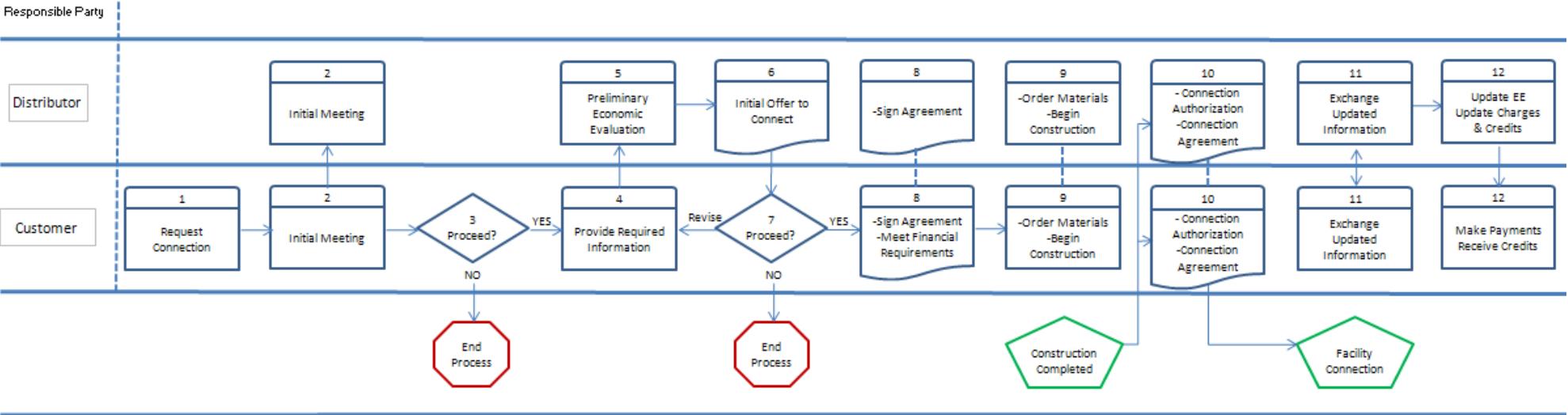


Orillia Power Distribution Corporation

Distribution Connection

Distribution Connection
Developments & General Service Customers



Distribution Connection Developments & General Service Customers

If you are planning on building a Subdivision, Commercial Building, or an Industrial Development, the process of connecting to the Local Distribution Infrastructure will require coordination with the Distributor.

The following information in conjunction with the preceding chart is designed to assist the parties in meeting their respective obligations and facilitate the required connection. It is important to note although the steps identified in both the chart and the following descriptions need to be followed in proper order, some of the steps may be combined to help speed up the process if all the required information is provided in a timely manner.

Step 1 – Request for Connection

Customer submits a connection request to the Distributor. Initial request should at a minimum include the following information:

- a) Location of proposed development
- b) General description of development
- c) Proposed construction date
- d) Contact information for Development

Step 2 – Initial Meeting

Customer and Distributor meet to review proposed new development and connection requirements. Initial meeting will provide both parties with an opportunity to gain a better understanding of the proposed development and identify any issues related to timing and connection to the Distribution System.

Based on the information provided by the Customer prior to the meeting, the Distributor will be able to provide at a high level:

- a) An initial concept of the type of work that may be required to facilitate a connection. ie:
 - a. Extension of an existing Feeder
 - b. Potential requirement for a new Distribution Substation
 - c. Add a second or third phase to an existing feeder
- b) An understanding of the Customer responsibilities
- c) An understanding of what must be managed by the Distributor
- d) An understanding of what may be contracted by the Customer
- e) An estimated timeline required to provide connection facilities
- f) An initial estimate of required expansion costs – note: more detailed estimates on costs will be provided with the Offer to Connect should the Customer choose to continue to Step 4.

Step 3 – Customer Decision

Based on the results of the initial meeting, the Customer decides on proceeding with the process or withdrawing their Request for Connection.

Step 4 – Customer Provides Required Information

If the Customer decides to proceed with the process for acquiring a connection, the Customer notifies the Distributor and provides the relevant detailed information as noted below:

- a) A statement noting if the Customer intends on managing the contestable work noted during the consultation
- b) Number of Residential Connections
- c) Residential – Type, Number, and size of units
- d) Number of Commercial / Industrial Connections
- e) Estimated Average Monthly consumption (at minimum winter & summer estimates)

- f) Estimated annual facility connections over five years from date of Distributor system connection

The following information is also required however the Distributor reserves the right to perform the work internally or through an external consultant:

- a) Design and engineering specifications including but not limited to stamped site service drawings
- b) Determination of required Transformation based on estimated building loads
- c) Estimated Capital costs of facilities which would be assumed by the Distributor following energization

Step 5 –Initial Economic Evaluation

Upon receipt of the required information from the Customer, if an expansion of the distribution system is required, the Distributor will perform an Initial Economic Evaluation following the process as required in the Distribution System Code.

