

# HELPFUL TIPS

## FORM B - CONNECTION IMPACT ASSESSMENT (CIA) FOR LEAMINGTON TS and KINGSVILLE TS APPLICATIONS

We have prepared this list to help you avoid making common errors that we often find on CIA (Form B) application submissions. Please also refer to the CIA (Form B) Customer Checklist for more information found at <https://www.hydroone.com/business-services/generators/fit>.

### **1. Form B Application**

- ensure that your Form B (latest version is 17.0) is stamped and signed by a licensed Professional Engineer (P.Eng) in Ontario
- fill in all the required fields
- ensure you list the full legal name of the Applicant and if the Applicant is a corporation, include the Applicant's Ontario or Federal Corporate Number (OCN) or Business Identification Number (BN). *The Applicant's HST number is **not** the same number as the Applicant's OCN or BN*
- For Net Meter and Load Displacement applicants, ensure the Hydro One account holder owner's name is noted on Form B
- Refer to the Checklist mentioned above, to ensure all required documents and payment are included in your application

### **2. Study Agreement**

- **all shaded areas** on the Connection Impact Assessment Study Agreement must be filled in with your information
- ensure the generator's **full legal business name** and that name must match exactly what is listed on the Form B
- HST Registration Number if applicable
- ensure the Customer Information is populated (i.e. Name, Mailing Address, Email Address and Fax Number the Study Agreement must be signed by the Applicant/Generator
- ensure you choose the correct signing block from the three choices and ensure that you sign the correct one depending on whether the Applicant/Generator is an Individual, Corporation or Limited Partnership/L.P.
- ensure the signatory of the Study Agreement can legal bind the Applicant/Generator

### **3. CIA Fee/SIA fee**

- The CIA fees are based on the size of the generator in kW and the size of the feeder in kV. Check the fee chart on the Hydro One website at [https://www.hydroone.com/businessservices\\_/generators\\_/Pages/connectionimpactassessment.aspx](https://www.hydroone.com/businessservices_/generators_/Pages/connectionimpactassessment.aspx) to ensure you are submitting the correct amount when you send your application
- Cheques must be in Canadian dollars and made payable to **Hydro One Networks Inc.** and must include HST. If your project is greater than 10 MW – you must also include the SIA payment, however HST is not applicable on the SIA payment deposit. ensure your single line diagram (SLD) is stamped and signed by a licensed Professional Engineer (P.Eng) in Ontario
- More information regarding “Embedded Generation Single Diagram” is found on our the Hydro One website at [https://www.hydroone.com/businessservices\\_/generators\\_/Documents/Embedded%20Generation%20Single%20Line%20Diagram%20Requirements%20R1.5.pdf](https://www.hydroone.com/businessservices_/generators_/Documents/Embedded%20Generation%20Single%20Line%20Diagram%20Requirements%20R1.5.pdf)

### **4. Distribution Operating Map (DOM)**

- Ensure you have marked your proposed generation facility as well as the Point of Connection (POC) and the Point of Common Coupling (PCC) and submit this DOM with your CIA application

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