

## **Net Metering Application Form Instructions for Applicants**

**Eligibility.** You may apply for the following types of systems using this form:

- Ground-mounted photovoltaic systems with a capacity of greater than 15 kW and up to and including 50 kW; and
- Non-photovoltaic systems with a capacity of up to and including 50 kW.

### **Where to Send This Form.**

You must mail the original of the completed form to the Vermont Public Utility Commission at 112 State Street, Montpelier, VT 05620-2701.

### **Completing This Form.**

You must complete and sign the application form. **Failure to complete the application form will result in delay and/or denial.** It is recommended that the applicant contact his or her utility **prior to filing this application form** to discuss any utility-specific requirements that need to be met. Please contact the Vermont Public Utility Commission at (802) 828-2358 if you have any questions regarding this Application Form.

### **What Happens After This Form is Filed with the Commission?**

Commission staff will review the application to determine whether it is administratively complete enough to process and send the Applicant an e-mail message with the results of this review. This e-mail message will include the case number for the application and, if the application is determined to be administratively complete, the deadline for filing notices of intervention, motions to intervene, requests for hearing, and public comments about the application. Within two business days after the application is determined to be administratively complete, you must send by certified mail, or if indicated below, by email, copies of the completed form (**with the case number and deadline for intervention, requests for hearing, and public comments written on the first page**) and attachments to:

- the Municipal Legislative Bodies and the Municipal and Regional Planning Commissions where the net-metering system will be located;
- the host landowner;
- all adjoining landowners;
- the Vermont Department of Public Service at 112 State Street, Montpelier, VT 05620-2601; or by

email to [DPS-PA@vermont.gov](mailto:DPS-PA@vermont.gov);

- the Vermont Agency of Natural Resources, Office of Planning and Legal Affairs at 1 National Life Drive, Davis 2, Montpelier, VT 05620-3901; or by e-mail to [anr.notice@vermont.gov](mailto:anr.notice@vermont.gov);
- the Vermont Natural Resources Board at Dewey Building, National Life Drive, Montpelier, VT 05620-3201, if the proposed net-metering system is located on a parcel subject to an Act 250 Land Use Permit; or by email to [nrb.comments@vermont.gov](mailto:nrb.comments@vermont.gov);
- the Vermont Division for Historic Preservation at One National Life Drive, Deane C. Davis Building, 6<sup>th</sup> Floor, Montpelier, VT 05620-0501; or by email to [accd.projectreview@vermont.gov](mailto:accd.projectreview@vermont.gov);
- the Vermont Agency of Agriculture Food and Markets at 116 State Street, Montpelier, VT 05620-2901; or by email to [AGR.Notice@vermont.gov](mailto:AGR.Notice@vermont.gov); and
- the applicant's electric utility service provider.

### **Information for Group Systems**

**If interconnecting a group system, the applicant must provide the following information to its utility:**

- (1) the meters to be included in the group system identified by account number and location;
- (2) the procedure for adding and removing meters included in the group system, and direction as to the manner in which the serving utility should allocate any accrued credits among the meters in the group;
- (3) a designated person, including address and telephone number, responsible for all communications from the system to the serving electric utility, except for communications related to billing, payment, and disconnection; and
- (4) a binding process for the resolution of any disputes within the group system relating to net metering that does not rely on the serving electric utility, the Public Utility Commission, or the Department of Public Service.

Please note that all meters included in a group system must be within the same electric utility service territory in which the generation facility is located.

### **500 kW Customer Limit**

Pursuant to Commission Rule 5.129(D), the cumulative capacity of net-metering systems allocated to a single customer may not exceed 500 kW. The Commission defines the word "Customer" as a retail electric consumer. Additionally, the Commission's rules state that the term "Account" means a unique identifier assigned by the electric company to a customer for billing purposes. A customer account may include one or more meters.

**Instructions for Participating in the Review of the Attached Net-Metering Application**

Any person may file a public comment addressing whether the application should be approved.

