

Cooperative Light & Power
New Residential Electric Service Installation

Updated: July 1, 2019

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 5-9
- ✓ **Signed Right-of-Way Clearing Waiver**—page 10
- ✓ **Signed Application for Electric Heat**—page 11

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 2019 line extension fees are as follows:** 1-1,000 feet = \$10 per foot, beyond 1,000 feet = \$6.00 per foot.

In addition, a standard residential meter package (including a 120v GFCE outlet) in the amount of \$700 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: _____

EASEMENT

Dated: _____ 20_____

Grantor(s): "Grantor" shall also mean "Grantors".

Full Name

Full Name

With the marital status _____

Grantee(s): The Cooperative Light & Power Association of Lake County, a Minnesota Cooperative. "Grantee" shall also mean "Grantees".

Grantor grants an easement to Grantee, and Grantee's assigns, in the real property described on Exhibit A on the following terms:

1. Statement of ownership. Grantor owns said real property in fee simple.

2. Grant. For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantor grants an easement to Grantee as stated herein. Said easement shall be over the location and in the dimensions shown on Exhibit A.

3. Purpose and scope of easement. This easement authorizes Grantee and Grantee's subsidiaries and assigns to erect, install, construct, reconstruct, replace, modify, bury, upgrade, remove, maintain, inspect, and operate, at any time and from time to time, electrical transmission and distribution lines, including structures, poles, towers, wires, cables, cable terminations, tracer wires, arrestors, footings, foundations, cross-arms, ductbank systems, cable troughs, conduits, vaults, manholes, transition structures, riser structures, control buildings, telecommunications buildings, fences, gates, landscaping, access roads, and other equipment and fixtures, supporting one or more electrical circuits, and any other facilities, equipment and systems used or useable for the transmission or distribution of electricity; and also wireless equipment and systems; and also fiber optic cables and other equipment and systems used and useable for the transmission or provision of broadband and fiber optic services (including but not limited to the transmission of voice, video and data signals and the transfer of shared use such fiber optic cables and other equipment and systems) and other electrical or communication transmission technology and associated equipment, on, over, under and across the premises described on the attached Exhibit A.

4. Duration of easement. This easement shall be perpetual.

5. Right to upgrade system. Grantee shall have the right to upgrade, expand or extend any electric line, cable, fiber optics or other line, or communication systems, data or information systems of any type, now or in the future.

6. Right of entry and exit. Grantee shall have full right of entry and exit to, from and over said real property, or doing anything necessary or useful for the exercise of Grantee's rights in this easement.

7. Vegetation Maintenance. Grantee shall have full right to spray, cut, trim or remove trees and shrubbery and other vegetation (collectively vegetation) to the extent necessary to keep them clear of the communication, electric distribution or transmission lines or systems, using such means to do so as Grantee deems necessary or prudent. Grantee may remove all structures, trees, plants or vegetation that might endanger the line or system, including vegetation outside of the easement area but only if Grantee determines such vegetation may endanger said lines or systems.

8. Grantor's obligation to keep easement clear. Grantor agrees to keep the easement clear of all future buildings, structures, grain bins, water impoundments or obstructions that may interfere with the operation and maintenance of the communication, electric distribution or transmission lines or system, except where permitted by Grantee.

9. No waiver of rights by Grantee. No delay in exercising any or all of the rights granted in this easement to Grantee shall be interpreted to be a waiver of any of these rights nor abandonment of the easement as granted.

10. Expansion of any previous easement rights. If Grantor or Grantor's predecessor(s) in title have previously conveyed Grantee an easement to this real property, Grantor intends that the rights conveyed by the previous easement shall not be reduced by this subsequent easement, and this subsequent easement shall be an expansion and supplementation of the rights conveyed by the previous easement.

11. Right of Attachment and Assignment. Grantee also has the right, from time to time, to assign to others the right to use said easement area for such purposes as Grantee has the right to use.

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 _____

GRANTOR

Name

Name

FOR GRANTOR AS INDIVIDUAL

STATE OF MINNESOTA)
)SS

COUNTY OF _____)

On this _____ day of _____, 20___, before me, a Notary Public, personally appeared _____, husband and wife/an unmarried person/trustee of the _____ Trust, known to me or satisfactorily proven to be the person whose name(s) (is)(are) subscribed to the within instrument and acknowledged that s/he executed the same for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seal.

Notary Public
My Commission Expires: _____

STATE OF MINNESOTA)
)SS

COUNTY OF _____)

On this _____ day of _____, 20___, before me, a Notary Public, personally appeared _____ husband and wife/an unmarried person/trustee of the _____ Trust, known to me or satisfactorily proven to be the person whose name(s) (is)(are) subscribed to the within instrument and acknowledged that s/he executed the same for the purposes therein contained.

In witness whereof, I hereunto set my hand and official seal.

Notary Public
My Commission Expires: _____

This instrument was drafted by: The Cooperative Light & Power Association of Lake County
 1554 Highway 2
 Two Harbors MN 55616

Instructions for Completing Easement Form

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.

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

Name

Signature

Date

CLP Representative

Name

Signature

Date