



## NET METERING APPLICATION

This form must be filled out completely and submitted to the City of Geneva Electric Division before a customer's renewable energy facility can be interconnected with City's distribution system.

Customer and Contractor orientation regarding the City's Net Metering policy and Solar installations must be completed prior to this application being approved. Please email Aaron Holton @ [aholton@geneva.il.us](mailto:aholton@geneva.il.us) to make an appointment.

Please carefully review the City's policy on Net Metering Service at [www.geneva.il.us](http://www.geneva.il.us) and the following application instructions for specific requirements.

### A. Customer Information

Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Residential Customer                       General Service Customer

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

City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Service Address (if different from mailing address): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_



Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**B. Installer Information**

Company Name: \_\_\_\_\_

Installer Name: \_\_\_\_\_

Installer Orientation Completed (Circle one) YES NO

**C. Type of Service**

- Single Phase (120/240v)
- 3- Phase (120/208v)
- Other – specify voltage
  - Single Phase (Voltage \_\_\_\_\_)
  - 3-Phase (Voltage \_\_\_\_\_)

**D. Equipment Information**

Installation Type (check one) Solar  Wind

Meter Purchase Price \_\_\_\_\_

**E. Inverter Manufacturer Information (if applicable)**

Inverter Manufacturer: \_\_\_\_\_

Inverter Model Number: \_\_\_\_\_

Inverter Continuous AC Rating (AC Watts): \_\_\_\_\_

Total Number of Inverters: \_\_\_\_\_

Maximum Inverter Output (AC Watts): \_\_\_\_\_

**F. Installation Information**

**a. Inverter**

Inverter Location (check one): Indoor  Outdoor

Inverter Location(s) Description: \_\_\_\_\_

**b. Location of AC Disconnect Switch:** \_\_\_\_\_



**c. System Type (check one):**

- Net Metering – Customer’s system is capable of back feeding through the utilities’ meter
- Interconnected Circuit – Utility power is used for backup only and customer does not request net metering

**d. Battery Storage**

Will the generation system use a battery storage system?      Yes     No

Battery Manufacturer: \_\_\_\_\_

Battery Model Number: \_\_\_\_\_ QTY.: \_\_\_\_\_

Battery Voltages: \_\_\_\_\_ Amp Hours: \_\_\_\_\_

Battery Bank Voltages: \_\_\_\_\_ Amp Hours: \_\_\_\_\_

**G. Single-Line Diagram of Net Metering Facility and Interconnection**

Please include a copy of the Building Department Permit(s) and submitted drawings with your application. Your Net Metering application will not be approved without this information.

The Customer agrees that, in its construction and operation of the Facility, it will comply with the City’s service rules and regulations and Interconnection Standards and comply with all applicable laws and electric codes.

[Customer Signature]

\_\_\_\_\_



## *Instructions for One-Line Diagram*

The Customer's one-line diagram is one of the most important parts of the Net Metering Application. The one-line diagram is used by the City during the review and approval process, and again during field testing and meter installation.

A good diagram can greatly shorten the City review period and helps expedite the City's field testing and meter installation. Inconsistencies between the diagram and the actual installation as-built are cause for rejection at the final testing and meter installation.

The diagram does not need to be overly complex, but accuracy and clarity are critical. The sample diagram below is for a typical PV System and is very simple, but it contains the required technical information for the City. An accurate and complete connection diagram is also important because the design and installation of these systems is not routine.

At a minimum, the one-line diagram must show how the system components are connected electrically and should show equipment part numbers and physical locations. Some of this may be on the application form as well, but having the information on a single document speeds the reviews and field inspections.

The one-line diagram should provide the following information:

- a. Generator (PV Panels, Wind Turbine) - Include manufacturer, part number, nameplate maximum capacity (kW), and physical location. For modular systems (ex. pv panels), also include: number of modules, configuration, nameplate maximum capacity of each module, and total nameplate maximum capacity.
- b. Inverter - Include manufacturer, type or series, part number, serial number, nameplate maximum capacity (kW), output voltage, physical location.
- c. Disconnect Switch - Include the physical location relative to the Company Service Meter.
- d. Electrical Service Panel -Include the panel or main breaker size and the position at which the generation is connected. Show all panels (if there are multiple panels or subpanels) even if not directly connected into the generation system.
- e. The Company Service Meter - Include existing meter serial number, meter form, and class
- f. PV System Output Meter Base – Include meter form, class, and physical location. Location within 5' of the Company Service meter.
- g. Other Related Equipment (battery banks, transfer or bypass switches, backup generators, etc.)



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Office Use:

Circuit Number for Installation: \_\_\_\_\_. Facility  does  does not exceed circuit or system limitation in current circuit study.

