



In the processing of each new service request the applicant is required to complete certain steps. This will include supplying information to the Association about the requirements for electric service and completing certain actions at the construction site. **In all cases, a delay in providing information needed for engineering or construction will delay the availability of electric service.** Therefore, it is important that the applicant provide the information needed and complete those steps for which they are responsible as quickly and completely as possible.

Please review the following general guidelines.

Engineering

To provide the information needed in STEP 1 an application Owner and builder current mailing address may be obtained by stopping in at our office, having one mailed or by accessing our website. Upon receipt of the signed application and any applicable fees, an account will be set up and the work order will be assigned to engineering.

STEP 1

- 1. Complete and sign an Application for Electric Service
- 2. Pay any required deposits and/or engineering fees
- 3. Complete load data sheet with total connected load.
- 4. Owner/builder telephone numbers, fax numbers, etc.
- 5. Street address of property
- 6. Legal description of property to be serviced

An on-site appointment will be made with the STEP 2 Staking Technician to discuss the service requirements, design, route, and MVEA's policy and procedures. Please bring to the appointment the requested information in STEP 2. It may be necessary to obtain a right-of-way if the routing of the power line crosses property the applicant does not own. The Staking Technician will provide instructions, if necessary. MVEA may require additional demand data for commercial or large residential applicants. This is essential to size the transformer and metering equipment properly.

- 1. Post the physical street address at the property.
- 2. Location of property pins, including corners and points of line.
- 3. Location of well, septic system and leach field
- 4. Location of the driveway or other access
- 5. Location of the house corners
- 6. Location of the meter
- 7. Electric service requirements: main disconnect size
- 8. Right-of Way Acquisition – must be signed by all owners
- 9. Plat or property survey
- 10. Proof of ownership (Warranty Deed)
- 11. Be aware of covenant requirements

For commercial, industrial and large residential services:

- 1. Copy of site plan
- 2. Copy of engineered electric one-line diagram with loads
- 3. Completed load data sheet with total connected load
- 4. Largest motor(s) and type of motor starting to be used
- 5. Size and quantity of service conductors/disconnect

Construction

When the design is complete, the Staking Technician will mail a cost letter. The cost letter is good for 90-days. After 90 days, or if redesigns are required, a revised cost letter will be sent. This may affect your scheduling. The items in step 3 are required before a job can be released for construction. Once released the job will be constructed as quickly as job backlog and working conditions allow.

STEP 3

- 1. Return signed cost letter
- 2. Pay the costs of construction
- 3. Submit signed Rights of Way, if required.
- 4. Pay balances on other accounts, if any.
- 5. Tree clearing if applicable
- 6. Contact Operations Superintendent for scheduling three weeks after MVEA has received the payment and all rights-of-way.

MVEA will set a meter in accordance with STEP 4. Other permitting requirements may apply to some jobs.

STEP 4

- 1. Electrical Inspector notifies MVEA of meter release. (State, Regional, or County)
- 2. Typically, the meter will be set the next working day following the receipt of a meter release.

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