

CITY OF ORANGE TOWNSHIP
HISTORIC PRESERVATION COMMISSION
GUIDELINES
FOR APPLYING FOR CERTIFICATE OF APPROPRIATENESS
FOR INSTALLATION OF SOLAR PANELS

1. Complete, date and sign the Application form. If the form is submitted by the contractor as the Applicant, it must bear the property owner's legible signature as well. Include full contact information, including telephone and email, for the property owner and contractor (if applicable) and all witnesses who will appear at the hearing. Include the block and lot numbers and the name of the Historic District in which the property lies; if you do not know, inquire of the Clerk.
2. Describe on the Application form where you intend to install the solar panels and any other exterior installation(s) or equipment and exactly where such equipment and panels will be located. A to-scale plan drawn by a professional contractor, architect or engineer is preferred.
3. The installed panels should not be visible from any public street or right-of-way. Therefore, along with your plan, you must include with you Application, color photographs of the property where the solar panels will be installed, showing the relevant elevation(s) and why the installed solar panels will not be visible from the street or public ROW.
4. If you do not include color photographs of the elevation(s) where you plan to install the solar panels, your Application will be deemed incomplete and you will have to amend it before appearing for your hearing before the Historic Preservation Commission.
5. An aerial photo view of the property showing the rooftop or drone footage is not sufficient. The color photographs you must submit with your application must be taken from ground level, preferably while standing on the sidewalk, a) while approaching the property, b) while in front of the property, and c) while leaving the property. Include photographs from any additional relevant ground-level vantage points.
6. Include with your Application a plan or plans showing the elevations of the property that will be visible.
7. Include with your Application a letter from a professional engineer certifying or opining that the existing roof is able to bear the load of the installed system if installed properly.
8. If you are planning to remove any trees, tree branches or vegetation in order to avoid shade on the installed panels, describe and locate the trees/branches/vegetation on your plan set.