

# ALPENA POWER COMPANY

## Generator Interconnection Application process

Category 1 Projects of 20 kW or less

This document outlines the procedure for an Alpena Power Company customer (Applicant) to apply to interconnect a non-utility generating resource with a maximum capacity of 20 kW or less to APC's electric distribution system and to operate it in parallel with APC's system or for any existing generation project seeking approval for a major upgrade/modification in equipment or generator size.

Step 1: Applicant contacts APC and requests a Generator Interconnection Application and Net Metering Application (combined application can be used if applicable).

Step 2: Applicant submits completed application with required technical data and filing fees to APC for review and approval.

Step 3: APC mails letter to Applicant acknowledging receipt of application within 3 Business days of the day application was received by APC.

Step 4: APC completes its application review within 10 working days of the date of receipt of the application.

**If APC determines that the application is incomplete**, it is returned to the Applicant with an explanation of what information is missing and the customer must resubmit the application and start the process again at Step 2 listed above.

**If APC determines that the application is complete**, APC contacts the Applicant and sets up a meeting with them and their electrician to review the installation requirements for the project. If requested by the Applicant, this meeting will include up to 2 hours of technical consultation at no cost to the Applicant. Applicant is given a copy of APC's Interconnection and Parallel Operating Agreement for their review and execution.

Step 5: Applicant contacts APC upon completion of their generator installation. Once all of their approvals and inspections are completed and the Interconnection and Parallel Operating Agreement has been signed and returned, the site is ready to be connected to APC's distribution system. APC schedules the installation of the net meter with the Applicant.

Step 6: APC visits the Applicant's site, removes the existing electric meter, and installs the new net meter in its place.

Step 7: APC makes the necessary billing changes to the Applicant's account to enable APC to begin billing the customer under the appropriate net metering tariff.