

### **Process for Net Metering Applications (<= 10kW)**

- 1) **Customer** makes initial inquiry regarding the feasibility of a proposed Net Metering service to the Operations Department. [dschonewille@tillsonburg.ca](mailto:dschonewille@tillsonburg.ca)
- 2) **THI** investigates the proposed site and provides **Form B – CIA Application** if there are no constraints. Form B shall be stamped by a P. ENG.
- 3) **Customer** completes Form B and submits to THI. Note: The CIA Application must be stamped by a P.ENG
- 4) **THI** provides customer with a completed **Form A – CIA Study Agreement** and requests signature and payment.
- 5) **Customer** returns completed Form A with payment and provides all supporting documentation including a single line diagram. All documents shall be stamped by a P.ENG
- 6) **THI** coordinates completion of the Connection Impact Assessment and contacts Hydro One for further approvals. Note: Hydro One may complete an additional CIA at the transmission level at their discretion and at customer cost.
- 7) Once the CIA has been completed, **THI** will submit a completed **Form F – Connection Agreement** to the customer complete with a connection cost estimate and offer to connect.
- 8) **Customer** provides signed Connection Agreement and additional payment (if required) to THI.
- 9) **THI & Customer** complete any & all construction activity at site.
- 10) **The Electrical Safety Authority** shall supply THI with a connection authorization prior to connection.
- 11) **THI** to complete final connection and complete all system tests as required.

**Note:** *It is recommended not to incur major expenses on equipment or related devices until the Connection Agreement has been signed off by both parties (Step 8), and all necessary approvals have been obtained.*

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