



***COTTON***

***ELECTRIC CO-OP***

# Guidelines for Electric Service

226 N. Broadway • Walters, OK • 73572

580-875-3351 • 800-522-3521

[www.cottonelectric.com](http://www.cottonelectric.com)

[info@cottonelectric.com](mailto:info@cottonelectric.com)

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## I. INTRODUCTION

Welcome to Cotton Electric Cooperative (CEC). CEC is a not-for-profit cooperative whose mission is to safely deliver reliable and affordable power, provide excellent member service, and improve the quality of life in the communities we serve. The **Guidelines for Electric Service** is made available to assist Cotton Electric Cooperative Members with the installation of a new electrical service. This handbook is not intended to be used as a design manual but as a guideline to help make the installation of your new service easier.

**Note:** The time required to complete the steps to provide electrical service depends greatly on how long it takes the Member to complete the necessary agreements, easements, permits, and other required documents. It is important to apply for service as early as possible and for the Member to inform CEC of when his/her electric service needs to be available.

Also, please consider that CEC crews typically have several weeks of work scheduled at all times, which may affect the connect date of the Member's service. Please allow ample time for CEC to design and schedule the new service installation.

## II. STEPS TO INSTALLING ELECTRICAL SERVICE

### Step 1: Field Review/Appointment

First, the Member should contact the Engineering Department at (580) 875-3351 to discuss the process and schedule an appointment with a Field Design crew. A representative will meet with the Member and/or representative/agent at the project site so CEC can design the new service facilities (normal lead times for a field appointment is one to two weeks). Several questions, listed below, will need to be answered during this appointment. Also, prior to the Field Appointment, OKIE811 should be called to mark existing underground utilities on the property where the project is to take place, prior to CEC visit. This will prevent designing line that has to be relocated due to another utility service already present in that space.

#### Questions you will be asked:

1. How many amps of load will you require?
2. What voltage will you require?
3. Are you anticipating this load to grow over time?
4. Where do you want the meter and transformer to be located?
5. Will you be building anything in the future that might interfere with this power line such as a building, pool, shop, etc.
6. Would you like your service to be overhead line, underground, or a combination?

### Step 2: Construction Estimate and Documentation

Work Order/Membership agreements, easements, and contribution in aid estimates are generated by CEC and submitted to the Member for completion. The Member is responsible for getting all necessary documents signed by the appropriate parties involved. Information about these requirements is included in Section III.

### Step 3: Construction Scheduling

**Construction will be scheduled only after all agreements, easements, deposits, charges, fees, and contribution in aid payments are made.** Any required vegetation clearing or obstructions needing removal must also take place before new distribution line can be constructed. All

Member's services (i.e., septic and water lines) must be exposed. Once this is complete, contact the Engineering Department to ensure the work order is sent to construction (Operations).

#### **Step 4: Construction**

Once Operations has received the work order, they will schedule the job. **Please keep in mind there will be other jobs in line to be built and construction will not begin the same day a work order is transferred to Operations.** A typical lead time for construction projects once they are received by Operations is 4 to 6 weeks. If you would like to be notified of when your job has been scheduled, please contact the Operations Department. CEC crews will construct the new facilities.

#### **Step 5: Energization**

The service will typically be energized to the line side of the disconnect the same day as construction. **If your project requires that the service be left deenergized please let Engineering know before the project is transferred to Operations.** If you are building in a location where permits are required (please refer to local building codes), the permit must be received prior to the service being energized.

### **III. INFORMATION REQUIRED FOR ELECTRICAL SERVICE**

Before CEC can process the Member's work order request and begin construction, the CEC office will require the following information:

#### ➤ **Property Description**

- A legal description of the property where the electric facilities are to be installed
- A map or drawing of the property
- Before construction can begin, the locations of all Member's underground facilities such as water well, septic system, sprinkler system, Member-installed electric lines, buried LPG tanks, and piping will need to be determined and exposed. **This is the responsibility of the Member.** CEC will notify OKIE for the location of all public utility lines.

#### ➤ **On-Site Appointment and Field Review**

An on-site appointment needs to be completed by CEC to design the electric service. The Member or the designee needs to contact the CEC Engineering department to schedule a meeting with a CEC representative at the project site to complete the service routing.

This appointment will not only include the design of the facilities but will allow the CEC representative to inform the Member of work that would need to be completed prior to construction of the facilities and if payment would be required for the installation.

#### ➤ **CEC Membership**

New Members of CEC will need to make application and apply for membership. All deposits (if required) and fees must be paid in full before construction will begin. An existing Member of CEC will be required to make application for any new meters. A separate deposit may be required for each new meter.

➤ **Work Order Agreement**

CEC requires a Work Order Agreement for all new services. This document will be generated by CEC upon completion of the field meeting and include the design and cost estimate of the electric facilities.

