



Your Touchstone Energy® Cooperative

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1.800.432.1012

# Small Generator Interconnection and Net Metering Application

Level I Application Form for Interconnecting a Certified Inverter-Based Small Generating Facility No Larger than 25 kW

Applicant / Interconnection Customer Name: \_\_\_\_\_

PVREA account #: \_\_\_\_\_

Address of installation: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## Section 1 – Overview

- 1.1. **Applicability:** This Application is required to request the interconnection (grid inter-tie) of a renewable energy generating facility to the Poudre Valley Rural Electric Association, Inc. (PVREA) electrical distribution system. [Refer to IEEE-1547, UL-1741 and Poudre Valley REA’s Interconnection Procedures and Guidelines.] This Application is specifically intended for renewable energy generating systems that are requesting the installation of a net-meter to be installed at the Applicant / Interconnection Customer’s account location. Generating facilities that do not meet this definition or are larger than 25 kW will require the Application for Operation of Customer-Owned Generation.
- 1.2. **Guidelines and Steps for Interconnection:** All completed Applications submitted to PVREA must be accompanied by the required documentation listed herein. Upon receipt of the Application, PVREA will review the Application and contact the Applicant / Interconnection Customer if there are any problems or if additional information is required. Unauthorized parallel interconnections will be required to disconnect from the PVREA electric distribution system. Refusal to disconnect may result in discontinuance of electric service.

NOTE: Other approvals, permits or other agreements will be needed from other regulatory agencies, such as and without limitation: Subdivision owner associations, local governmental building, zoning, and planning departments, and local or state electrical inspectors. Such approvals, permits or other agreements must be obtained by the Applicant / Interconnection Customer prior to operating a renewable energy generating facility. PVREA’s authorization to interconnect via a net-meter does not satisfy the need for Applicants to acquire other approvals, permits and agreements.

NOTE to INSTALLERS: If the installation requires the PVREA service to be temporarily disconnected, this must be scheduled and completed by PVREA personnel. Installers, contractors, and/or members are not allowed to de-energize or remove PVREA meters without facing electrical service interruptions and potential reconnection fees.

- 1.3. **Overview of the Process:** Once the Applicant / Interconnection Customer receives approval of the Application and has the necessary building, zoning and land use permits, then Applicant / Interconnection Customer may begin construction. When construction is complete, call for all required inspections. Be sure to ask the electrical inspector to send the final inspection (net-meter release) notification to PVREA’s Operations Department. It is the Applicant / Interconnection Customer’s responsibility to insure that the electrical inspection notification is sent directly to PVREA and not mistakenly to another utility. PVREA Operations Department will not accept

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copies of final inspection reports from anyone other than the inspector. The inspection report must clearly state that the inspection was for a net-meter installation. This step is especially important if the renewable energy system is part of a new construction meter installation request.

### Section 2 – Required Documents

**2.1 Submittals:**  One original, signed version of this Application and all of the following documents must be submitted or this application will not be approved. Drawings must conform to accepted engineering standards and must be legible. 8 ½" X 11" drawings are preferred.

- a)  Single-line or three-line drawing showing the electrical relationship and descriptions of the significant electrical components such as the PV array, wind or micro-hydro generator, associated inverter(s), storage facilities (*i.e.* batteries), PVREA required type of AC disconnect switch & associated labeling, AC panels, conductor sizes, utility meter location, and the appropriate operating voltages, capacities, and protective functions of the Generating Facility.
- b)  Site plans and diagrams showing the physical location of the PV array, micro-hydro, or wind generation component, the inverter, placards, service panel, and location of AC lockable disconnect in reference to service meter location. PVREA requires a knife blade, non-fused disconnect capable of isolating the renewable generator from the main load center. This disconnect must always be available for access by PVREA personnel at any time to close and lock disconnect during emergency or routine electric distribution repair. See section 2.2 for PVREA required labeling.
- c)  Equipment data sheets for the inverter, PV array panels, wind or micro-hydro generator, and other related equipment.
- d)  Contract for Net-Metering Electric Service prepared by PVREA and it will be sent to the Applicant / Interconnection Customer once this Application has been reviewed and accepted. This Contract has a twenty-year duration in reference to PVREA providing a net-meter installation and providing a credit according to our Net-Metering Tariff.

**2.2 Required labeling of renewable energy generation AC disconnect:** PVREA will only accept an AC disconnect switch that has a visible break/isolation knife blade type disconnection and is non-fusible and lockable. Required placard notification and AC disconnect location options are as follows.

*Option 1:* When renewable energy AC disconnect is within five feet of PVREA service meter a placard must be mounted on the face of the disconnect cover stating, "Generator AC Disconnect" or similar language and large enough to be clearly seen by PVREA personnel.

