

## **Net Metering Registration Form Instructions**

**You can register your net-metering system online. Visit: <https://epuc.vermont.gov/>.**

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

- Ground-mounted photovoltaic systems with a capacity of 15 kW or less
- Roof-mounted photovoltaic systems with a capacity of 500 kW or less
- Hydroelectric facilities with a capacity of 500 kW or less

### **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.

Copies of the completed form must be sent to:

- the Vermont Department of Public Service at 112 State Street, Montpelier, VT 05620-2601;
- 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); and
- your electric utility service provider.

### **Completing This Form.**

You must complete and sign the registration form. By signing this form, you certify that the information is true and accurate to the best of your knowledge. **Failure to complete the registration form will result in delay and/or denial.** It is recommended that you contact your utility *prior to applying for a certificate of public good* to discuss any utility-specific requirements that need to be met.

### **What Happens After This Form is Filed?**

For systems that are 15 kW or less, there is a 10-business-day comment period. (The computation of the number of business days does not include weekends, state legal holidays under 1 V.S.A. § 371(a), or federal legal holidays under 5 U.S.C. § 6103(a).) For systems greater than 15 kW, there is a 30-calendar-day comment period. If an objection to the installation of the facility is filed, you may not commence installation of the project until the issues raised in the objection have been resolved. If no objections to the installation of the project are timely filed with the Commission, a certificate of public good shall be deemed issued by the Commission on the first business day following the expiration of the applicable comment period. You may not commence site preparation or construction of the system until the applicable comment period has expired. Please contact the Vermont Public Utility Commission at (802) 828-2358 if you have any questions regarding this Registration Form.

### **Information for Group Systems**

**If interconnecting a group system, the applicant must provide the following information to the *utility*. Please note this is a separate filing. Group information does not need to be provided to the Commission:**

- (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.

# State of Vermont Public Utility Commission

## Net-Metering Registration Form

<b>Applicant/Customer Information</b>	
<b>Applicant/Customer Name</b>	
<b>Mailing Address</b>	Street and #  Town  State and Zip
<b>Daytime Phone</b>	
<b>E-mail Address</b>	
<b>Name of Utility</b>	
<b>Consumption Meter Number</b> <small>This is the number on the customer's consumption 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."</small>	
<b>Is this a group net-metering system?</b>  <small>If yes, please provide group information directly to your utility.</small>	Circle one:      Yes              No

<b>System Information</b>			
<b>System Location</b>	Street and #  Town  State and Zip		
<b>Technology</b>	Circle one:    Solar            Hydro		
<b>Ownership of Generation Equipment</b>	The Applicant will (circle one):    own            lease            the generation equipment.		
<b>Is this an amendment to an existing system?</b>	Circle one:      Yes              No		
<b>Please describe the proposed amendment</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 5px;"><b>If yes, please indicate the existing CPG #</b></td> <td style="padding: 5px;"></td> </tr> </table>	<b>If yes, please indicate the existing CPG #</b>	
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<b>Photovoltaic System Information</b>	
<b>System Capacity</b>	AC kilowatts (AC Nameplate Capacity of the Inverter(s))
<b>PV Module Manufacturer and Model</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</b>	
<b>Interconnection Configuration</b>	Circle one:    generation meter                  behind consumption meter
<b>Installation Type</b>	Circle one:    roof mount    ground mount other (please describe)
<b>System Orientation</b>	Circle one: fixed mount    1-axis tracking    2-axis tracking

<b>Hydroelectric System Information</b>	
<b>System Capacity</b>	AC kilowatts (AC Nameplate Capacity)
<b>Manufacturer and Model</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

<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><u>Environmental Attribute Election</u></b>	Circle one:      Yes          No
I elect to retain ownership of any environmental attributes associated with the system	

*Note: If you are a solar customer, this election will affect the rate at which you will be credited for your generation and is irrevocable. 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 requirements.*

<p><b><u>Department/Commission Application Fee Form</u></b></p> <p>You 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>
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**Certification**

The undersigned declare, under the pains and penalties of perjury, that:

- (1) having exercised due diligence and made reasonable inquiry, the information that I have provided on this form and in any attachments is true and correct to the best of my knowledge;
- (2) the system will be installed in compliance with the interconnection, safety, and technological requirements of Vermont Public Utility Commission Rule 5.500;
- (3) the project for which this application seeks approval is in compliance with any applicable screening requirements of any Municipal Ordinance or Bylaw adopted pursuant to 24 V.S.A. §§ 2291(28) or 4414(15);
- (4) this registration will not result in more than 500 kW of cumulative 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;
- (5) if this project is a hydroelectric system, the project has received all necessary federal and state permits;
- (6) I have sent a copy of this complete registration form to the Vermont Public Utility Commission, the Vermont Department of Public Service, the Vermont Agency of Natural Resources, and my electric utility.
- (7) if I am a system installer, the Applicant has authorized me to submit this registration form on behalf of the Applicant, and the Applicant has signed a binding contract for the installation; and
- (8) 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 revocation of any approval granted.**

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

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

Date \_\_\_\_\_

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

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

Date \_\_\_\_\_