When a person wishes to participate in the review of a CPG application as a party, which is a prerequisite to filing an appeal of a final Commission decision, such person must obtain party status from the Commission. The following persons may obtain party status by filing a notice of intervention form with the Commission by the deadline that is stated on the first page of the application:

- adjoining landowners,
- the municipal legislative bodies and the municipal and regional planning commissions where the net-metering system will be located,
- under certain circumstances, the municipal legislative bodies and the municipal and regional planning commissions of an adjacent municipality or region (see Commission Rule 5.116(B) for more information),
- the Vermont Agency of Agriculture Food and Markets,
- the Vermont Division for Historic Preservation, and
- the applicant's electric utility service provider.

If a party wishes to offer contrary evidence or to challenge the accuracy of information contained in an application, the party must request a hearing to present such evidence and argument. To request a hearing, a party may use the attached hearing request form. All requests for hearing must be filed by the deadline that is stated on the first page of the application.

For more information about participating in the review of applications for CPGs, see Commission Rule 5.100 on the Commission's website ([puc.vermont.gov](http://puc.vermont.gov)).

PUC Case Number \_\_\_\_\_

Deadline for comments, intervention, and hearing requests \_\_\_\_\_

## State of Vermont Public Utility Commission

### Net-Metering Application Form for:

Ground-mounted photovoltaic systems with a capacity of greater than 15 kW and up to and including 50 kW; and  
Non-photovoltaic systems with a capacity of up to and including 50 kW.

<b>Applicant Information</b>	
<b>Applicant Name</b>	
<b>Mailing Address</b>	Street and #  Town  State and Zip
<b>Daytime Phone</b>	
<b>E-mail Address</b>	
<b>Consumption Meter Number</b>  This is the number on the customer's meter. Please call your utility if you have questions about finding your meter number. If you do not yet have a meter number, please enter "new consumption meter."	
<b>Is this an application for a group net-metering system?</b>  If yes, please provide group information directly to your utility.	Circle one:      Yes      No

<b>Property Owner Information (if different than Applicant)</b>	
<b>Property Owner Name</b>	
<b>Mailing Address</b>	Street and #  Town  State and Zip
<b>Daytime Phone</b>	

<b>System Information</b>			
<b>System Location</b>	Street and # Town State and Zip SPAN#		
<b>Is this an amendment to an existing system?</b>	Circle one:    Yes        No	<b>If so please indicate the existing CPG #</b>	
<b>Name of Utility</b>			
<b>Number of Act 250 Land Use Permit applicable to the host parcel (if any)</b>			
<b>Is the project proposed to be located on a preferred site?</b>	Circle one:        Yes        No		
	If Yes, circle all that apply:		
	Parking lot canopy	Previously developed site	
	Brownfield	Sanitary landfill	
	Gravel pit, quarry, etc.	Area designated in municipal plan	
	CERCLA/NPL (superfund) site	Near customer load	
	If the project is proposed to be located on a preferred site, the applicant must attach appropriate supporting information demonstrating that the site meets the criteria for that type of preferred site (see Commission Rule 5.103 for more information).		
<b>Technology</b>	Circle one:    Solar        Wind        Biomass        Fuel Cell        Other  If Other, please describe:		
<b>Ownership of Generation Equipment</b>	The applicant will (circle one):    Own        Lease        the generation equipment.		

<b>Owner of Generation Equipment Information (If Different than Applicant)</b>	
<b>Owner Name</b>	
<b>Mailing Address</b>	Street and # Town State and Zip

PUC Case Number \_\_\_\_\_

Deadline for comments, intervention, and hearing requests \_\_\_\_\_

<b>Daytime Phone</b>	
<b>E-mail Address</b>	

<b>Photovoltaic System Information</b>	
<b>System Capacity</b>	AC kilowatts (AC Nameplate Capacity of the Inverter(s))
<b>PV Module Manufacturer and Model No.</b>	
<b>Number of Modules</b>	
<b>Power Rating per Module (DC Watts)</b>	
<b>Total Array Output</b>	DC kilowatts (no. of modules x power rating)
<b>Inverter Manufacturer and Model No.</b>	
<b>Physical Location of Facility's Lockable Disconnect Switch</b>	
<b>Interconnection Configuration</b>	Circle one:    Generation meter                  Behind consumption meter
<b>Installation Type</b>	Circle one:    Ground mount                  Other (please describe)
<b>System Orientation</b>	Circle one: fixed mount    1-axis tracking    2-axis tracking
<b>Setback Information</b>	<p>Distance to the nearest residence: _____</p> <p>Identify each adjoining municipal or state highway and state the distance to each:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Distance to all adjoining property boundaries that are not state or municipal highways:</p> <p>_____</p> <p>_____</p> <p>_____</p>

