

CWLP SOLAR PROJECT INFORMATION SHEET

- **Contractor Step-by-Step Process for Solar Array Projects less than 25kW in CWLP Territory**
 - Contractor obtains the CWLP Solar Application Packet containing the Interconnection Agreement, Net Meter Contract, Solar Data Sheet, Approved Wiring Diagrams and Approved Meter Bases.
 - Contractor submits the following documents to the CWLP Solar Program Administrator:
 - Interconnection Agreement - filled out and customer signed
 - Net Meter Contract - filled out and customer signed
 - Solar Data Sheet
 - One-line drawing
 - A **\$400** check payable to CWLP for solar related charges should be submitted at this time (\$50 application fee, \$150 net meter, \$50 interconnection testing, \$150 installation of 2 meters). This check will be held by CWLP until installation of the two meters.
 - Contractor obtains proper permits through Springfield's Office of Building & Zoning (217-789-2171) or, if outside City limits, Sangamon County's Department of Zoning (217-753-6760), who shall establish that the facility meets local code requirements.
 - Contractor connects array according to CWLP approved drawings. If connection of the solar circuit is to be made inside the meter base of the billing meter, coordination with the CWLP Maintenance Supervisor (217-757-8520 x2209) is required at least 1 week ahead of time.
 - Once the solar array is operational, the contractor contacts the CWLP Solar Program Administrator (contact info below) to perform the required interconnection safety test. (This is different than the Zoning inspections, which also need to be scheduled.)
 - Upon passing the interconnection safety test, CWLP will send to both the contractor and customer a signed Permission to Interconnect Letter, and CWLP countersigned Interconnection Application and Net Meter Contract. The \$400 check will be processed and the billing net meter and the solar production meter will be installed within 2 weeks.
- CWLP provides the customer full retail rate for all solar production through the use of a net meter. If the array is producing more power than is needed in the building, the net meter increments in reverse. If the array produces more electricity than the building consumes during the billing period the customer is billed for zero (0) kWh and the excess is saved for future use. All saved excess production is lost after the March billing cycle every year.
- Projects **over 25 kW** require an additional \$300 Engineering Review and have different wiring requirements (contact Solar Program Administrator for drawings). Solar circuit must be connected to the line side of the revenue meter. Check required at time of Solar Application Packet submission.
- CWLP Solar Program Administrator contact and mailing information:
 - Heather Williams
1008 E. Miller St.
Springfield, IL 62702
 - 217-789-2070 ext. 2080
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