➤ **Easements**

CEC may require an easement to install the new electric facilities. Easements need to be signed and notarized by all property owners involved. **The Member requesting the new service will be responsible for acquiring all necessary signatures.**

**IV. WORK ORDER AGREEMENTS**

The Work Order Agreement is a binding document which specifies the responsibilities between CEC and the Member. The Work Order agreement requires a signature by the Member or designee. This document describes the service characteristics, estimated costs, the responsibility of each party, and CEC's ownership of the electric facilities up to the point of delivery.

**V. EASEMENTS**

As a condition of service, CEC may require an easement providing suitable access for the construction and maintenance of CEC facilities. With the Easement acknowledgement, the Grantor agrees to keep the easement site clear of all obstacles restricting access that CEC requires to maintain the electric facilities.

**Note:** Please check with CEC before installing permanent structures or placing obstacles within the power line easement. The Member may be charged for correcting a clearance or access violation that is created by the Member.

**Note:** The Member will be responsible for clearing the initial facility easement prior to installation of the new service.

**Warning: Do not cut trees near power lines. Contact CEC to make arrangements for removing problem trees.**

**VI. CODES AND ORDINANCES**

It is necessary that the construction of new or upgraded electrical facilities conform to the current and applicable provisions of the National Electrical Code (NEC), the National Electric Safety Code (NESC), Federal and State regulations, and CEC specifications. CEC requires a grounded and fused disconnect, which in some cases is provided by CEC by means of a meter loop or meter pedestal.

**VII. INSTALLATION OF SERVICE**

Before CEC can begin construction of a new electrical service, the Member must have a grounded and fused disconnect and installed his/her service entrance equipment. The location of the metering equipment shall be determined by CEC and the metering equipment must be always accessible by CEC. CEC does not normally mount metering equipment on dwellings or structures.

**Overhead service requirements**

If permanent service is to be placed on a service pole, CEC or its contractors will install the pole, meter loop and service wires. CEC requires a grounded and fused disconnect. In some cases the CEC-provided meter loop can be used as the disconnect.

The Member is responsible for the clearing of right of way for service into the property. The Member must clear a path at least 20’ wide for single phase overhead primary and a path at least 30’ wide for three phase overhead primary and the right of way must be accessible for crews to gain access for future right of way and maintenance work.

To avoid damage the Member must expose non-utility underground facilities such as well, septic system, sprinkler system, Member installed electric wires, buried LPG tanks, piping and all other facilities. These utilities must be apparent when CEC crews arrive to install the service. CEC will not reimburse for damage to facilities that are not properly exposed. **Oklahoma One-Call (Call OKIE) does NOT locate Member’s facilities such as those stated above.**

**The following are the installation and maintenance responsibilities of Member and CEC:**

**Member:**

- Clearing of right of way
- Easement
- Fused and grounded disconnect if not provided by CEC
- Member will make connections on the members service entrance
- Ground for members equipment

**CEC:**

- Primary pole
- Service pole
- Meter loop
- Transformer
- Meter loop ground
- Service conductor

**Underground service requirements**

For permanent underground service, the service equipment must be installed in a designated location determined by CEC. Underground service will be connected to the meter pedestal or meter loop if pole mounted. All trenches and conduits to the metering point shall be provided and installed by CEC or its contractors unless CEC or its contractors do not have the capability to dig, trench, or bore the line in. For example, trenching in rock is not a service provided by CEC. In that case, the Member will be responsible for opening a trench in which wire is to be installed in accordance with NEC and NESC guidelines.

The site must be within six inches of final grade before CEC may begin work. Member must clear a **15-foot-wide** path that is free of building materials, brush, trees, shrubs, etc., along the proposed service route to avoid delays and extra charges.

To avoid damage, the Member must expose non-utility underground facilities such as water well, septic system, sprinkler system, Member installed electric wires, buried LPG tanks, piping and all other facilities. These utilities must be apparent when CEC crews arrive to install the service. CEC will not reimburse for damage to facilities that are not properly exposed. **Oklahoma One-Call (Call OKIE) does NOT locate Member’s facilities, such as those stated above.**

CEC’s last step is to backfill our excavated soils. This usually results in the replaced soil being piled higher than ground level along the trench. This piled-up soil will settle, often below the adjoining ground level.

**Member is responsible for final restoration of all areas and landscaping disrupted by the installation of CEC's facilities (i.e., ruts or ditch cave-in.)**

**The following are the installation and maintenance responsibilities of Member and CEC:**

**Member**

- Clear right of way
- Provide easement
- Ground for member equipment
- Grounded and fused disconnect, if not provided by CEC
- Member will make connections at point of delivery
- Member will bust out footing on foundation if necessary

**CEC**

- Transformer
- Trench and conduit to point of delivery
- Service conductor
- Service conductor for meter
- Meter

**Temporary Service Requirements**

Temporary service is defined as any service required for a period of less than **(12) twelve months**.

When a temporary service is required by a Member, the Cooperative may require that the Member pay the full cost of installing and removing the service in excess of any salvage realized, and may require a deposit of such cost in advance. If the temporary service is to be used for construction, the Member must also provide and install a suitable temporary meter pole and temporary meter pole that will remain the property of the Member.

Temporary overhead and underground service location shall be determined by CEC prior to installation.