

OTSEGO ELECTRIC COOPERATIVE, INC.

Policy #303

SUBJECT: Line Extensions for New Overhead & Underground Services

PURPOSE: It shall be the policy of the Cooperative to have specific procedures and practices relating to the treatment of requests for new service, including any associated fees relating to such requests. **This policy does not apply to Subdivision Extensions which are covered by its own policy.**

PROCEDURE: Engineering:

When the Cooperative is contacted to provide an estimate for the cost of providing electric service to a new service location. A request for service form will be filled out by the Cooperative at the time of contact (Appendix A). An applicant must provide the Cooperative with the following:

- 1) Applicant must provide detail on where their driveway and house will be located prior to meeting with the Cooperative.
- 2) Pay a non-refundable site survey fee of \$200.00 (per site visit).

Once an applicant has met the above requirements, the Cooperative and the applicant will schedule a meeting to assess the site and gather the necessary information for the Cooperative to develop an engineering plan to provide new service, including any applicable costs to the applicant.

Pre-Construction: Once an applicant has notified the Cooperative that they wish to proceed with construction to the new service location, they must provide the following:

- 1) Pay all fees and charges related to the type of new construction selected and designed (charges are contained herein).
- 2) Complete an application for membership.
- 3) Sign the Cooperative's right-of-way easement.
- 4) Pay for all related acquisition costs related to the project including, but not limited to, a nonrefundable right-of-way easement fee of the applicable county easement recording fee times 1.5.
- 5) Provide an inspection from a licensed inspector on the service entrance, prior to connection.

General Overhead Primary Construction Requirements:

The Cooperative shall have the exclusive right to determine the route and method of construction.

- 1) The member must provide a driveway that is of sufficient quality to provide vehicle access to Cooperative-owned property without creating unnecessary hardship to Cooperative, subject to review by the Cooperative.
- 2) Applicant must sign an Outdoor Lighting Agreement (Appendix B), if applicable.
- 3) Reapply if the project does not proceed within 12 months.
- 4) For all other requirements, refer to the Cooperative's specification sheets.

Overhead Single-Phase Primary Line Extension Charges:

The total cost of all overhead primary line extension will be charged to the member based on the following:

- 1) Construction Fee: All flat rates below include up to 300' of overhead primary.
 - a 1st pole: \$4,000
 - b Each additional pole: \$3,000
- 2) Extraordinary costs including, but not limited to, rock blasting, tree clearing, are not included in the fee stated above and will be charged to the member based on estimated labor, material and other associated costs.

General Underground Primary Construction Requirements:

The Cooperative shall have the exclusive right to determine route and method of construction.

- 1) The member must provide a driveway that is of sufficient quality to provide vehicle access to Cooperative-owned property without creating unnecessary hardship, subject to review by the Cooperative.
- 2) Underground trench excavation and/or conduits shall be provided by the member and must meet required specifications, as deemed by the National Electric Safety Code and/or the Cooperative's specifications. The Cooperative will determine whether primary underground installations are possible depending on the time of year requested.
- 3) A minimum of 300 feet from pole to house is required to qualify for underground primary distribution. Any lengths less than 300 feet are required to use service wire obtained at the member's expense.
- 4) Applicant must sign an Outdoor Lighting Agreement (Appendix B), if applicable.
- 5) Reapply if the project does not proceed within 12 months.
- 6) For all other requirements, refer to the Cooperative's specification sheets.

Underground Single-Phase Primary Line Extension Charges:

- 1) Construction Fee: 300-1,000 feet: \$4,000 minimum + \$7.00 per foot
- 2) Construction Fee: greater than 1,000 feet: \$1,000 (per 1,000 feet) for the addition(s) of a sectionalizing cabinet(s), in addition to the fees stated above.
- 3) Extraordinary costs including, but not limited to, rock blasting and tree clearing, are not included in the fee stated above and will be charged to the member based on estimated labor, material and other associated costs.

Overhead & Underground Primary Line Extension Credits:

The Cooperative at its discretion may provide a credit to the member when the extension may benefit future construction needs of the Cooperative and its membership.

Multi-Phase Overhead & Underground Primary Line Extensions:

Member requests for Multi-Phase line extensions will be considered on a case-by-case basis.

Residential/Land Developer Extensions:

Member requests for residential/land developer extensions are covered under Subdivision Extensions Policy.

Overhead Service Drops:

The member must provide a driveway that is of sufficient quality to provide vehicle access to Cooperative-owned property without creating unnecessary hardship, subject to review by the Cooperative.

Overhead service drops to any new structure, existing structure, or service pole that has met the above listed signs of permanence, will be charged the following:

- 1) Construction Fee: \$1,000

Overhead service drops to any new service pole serving an existing or new structure that has met the above listed signs of permanence will be charged the following:

- 1) Construction Fee:
 - a. 1ST pole: \$2,500
 - b. Each additional pole: \$1,000

Underground Service Connections:

The member must provide a driveway that is of sufficient quality to provide vehicle access to Cooperative-owned property without creating unnecessary hardship, subject to review by the Cooperative.

