



Park Electric Cooperative  
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[www.parkelectric.coop](http://www.parkelectric.coop)

## Application For Electrical Projects

Projects require a \$500.00 engineering deposit. During the field visit, prior to preparing a project cost, the property deed, site plan and staked placement of the proposed build site are requested. The deposit is applied to the cost of the project if completed within 12 months of application.

List names as they will appear on the account:

Applicant: \_\_\_\_\_ Joint Applicant: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

Service Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Applicant is:  Present PEC Member  New PEC Member

### Residential

<input type="checkbox"/> 200 AMP	<input type="checkbox"/> 400 AMP
<input type="checkbox"/> 320 AMP	<input type="checkbox"/> > 400 AMP

### Contact Information for Field Visit

<input type="checkbox"/> Same as Applicant	<input type="checkbox"/> Different from applicant (fill in below)
Name: _____	Phone: _____

### Coordination Contacts

Building Contractor	Phone: _____
Electrical Contractor	Phone: _____
Other	Phone: _____

Project Description:

# Site Plan

Please provide us with information in regards to your building plans to assist us with the design phase of our infrastructure: Listed below are some items try to include in your site plan:

- General shape of lot
- Building locations on lot
- Roads/driveways
- Septic/drain fields
- Waterlines
- Well location
- Future structures
- Existing utilities right of ways



# Electrical Project Checklist

Whether new to the cooperative or an existing member, any new installations or changes to existing services must meet the following steps in order to be put on the construction schedule. The sooner the necessary documents, permits and fees are submitted, the sooner the installation will be scheduled.

## A. BEFORE THE SITE VISIT

- Schedule the site visit to meet with the Park Electric Staking Coordinator. The meeting should be held with the homeowner and the builder/electrician.
- Pay Site Visit Fee of \$500 in cash or check either before or at the site visit meeting. The \$500 payment starts the work order process and is credited towards the total aid of construction, a receipt can be provided.
- Fill out and submit the Application for Electric Projects Form and the Site Plan either before or at the site visit.
- The prospective member should identify by flagging or staking the future and present structures such as: buildings/houses, roads/driveways, water lines, sewer/septic lines, well head, gas lines and tanks etc.
- Bring a copy of the Warranty Deed – If applicable, Park Electric will create the easement from the Warranty Deed document.

## B. AT THE SITE VISIT

- The Park Electric Representative will go over the site plan, stake the line route and the transformer/meter locations.
- Collect the \$500 site visit fee, Application for Electrical Projects and Warranty Deed.
- Park Electric can provide the electrical permit application if the owner is doing their own wiring or owners can visit the state website for the permit at: <https://aca-prod.accela.com/BCB/Default.aspx>  
Many electricians pull their own permit – \*talk to your electrician
- If the route needs additional easements and permits to complete, these will need to be done before the route can be flagged.

## C. AFTER THE SITE VISIT

- The Park Electric Representative will figure the proposed installation cost for the workorder and what permits and easements will be needed.
- The prospective member will need to inform Park Electric if they would like to move forward, look at other options or cancel the work order process.
- If the prospective member would like to look at other options, another site visit must be scheduled
- If the prospective member would like to move forward, Park Electric will create the Membership Agreement, Contract for Installation, Easements, and any applicable disclaimers.
- If the prospective member would like to cancel the work order, Park Electric will determine what costs are in the work order and return any amount remaining from the site visit fee.

## D. FOR THE ELECTRICAL PROJECT TO MOVE FORWARD: PARK ELECTRIC WILL NEED THE FOLLOWING RETURNED FROM THE PROSPECTIVE MEMBER

- Contracts: Installation and Membership (Prepared by Park Electric Cooperative)
- Easement(s): Notarized easements are required from every landowner where new electric lines cross (Easements are prepared by Park Electric Cooperative)
- Fees: Aid-of-Construction is paid before the job can be scheduled.
- Any disclaimers needed
- Electrical Permit: Many electricians pull their own permit – \*talk to your electrician

**E. ONCE ALL ITEMS NEEDED ARE BACK TO THE PARK ELECTRIC OFFICE, THE WORK ORDER WILL BE PLACED ON THE LIST OF JOBS READY TO BE COMPLETED. THE JOBS ARE DONE IN THE ORDER THEY ARE RECEIVED AND WITH THE EQUIPMENT AVAILABLE FOR THE JOB.**

- Park Electric will contact the prospective member the week before the job is scheduled
- Once the job is started, if the crew is stopped by rock, frost or other items out of Park Electrics control, a representative of Park electric will contact the prospective member about possible overages and options available to resume the job.
- When the job is completed, the meter will be energized and the member will begin being billed. For automatic payment see the Park Electric website or request the automatic payment form from Park Electric.
- Additional construction costs may be incurred and assessed to the member because of frozen ground, difficult terrain, railroad crossing, road crossing, river crossing, rock that must be cut or blasted, changes to the service route made at the request of the member or member's contractor; or construction delays caused by the member or member's contractors, and other unusual circumstances.
- After the job is completed, the work order costs will be compiled at the end of the month. In the event construction costs vary from the estimated costs by more than \$200, the member may be billed or refunded accordingly.

**NOTE:** Any changes desired after final staking that effectively change routing and/or service location must be brought to the attention of Park Electric Cooperative. Disturbing or moving stakes could require re-scheduling of Park Electric crews, resulting in additional costs and a delay in your scheduling plans.