

**Cooperative Light & Power**  
**New Residential Electric Service Installation**

Updated: January 29, 2018

*CLP is an equal opportunity provider and employer.*

Office Use Only  
Account No. \_\_\_\_\_  
Location No. \_\_\_\_\_

Leaving familiar surroundings can be difficult. At Cooperative Light & Power (CLP), we want to help make the transition to your new community, and your new electric service provider, an easy one. Your CLP team will offer friendly service that will make you feel right at home. Whether on the phone, or in person, we exist to serve you. Welcome to the CLP family, owned by those we serve since 1936.

**The First Step:** To initiate new service installation, we must have the following documents in our office:

- ✓ **New Service Information** form—page 2 (filled out completely and initialed where required)
- ✓ **Signed Application for Membership and Electric Service**—pages 3 & 4
- ✓ **Notarized Right-of-Way Easement** with complete legal description of property—pages 5 & 6
- ✓ **Signed Right-of-Way Clearing Waiver**—page 7
- ✓ **Signed Application for Electric Heat**—page 8

**Important:** CLP will NOT initiate new service until our office receives the completed forms listed above.

**The Application Fee:** A \$225 application fee is required for the installation of a single-phase residential service. In addition, an applicable service deposit fee may be required based on credit verification of the primary applicant. The service deposit fee may be \$0 to \$200, based on credit verification. **Important:** CLP will NOT initiate new service until our office receives the required application fees.

**The Aid to Construction:** All CLP members are required to pay a portion of the cost to construct their new electric service. The minimum Aid to Construction fee is \$300. If the line extension is beyond 30 feet, the calculation of CLP's standard line extension fees will apply. CLP's standard line extension fees are as follows:

- 1 foot to 250 feet = \$10 per foot
- 251 feet to 500 feet = \$8 per foot
- 501 feet to 1,000 feet = \$6 per foot
- 1,001 feet and up = \$4 per foot.

In addition, a standard residential meter package (including a 120v GFCE outlet) in the amount of \$650 is required.

**The Cut-in Fee:** If CLP crews are required to "cut in" to existing primary underground facilities in order to install cabinets and/or transformers, a cut-in fee of \$1,000 is required.

**The Additional Fees:** Additional Aid to Construction fees may include, but are not limited to, the installation of three-phase service or single-phase service over 200 Amps; the installation on, or through, ledge rock, rotten rock, swamps, or water crossings; open trenching; directional boring; temporary services; and winter construction.

**The Method of Construction:** CLP retains the right to stipulate the method of construction (overhead, underground, or directional boring), the location of the poles and/or wires, and the metering point.

**The Final Requirements:** The initial right-of-way clearing is the responsibility of the Applicant(s) and must be approved by CLP before construction begins. Construction of service will not be completed until electric heat load is determined (if applicable) and the Aid to Construction fee is paid in full. A CLP employee may contact you to discuss the installation of your new residential electric service if necessary.

**Questions:** If you have any questions filling out this application, please call CLP at 834-2226 or 800-580-5881.

## New Service Information

Applicant(s) Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Service Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Gov't. Lot No. \_\_\_\_\_ Lot No. \_\_\_\_\_

Additional Land Description \_\_\_\_\_

I attest that the premises for which this application is made will be used as a \_\_\_\_\_ initial \_\_\_\_\_

Structure Type:  House  Modular Home  R.V. Site  Church  Other \_\_\_\_\_

Name of closest neighbor with power (if known): \_\_\_\_\_

Service Entrance Size:  100 amp  200 amp (standard service size)  Other \_\_\_\_\_

Use this space to draw property lines and location (or future location) of driveway(s), culverts, house, and/or out buildings, sewer, well, or anything that may effect the location of your new service. **CLP is not responsible for damage to any unreported facilities.** Please attach another sheet of paper if you need more space.

### Important Notes:

- Any changes to the agreed upon meter location may be subject to additional fees.
- A meter-base contactor may be required on load-controlled installations, and may be subject to an additional charge of \$475.
- **CLP does not guarantee a regular and uninterrupted supply of energy**, and will not be held liable for any damages resulting from an interrupted or defective supply of power.
- CLP requires that all general service meters located on poles or pedestals include a remote disconnect.
- Applicant(s) agree to comply with all existing easements on their property, and as assigned from CLP.
- Applicant(s) requiring a temporary service connection may be subject to an additional \$150 charge.
- Electric meter must be unobstructed, and accessible to CLP employees or contractors at all times.