*Option 2:* When a renewable generation system is located on the member's property making it impractical to place the AC disconnect within five feet of the PVREA service meter, then several steps must be taken. The Applicant / Interconnection Customer must contact PVREA Energy Use Advisor to notify the Advisor of the request to locate renewable energy AC disconnect more than five feet away from the meter location. The Applicant / Interconnection Customer must place two placards – one on the AC disconnect stating "Generator AC Disconnect" or similar language and another placard on the cover of the main service breaker cabinet located below the service meter stating the location of the "Generator AC Disconnect." A site-plan placard is required to satisfy Option 2.

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## Section 3 – Small Generating Facility Information

Renewable generator technical information must be filled out completely and representative of the final as-built project:

- Inverter manufacturer (must be UL 1741, IEEE1547): \_\_\_\_\_
- Inverter model number: \_\_\_\_\_
- Adjustable power factor (Y/N): \_\_\_\_\_ Power factor setting: \_\_\_\_\_
- System AC rating: \_\_\_\_\_ (kW) \_\_\_\_\_ (Amps) \_\_\_\_\_ (AC Volts)
- System DC rating: \_\_\_\_\_ (kW) \_\_\_\_\_ (Amps)
- Single phase or Three phase: \_\_\_\_\_
- Projected annual energy production (kWh): \_\_\_\_\_ Estimation method used: \_\_\_\_\_

Solar PV (Y/N): \_\_\_\_\_ If Yes:

- Roof or ground mounted system: \_\_\_\_\_
- PV azimuth: \_\_\_\_\_ Tilt angle: \_\_\_\_\_

Battery (Y/N): \_\_\_\_\_ If Yes:

- Inverter manufacturer: \_\_\_\_\_ Inverter model number: \_\_\_\_\_
- Battery AC rating: \_\_\_\_\_ (kW) \_\_\_\_\_ (Amps) \_\_\_\_\_ (AC Volts)
- Battery manufacturer: \_\_\_\_\_ kWh storage: \_\_\_\_\_

## Section 4 – System Installation Contractor Information

Company name: \_\_\_\_\_

Company phone: \_\_\_\_\_ Website: \_\_\_\_\_

Company address: \_\_\_\_\_

Contact: \_\_\_\_\_ Contact phone: \_\_\_\_\_

Email: \_\_\_\_\_

*By the undersigned Contractor's signature the Contractor for the Applicant / Interconnection Customer acknowledges and agrees that the system which the Applicant / Interconnection Customer proposes to install stated in this Application will meet all requirements:*

\_\_\_\_\_  
Contractor signature and date

Print name: \_\_\_\_\_

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## Section 5 – Signature and Checklist

### 5.1 Signature of agreement to adhere to PVREA net-meter requirements:

The Applicant / Interconnection Customer hereby certifies that the above information, along with attached plans and project descriptions are correct. The Applicant / Interconnection Customer agrees to comply with the provisions of the PVREA Tariffs, Rules and Regulations, Interconnection Guidelines for Generating Facilities and all other laws and ordinances affecting the construction, installation, and operation of the proposed generating facility. The Applicant / Interconnection Customer understands and agrees that PVREA has the right to alter its electric rate tariffs and its Rules and Regulations, and that future changes may impact the economic benefits of a small generating facility. Applicant / Interconnection Customer agrees that PVREA makes no commitment to the Applicant / Interconnection Customer that PVREA will continue with its current rates for any period of time.

*Transfer of Renewable Energy Credits (RECs):* In exchange for the added value to the member (to the applicant) that PVREA's net meter policy and program offers to our members who install solar, the applicant agrees to relinquish the renewable energy credits (RECs) generated by the PV system. Relinquished RECs will be retired by PVREA or our wholesale provider on behalf of our entire membership and counted toward renewable energy goals.

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Signature of Applicant / Interconnection Customer and date

### Required Documents Checklist:

*Complete understanding of the Applicant's requirements as stated in Section 1*

<input type="checkbox"/>	Attach single line drawing of electrical components as required in section 2.1a
<input type="checkbox"/>	Attach a site plan showing where everything will be located as described in section 2.1a.
<input type="checkbox"/>	Provide equipment data sheets as required in section 2.1c.
<input type="checkbox"/>	Address required labeling to identify AC disconnect location for PVREA in section 2.2.
<input type="checkbox"/>	Renewable generator technical information as required in section 3.2.
<input type="checkbox"/>	Application signed by both the PVREA Member and installer.

### Mail Application Packet(s) to:

Poudre Valley REA  
PO Box 272550  
Fort Collins, CO 80527  
Attn: Net-Metering Program

or via email to [energyuse@pvrea.coop](mailto:energyuse@pvrea.coop)

### *Contingent Approval to Interconnect*

#### *PVREA Employee Use Only:*

Date received: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Application approved: Yes \_\_\_\_\_ No \_\_\_\_\_

Member service location #: \_\_\_\_\_

Member meter #: \_\_\_\_\_

Employee signature: \_\_\_\_\_

Special notes: