

Application Process

Customers must not interconnect their generating facility with the South Hadley Electric Light Department (SHELD) distribution facilities until they receive written authorization from SHELD. Unauthorized interconnections may result in injury to persons and damage to equipment or property for which the customer may be liable.

Application Submittal Checklist

- Application (sections 1-4)
- Application Review Fee (see Table 1)
- Site Plan
- Single-Line Diagram
- Generation Meter in single-line diagram and site plan
- Inverter Settings/Configuration (ISO NE) included
- Meter Fee (actual cost -contact SHELD)

Approval to Construct

Once the required application documents and fees have been submitted, SHELD will begin reviewing your project for completeness of application. In addition, we will perform an initial review to determine if there are any system impacts that need to be addressed. Upon successful completion of the review, SHELD will complete **Section 5** and inform the applicant that: 1) the system has been approved for construction, 2) the system has been approved with conditions and/or fees, or 3) the application as submitted is denied. If approved, the customer will be issued a signed *Approval to Construct*.

Inspection

Upon completion of system installation, installer electrician shall schedule an inspection with the Town of South Hadley Wiring Inspector and SHELD. In addition to the usual review of proper wiring and NEC requirements, the inspection will include:

- Loss of AC power and verification of rapid shutdown of system
- Verification of 1-line drawing and installed system
- Verification of grid interconnection method and ISO-NE settings used by the inverter

Approval to Operate

If the inspection is satisfactory, SHELD will install a generation meter, perform additional metering changes as required, and the system will be allowed to go into production. The customer will be issued a signed *Approval to Operate*.

Application Requirements

To ensure that the application package is complete, refer to the following table:

Item	General Comments
Application	Applicable sections (1-4) for your generator are completed. Note: Application for Permit to Perform Electrical Work is also required from the Town of South Hadley Wiring Inspector.
Application/Meter Fee	Applications will not be deemed complete until applicable Application fee is received (unless exempt). Meter fee is required prior to issue of SHELD Approval to Operate.
Site Plan	Show location of all pertinent electrical equipment, such as main switchboard, utility disconnect switch, generation meter, utility meter, panels, inverter, etc. For PV systems, submit a copy of all applicable documents as required by South Hadley Zoning Bylaw § 255-42. Note: a PV site plan must show the panel azimuth and tilt angles.
Generation Meter	In addition to the bi-directional meter installed at the service location, a SHELD-owned production meter is required. This meter must be wired with the top jaws towards the inverter(s), bottom jaws towards panel.
Single-Line Drawing	The Single-Line Diagram must show all devices for the system, equipment ratings, wire sizes and a visible, accessible and lockable disconnect switch (“safety switch”). Please note that the disconnect switch must be installed in a readily accessible location normally within 10 feet of the utility meter, where SHELD personnel can operate the switch at any time.
Inverter Settings/Configuration	The proposed inverter settings include how the inverter reacts to high/low voltage conditions, voltage and frequency ride-thru settings, and volt-var or volt-watt settings. ISO-NE Grid connection settings must be utilized. Note: all inverters must be UL listed.
Three-Line Drawing	If required, usually for larger non-residential systems.
Proposed Relay Settings	If required, usually for larger non-residential systems.

South Hadley Electric Light Department

Customer Accessory System Application

Section 1. Customer Information

Name: _____ Account Number: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Street Address (if different from above): _____

Phone: _____ Email: _____

Section 2. Generating Facility Information

System Size (kW DC): _____ (kW AC): _____

Inverter Manufacturer: _____ Inverter Model: _____

Inverter Power Rating (kW AC): _____

Existing service: Voltage _____ Phases: _____

Estimated Annual Production (kWh AC): _____

Section 3. Planned Installation Information

Company/Representative: _____ Planned Installation Date: _____

Phone #: _____ Email: _____

Licensed Electrician: _____ License #: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Section 4. Certifications

The system meets all requirements of SHELD, NEC, MEC, IEEE and Town of South Hadley standards and bylaws. Name (Printed): _____ Company: _____

Signed (Solar Representative): _____ Date: _____

Section 5. SHELD *Approval to Construct*

The system is approved for construction: Yes _____ No _____

SHELD Approval: _____ Date: _____

Comment: _____

Section 6. Witness Test and *Approval to Operate*

1. SHELD Approval: _____ Date: _____

2. Wiring Inspector Approval: _____ Date: _____

Table 1 – Fee Schedule

	Residential Rate Customer System	Commercial Rate Customer System
Application Fee (covers initial review)	\$100	\$10/kW Minimum \$100 Maximum \$6,250
Supplemental Review or Additional Review (if applicable)	N/A	Up to 12 Engineering hours at \$100/hr. \$1,200 maximum
Impact and Detailed Study (if required)	N/A	Actual Cost
System Upgrades	Actual Cost	Actual Cost
Meter Upgrade	Actual Cost	Actual Cost