## Application for Membership and Electric Service

Application for Membership and Electric Service from the Cooperative Light & Power Association of Lake County (hereinafter) called "CLP" upon the following terms and conditions:

### A. General Conditions

1. If this application is accepted by CLP, it will constitute membership. As a member, the Applicant(s) will comply with, and be bound by, the provisions of CLP's Articles of Incorporation and By-Laws; as well as any existing board policies or procedures, rules, and regulations, and those that may be amended or adopted by CLP.
2. The Applicant(s) will, when electric energy becomes available, purchase from CLP all electric energy used on the premises (unless otherwise specified in an Interconnection Agreement), and will pay at rates which are fixed by the CLP Board of Directors; provided, however, that CLP may limit the amount of electrical energy which it shall be required to furnish to the Applicant(s). The Applicant(s) will pay a bill in accordance to the applicable rate schedule, fixed charge, aid to construction, and any other additional fees as outlined in CLP's New Residential Electric Service Installation form. Late fees and penalties may be charged on late or delinquent accounts. The initial billing shall start when Applicant(s) begin using electric power and energy, or thirty (30) days after completion of construction. Note: If Applicant(s) are connecting co-generation (i.e., wind, solar, etc.) an Interconnection Agreement must be on file with CLP.
3. The Applicant(s) will cause the premises to be wired in accordance with the National Electric Code.
4. Service hereunder shall be alternating current, single phase, three (3) wire, 60 cycle 120/240 volt.
5. **CLP does not guarantee a regular and uninterrupted supply of energy**, and will not be held liable for any damages resulting from an interrupted or defective supply of power.
6. The Applicant(s) permit(s) the release of account information to Energy Assistance Programs if eligible.
7. The Applicant(s) may authorize CLP to perform a "soft hit" credit check for the purpose of establishing deposit requirements. Based on the results of the credit check, a refundable deposit may be applied to your first CLP billing as applicable. If Applicant(s) refuse a "soft hit" credit check, a refundable \$200 deposit fee will be charged to his/her account. Note: A social security number is still required for service, with or without a "soft hit" credit check.
8. A non-refundable \$15 service fee, plus applicable tax will be applied to your first CLP billing.
9. By signing this form, you authorize CLP to automatically enroll you in the Operation Round Up Program. If you do not want to be enrolled in this program, a signed Opt Out form must be on file with CLP.
10. By signing this form, you authorize CLP, if necessary, to utilize a telephone, an automated telephone dialing system (ATDS), texting, and/or email notifications of important information.
11. Only persons listed on this form will have access to account information.
12. Failure to sign and return this application will result in disconnection of electric service.

B. Aid to Construction

1. The Applicant(s) shall pay, to CLP, Aid to Construction for each service hereunder to cover the cost of facilities necessary to make service available to the Applicant(s). A Line Extension Fee is set forth in CLP's Aid to Construction fee schedule.
2. Construction of service will be scheduled after Aid to Construction and all applicable fees are paid in full.
3. No electric energy will be provided or allowed as a component of Aid to Construction or the Line Extension Fees.
4. All Aid to Construction fees shall become effective on the date of this agreement and shall remain in effect for five (5) years, or sixty (60) months, excluding periods for which the applicable Aid to Construction fees and/or Additional Fees have not been paid. The initial billing shall start when Applicant(s) begins using electric power and energy, or thirty (30) days after completion of construction.

