it is deemed "historic" and worthy of protection and the second stage of review is undertaken. The project is reviewed to evaluate its impact on the properties significant materials and character. Where adverse effects are identified, alternatives are explored to avoid, or reduce project impacts; where this is unsuccessful, mitigation measures are developed and formal agreement documents are prepared stipulating these measures.

### ALL PROJECTS SUBMITTED FOR REVIEW SHOULD INCLUDE THE FOLLOWING MATERIAL(S).

**Project Description**

Attach a full description of the nature and extent of the work to be undertaken as part of this project. Relevant portions of the project applications or environmental statements may be submitted.

**Maps Locating Project**

Include a map locating the project in the community. The map must clearly show street and road names surrounding the project area as well as the location of all portions of the project. Appropriate maps include tax maps, Sanborn Insurance maps, and/or USGS quadrangle maps.

**Photographs**

Photographs may be black and white prints, color prints, or color laser/photo copies; standard (black and white) photocopies are NOT acceptable.

*-If the project involves rehabilitation, include photographs of the building(s) involved. Label each exterior view to a site map and label all interior views.*

*-If the project involves new construction, include photographs of the surrounding area looking out from the project site. Include photographs of any buildings (more than 50 years old) that are located on the project property or on adjoining property.*

**NOTE: Projects submissions will not be accepted via facsimile or e-mail.**

\***Undertaking** is defined as an agency's purchase, lease or sale of a property, assistance through grants, loans or guarantees, issuing of licenses, permits or approvals, and work performed pursuant to delegation or mandate.