



San Miguel Power Association, Inc.

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Web site: www.smpa.com

Net Metering System Approval Application

SMPA uses a 3-step process for members to obtain approval for the installation of qualifying net metering electrical generation systems. This form encompasses **Step 1** and **Step 2**, which results in the final approval of the installed system. **Step 3** Involves completing the separate *Net Metering Agreement* form, completing the process.

Step 1 Preliminary Authorization- The member submits technical details of the intended system to establish preliminary authorization from SMPA, in order to ensure the system design conforms to SMPA Net Metering policies. **Step 1** is conducted prior to the member purchasing and installing the system hardware. **Step 1** is concluded by receiving this signed form back from SMPA, giving the member the go ahead to install the proposed system, see page 3.

Step 2 Final Approval- Once installation and commissioning of the system is complete, the member, with the help of their installation contractor, resubmits this form with details about the “as built” system providing evidence that system was installed properly and has passed the Electrical Inspection by the Authority Having Jurisdiction (AHJ). During this step SMPA will visit the system location to perform a brief inspection and install a new or reprogram the existing meter for displaying the reverse energy flow (kWh register). **Step 2** concludes when SMPA returns the signed Final Approval.

Step 3 Net Metering Agreement. Once the member has received the Final Approval from **Step 2**, the member completes a second form, the *Net Metering Agreement*, with SMPA to set up the member’s net meter billing account. The new Net Metered rate status will be reflected in the member’s next regular billing statement with any monthly excess generation being “banked” for future use or credit. This agreement completes the process of obtaining Net Metering.

Please refer to the *SMPA Net Metering Policy* and the *SMPA Net Metering Application Procedures* for more detailed procedural information on the full 3-step process, full Net Metering eligibility requirements, and appropriate technical references. These documents and all forms can be found at the SMPA website here:

<http://www.smpa.com/content/net-metering>

STEP 1 Preliminary Authorization

This form is considered complete when it provides all applicable and correct information required below.

A. Member Applicant

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ SMPA Account Number: _____

SMPA Service Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

B. Installation Contractor Information

Installation Contractor: _____
Contractor License No¹: _____
Contact Person: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ E-mail: _____

C. Net Metering System Information

System Type: Photovoltaic _____ Wind _____ Hydro _____ Other _____
If other, please describe: _____
System nameplate rating²: (kW) or (kVA) _____ (AC Volts) _____
If Solar, please list location of array³ _____ Tilt _____ Azimuth _____
PV module manufacturer: _____ Model: _____
Inverter manufacturer: _____ Model: _____
Phase: Single phase _____ Three phase _____
If batteries are to be included with the system, describe the purpose for the battery system (e.g. emergency back-up power?) _____
Estimated system Annual AC energy production (kWh)⁴ _____
Historic or estimated electrical energy use at this location⁵ _____
Net Metered systems should be designed to meet all or a portion of the Member’s historic or anticipated annual load. If the estimated annual system production exceeds 100%, please explain the intention⁶

Estimated date of installation completion: _____

Additional Required Documentation for Step 1 submittal:

To complete Step 1 please provide the two additional documents referenced here:

- 1. An electrical “one-line” drawing depicting all the major system components**
- 2. The output of the system annual energy estimate (see footnote 4 below)**

1 Master Electrician or NABCEP number

2 Systems with a nameplate rating greater than 10kW require the installation of a separate production meter. See SMPA Net Metering Policy for details.

3 (e.g. Main house roof, garage roof, ground mount, etc.)

4 This should be the output from PV Watts Calculator (recommended) or similar energy estimator found here <http://pvwatts.nrel.gov>, or provided from Installation Contractor.

5 This can be obtained from SMPA through your on-line account or by calling 970-626-5549, or 970-864-7311

6 For example, any planned load growth, future purchase of electric vehicle, etc.

D. Applicant Signature

I hereby certify that, to the best of my knowledge, the information provided in this **Step 1** Preliminary Authorization Application is true. I agree to abide by the system requirements outlined in the [SMPA Net Metering Policy](#) and understand that SMPA must review and approve this application prior to my installing the equipment and receiving approval for **Step 2** of this application.

Signed: _____

Title: _____ Date: _____

(For SMPA use only)

The electrical generating system as proposed in this application meets the [SMPA Net Metering Policy](#) design requirements. Member Applicant is approved to purchase the hardware and to begin installation. Final approval and authorization to operate the system will be determined after completing the requirements in **Step -2**.⁷

SMPA signature: _____ Service Location: _____

Name: _____ Title: _____ Date: _____

Please proceed to Step 2 on the next page.

