

Net Metering Registration Form Instructions

Eligibility. You must complete and file the online version of this form in ePUC (the Vermont Public Utility Commission's online filing and case management system) unless one of the exceptions stated in Commission Rule 2.110 applies to you. ePUC will then send an email notice of your filing to your electric utility service provider and the State agencies required to receive notice that you filed the form. More information about how to file using ePUC is available at www.puc.vermont.gov.

To request a waiver under Commission Rule 2.110(B) of the requirement to use ePUC, you can file the "Request for Waiver of Requirement to Use ePUC and Notice of Appearance" form that is available on the Commission's website and from the Clerk of the Commission at 802-828-2358 or puc.clerk@vermont.gov. If this form is accompanied by a request for a waiver of the requirement to use ePUC, you may register the following types of systems using this paper 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 Paper Form.

You must mail the original of the completed paper 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; and
- your electric utility service provider.

Completing This Paper Form.

You must complete and sign the paper 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 Limit¹

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.

¹ Customers that are a school or school district may be allocated up to 1 MW of cumulative capacity, as set forth in Section 6 of Act 81 in 2019.

State of Vermont Public Utility Commission

Net-Metering Registration Form

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

System Information		
System Location	Street and # Town State and Zip	
Technology	Circle one: Solar Hydro	
Ownership of Generation Equipment	The Applicant will (circle one): own lease the generation equipment.	
Is this an amendment to an existing system?	Circle one: Yes No	If yes, please indicate the existing CPG #
Please describe the proposed amendment		
Are there one or more existing, approved, or other proposed net-metering systems at this service address or on the same parcel? <small>If this will be the only system at this service address, select "No".</small>	Circle one: Yes No	

Photovoltaic System Information	
System Capacity	AC kilowatts (AC Nameplate Capacity of the Inverter(s))
PV Module Manufacturer and Model	
Number of Modules	
Power Rating per Module (DC Watts)	
Total Array Output	DC kilowatts (no. of modules x power rating)
Inverter Manufacturer and Model	
Interconnection Configuration	Circle one: generation meter behind consumption meter
Installation Type	Circle one: roof mount ground mount other (please describe)
System Orientation	Circle one: fixed mount 1-axis tracking 2-axis tracking

Hydroelectric System Information	
System Capacity	AC kilowatts (AC Nameplate Capacity)
Manufacturer and Model	
AC Source	Circle one: inverter induction generator synchronous generator
Physical Location of Facility's Lockable Disconnect Switch	
Interconnection Configuration	Circle one: generation meter behind consumption meter
FERC License or Exemption #, if applicable	Date of FERC License or Exemption approval

Installer Information	
Company Name	
Company Address	Street and # Town State and Zip
Company Phone	
Company E-mail Address	
Installer Name	

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

Department/Commission Application Fee Form

You must attach a copy of the completed Application Fee Form that was submitted to the Department of Public Service.

Send the original of the Fee Form and the fee payment to the Department of Public Service.

Do not send the fee payment to the Commission.

The Fee Form is available at <https://publicservice.vermont.gov/content/state-generation-facilities-application-form>. 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.

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, unless the customer is a school or school district, in which case the registration will not result in a school or school district being allocated more than the applicable limit set forth in Section 6 of Act 81 of 2019;
- (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 paper 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 _____