C. Succession

This Agreement shall be binding upon, and inure to, the benefit of the successors, legal representatives and assigns of the respective parties hereto;

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Primary Applicant:

Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Home Phone: \_\_\_\_\_  
 Mobile Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 Tax ID # if applicable: \_\_\_\_\_

Co-Applicant:

Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Billing Address: \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Home Phone: \_\_\_\_\_  
 Mobile Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 Relationship to Primary: \_\_\_\_\_

CLP USE ONLY

The above Application for new Membership accepted \_\_\_\_\_  
 Service Location #: \_\_\_\_\_ Service District #: \_\_\_\_\_ Service Account #: \_\_\_\_\_  
 Rate Schedule \_\_\_\_\_ Date Service Available \_\_\_\_\_  
 Identification Verified Type: \_\_\_\_\_ Date Verified: \_\_\_\_\_  
 Credit Verification Waived By: \_\_\_\_\_ Date Waived: \_\_\_\_\_

## Right-of-Way Easement

FOR VALUABLE CONSIDERATION, the owners: \_\_\_\_\_,  
 with the marital status \_\_\_\_\_, for themselves and their successors and assigns  
 ("Owner"), hereby convey(s) to Cooperative Light & Power (CLP), a member owned utility under the laws of the State of Minnesota, its  
 successors and assigns CLP, the perpetual easement and right to enter upon the lands of the Owner in the County of  
 \_\_\_\_\_, State of Minnesota, described as follows (the "Property"):

Service Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Gov't. Lot No. \_\_\_\_\_ Lot No. \_\_\_\_\_  
 Additional Land Description \_\_\_\_\_

1. **Purpose and Extent of Right-of-Way (ROW) Easement:** The Easement is for erecting, operating, maintaining, repairing, rebuilding and burying overhead and underground electric distribution lines and related facilities including, but no limited to, signal lines, poles, wires, cables, handholes, manholes, transformer enclosures, concrete pads, transformers, connection boxes, and such other accessories and appurtenances as may be desirable in connection therewith (the "Facilities") over, under or on the Right-of-Way and all abutting street, roads and highways. The ROW is defined as \_\_\_\_\_ feet on each side of the centerline of the Facilities existing and to be constructed, but in no event shall it be less than the width on each side of the centerline of the following: (a) 7-1/2-feet for underground lines; (b) 20-feet for overhead, single phase primary lines; (c) 5-feet for overhead secondary lines; and (d) 25-feet for overhead primary three phase lines. The Easement includes such joint use or occupancy of the Easement as CLP may permit for electrification or other purposes.
2. **CLP's Right of Access:** CLP has the right of ingress to and egress from the ROW over the Owner's adjacent lands and lying between public or private roads and the ROW, such right to be exercised in such manner as occasions the least practicable damage and inconvenience to Owner.
3. **CLP's Right to Maintain Facilities:** CLP has the right to construct new Facilities and extensions of existing Facilities within the ROW. CLP has the right to inspect, remove, repair, improve and make such changes, alterations, substitutions and additions to the Facilities as it determines advisable. Owner agrees that all the Facilities remain CLP's property, removable at its option.
4. **CLP's Right to Clear and Maintain the ROW:** CLP has the right to clear and maintain the ROW, and when necessary, the adjacent lands of Owner, of trees, shrubs, brush, stumps, roots and other obstructions that may endanger the Facilities including the right to cut down all dead, weak, leaning or dangerous trees that are tall enough to strike any part of the Facilities in falling. CLP has the right to maintain the ROW to the extent and in the manner that CLP in its sole discretion determines advisable, including by chemical, mechanical, or hand clearing methods. CLP has the right to keep the ROW clear of all buildings, structures, or other obstructions, and has the right to correct any violation of National Electric Safety Code (217.A.4) requirements caused by construction of any buildings, structures, fences or other obstructions within the ROW, each at the Owner's expense.
5. **Grade Changes and Damage by Owner:** If grade changes are made by the Owner, which make it necessary for CLP to relay or relocate any of the Facilities, the cost of such changes will be paid by the Owner. The Owner is responsible for the cost of any repairs to the Facilities caused by the action of the Owner.
6. **Easement to Run with the Land:** This Easement shall run with the land and will be binding on the heirs, administrators, successors and assigns of the Owner. The Owner agrees to disclose to their successors in title the existence of this Easement. The Owner covenants that they are the owners of the property and that the property is free and clear of encumbrances and liens of any character except those held by the following persons:

IN WITNESS WHEREOF, Owner has signed this Easement this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 Member

\_\_\_\_\_  
 Member

This instrument was drafted by:  
 Cooperative Light & Power a Member Owned Utility  
 1554 Highway 2, P. O. Box 69  
 Two Harbors, MN 55616

STATE OF MINNESOTA                     )  
 COUNTY OF                                     )  
 On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, a  
 Notary Public within and for said County, personally to me known to be  
 the person described and who executed the foregoing instrument, and  
 acknowledged that \_\_he\_\_ executed the same as \_\_\_\_\_ free act.

