**Net Metering Quick Resource sheet**

**Where to refer net metering questions**

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| **What Can the PUC help with?** | * Questions about the application process
* Questions about ePUC
* Which specific section of PUC Rule 5.100 applies to sections of the application
 | **What can’t the PUC help with?** | Commission staff cannot offer any interpretation of the rule or advise an on applicant whether an application will meet the criteria.  |
| **What can CAPI help with?**  | * Directing consumer to the resources
* Logging and investigating complaints about net metering disputes with utilities and solar developers who are potentially in violation of their CPG
 | **What can’t CAPI help with?** | CAPI cannot require a utility to make an exception to a PUC approved tariff or PUC Rule, CAPI can direct consumers on how to file a formal complaint with the PUC.  |

**Forms and process**

A **registration** form is required for:

Ground-mounted photovoltaic systems with a capacity of 15 kW or less

Roof-mounted photovoltaic systems with a capacity of 500 kW or less

**Who gets the registration form?**

Applicants must mail the original of the completed form to:

Vermont Public Utility Commission at 112 State Street, Montpelier, VT 05620-2701

Copies of the completed form must be sent by the Applicant to:

* Vermont Department of Public Service at 112 State Street, Montpelier, VT 0562-260
* Vermont Agency of Natural Resources Office of Planning and Legal Affairs at 1 National Life Drive, Davis 2, Montpelier, VT 05620-390or by e-mail to ANR.Notice@vermont.gov
* the Applicant’s electric utility service provider.

**What happens after this form is filed?**

For systems that are 15kW or less, there is a 10-business-day comment period (not including 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, the applicant 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.

The applicant may not commence site preparation or construction of the system until the applicable comment period has expired.

 An **application** form is required for:

Ground-mounted photovoltaic systems with a capacity of greater than 15 kW and up to and including 50 kW; and

Non-photovoltaic systems with a capacity of up to and including 50 kW.

Applicants must mail the original of the completed form to:

Vermont Public Utility Commission at 112 State Street, Montpelier, VT 05620-2701

**What Happens after This Form is filed with the Commission?**

Commission staff will review the application to determine whether it is administratively complete enough to process and send the Applicant an e-mail message with the results of this review. This e-mail message will include the case number for the application and, if the application is determined to be administratively complete, the deadline for filing notices of intervention, motions to intervene, requests for hearing, and public comments about the application. **Within two business days after the application is determined to be administratively complete, the applicant must send by certified mail, or if indicated below, by email, copies of the completed form** **(with the case number and deadline for intervention, requests for hearing, and public comments written on the first page) and attachments to**:

* the Municipal Legislative Bodies and the Municipal and Regional Planning Commissions where the net-metering system will be located
* the host landowner;
* all adjoining landowners;
* Vermont Department of Public Service at 112 State Street, Montpelier, VT 05620-2601 or by email to DPS-PA@vermont.gov
* 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

* Vermont Natural Resources Board at Dewey Building, National Life Drive, Montpelier, VT 05620-3201, **if the proposed net-metering system is located on a parcel subject to an Act 250** or by email to nrb.comments@vermont.gov
* Vermont Division for Historic Preservation at One National Life Drive, Deane C. Davis Building, 6thFloor, Montpelier, VT 05620-0501or by email to accd.projectreview@vermont.gov
* Vermont Agency of Agriculture Food and Markets at 116 State Street, Montpelier, VT 05620-2901; or by email to AGR.Notice@vermont.gov
* the applicant's electric utility service provider

**Group net metering**

**How to form a group**

5.130 Group System Requirements

(A) In addition to any other requirements in 30 V.S.A. §§ 248 and 8010, and in any applicable Commission rules, before a group system may be formed and served by an electric company, the group must file the following information with the **electric company**:

(1) The meters to be included in the group system, which must be located within the same electric company service territory;

(2) A process for adding and removing meters in the group and an allocation of any credits among the members of the group. This allocation arrangement may be changed only on written notice to the electric company by the person designated under 5.130(A)(3), and any such change may only apply on a prospective basis;

(3) The name and contact information for a designated person who is responsible for all communications from the group system to the serving electric company, except for communications related to billing, payment, and disconnection; and

 (4) A binding process for resolving any disputes among the members of a group relating to the net-metering system. This dispute resolution process may not in any way require the involvement of the electric company, the Commission, or the Department. This process does not apply to disputes between the electric company and individual group members regarding billing, payment, or disconnection.

(B) The electric company must implement appropriate changes to a net-metering group within 30 days after receiving written notification of such changes from the person designated under subsection 5.130(A)(3). Written notification of a change in the person designated under subsection 5.130(A)(3) is effective upon receipt by the electric company. The electric company is not liable for the consequences from actions based on such notification.

(C) For each group member’s customer account, the electric company must bill that group member directly and send directly to that group member all communications related to billing, payment, and disconnection of that group member’s customer account. Any volumetric charges for any account so billed must be based on the individual meter for the account.

**How to make changes to a group**

If a group adds or removes members, that information needs to go to the electric company only, it **does not** need to be provided to the PSD or the PUC

**Resources**

<http://puc.vermont.gov/electric/net-metering>

<http://puc.vermont.gov/epuc-information/epuc-help>