Applicants may propose setbacks that are smaller than those required by 30 V.S.A. 248(S), provided the smaller setbacks are agreed to by the adjoining landowner and the host municipality. If this is the case, attach a signed copy of such agreement. Is an agreement attached? Circle one: Yes No

**Municipal Screening Requirements**

Do the municipal bylaws or ordinances of the municipality where the project will be located contain any screening requirements for ground-mounted solar facilities?

Circle one: Yes No

If Yes, please state whether and how the project complies with these ordinances. Attach sheets if necessary.

**Wind System Information**

<b>System Capacity</b>	AC kilowatts (DC power output * 0.95)
<b>Manufacturer and Model No.</b>	
<b>Turbine Tower Height</b>	(feet)
<b>Turbine Tower Diameter</b>	(feet)
<b>Rotor Diameter</b>	(feet)
<b>Wind Turbine Power Output</b>	(kilowatts, peak output up to 30 mph wind speed)
<b>AC Source</b>	Circle one: Inverter Induction generator Synchronous generator
<b>Physical Location of Facility's Lockable Disconnect Switch</b>	
<b>Interconnection Configuration</b>	Circle one: Generation meter Behind consumption meter

<b>Wind System Information</b>	
<b>Sound Analysis</b>	<p>All wind facilities using this form must comply with the requirements of Commission Rule 5.703(A), which governs the sound levels from wind facilities with capacities of up to 50 kW. Pursuant to Commission Rule 5.704(A), in lieu of submitting sound modeling pursuant to Section 5.704(B), the Applicant may attach the following documents:</p> <ol style="list-style-type: none"> <li>1. All certification documents from the Small Wind Certification Council showing the results of acoustic sound testing;</li> <li>2. The distance to the nearest residence(s) in each cardinal direction, as well as an analysis of the expected sound pressure level at those residences calculated using spherical spreading.</li> </ol>

<b>Biomass, Fuel Cell, or Other System Information</b>	
<b>System Capacity</b>	AC kilowatts
<b>Manufacturer and Model No.</b>	
<b>AC Source</b>	Circle one:      Inverter                      Induction generator                      Synchronous generator
<b>Physical Location of Facility's Lockable Disconnect Switch</b>	
<b>Interconnection Configuration</b>	Circle one:      Generation meter                      Behind consumption meter
<p>For biomass systems, all necessary federal and state approvals for the project must be attached. If the biomass system uses off-site waste resources, a detailed description of any waste transportation, storage, and handling related to the project must be attached.</p>	



**Environmental Information**

<p><b>Will the system be sited on, near<sup>1</sup>, or within any of the following resources?</b> Please see 10 V.S.A. §§902 and 6001 for definitions of each of these resources.</p>	Circle one answer for each resource:		
	Floodway	Yes	No
	Shoreline	Yes	No
	Stream	Yes	No
	Wetland	Yes	No
	Historic site or district	Yes	No
	Rare and irreplaceable natural area	Yes	No
	Necessary wildlife habitat	Yes	No
	Area where an endangered species is present	Yes	No
<p>If Yes is circled above for any resource, applicants must attach: (A) a mapped field assessment showing the location of the system in relation to the resource; and (B) a narrative stating the impact that the system, including its installation and any associated distribution upgrades, will have on the protected resource and what measures, if any, will be taken to minimize any such impact and ensure impacts are not unduly adverse.</p>			

Applicants must ascertain, based on a field assessment(s) or other appropriate investigation, whether any of the resources listed above are present. Applicants are encouraged to consult with the Vermont Agency of Natural Resources and the Division for Historic Preservation prior to filing an application. The provision of incomplete or incorrect information on this application may result in the delay or denial of this application, the revocation or amendment of certificates of public good issued in reliance upon such incomplete or incorrect information, or the imposition of penalties pursuant to 30 V.S.A. § 30.

