



# Net Metering Project Connection Application

This form is applicable to single phase *Net Metering* projects with a total nameplate rating of 10kW or less and to three phase *Net Metering* projects with a total nameplate rating of 30kW or less, generating electricity from a renewable energy source. There may be a limitation on the number of Net Metering facilities that can be connected to the same distribution feeder.

The Applicant is responsible for all costs related to the connection of the Net Metering project to the distribution system including, but not limited to, meter, meter installation, and connection labor.

*Notes: 1. Guelph Hydro reserves the right to limit the number of Net Metering generation facilities that can be connected to the same distribution feeder. This will be evaluated from case to case. Applicants should be aware not to incur major expenses prior to Guelph Hydro approving the connection of the facility to the grid.*

*2. Guelph Hydro deems necessary that a project owner contacts Guelph Hydro in the event they sell the property on which the Net Metering generator installation exists, and inform the new owner of their responsibility to contact Guelph Hydro and sign a new Connection Agreement should they continue to be connected to the distribution system. These requirements are in place to ensure a seamless transfer of the contractual obligations.*

**If you have any questions, please contact the Distributed Generation Department:**

Guelph Hydro Electric Systems Inc.  
Engineering Department  
395 Southgate Drive,  
Guelph, Ontario, N1G 4Y1  
Email: generationconnection@guelphhydro.com  
Fax: 519-822-4963

**Date of Connection Application to Guelph Hydro:** \_\_\_\_\_

**1. Project Information:**

**Applicant (Owner)**

Company / Person: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Consultant / Contractor**

Company / Person: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**2. Customer Status:**

Existing Guelph Hydro Customer?  Yes  No

If yes, Guelph Hydro 18-digit Account Number: \_\_\_\_\_ - \_\_\_\_\_

Name of Account Holder: \_\_\_\_\_

Do you have a current contract to purchase electricity from an electricity retailer?  Yes  No

If yes, any customer who has a contract with a retailer of electricity may enter into an agreement with a distributor to be billed on a Net Metering basis if,

- (a) The customer is an eligible generator;
- (b) The customer is billed under the bill-ready form of distributor-consolidated billing pursuant to the Retail Settlement Code; and
- (c) The retailer confirms to the distributor that the retailer and the customer have an agreement that allows the customer to return eligible electricity to the retailer for the purpose of being billed on a Net Metering basis.

**3. Project Location:**

Address \_\_\_\_\_

City & Postal Code \_\_\_\_\_

**4. Fuel Type:**

- |   |  |
|---|--|
| <input type="checkbox"/> Wind Turbine                         | <input type="checkbox"/> Hydraulic Turbine                         |
| <input type="checkbox"/> Solar / Photovoltaic Cells (Rooftop) | <input type="checkbox"/> Solar / Photovoltaic Cells (Ground Mount) |
| <input type="checkbox"/> Biomass                              | <input type="checkbox"/> Bio-diesel                                |
| <input type="checkbox"/> Bio-gas                              | <input type="checkbox"/> Other, please specify _____               |

**5. Project Size:**

Generator connection  Single phase  Three phase

Metering configuration  Parallel  Series

*If Net Metering project is solar PV*

Nameplate Capacity of PV Panel \_\_\_\_\_ kW / Panel

Nameplate Capacity of Inverter \_\_\_\_\_ kW / Inverter

Total nameplate Capacity\* \_\_\_\_\_ kW Panels \_\_\_\_\_ kW Inverters

Total Capacity of Energy Storage \_\_\_\_\_ kW Batteries

*For all other Net Metering projects*

Existing Total Nameplate Capacity \_\_\_\_\_ kW

Number of Additional Units \_\_\_\_\_

Nameplate Rating of Each Unit \_\_\_\_\_ kW

Proposed Total Nameplate Capacity \_\_\_\_\_ kW

**Note: The applicant is responsible to ensure the generation output is configured to match Guelph Hydro's distribution system configuration.**

In order to finalize the Project Connection Application, the Applicant must supply a Single Line Diagram acceptable to Guelph Hydro. In addition to the items shown in the attached template, the Single Line Diagram must include the following information where applicable:

**6. Generator / Solar PV Panel / Inverter Information:**

- a. Manufacturer
- b. Model Number
- c. Number of phases (Single Phase / Three Phase)
- d. Nameplate rating (kW)
- e. Generator / Inverter AC output voltage (Volts)

**7. Other Electrical Components:**

- a. Show all relevant electrical components with its ratings (breakers, panels, splitters, disconnect switches, fuses and etc) to Guelph Hydro grid connection point.

**8. Customer Owned Interface Transformer (if applicable):**

For generation facilities installing more than one type of generator, or where required to ensure the generation output is configured to match Guelph Hydro's distribution system configuration, include the following information:

- a. Transformer rating (kVA)
- b. Primary and Secondary Winding Connection (Delta / Star)
- c. Primary and Secondary Voltages

**9. Required Labeling:**

The meter base needs to be labelled: HSE + GEN for residential projects, along with a warning label: "Warning: Two Power Sources".

A laminated Single Line Diagram needs to be tie wrapped or affixed to the incoming compartment of the meter base.

**Notes:**

Single phase inverters are not allowed in three phase generation connection. Only three phase inverters are allowed in three phase generation connection.

