NEW SERVICE/LINE EXTENSION DESIGN (PLEASE READ CAREFULLY)

WE WILL NEED FROM YOU (copies of): **Date_____**

_____ Legal description of property (from your Deed).
_____ Site plan (Drawing of how you will develop your property). **W.O.#_____**
_____ Survey map (if not in a legally platted subdivision).
_____ Address of property.
_____ Mailing Address (where you will receive bill at time of connect).
_____ Fees and deposits required for connection.
_____ Site improvements will be required to qualify for a line extension allowance. It is the determination of the Engineering Dept., upon field inspection, whether or not you have met the necessary site improvements. (Refer to line extension qualifications in Policy Manual).
_____ Extensions which are over the line extension allowance will be required to be paid as an up front, cash, non-interest bearing aid to construction based on the total estimated cost of the line extension, less the line extension allowance. The aid to construction will be subject to the terms of the line extension contract option you choose (Non-Refundable or Refundable).
_____ Engineering Survey Agreement signed and any fees required paid.

YOU ARE RESPONSIBLE FOR:

_____ Placing a 3' wooden stake in the ground where you want your meter located. It should be located on the property or building at the closest point to the cooperative's existing or proposed facilities. (The cooperative reserves the right to approve or specify meter locations). It must be clear of any obstacles (trees or buildings), and service lines cannot cross over structures to reach meter locations.
_____ Notifying the cooperative when the 3' "***stake is in***" so we can begin designing your service or line extension.
_____ Marking your property corners (if you can't find them, you may need to hire a surveyor to re-establish them).
_____ Getting easements (if required) signed and notarized. The cooperative, as a courtesy, will assist you with obtaining easements; however, we will not acquire them through condemnation or purchasing.
_____ Installing your meter loop, having it inspected (green tagged) by the authority having jurisdiction in your area (County, City or State) and notifying Navopache Electric when completed.
_____ Clearing and tree removal from easements **to** and **on** your property.
_____ URD (underground service): ***CUSTOMER IS RESPONSIBLE FOR PROVIDING THE METER LOOP AND FOR DIGGING AND BACKFILLING ALL TRENCHES REQUIRED PER N.E.C. SPECIFICATIONS.***
Spec sheets given: _____ Trenching _____URD/House
_____ URD Pedestal
_____ OH (overhead service): ***CUSTOMER IS RESPONSIBLE FOR PROVIDING THE METER LOOP, AND WHEN LOCATED ON A POLE, THE METER LOOP POLE.*** (Meter loop cannot be mounted on cooperative poles.)
Spec sheets given: _____ OH/Pole _____ Temp/Pole
_____ OH/House
_____ Providing cooperative personnel safe and reasonable access to your property for meter reading and maintenance operations.
_____ Getting PERMITS from the appropriate jurisdictions.

- ☐ Navajo County Building Dept.
- ☐ Apache County Building Dept.
- ☐ Town of Pinetop-Lakeside
- ☐ City of Show Low
- ☐ City of St. Johns
- ☐ Town of Eagar
- ☐ Town of Springerville
- ☐ State of Arizona – Division of Mobile & Mfg. Hsng. Standards
- ☐ State of New Mexico
- ☐ Other

These instructions may not cover all situations. Some situations might require special written agreements or studies.

I have read and understand the requirements and my responsibilities regarding the type of service I am applying for. I also understand that I must meet those requirements before Navopache can extend electric service to me.

_____ _____
Member Signature New Service Representative