



# SOLAR AND GREEN ROOF TAX ABATEMENT CHECKLIST

**Important:**

This checklist is for tax abatement applications submitted on or before March 16, 2009. This checklist is a tool to help process applications effectively and is not a tax abatement application. Submission of this document and any other plans or documents requested by the NYC Department of Buildings does not guarantee a tax abatement.

*Do not use this checklist for tax abatement applications submitted after March 16, 2009.*

**Falsification of any statement is a misdemeanor and is punishable by a fine or imprisonment, or both.**

**Instructions:**

- Complete all sections of this checklist and submit to DOB ASAP. An incomplete checklist will delay processing.
- Contact the Department of Buildings to initiate the tax abatement application process as soon as possible (see page 2).
- Compile copies of all necessary approved plans and documents to demonstrate eligibility for a tax abatement (see page 2).
- Complete the tax abatement application form provided by DOB (see page 2).

Applying for:  Green Roof       Solar Electric Generating System

Premises Address: \_\_\_\_\_ Borough: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Relationship to Owner: \_\_\_\_\_

Contact E-Mail: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

License No. (if applies): \_\_\_\_\_ License Type (if applies): \_\_\_\_\_

**Preliminary Statements Regarding Work Performed:**

	YES	NO	N/A
1. Have you read the applicable New York State (NYS) Real Property Law; Title 4-B (Green Roof) or Title 4-C (Solar Electric Generating System)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Does all work comply with the requirements in the applicable NYS law and satisfy the eligibility requirement for a property tax abatement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Was a structural analysis performed as required by Title 4-B and/or 4-C prior to the installation of the green roof or solar electric generating system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Did the construction of any of the required elements of the green roof set forth in Title 4-B § 499-aaa(10), except § 499-aaa(10)(a) and § 499-aaa(10)(c), commence prior to August 5, 2008?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Has a maintenance plan, sufficient to enable the applicant to maintain the green roof during the compliance period and for a minimum of three (3) years thereafter in such a way that it continuously constitutes a green roof, been prepared and given to the tax abatement applicant as set forth in Title 4-B?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Did the solar electric generating system begin generating electricity on or after August 5, 2008?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Do you understand that only expenditures associated with the solar electric generating system incurred after August 5, 2008 are eligible for the property tax abatement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Was all work legally filed for and performed under all necessary permits as required by the NYC Construction Codes? Additionally, was such work performed by tradespersons in accordance with all applicable codes and regulations, including but not limited to, NYC Construction and Electrical Codes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Are plans and documents submitted to this Department of sufficient detail to demonstrate compliance with Title 4-B and/or 4-C, in accordance with § 28-104.7.1 of the NYC Construction Codes, and all other laws as they pertain to obtaining a tax abatement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Has all electrical work been filed for and performed by a NYC licensed electrician?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Does all work comply with the requirements of the NYC Construction Codes, the requirements stated in Title 4-B and/or 4-C, and all applicable laws and regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Does the solar electric generating system installation comply with Article 690 of NYC Electrical Code?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does this green roof or solar electric generating system installation require filings, approvals or permits from other government agencies? (other than utility companies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the height of the building greater than or equal to the maximum height currently allowed in the zoning district?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Upon installation of the green roof or solar electric generating system, is the height of the building greater than or equal to the maximum height currently allowed in the zoning district?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**NYC Department of Buildings Application Numbers** - type all application numbers associated with the work here:



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## Submittal Documents:

You will be required to submit copies of all necessary previously filed and approved plans and documents that demonstrate eligibility for the appropriate tax abatement (requirements described in Title 4-B/4-C) in addition to this completed checklist. The Department will be as flexible as possible in arranging for receipt of this additional documentation via e-mail or hard copy delivery. However due to issues with copy quality, faxed documentation cannot be accepted.

Your submittal should include but not be limited to the documents listed below.

### Note:

- a. The required construction documents listed below may not be necessary for a green roof installation of a depth of four inches or less where a structural analysis of the existing building has been performed and has demonstrated that the building complies with all applicable construction codes and the requirements set forth in Title 4-B and where an architect or engineer certifies that he or she has performed required analyses of firefighting and equipment access and zoning.
- b. Check all documents included in submittal package. List under "Other" any additional items submitted to support your application.

### List of Submittal Documents for Work Performed:

1		<b>Required:</b>
	<input type="checkbox"/>	Plot Plan <i>(for solar electric generating system only)</i>
	<input type="checkbox"/>	Roof Plan <i>(if a roof installation)</i> or Site Plan or Elevation <i>(for solar installations other than on roofs)</i>
	<input type="checkbox"/>	Installation Details <i>(including anchorage for solar electric generating system)</i>
	<input type="checkbox"/>	Design and Construction Drawings
	<input type="checkbox"/>	Utility Company Acknowledgement of Interconnection Coordination <i>(metered solar electric generating system only)</i>
	<input type="checkbox"/>	Technical Reports
2		<b>Other (Itemize)</b>
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

### What you need to do next:

- a. Contact Bonnie Gerard at the NYC Department of Buildings (212-442-1239, [bgerard@buildings.nyc.gov](mailto:bgerard@buildings.nyc.gov)) as soon as possible to begin the tax abatement application process or if you have any questions.
- b. The Department will conduct an administrative and technical review of all plans and documents received in order to confirm your eligibility for a tax abatement. If approved, you will be notified and the Department of Buildings will forward your approved application to the Department of Finance for processing. Please note: outstanding tax related issues may prevent the Department of Finance from applying your abatement to the upcoming tax year. Contact the Department of Finance for more information.
- c. If the Department of Buildings review results in objections challenging your eligibility claim, the applicant/owner will be contacted and provided the list of those objections. Where possible, applicant/owners will be given the opportunity to resolve the objections, however it is possible that some or all of the objections cannot be resolved in a way that will satisfy the requirements of NYS Title 4-B/4-C (and therefore qualify the project for a tax abatement). **The NYC Department of Buildings is not authorized by New York State to grant waivers or variances to the requirements set forth in Title 4-B/4-C.**
- d. Please note: even though the Department conducts an administrative and technical review, the applicant/owner is ultimately responsible for certifying that the work performed qualifies for a tax abatement under Title 4-B/4-C.

### Important Deadline:

**The law requires applicants/owners to submit completed tax abatement applications to the Department of Buildings no later than Monday, March 16, 2009 in order to be considered for a tax abatement for this upcoming tax year. Applications completed after 3/16 will be processed in the following tax year.**