***By submitting this form, the applicant authorizes Guelph Hydro Electric Systems Inc. to collect the information set out in this and related documents, collected in accordance with the terms hereof, the terms of Guelph Hydro's Conditions of Service, Guelph Hydro's Privacy Policy and the requirements of the Distribution System Code and the use of such information for the purposes of the connection of the generation facility to Guelph Hydro's distribution system.***

## Terms & Conditions:

There is a connection fee of \$1,695.00 (HST included) for **single phase** and \$2,260.00 (HST included) for **three phase** generator associated with the connection of the new *Net Metering* service. This estimated cost is to be prepaid prior to connection. We will invoice for actual costs associated with the new service. Any credits or debits will be forwarded to whoever prepays the estimated connection charges.

A couple of items to note, the prepayment must be by cheque or cash. No purchase order or VISA payment will be allowed.

Before a bi-directional load meter and for 3-phase projects a generation meter can be installed, we must have the following;

- Prepayment for the connection
- Generation Account Set-up Form
- ESA "Connection Authorization"

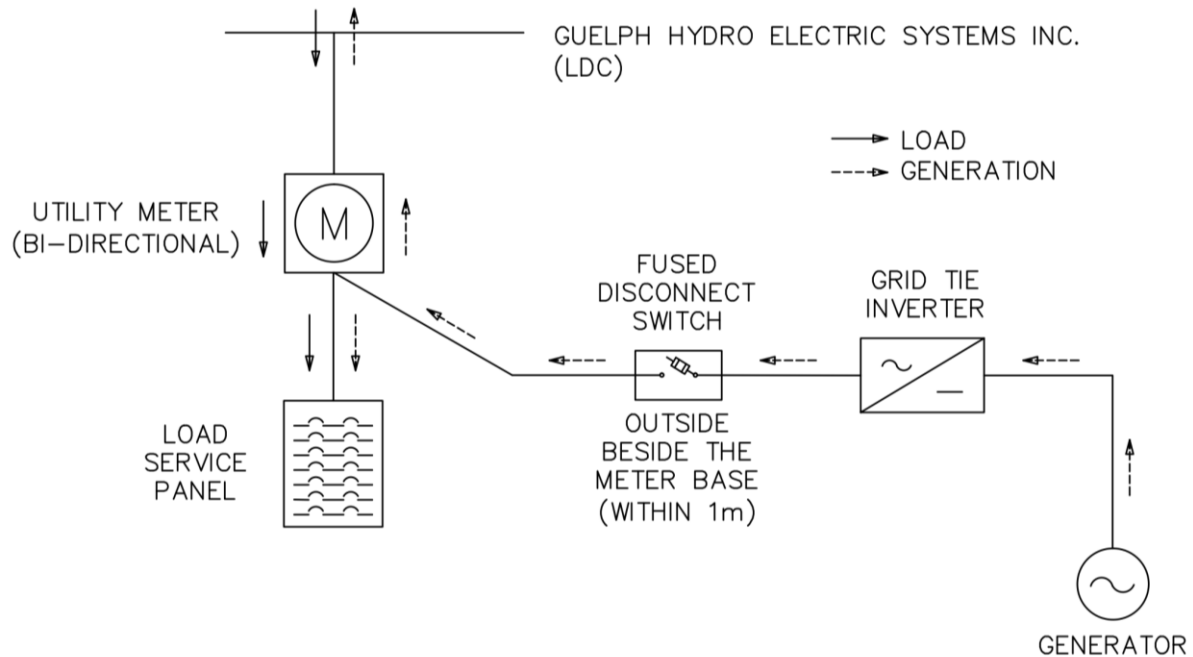
A cancellation of agreement may only occur under the following conditions:

- (1) A consumer may cancel a Net Metering agreement with a distributor at any time by giving 90 days' notice in writing to the distributor.
- (2) A consumer who is an eligible generator and who has cancelled a Net Metering agreement under subsection (1) may not for 12 months after the cancellation be permitted to return eligible electricity to the distributor for the purpose of being billed on a Net Metering basis unless:
  - (a) The cancelled agreement existed on or is the renewal of an agreement that existed on October 24, 2005; and
  - (b) At the same time that the consumer gives notice of cancellation, the consumer requests that he, she or it be allowed to return eligible electricity to the distributor for the purpose of being billed on a Net Metering basis.

## Provision for Future changes:

- 1) The Net Metering project owner shall be responsible to stay aware of future changes to the business environment and technical requirements.
- 2) The Net Metering project will require prompt changes to its installation in response to the following:
  - a) New or revised standards
  - b) New or revised codes
  - c) Legislation changes; and
  - d) Safety concerns
- 3) The Net Metering owner may be responsible for some or all costs associated with the changes in item 2 above.

## SINGLE LINE DIAGRAM – TYPICAL NET METERING CONFIGURATION FOR 1PH RESIDENTIAL SERVICES ( $\leq 10\text{kW}$ )



SINGLE LINE DIAGRAM – TYPICAL NET METERING  
 ( $\leq 30\text{kW}$ ) CONFIGURATION FOR 3PH COMMERCIAL  
 SERVICES FOR BOTH 208Y/120V & 600Y/347V  
 (UP TO 200Amp MAIN DISCONNECT SWITCH)

