

SITE CONTROL DOCUMENTATION

As described in the SGSGIP page 20 Section 8, basically Site Documentation is evidence that the Applicant (Customer) has the right to develop the project on the indicated site and operate it for the term of the agreement.

For Rebate projects, completion of the Standard Rebate Application Form may fulfill this requirement if signed by the applicant and indicates site ownership. **A copy of the signed rebate application must be included with the SGIP application.**

For Non-Rebate applications where owner is applicant (customer) site control documentation can be a letter stating property (land or building) ownership and right to construct the facility on it. A tax bill or deed could be used as evidence of ownership.

1. If the property is to be purchased or leased, site control documentation would involve a contractual agreement transferring the development and operational rights to the applicant (customer).
2. If the property is already leased, site control documentation would involve documenting the portion of the agreement that conveys the development and operational rights to the applicant (customer).

Typical examples follow:

Sample 1 (owner Applicant)

Property Owner Letterhead

Re: Site Control Documentation for Solar Installation described as _____ at _____, City, State, ZIP

To Whom It May Concern;

_____ is the Owner of the real property Described as _____ located at _____, City, State, ZIP as evidenced by the attached (Tax Bill/Deed/Other) and has the right to develop and operate the subject solar installation as indicated above.

By Applicant: Signature: _____ Print Name: _____ Title; _____
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By Owner: Signature: _____ Print Name: _____ Title; _____
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Sample 2 (Lessee Applicant)

Property Owner Letterhead

Re: Site Control Documentation for Solar Installation described as _____ at _____,
City, State, ZIP

To Whom It May Concern;

_____ is the Owner of the real property Described as _____ located at _____, City, State, ZIP as evidenced by the attached (Tax Bill/Deed/Other) and have the right to develop and operate the subject solar installation as indicated above. By virtue of the terms of an existing (Lease/Agreement/Other) as described following _____ has transferred the development and operational rights to _____ pursuant to sections _____ of the agreement.

By Applicant:
Signature: _____
Print Name: _____
Title; _____

By Owner:
Signature: _____
Print Name: _____
Title; _____