NOTARY SEAL

\_\_\_\_\_

**Instructions for Completing Easement Form**

**First Line:** The Owner(s) must type or print their name(s) as it appears on the deed. Strike out the inapplicable descriptions, and if other than those shown, insert correct description. If married, both husband and wife’s name must be shown.

**Second Line:** Type or print the name or mortgagee or lien holder, if any, as it appears on record at the Register of Deeds office.

**County:** Insert name of County in which property is located for which easement is being granted.

**Property Description:** Give complete property description: Township, Range, Section, Government Lot Number, in any; forty-acre tract or part of tract, if any. If in platted area give, in addition to the above, the name or number of the plat and lot number.

**Signatures of The Owner(s):** The Owner(s) must sign, spelling the names as they appear above. If there is a mortgagee or lien holder, they too must sign as it appears at the Register of Deeds Office.

**Notarization:** The Applicant(s) must sign the Right-of-Way Easement in the witness of a Notary Public, and the Notary Public must complete the notarization.

**Applicable Right-of-Way Designation**

(either side of center)

Circle One:

Primary Single Phase	20 Feet
Primary Three Phase	25 Feet
Primary and Secondary Underground	7-1/2 Feet
Secondary and Service Overhead	5 Feet

**CLP USE ONLY**

If this easement involves Underground Rural Distribution (URD) there shall be attached to this easement a sketch showing approximate location of the URD. Such sketch shall be identified as Exhibit “A” and in the space provided below fill in the exhibit designation.

Exhibit \_\_\_\_\_ attached

Owner _____	Date _____
Owner _____	Date _____
Owner _____	Date _____
Owner _____	Date _____
Owner _____	Date _____
Owner _____	Date _____

## Right-of-Way Clearing Waiver

I, \_\_\_\_\_, have been informed as to the location and width of the right-of-way clearing needed. I agree to clear the right-of-way down to ground level and move all brush and logs to the edge of the right-of-way.

If Cooperative Light & Power (CLP) finds the clearing is not to the specifications explained to me and an additional trip is needed, I, \_\_\_\_\_, agree to pay the \$150.00 trip charge.

CLP Member

CLP Representative

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Office Use Only  
Account No. \_\_\_\_\_  
Location No. \_\_\_\_\_

### Application for Electric Heat

Must be completed before new service will be built.

Do you plan to install electric heat?  Yes  No; if YES,

Will you use one of CLP's EnergyWise special rate programs?  Yes  No; if Yes,

Will you participate in  Off-Peak Storage  Interruptible Dual Fuel (IDF)

If applying for the Interruptible Dual Fuel (IDF), you must install a qualified source of back-up heat. Back up system must be operational or the IDF meter will not be installed. Wood does not qualify as a back up, nor does electric resistance heat connected to CLP's general service rate. If a load management control package is needed, the cost is approximately \$475. The contactor is the property of the consumer, and comes with a one-year, limited warranty.

What type of back up heat source will you install?

Back up source:  oil boiler  oil forced air  gas boiler  gas forced air

other \_\_\_\_\_

*If installing electric heat, Applicant(s) agree(s) to allow CLP to inspect the installation of heating equipment at all reasonable hours. The Applicant(s) further understand(s) that only the electric heating system may be connected to the special rate program meter. Domestic electric water heat does not qualify under the IDF program.*

What size electric heat (in kilowatts) will be installed? \_\_\_\_\_ kW.

Do you plan to install electric domestic water heat?  Yes  No; if YES:

What type/size of domestic water heat will you install?

electric at \_\_\_\_\_ gallons  propane  fuel oil

Is this service:  new  existing/revamped

If this is a revamped service, CLP will charge time and materials rates (a minimum of \$500) to reconstruct the service.

Please list the names and contact phone numbers of the installing contractors:

General Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Electrical Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Plumbing Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

This agreement made and executed the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by CLP and Applicant

CLP Member

CLP Representative

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date