



## Meter Installation Alternate Location Request Form

If you are unable to position the meter(s) according to the Austin Energy Design Criteria (AE DCM) during the initial permit application process and prior to equipment installation, you must submit a Meter Variance Request (Meter Installation Alternate Location Request Form). This request should be sent to [AEAdvancedMeteringEngineering@austinenergy.com](mailto:AEAdvancedMeteringEngineering@austinenergy.com) for approval.

Additionally, be aware that requests may not always be granted.

Please note that there will be a AE Field Operations Consultation fee ([AE Fee Schedule](#)) for site visits related to the inspection of the requested alternate location for your Solar Metering, except in the following situations:

- When the padmount transformer is metered and PV meter socket is located on the exterior of the building and clearly visible from the padmount transformer.
- When the revenue meter is located at a meter pedestal and the PV meter socket is located on the exterior of the house and clearly visible from the meter pedestal. The PV meter socket must also be located on the exterior of the customer's fence.
- When the revenue meter is located at the modular metering equipment/ meter center and the PV meter socket is located on the exterior of the house and clearly visible from metering equipment/ meter center.

NOTE: Clearly visible means an unobstructed view. If we are standing in front of the transformer doors or metering equipment, then we should have to change our body position to view the meter socket location.

If the equipment is installed prior to variance approval, it will be denied.

For the latest requirements outlined by Austin Energy, please refer to the Austin Energy Design Criteria Manual (AE DCM 1.9.3.4 B), which can be found on the Austin Energy website by navigating to <https://austinenergy.com/contractors/electric-service-design-and-planning>.

The Meter Installation Alternate Location Request Form is available on the Austin Energy website at: <https://austinenergy.com/green-power/solar-solutions/solar-inspections>.

**Email:** [AEAdvancedMeteringEngineering@austinenergy.com](mailto:AEAdvancedMeteringEngineering@austinenergy.com)

**Austin Energy Privacy Policy**

<https://austinenergy.com/about/company-profile/privacy-policy>



## Meter Installation Alternate Location Request Form

**Customer Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

**Customer Representative Information: (Form Completed By)**

Contractor Business Name: \_\_\_\_\_

Representative Name: \_\_\_\_\_ Aux Permit Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Meter Equipment:**

All metering equipment shall be grouped (AE DCM 1.9.3.4 B) and located on the exterior finished surface of all buildings. Each meter enclosure or service disconnect shall be permanently marked with the address of each respective occupancy or unit.

If the metering equipment cannot be grouped together, an alternate location must be approved by Austin Energy prior to installation. This alternate location applies solely to the electric meter. All other equipment, such as the electric service disconnect switch, must comply with the installation requirements set forth in the Austin Energy Design Criteria and NEC standards.

**Submittals: (These documents must be provided before installing the meter equipment)**

Are the documents attached and ready to send to <a href="mailto:aeadvancedmeteringengineering@austinenergy.com">aeadvancedmeteringengineering@austinenergy.com</a> ?		Yes	No
1	Meter Installation Alternate Location Request Form		
2	A site drawing showing all existing and proposed meter location(s) Existing Revenue Meter Number:		
3	Proposed placard language describing the alternate meter location		
4	Any pictures and/or supporting documents explaining the need for an alternate meter location		
5	Electric One-Line drawing		
6	Has the equipment been installed?		

**Customer Rep. Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## Meter Installation Alternate Location Request Form

**Customer Information:**

Address:

City/Zip:

**Site Visit: (For AE Use Only)**

<b>Inspection Checklist</b>	<b>Yes</b>	<b>No</b>
Is the Solar System Installed		
Did the contractor receive approval prior to the installation?		
Can the Solar Meters be grouped with the existing meters?		
Is the Transformer in direct line of sight from the requested meter location?		
Is the Transformer within 150 ft from the requested meter location?		

Comments:

\_\_\_\_\_  
Austin Energy Representative:

\_\_\_\_\_  
Signature: Date:

\_\_\_\_\_