The Initial Economic Evaluation will assist the Distributor in calculating what (if any) portion of the Capital Costs the Distributor will invest and will be used in the preparation of the Offer to Connect.

Step 6 – Offer to Connect

Using the information provided by the Customer, and following the completion of the Preliminary Economic Evaluation, the Distributor will prepare an “Offer to Connect”. The Offer to Connect will contain the following information:

- a) A statement as to whether the offer is a firm offer or an estimate to be revised after the actual costs are known
- b) The estimated amount of Capital Contribution that will be required from the Customer
- c) The estimated amount of the Expansion Deposit that will be required from the Customer
- d) A description of the costs related to the Capital Contribution
- e) The costs for inspections
- f) A description of the deliverables required from the Customer before Connection
- g) An estimated Connection Date

Step 7 – Customer Decision

Customer Reviews Offer to Connect and decides if they would like to continue with the project as planned. Three options are available to the Customer:

- a) Customer elects to drop the project, a notice of withdrawal of the Request for Connection shall be provided to the Distributor.
- b) Customer would like to revise their Connection request, a notice informing the Distributor of the requested changes shall be provided to the Distributor (go back to Step 4)
- c) Customer agrees with the Offer to Connect,

Step 8 – Construction Agreement

Once the Customer accepts the Distributor’s Offer to Connect, the parties shall enter into an agreement covering the construction and connection requirements and responsibilities. The Customer and the Distributor sign the agreement and the Customer provides the financial deposits and/or guarantees as required.

Step 9 – Construction

Following receipt of signed Construction Agreement and required financial deposits and/or guarantees from the Customer, both parties shall begin ordering materials and begin construction.

Step 10 – Connection Authorization

Once construction is completed, both parties will ensure that inspections are completed, and all required connection authorizations are in place. After receipt of a signed connection agreement and any additional financial contributions, the Distributor will authorize and connect the facility. If the Customer is coordinating the work on the expansion facilities within the development, the Customer is also required to provide “As-Built” drawings and a detailed material listing to ensure the Distributor has sufficient information in hand to verify system security prior to energization.

Step 11 – Exchange Updated Information

The Customer and the Distributor shall exchange any required updated information on the project including, but not limited to:

- a) All applicable Connection Authorizations
- b) All applicable Warranties
- c) Any new information that was provided as an estimate in Step 4
- d) Actual costs of any “capital works” related to the expansion facilities within the development
- e) Detailed site plan with appropriate Municipal Address information for individual services

Step 12 –Final Economic Evaluation

As required, the Distributor shall copy the Initial Economic Evaluation to a new file, to be known as the Final Economic Evaluation. The Final Economic Evaluation shall be updated using actual information acquired during and following the construction process. This Final Economic Evaluation shall determine the capital contribution required to transfer the assets to the Distributor.

Step 13 – Annual Economic Evaluation Update

If the development includes estimated connections that are not energized at the time of the initial Connection, the Distributor shall re-run the Economic Evaluation on an annual basis using actual Customer connection information during the five (5) year connection horizon used in the Initial Economic Evaluation. The Distributor will annually return the percentage of the expansion deposit in proportion to the actual connections that materialized in each year. The Distributor shall be permitted to retain the remaining portion of the expansion deposit for any forecasted connections that have not materialized during the five (5) year connection horizon.

If a third-party (not the Distributor - see Step 4) completed the majority of the work, the Distributor shall retain at least ten (10) percent of the expansion deposit for a warranty period of at least two years. This portion of the expansion deposit can be applied to any work required to repair the expansion facilities within the two-year warranty period. The two-year warranty period begins:

- (a) when the last forecasted connection in the expansion project materializes (for residential developments) or the last forecasted demand materializes (for commercial and industrial developments); or
- (b) at the end of the five-year customer connection horizon,

whichever is first. The distributor shall return any remaining portion of this part of the expansion deposit at the end of the two-year warranty period.



Request for Connection

Development Name:
 Site Plan Identification:

Contact Information:

Primary Contact

Secondary Contact

Contact Name:
 Street:
 City:
 Postal Code:
 Office Number:
 Cell Number:
 Fax Number:
 E-mail:

Requested Connection Date:

Multi-Phase Development?
 If YES - Identify Phase

Type & Number of Connections:

Average Monthly Consumption
Per Unit - Winter

Average Monthly Consumption
Per Unit - Summer

Residential:	<input style="width: 100%; height: 20px;" type="text"/>		<input style="width: 100%; height: 20px;" type="text"/>	kWh's	<input style="width: 100%; height: 20px;" type="text"/>
Commercial:	<input style="width: 100%; height: 20px;" type="text"/>		<input style="width: 100%; height: 20px;" type="text"/>	kWh's	<input style="width: 100%; height: 20px;" type="text"/>
Industrial:	<input style="width: 100%; height: 20px;" type="text"/>		<input style="width: 100%; height: 20px;" type="text"/>	kWh's	<input style="width: 100%; height: 20px;" type="text"/>