Customer orientation completed: Date: \_\_\_\_\_

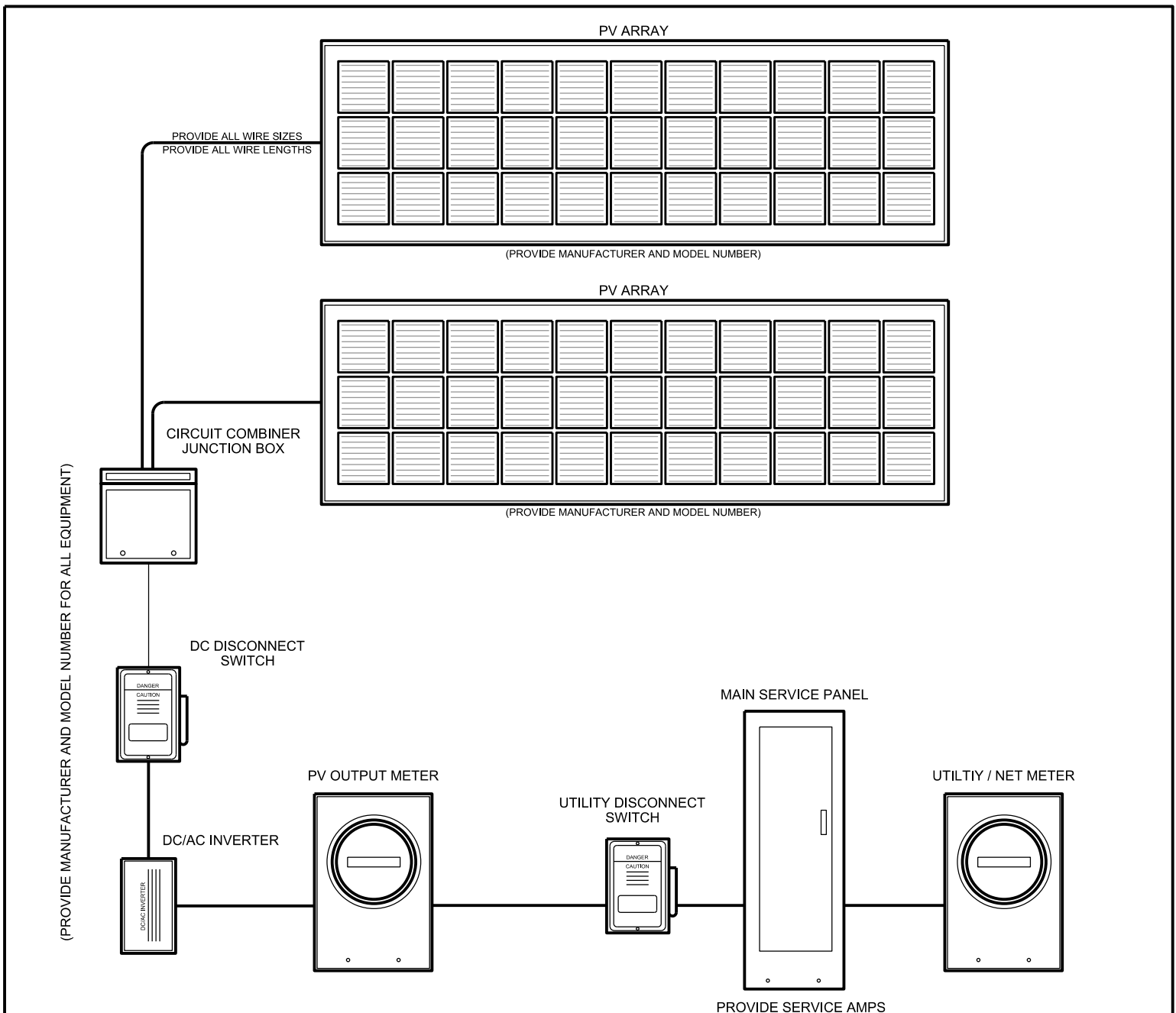
Installer orientation completed: Date: \_\_\_\_\_

Meter Purchased: Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Disapproved By: \_\_\_\_\_ Date: \_\_\_\_\_ Reasons for Disapproval: \_\_\_\_\_

Customer Notified of Grounds for Disapproval: By: \_\_\_\_\_ Date: \_\_\_\_\_



**SUBMITTER MUST PROVIDE:**

1. ALL WIRE SIZES AND LENGTHS
2. ALL PART MANUFACTURERS AND MODEL NUMBERS
3. SERVICE SIZE IN TOTAL AMPS
4. GENERAL SITE PLAN DIAGRAM
5. ALL FUSE SIZES



**TYPICAL NET METERING SYSTEM DIAGRAM**

CITY OF GENEVA  
 ELECTRIC DIVISION  
 NET METERING  
 8/22/2017  
 M.B.