⁷ Described in more detail in the [SMPA Net Metering Application Procedures](#) document.

STEP 2 Final Approval

The second step in this application process is required to determine that the system hardware has been installed properly and in compliance with all applicable codes and standards as described in the [SMPA Net Metering Policy](#).

E. Hardware and Installation Compliance (completed by Installation Contractor)

This installation has been approved by the Colorado State Electrical Inspector.

Date of installation completion and final inspection: _____

Signed (Contractor): _____ Date: _____

Name (Print): _____ Company: _____

Please indicate the final "as built" System configuration or check here for no changes from **Step 1** system design :

System nameplate rating: (kW) or (kVA) _____ (AC Volts) _____

If Solar, please list location of array⁸ _____ Tilt _____ Azimuth _____

PV module manufacturer: _____ Model: _____

Inverter manufacturer: _____ Model: _____

If batteries are included with the system, describe the purpose for the battery system (e.g. emergency back-up power?)

Final installed cost of system (optional)⁹ \$ _____

Additional Contractor supplied Documentation for Step 2 Submittal:

- 1. Please provide a copy of the documentation showing evidence of final electrical inspection.**
- 2. Please provide a site plan, map, or sketch showing the as built one-line electrical drawing locations of all major system components and disconnect switchgear.**

(For SMPA use only)

The member has completed the system hardware approval application process. The electrical generating system, as installed, has been inspected by SMPA and meets the [SMPA Net Metering Policy](#) requirements. Member Applicant is approved to proceed to **Step 3** and complete the [Net Metering Agreement](#) and obtain the Net Metering billing rate.

SMPA signature: _____ Service Location: _____

Name: _____ Title: _____ Date: _____

⁸ (e.g. Main house roof, garage roof, ground mount, etc.)

⁹ This should be the cost reported for Federal rebates. SMPA wishes to track system costs over time

Attachment A: System Modifications or Expansion

A member may need to modify or wish to expand the system that has been previously approved in the preceding 3-step process. All proposed changes will have to be reviewed and approved by SMPA in order to ensure the same level of compliance as the original system. Minor modification, such as replacing or upgrading existing hardware that does not affect the original design or nameplate rating may be approved by submitting the brief description of changes below. Modifications or expansion that change the nameplate rating and that warrant obtaining a new State Electrical Permit will require the member to re-engage in the **first 2-step Net Metering System Approval Application above**. The **Net Metering Agreement** will not require resubmitting and will remain in effect if the system modifications are approved.

F. Briefly describe the nature of the intended modification or expansion? _____

New System nameplate rating¹⁰: (kW) or (kVA) _____ (AC Volts) _____

If Solar, please list location of array¹¹ _____ Tilt _____ Azimuth _____

New PV module manufacturer: _____ Model: _____

New Inverter manufacturer: _____ Model: _____

If batteries are to be included with the system, describe the purpose for the battery system (e.g. emergency back-up power?) _____

Estimated system Annual AC energy production (kWh)¹² _____

Historic or estimated electrical energy use at this location¹³ _____

If the estimated annual system production exceeds 100%, please explain the intention¹⁴

Estimated date of installation completion: _____

G. Applicant Signature

I agree to abide by the system requirements outlined in the **SMPA Net Metering Policy** and understand that SMPA must review and approve this request prior to my installing the modified or expanded system equipment.

Signed: _____

Title: _____ Date: _____

(For SMPA use only)

SMPA will review this request for changes and determine if the full 2-step Net Metering System Approval Application process is required. If not, the requested changes are approved.

SMPA signature: _____ Service Location: _____

Name: _____ Title: _____ Date: _____

¹⁰ Systems with a nameplate rating greater than 10kW require the installation of a separate production meter. See SMPA Net Metering Policy for details.

¹¹ (e.g. Main house roof, garage roof, ground mount, etc.)

¹² This should be the output from PV Watts Calculator (recommended) or similar energy estimator found here <http://pvwatts.nrel.gov>, or provided from Installation Contractor.

¹³ This can be obtained from SMPA through your on-line account or by calling 970-626-5549, or 970-864-7311

¹⁴ For example, any planned load growth, future purchase of electric vehicle, etc. Net Metered systems should be designed to meet all or a portion of the Member's historic or anticipated annual load.