Residential Dwelling Design:

Connection Horizon:

Year 1		
Year 2	Estimated connections in 1st year	<input style="width: 100%; height: 20px;" type="text"/>
Year 3	Estimated connections in 2nd year	<input style="width: 100%; height: 20px;" type="text"/>
Year 4	Estimated connections in 3rd year	<input style="width: 100%; height: 20px;" type="text"/>
Year 5	Estimated connections in 4th year	<input style="width: 100%; height: 20px;" type="text"/>
	Estimated connections in 5th year	<input style="width: 100%; height: 20px;" type="text"/>

Capital Costs:

Distribution Infrastructure:	<input style="width: 100%; height: 20px;" type="text"/>
Transformers:	<input style="width: 100%; height: 20px;" type="text"/>
Ducts & Structures:	<input style="width: 100%; height: 20px;" type="text"/>

Date Submitted:
 Prepared by:



ELECTRICAL PLANNING REQUIREMENTS

It is essential that the following information be provided to:

- a) enable an assessment to be made on the impact of the proposed project on the Electrical Distribution System.
- b) enable the Distributor to prepare pertinent information for the developer.

Please supply answers to the following questions as soon as possible as electrical planning cannot proceed until the Distributor has reviewed this information. Preliminary electrical site plan drawings are to be submitted together with this form. Electrical drawings are to be submitted to the Distributor for approval prior to any related job tenders or the commencement of any electrical construction. The drawings shall be drawn to a scale usable by the Distributor, shall show local pole locations, proposed transformer location, proposed electrical room/metering location and show how access to the metering would be gained (i.e.: the path to the metering). Electrical site plan drawings are to be submitted to the Distributor on one (1) Paper copy and in an electronic format as approved by the Distributor.

Project Location: (Municipal Address) _____

Name of Project: _____

Name of Applicant: _____

Address: _____

Contact Name: _____

Address: _____

E-Mail: _____

Telephone: () _____ **Fax:** () _____

Service Classification (☑ as many as apply):

Residential

General Service < 50kW

General Service > 50kW

General Service >500kW

Unmetered or Miscellaneous Load

Temporary Service

Service Entrance Switchboard with Utility CT and PT Compartment Yes No

Capacity of Main Service (in Amperes):
Maximum rated capacity: _____

Estimated Connected Load - Demand in kW:
Maximum initial Demand: _____ kW
Maximum Future Demand: _____ kW

What service voltage is required (☑ one only):

120/240 Volt Single Phase

120/208 Volt Three Phase

347/600 Volt Three Phase

Primary

Metering Type (☑ one only):

Single Meter

Multiple Meters

Quantity of Meter installations

100A or less: _____

101A to 200A: _____

more than 200A: _____

Required In-Service Date:
Month / Day / Year _____/_____/_____

Comments: Please use the back of this form for comments

Signed: _____
(Representative of Applicant)

Date: _____

Name: _____

Title: _____

Electric Service Meter Base/ Billing Address Verification Form

This form **must** be completed by the Owner and/or their Electrical Contractor if applicable prior to service

Electric Service Municipal Address _____

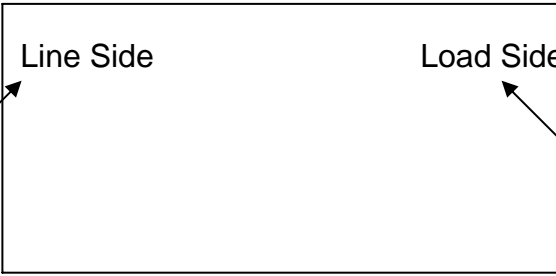
Name of Owner: _____

Telephone: () _____ **Fax:** () _____

Name of Contractor: _____

Telephone: () _____ **Fax:** () _____

In area (A) provided below, carefully sketch the Front View layout of the Electric Meter Bases(s). Match the corresponding (B) **BILLING ADDRESS** for each meter base(s) shown in (A). In area (C) if backplate is required, provide sketch of backplate details

(A) FRONT VIEW OF ELECTRIC METER BASE(S)	(B) BILLING ADDRESS
	1)
	2)
	3)
4)	
5)	
6)	
(C) Back Plate Details <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 60%;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Line Side Load Side </div>  </div>	5)
7)	
8)	
9)	
10)	

I/We the undersigned, acknowledge the information provided above has been verified and is accurate.

Signature of Owner: _____ **Date:** _____

Signature of Contractor: _____ **Date:** _____