

IMPORTANT NEWS

REGARDING HYDRO ONE'S TIME-STAMPING APPLICATION PROCESS FOR CAPACITY AT **LEAMINGTON TS and **KINGSVILLE TS****

RULES AND GUIDELINES

Hydro One has added capacity to the List of Station Capacity at our new Leamington TS and our existing Kingsville TS. We will start accepting applications for the available capacity at both Leamington TS and Kingsville TS on **November 30, 2018**.

Due to the anticipated interest in capacity at these stations, a special time-stamping procedure will be followed to process applications for Leamington TS and Kingsville TS. *It is imperative that you follow this process exactly. Any errors in your submission will result in an incomplete application, which will cause your application to be withdrawn and all your documentation returned to you.*

Below you will find the five step process that you must follow:

STEP ONE: REQUEST A DISTRIBUTION OPERATING MAP (DOM):

- In order to determine your proposed connecting station and feeder information you will need to apply for a map. To request a map please go to:
https://www.services.hydroone.com/forms/DOM_Request.aspx
- Please be mindful when submitting your map request that it can take up to 15 calendar days to receive your DOM.
- Once you receive this DOM you must mark your point of connection (POC)/point of common coupling (PCC) and submit it with your Form B - Connection Impact Assessment (CIA) Application.

STEP TWO: COMPLETION OF YOUR FORM B - CONNECTION IMPACT ASSESSMENT (CIA) APPLICATION

- Complete the Form B - Connection Impact Assessment (CIA) Application ("**Application**"). The latest version of the Application can be found at: <https://www.hydroone.com/business-services/generators/fit>.
- Ensure your Application is completed in its entirety.
- Hydro One will *not* be pre-screening any Application. Therefore, please refer to the Helpful Tips document and the Form B Checklist to find helpful reminders and a list of common errors at: <https://www.hydroone.com/business-services/generators/fit>.

STEP THREE: SUBMIT YOUR COMPLETE FORM B ELECTRONICALLY

- All Applications **must be scanned and e-mailed** to our DX GENERATION CONNECTIONS team at: dxgenerationconnections@hydroone.com
- We will accept only **one** Application per email.
- We are unable to accept e-mail submissions that exceed 25 MBs. If your file exceeds the maximum you will be required to zip your files before submission. If you experience any issues with your electronic soft copy submission, you can fax us at 905-946-6146.
- Ensure that the subject line of your emailed soft copy Application reads: Form B – Soft copy Application for Leamington/Kingsville: Proposed connection to XXX station and XX feeder.
- Ensure that your soft copy Application submission includes your entire Application including, but not limited to, PDFs of all attachments and mandatory documents such as, the stamped Form B and Single Line Diagram (SLD), DOM, and cheque ("**Complete Application**"). Please note we highly recommend that a site plan with a more detailed view of the property is also submitted.
- The date and time in which your Complete Application **is received electronically via email, or by fax (as per above) by Hydro One,** will be recorded as your official application submission date and time stamp ("**Official Date and Time Stamp**"). You will receive an automatic receipt response confirming we have received your email. Subject to your compliance with Step Four, Complete Applications will be reviewed and screened in order based on the Official Date and Time Stamp established for all Complete Applications received.

STEP FOUR: COURIER YOUR COMPLETE APPLICATION **WITHIN 2 BUSINESS DAYS**

- The hard copy of your Complete Application **must** be received in our office, no later than 2 business days* following your Official Date and Time Stamp (the "**Hard Copy Submission Period**"). Complete Applications that are not received within the *Hard Copy Submission Period* will lose their Official Date and Time Stamp established under Step Three and it will be replaced with the date and time that Hydro One receives your hard copy of the Complete Application. ***Our office is closed on weekends and holidays therefore we can only accept hard copy Complete Applications on normal business days.**
- Ensure that your Complete Application is submitted in an envelope that is clearly marked with the following mandatory information on the outside of the envelope:

To:	Hydro One Networks Inc.
From:	
Attn:	Leamington TS application OR Kingsville TS, DX Generation
Date and Time Electronic Application was Submitted to Hydro One:	(i.e. Month, Date, 2018 @ 10:10 am)
Station and Feeder applying for:	_____ Station, _____ Feeder

- Send your hard copy Complete Application via courier to: **Hydro One Networks Inc. Attn: Leamington/Kingsville TS Application, DX Generation, 185 Clegg Road,**

Markham, Ontario, L6G 1B7. Walk-in hard copy Complete Applications will be accepted only on weekdays between 8:30 am and 4:00 pm.

STEP FIVE: WAIT FOR CONFIRMATION OF ACCEPTANCE OR INELIGIBLE NOTIFICATION.

Hydro One will review each Complete Application in order of receipt and we expect to notify you of the results within 2 weeks of the submission of your Complete Application. If your application was rejected or deemed ineligible, we will refund your payment.

QUESTIONS:

Should you have questions regarding the process you can contact Denise Hunt, Customer Relations & Contracts Supervisor via email at: denise.hunt@hydroone.com.

Version 1: June 15, 2018

Revised – Version 2: June 28, 2018

Revised – Version 3: October 30, 2018

Revised – Version 4: November 27, 2018