**Project Site Plan**

A site plan is a construction drawing. All systems must provide a site plan or plans of the project containing the following information:

- The scale in feet and a representative fraction. The plan must be drawn to scale.
- A compass orientation, legend, title and date.
- An inset showing the location of the system within the Town.
- Proposed facility location and any project features, including all described below. Indicate whether features already existing or are proposed, (such as electric poles, access drives, etc.).
- Property boundaries and setback distances from those boundaries to the corner of the nearest project-related structure, Distances to any nearby residences, and dimensions of all proposed improvements.
- The project limits of disturbance and the total acreage of any disturbed area, including any necessary and

<sup>1</sup> For the purposes of the form, near means within 300 feet of a deer wintering area and 150 feet from other protected natural resources.

**Project Site Plan**

associated distribution upgrades.

- f. Proposed utilities, including the distance from source of power, sizes of service available and required, and locations of any proposed utility or communication lines. Indicate whether utility lines are overhead or underground.
- g. A description of any areas where vegetation is to be cleared, altered, or mowed/managed during construction or on an on-going basis during the operation of the facility.
- h. A description of any proposed direct or indirect alterations to or impacts on wetlands or other natural resources protected under 30 V.S.A. § 248(b)(5).
- i. Detailed plans for any drainage of surface and/or sub-surface water and plans to control erosion and sedimentation both during construction and as a permanent measure.
- j. Locations and specific descriptions of proposed screening, landscaping, groundcover, fencing, exterior lighting, and signs.
- k. Plans of any proposed access driveway, roadway, or parking area at the project site, including grading, drainage, and traveled width, as well as a cross-section of the access drive indicating the width, depth of gravel, paving, or surface materials.
- l. The latitude and longitude coordinates for the center of the proposed project.
- m. The presence and total acreage of primary agricultural soils as defined in 10 V.S.A. § 6001 on each tract to be physically disturbed in connection with the construction and operation of the net-metering system, the amount of those soils to be disturbed, and any other proposed impacts to those soils.
- n. The approved site plan from any Act 250 Land Use Permit applicable to the host parcel.
- o. If not a preferred site, a description of the current site use. If in agricultural use, describe whether site is pasture, hay crop, row crops, etc.

**Additional Required Supporting Documents**

**Description of Visible and Aesthetic Impact**

The applicant must attach a description of the visible and aesthetic impact of the project and why it will not have an undue adverse effect on aesthetics and the scenic and natural beauty of the area. Describe the location of the facility in relation to adjoining properties and include a specific statement about the visibility of the facility from adjoining properties; and, if it is highly visible, what measures the applicant has taken, if any, to minimize the visible impact.

<b>Additional Required Supporting Documents</b>	
<b>Statement of Consistency with Any Act 250 Land Use Permits Applicable to the Host Parcel</b>	If the host parcel is subject to an Act 250 Land Use Permit, the applicant must file a document describing whether the construction of the proposed net-metering system will interfere with the satisfaction of any condition contained in the Act 250 Land Use Permit. If the construction will interfere with the satisfaction of any Act 250 Land Use Permit condition, the applicant must explain what steps it will take to address such issues or why the applicant is unable to do so.
<b>Wetland Delineation</b>	The applicant must provide either a wetland delineation prepared by a qualified consultant <sup>2</sup> ; or an ANR-approved letter from a qualified consultant stating that no delineation is necessary because the net-metering system will not be proximate to any significant wetlands; or a letter from the district wetland ecologist stating that no delineation is necessary because the net-metering system will not be proximate to any significant wetlands.
<b>Response to Recommendations of Municipalities and Adjoining Landowners</b>	The applicant must attach a document summarizing the comments and recommendations received in response to the 45-day notice. The document must respond to the issues raised in those comments and recommendations and must state what steps the applicant has taken to address those issues or why the applicant is unable to do so.
<b>List of Persons to Whom the Applicant Will Mail a Copy of This Application</b>	The applicant must attach a list of all persons to whom the applicant will mail a copy of this application. The application must be mailed within two business days after the application is determined to be administratively complete.
<b>Department/Commission Application Fee Form</b>	<p>The applicant must attach a copy of the completed Application Fee Form that was submitted to the Department of Public Service.</p> <p>Send the original of the Fee Form and the fee payment to the Department of Public Service.</p> <p><b>Do not send the fee payment to the Commission.</b></p> <p>The Fee Form is available at <a href="https://publicservice.vermont.gov/content/state-generation-facilities-application-form">https://publicservice.vermont.gov/content/state-generation-facilities-application-form</a>. If you have questions about the Fee Form, please contact the Department of Public Service’s Administrative Services Division at (802) 828-2811 or (800)-734-8390, or via email at psd@vermont.gov.</p>

