Commercial PV Site Assessment Report

(INSERT IMAGE OF SITE)

Prepared For:

Name
Address
Contact Information

Prepared By:

Name
Address
Contact Information

Table of Contents

Terms of Use 3

1.0 Executive Summary 4

2.0 Client Contact Information 5

3.0 Client Profile 6

4.0 Client Energy Profile 7

5.0 Utility Profile 8

6.0 Site Profile 9

7.0 Authority Having Jurisdiction (AHJ) Profile 10

8.0 Available Incentives/Grants/Tax Credits 11

9.0 PV Array Options 12

PV Array Option #1 12

PV Array Option #2 ..... **Error! Bookmark not defined.**

10.0 PV Project Summary and Recommendations 18

Attachments:

[List any attachments here.]

Terms of Use

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Material in this report does not imply a recommendation or endorsement of any particular product or service by the site assessor or any other parties. This report is intended to be an impartial survey of the site's solar energy resource and will provide information and funding available for a photovoltaic (PV) installation. The MREA is not responsible for inaccurate or incomplete data in this report.

Acceptance of Terms of Use
By signing below, the Site Assessor and Client acknowledge that they have read, understood, and agree to be bound by the Terms of Use. Please review the Terms of Use and sign below.

Site Assessor

Full Name: _____

Title: _____

Signature: _____ Date: _____

Client Point of Contact

Full Name: _____

Title: _____

Signature: _____ Date: _____

1.0 Executive Summary

SAM Financial Summary

Metric	Value

2.0 Client Contact Information

Business Name	
Point of Contact (POC)	
POC Phone	
POC Cell Phone	
POC Email	
Site Address	
City	
State	
Zip Code	
Municipality	
County	
Electric Utility Provider	
Initial Date Of Contact	

Project Summary:

3.0 Client Profile

Business Type (For Profit, Non-Profit, Municipality, etc.)	
Property Ownership (Owned, Leased, Rented (by whom))	
Client Goals (Criteria for a successful project)	
Project Timeline	
Preferred Array Location	
Decision Makers • Who decides? • How will they choose? • When will they choose?	
Project Financing	
Obstacles to Implementation	
For Roof Mount Option • Gather information for roof loading questions. • Will builder provide written certification of roof loading?	
Additional Client Goals • Does client want array to be visible? List any obstacles. • Will system be used for Marketing or Education? • Does client want to monitor system performance? • Others goals?	
Utility Account Manager • Identify name and contact information.	
Energy Storage (back-up)**?** • Discuss critical loads	

Project Opportunities and Challenges Analysis:

4.0 Client Energy Profile

Past 24 months energy bills (copies)	
Meter Number	
Account Number(s)	
Current Rate Schedule	
Current Energy Rate	
Current Demand Rate	
Post PV Installation Electric Rate Schedule	
Number/Type(s) of Service Entrances	
Single or Three Phase Power?	
Panel Make, Model, and Amperage	
PV System Disconnect Location	
Potential Interconnection location(s)	
Future Energy Projections (Increase/Decrease estimates)	

Energy Analysis: *[Analyze client energy opportunities and challenges. Attach bills at end of report.]*

5.0 Utility Profile

Electric Utility Provider	
Distributed Generation Contact • Name • Phone • Email	
Can utility provide demand data?	
Potential rate schedules post PV installation	
Electrical Installation Requirements • NEC enforced • Local licensing	
What is the transformer size that feeds the property?	
Will a study be required? What will be the cost?	
What is the utility's interconnection application process?	

Utility Opportunities and Challenges Analysis:

6.0 Site Profile

General Site Description	
Future Property Use Considerations	
Potential Array Sites • Show aerial imagery below. For ground arrays, note buried obstacles.	

(Insert Images)

Site Opportunities and Challenges Analysis:

7.0 Authority Having Jurisdiction (AHJ) Profile

Authorities Having Jurisdiction (AHJ)	
AHJ Contact • Name • Phone Number • Email	
Required Permits, Requirements, and Fees	
Property Lines/Roof Setbacks	
Required Inspections • Who? • What? • When?	
Is Professional Engineering required?	
Other organizations with governance (business park association, franchise requirements, historical preservation, etc.)	
What is the permitting process?	

AHJ Opportunities and Challenges Analysis:

8.0 Available Incentives/Grants/Tax Credits

Utility Incentives/Grants	
State Incentives/Grants	
Federal Investment Tax Credit	
MACRS Depreciation	
Other Grants	
Financing Options	

Incentives Summary:

9.0 PV Array Options

PV Array Option #1

[Insert array description]

(Insert Images)

Array Description – Option #1

Site Layout • Show aerial imagery above.	
Ground Arrays • Identify soil types and depths.	
Ground Arrays • Identify trench obstacles	
Ground Arrays • Setback Issues	
Roof Arrays • Dead Load/Wind Loading Issues	
Roof Arrays • Fastening/ballasting issues	
Roof Arrays • Setback Issues	
Solar Resource • Show shading below.	
Azimuth	
Array Tilt	
PV System Production Estimate	
% Annual Energy Offset	
Present Value of Energy	
Potential Impact on Demand	

(Insert Shading Analysis)

Interconnection/BOS - Option #1

Distance from Array to Inverter	
Location of Service Panel	
Inverter Make and Model	
Inverter Location	
Method Of Interconnection (Supply or Load side connection?)	
Monitoring	

(Insert Images of Meters and Load Centers)

Financial Analysis – Option #1

Metric	Value

PV Energy Generation v. Current Energy Usage – Option #1

[Insert chart or table]

Cash Flow with Expenses – Option #1

[Insert chart or table]

Non-Financial Benefits – Option #1

[Insert chart or table]

PV Array Option #2

[Insert array description]

(Insert Images)

Array Description – Option #2

Site Layout • Show aerial imagery above.	
Ground Arrays • Identify soil types and depths.	
Ground Arrays • Identify trench obstacles	
Ground Arrays • Setback Issues	
Roof Arrays • Dead Load/Wind Loading Issues	
Roof Arrays • Fastening/ballasting issues	
Roof Arrays • Setback Issues	
Solar Resource • Show shading below.	
Azimuth	
Array Tilt	
PV System Production Estimate	
% Annual Energy Offset	
Present Value of Energy	
Potential Impact on Demand	

(Insert Shading Analysis)

Interconnection/BOS - Option #2

Distance from Array to Inverter	
Location of Service Panel	
Inverter Make and Model	
Inverter Location	
Method Of Interconnection (Supply or Load side connection?)	
Monitoring	

(Insert Images of Meters and Load Centers)

Financial Analysis – Option #2

Metric	Value

PV Energy Generation v. Current Energy Usage – Option #2

[Insert chart or table]

Cash Flow with Expenses – Option #2

[Insert chart or table]

Non-Financial Benefits – Option #2

[Insert chart or table]

10.0 PV Project Summary and Recommendations