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THE CITY of Milford DELAWARE

ELECTRIC DEPARTMENT
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SOLAR, WIND OR OTHER DISTRIBUTED ENERGY RESOURCE (DER) INTERCONNECTION APPLICATION GUIDELINES

Revised 12/20/2023

PLEASE READ ALL GUIDELINES BEFORE SUBMITTING APPLICATION

Net metering

The City of Milford municipal electric department offers a net metering service to all customers. The maximum system size of the distributed generation cannot exceed 25kW for residential customers, 100kW for farms, or 500kW for commercial customers. The actual system size will depend on the customer's consumption history. **To be eligible for the net metering service, the generating capacity of a system cannot exceed the customer's annual electric energy needs.** Systems over 25kW may require a pre-interconnection study and other requirements as described in the City of Milford electric rules and regulations.

System Size

The system size is based on the customer's most recent two-year average (last 24 months) energy consumption. The average takes into account any statistically outlying months. The system production must be less than 110% of this annual average. If there is no history for the location the City of Milford will provide an estimate based on similar neighborhood houses and situations. The City will not approve an oversized system resulting in the customer becoming a generator.

Interconnection Application

Before construction can begin on a solar, wind or other type of distributed energy resource, the customer or installer must **completely** fill out and submit an **interconnection application and a building permit application form**. The interconnection application will be reviewed by the Electric Department and the building permit application will be reviewed by the Planning Department (in-town) for compliance with the electric rules and regulations and the building code.

Energy storage systems (battery) require an **Energy Storage System Supplemental Form** to be submitted with Part 1.

Send interconnection applications to Steve Zeveney @ szeveney@milford-de.gov and copy Shelly Muise @ mmuise@milford-de.gov (302-422-1095). The interconnection application is submitted in 2 parts.

Part 1 of Interconnection Application – Receiving Permission to Install

Part 1 of the Interconnection application, including Appendix A, must be filled out and submitted first with the following additional documentation.

1. Cut sheet (specification) for all hardware used in the project. This includes solar panels, inverters, microcontrollers, disconnects, racks etc.
2. A PV watts estimate (see pvwatts.nrel.gov) and all information necessary to duplicate the estimate.
3. A one-line diagram showing the main connections and arrangement of the system components including the utility meter and system disconnect locations.

4. An aerial view showing the locations of the main components of the system on the property.
5. The application must be signed by the **account holder**.

Once all documents are submitted, The City of Milford will review the application.

For installations within City Limits:

1. If all requirements are met, Part 1 of the interconnection application will be signed by the Electric Department indicating Electric Utility Approval and forwarded to the Planning Department for processing.
2. The Planning Department will review the building permit application for compliance with building code regulations. (302-424-8396 or planning@milford-de.gov). If all requirements are met, a building permit will be issued for the installation of the panels and the signed part 1 application will be returned to the customer/installer.

For installations outside of City Limits:

1. If all requirements are met, Part 1 of the interconnection application will be signed by the Electric Department and forwarded to the Planning Department for processing. A no-charge permit will be issued for installations outside City limits and the signed part 1 application will be returned to the customer/installer indicating approval for installation. These installations are not subject to the City's building code requirements. Please check with Kent County or Sussex County for any additional building permit requirements.

Any issued building permit and signed Part 1 Application will be valid for 1 year from the date of approval.

Construction

Construction of the generation system can begin **after** the customer receives a building permit and a signed part 1 of the interconnection application approving the installation from the City of Milford. Interconnection projects must be installed by an **electrician licensed**.

Electric Utility Meter

The City of Milford will provide an electric utility meter capable of measuring delivered and received energy for the purposes of Net metering. The utility meter must be located on the structure adjacent to the system disconnect device. **If the meter is located on a pedestal near the street the meter will need to be moved to the structure by the customer/contractor before the interconnection application will be approved.**

System Disconnect

The City of Milford requires a system disconnect device be installed adjacent to the electric meter. This disconnect device must be clearly marked and accessible to the City of Milford at all times.

Part 2 of Interconnection Application – Permission to Operate

The customer/installer is not be permitted to operate the system, even to test, until The City of Milford has granted permission to operate. For in-town customers, permission to operate will not be granted until after a final building inspection is performed by the Building Code Official.

When installation is complete the customer will fill-out and submit Part 2 of the interconnection application along with proof of an **electrical inspection per the National Electric Code** (cut-in card).

The City will inspect the installation to see that all is in order, change the customers billing status to net metering, and program the meter to accept the returned energy.

If all requirements are met the City of Milford will sign-off on part 2 of the application and return it to the customer/installer giving permission to operate the system.