<sup>2</sup> A list of qualified consultants may be found at: <http://dec.vermont.gov/watershed/wetlands/what/id/wetland-consultant-list>.

<b>Installer Information</b>	
<b>Company Name</b>	
<b>Company Address</b>	Street and #  Town  State and Zip
<b>Company Phone</b>	
<b>Company E-mail Address</b>	
<b>Installer Name</b>	

<b>Environmental Attribute Election</b>
I elect to retain ownership of any environmental attributes associated with the system.  Circle one:      Yes                      No
<b>Note: This election affects the rate at which you will be credited for your generation and is irrevocable.</b> Please consult with your installer before making this election. Environmental attributes are defined in 30 V.S.A. § 8002(6) as “the characteristics of a plant that enable the energy it produces to qualify as renewable energy and include any and all benefits of the plant to the environment such as avoided emissions or other impacts to air, water, or soil that may occur through the plant’s displacement of a nonrenewable energy source.” If you do not retain ownership of any environmental attributes associated with the system, the environmental attributes will be transferred to your electric utility. Your electric utility must retire any environmental attributes received from net-metering customers and the energy will count towards the state’s renewable energy standard.

**Certification**

The undersigned declare, under the pains and penalties of perjury, that to the best of my knowledge:

- (1) having exercised due diligence and made reasonable inquiry, the information that I have provided on this form and any attachments is true and correct;
- (2) I have complied with the advance notice requirements of Public Utility Commission Rule 5.106(C);
- (3) the project for which this application seeks approval is in compliance with the land conservation measures contained in the applicable Town Plan;
- (4) the project is in compliance with all applicable local, state, and federal requirements and has all other necessary approvals for operation of this type of system;
- (5) any waste generated by the construction of this project will be disposed of at a state-approved disposal facility;

- (6) any construction activities will follow the recommendations of [Low Risk Site Handbook for Erosion Prevention and Sediment Control](#)<sup>3</sup> (available from the Agency of Natural Resources [Stormwater Program](#)<sup>4</sup>);
- (7) the system will be installed in compliance with the interconnection, safety, and technological requirements of Vermont Public Utility Commission Rule 5.500;
- (8) this application will not result in more than 500 kW of net-metering generation being allocated to any customer consistent with Commission Rule 5.129(D) and the definitions of the terms “account” and “customer” contained in Commission Rule 5.103;
- (9) within two business days of a determination that this application is administratively complete, I will mail a copy of this complete application to all parties as required by this form; and
- (10) site preparation or construction of the project will not commence until a Certificate of Public Good is issued; and
- (11) I have paid the required Department/Commission Application Fee to the Department of Public Service.

**Making false or misleading statements on this application is subject to penalties under 30 V.S.A. § 30 and/or amendment or revocation of any approval granted. Such revocation could require you to remove the project and restore the site to its original condition.**

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

Customer Name \_\_\_\_\_

Installer Signature \_\_\_\_\_ Date \_\_\_\_\_

Installer Name \_\_\_\_\_

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3 The Low Risk Site Handbook for Erosion Prevention and Sediment Control may be viewed at: [http://www.watershedmanagement.vt.gov/stormwater/htm/sw\\_cgp.htm](http://www.watershedmanagement.vt.gov/stormwater/htm/sw_cgp.htm).  
 4 Stormwater Contacts may be viewed at: <http://dec.vermont.gov/watershed/stormwater/contacts>.