

Attachment 1: Pre-Application Report Request Form

Requests for an Interconnection Pre-Application Report shall include the information identified in Sections 1.4.1.1 through 1.4.1.8 of the Minnesota Distributed Energy Resource Interconnection Process (MN DIP) (and as provided in the fields below) to clearly and sufficiently identify the location of the proposed Point of Common Coupling and relevant project details.

Additionally, a non-refundable processing fee of \$300 is required as specified in Section 1.4.4 of the MN DIP.

Upon receipt of a complete Request Form (including site map) and processing fee, the Area EPS Operator shall provide a report containing as much of the data described in Section 1.4.2 as is pre-existing and available within 15 business days. A Pre-Application Report request does not obligate the Area EPS Operator to conduct a study or other analysis of the proposed project if data is not available.

1. Requestor Contact Information:

Name: _____

Company Name (if applicable): _____

Street Address: _____

City/State/Zip: _____

Phone Number: _____

Email Address: _____

2. Project Information:

a) Project Name: _____

b) Planned Equipment: _____

DER Nameplate Rating: _____ kW

DER Type: Inverter based Other _____

DER Number of Phases: Single Three

Service Voltage (120/240 V, 277/480 V, etc.): _____V

Stand-alone Generator (no onsite load)? Yes No

Existing DER? Yes No

Location of Existing DER (include county): _____

c) Proposed Point of Common Coupling:

Note: The proposed Point of Common Coupling shall be defined by all or some combination of the below information, enough to clearly identify the location of the Point of Common Coupling.

Street Address: _____

City/State/Zip Code: _____

County: _____

Cross streets: _____

Latitude (in degrees/minutes/seconds or 6 decimal places): _____

Longitude: _____

Meter number: _____

Utility equipment number (e.g. pole number): _____

Other identifying information:

d) An attached Site Map is required that shows the following:

- True north
- Proposed project location, including general area of project
- Proposed service point location
- Major roads, streets and/or highways

3. Requestor Signature:

I understand that the confidentiality provisions of MN DIP Section 5.9 apply to the contents of the Pre-Application Report. The MN DIP Section 5.9, states in part as follows:

“Each Party shall hold in confidence and shall not disclose Confidential Information, to any person (except employees, officers, representatives and agents, who agree to be bound by this section). Confidential Information shall be clearly marked as such on each page or otherwise affirmatively identified. ... Each Party shall employ at least the same standard of care to protect Confidential Information obtained from the other Party as it employs to protect its own Confidential Information. ... Each Party is entitled to equitable relief, by injunction or otherwise, to enforce its rights under this provision to prevent the release of Confidential Information without bond or proof of damages, and may seek other remedies available at law or in equity for breach of this provision.”

I understand that 1) the existence of “Available Capacity” in no way implies that an interconnection up to this level may be completed without impacts since there are many variables studied as part of the interconnection review process, 2) the distribution system is dynamic and subject to change and 3) data provided in the Pre-Application Report may become outdated and not useful at the time of submission of the complete Interconnection Request.

Name (type or print): _____

Signature: _____

Date: _____

Pre-Application Report requests shall be submitted with attachments to:

Otter Tail Power Company
Attn: Interconnection Coordinator
PO Box 496
Fergus Falls, MN 56538-0496

Fees shall be submitted by check.