Underground service connections to any new structure from an existing Cooperative pole that has met the above signs of permanence will be charged the following:

- 1) Construction Fee: \$500

Service Poles:

The Cooperative will retain ownership of all line extensions and service poles and be responsible for all future maintenance of the constructed property and right-of-way clearing per Cooperative procedure.

RESPONSIBILITY: Staking Engineer and CEO

Approved by the Board of Directors – May 28, 2024

OTSEGO ELECTRIC COOPERATIVE, INC.

APPENDIX A: REQUEST FOR SERVICE FORM

Work Order #: _____ Service Order #: _____

Member Contact/General Information

Date Contacted: _____

Request Type: New Service: Service Upgrade: Area Light:

Name(s): _____

911 Address: _____

Mailing Address: _____

Phone #: Home: () _____; Cell: () _____

Service Map Location #: _____; New Account #: _____

Meet: _____; Location: _____

Date: _____; Time: _____

Building Site Location Information

County: _____ Township: _____ Road: _____

Nearest Connected Cooperative Member: _____

Estimated Distance from Cooperative Line: _____ Feet

Is Property In your Name? Yes No If No, Owners Name: _____

Building Site Conditions

Open Area: _____ Wooded Area: _____ Wet Area: _____

Type of Structure: House: Mobile Home: Modular: Cabin: Garage: Barn: Other: _____

Electric Heat: Yes: No:

Type & Size of Service

Type of Service: Overhead: Underground: Both: Amps: _____

Usage: Residential Small Commercial 1-Phase Demand 3-Phase Demand

Required for Work Order Release

Membership Application:

Execute Right-of-Way Easement:

Additional Easements: Name(s): _____

Road Crossing Permit: State: County:

Underground Utility Agreement:

Area Light Contract:

Inspection

Inspection Required for Release: Yes: No:

Inspection Required for Connection of Service: Yes: No:

Non-Essential

Pole Abandonment Sheet: U/G Primary Notification: Mail Specification Sheets:

Fees & Aid-in-Construction

Site Survey Fee: \$200.00

Easement Recording Fee: # _____ x \$75.00 = \$ _____

Tree Trimming: \$ _____

Overhead Single-Phase Primary:

1st Pole: \$4,000 +

Additional Poles: # of Poles _____ x \$3,000 = \$ _____

Underground Single-Phase Primary:

300' – 1,000': \$4,000 +

_____ (Ft) x \$7.00 = \$ _____ +

Sectionalizing Cabinets: _____ x \$1,000 = \$ _____

Overhead Service:

Service Drop Only: \$1,000

Service Drop & Pole/Anchor: \$2,500 + # of Additional Poles _____ x \$1,000 = \$ _____

Underground Service:

Service Connection Fee: \$500

TOTAL COST: \$ _____

Field Notes:

APPENDIX B: AREA LIGHT CONTRACT

Otsego Electric Cooperative, Inc. shall furnish, install, own, operate, and maintain a photoelectrically-controlled Area Light complete with a suitable pipe bracket at a location agreeable to both parties. Area lights may only be installed on an existing Service Pole or Transformer Pole.

Upon request by the member, the Cooperative shall change the location of the lightning unit, provided a proper support is furnished and the member pays the costs incurred in making such change.

The member shall notify the Cooperative office whenever the lamp shall become extinguished or out of service for any reason, and the Cooperative shall replace the lamp or make necessary repairs with reasonable promptness during regular business hours, Monday through Friday.

The member shall grant right-of-way access to the unit and pole to permit any tree trimming required to install and maintain the photoelectrically-controlled Area Light, charges may apply.

The member agrees that the unit, including the pole and conductors, may be removed at any time by the Cooperative upon failure by the member to pay the charges set forth in the Cooperative's rate schedule.

Further, the member agrees to protect the unit from damage so far as he/she is able and to pay for any willful or negligent damages done to the same. The contract is subject to cancellation in the event maintenance or lamp replacement become excessive due to vandalism or other causes.

If the member wishes to temporarily disconnect the unit a trip charge (Cooperative Fee & Rate Schedule) will be charged to disconnect the unit and charged to subsequently reconnect the unit.

The minimum period of this contract at the discretion of the member shall be: (Please check one option below)

- Four years (48 months), for which the member agrees to pay all charges as set forth.
- Two years (24 months), and a \$240 installation fee, for which the member agrees to pay all charges as set forth.

All contracts automatically renew upon their anniversary date of either two or four years, on a month-by-month basis unless the Cooperative has been notified to remove the unit upon the expiration date. If the Cooperative is notified to remove the unit prior to the anniversary date the member is responsible for paying the remaining months contracted. The unit as installed remains the property of the Cooperative.

<u>Member Name</u>	<u>Member Signature</u>	<u>Member Account #</u>	<u>Date</u>
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<u>OEC Representative</u>	<u>OEC Signature</u>	<u>OEC Work Order #</u>	<u>Date</u>
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