

Residential Subdivisions Checklist

Developer or Engineer,

Thank you for selecting Magic Valley Electric Cooperative (MVEC) for new electrical service. MVEC is a member owned cooperative and is committed to superior service for all our Members. In order for MVEC to serve the development, please contact the MVEC Engineering Department to schedule a meeting to review the project.

In order for us to provide service in a timely manner, please provide information on the following items:

1. **Plat** ————— Scheduling an appointment to review plat is very helpful; in order to provide service, please record plats in the proper county office.
2. **Property pins** ————— Visible location of property pins is necessary; inform us when pins are located.
3. **Easements** ————— We require easements for all primary and street light cable. We will indicate additional utility easements on your preliminary plat.
4. **Street lights** ————— Need locations and size of lights & approval letter from the city if in the city limits. If located in the county (located outside of an incorporated Municipality) the developer will be responsible for all installation costs, and monthly charges.
5. **Meter location** ————— Normally, we indicate the location of the meter and sketches are available showing proper locations.
6. **Electrical loads** ————— Example: gas or electric cooking, air conditioner size in tons, house size in square feet, or more detailed information for commercial or larger facilities.
7. **Temporary service** ——— In any circumstance where the need for electric service may be for a period of less than one year, the Cooperative shall charge and Customer shall pay 100 percent of the actual cost of construction plus the cost of removal less salvage value.
8. **Underground service** — Additional requirements are necessary for underground; please let us know if you will require underground facilities.
9. **Other information** ——— Refer to Electric Service and Meter Guidelines if necessary.

Normally, MVEC does not install electrical service until the consumer has met all the requirements summarized above and detailed on the following sheets. The Cooperative shall estimate actual costs in excess of the Cooperative's Line Extension Policy and customer shall pay such costs prior to commencement of construction. MVEC will inform you if required costs or aid to construction is necessary. After you meet these requirements, it will be our pleasure to provide service to you in an appropriate time work schedule. We appreciate the opportunity to serve you and thank you for your cooperation and membership. Please let us know if we may serve or assist you further.

PRELIMINARY PLAT

MVEC will indicate on the plat additional easements. Also, MVEC will indicate the preferred location of the service/meter point and provide letter of service availability.

RECORDED PLAT (for service to subdivision)

Please provide MVEC with final courthouse recorded plat (two copies preferable or CAD file). MVEC cannot build into property without a proper easement. Also provide deed restrictions.

LOCATE THE FOLLOWING:

- A. Locate lot / boundary pins and inform MVEC of date set; all iron pins should be visible and preferably marked with stakes and colored ribbon.
- B. Locate proposed water, fire hydrants, sewer, gas, etc. Please indicate location on plat.
- C. Locate possible hidden problem such as septic tanks.

EASEMENTS

- A. The recorded plat should contain necessary easements as requested on preliminary plat.
- B. Minimum width-10 feet; other utilities may be in easement; however, the more utilities involved the wider the easement. A width of 16 feet for underground is preferable. Street light easements are 5-10 feet wide.
- C. Please remove trees and other obstructions in the easement.
- D. In order to avoid placing facilities in drainage areas, please provide electrical utility easement exclusive of the drainage easement.
- E. Easements are necessary if we cross other owner's property to serve meter on your property.

STREET LIGHTING

- A. MVEC provides street lighting to be billed either to the city, the subdivision association, developer, or customer.
- B. MVEC can suggest a lighting layout (additional easements may be necessary). Please provide an approval letter from the city or municipality (if the subdivision is within the city limits) agreeing on locations and monthly charges for lights.
- C. If the association/developer pays the monthly bill for street lighting,
 - 1. We require aid to construction for standard street lighting. We require aid to construction or cost if we set any new poles exclusively for the purpose of serving street lights. Normally, the minimum cost for each new wood pole is \$750.00

2. We require additional aid to construction if the lights require construction which is not normal lighting construction - to be determined by MVEC. (example ornamental lighting or more lights than normal)
 3. Monthly security light rates are applicable for poles and lights.
- D.** If the municipality pays the monthly bill for lighting, then MVEC does not require aid to construction in new recorded subdivisions in the city limits when subdivision lot allowance is not exceeded. However, if the city requires revisions to existing subdivisions, then we do require aid to construction equal to the total cost of the revision. Monthly rates are applicable for lights only.
- E.** Customer may request individual security lighting. Aid to construction or costs are applicable as shown in tariff and C. 1, 2, and 3 above.

METER LOCATION

- A.** See Electric Service and Meter Installation Booklet or sketch for the proper location of the meter.
- B.** Schedule an appointment with a field representative to determine location of meter.
- C.** Mark the permanent location of the meter. Please check with an office representative.
- D.** Easements are necessary if we cross other owner's property to serve the meter on your property.
- E.** Clearances from electrical power lines and buildings and other obstructions are necessary.

ELECTRICAL LOAD (information sheet is available)

- A.** Please inform us of the approximate size of homes or mobile homes in square footage.
- B.** Inform us the size and number of air conditioner in tons and the size of heating in KW.
- C.** Inform us if gas is provided or if you will have special loads such as heated swimming pools.

METER SERVICE (connection point)

- A.** Please follow all MVEC standards such as minimum wire size, meter locations etc. MVEC provides standards to follow for electrical contractors and consumers.
- B.** Customers sign a request for service at one of the MVEC offices. We also require a membership fee (\$5.00) for each member, a set up fee (\$25.00) for each meter, and either a deposit or letter of credit.
- C.** Most requests require a city or county permit. Please check with the city or county. See the list attached for telephone numbers and addresses of permit offices.
- D.** Access to the meter is essential. If the area is locked, MVEC will need to install our lock also.

TEMPORARY SERVICE

MVEC charges up labor, down labor, and unsalvageable material for all temporary work except when the temporary work involves only a service (length is limited). We will calculate the cost or aid to construction based upon the number of poles, wires, transformers, associated material, and labor. We will inform the member of costs and work the job after receiving payment. Please locate the temporary service pole as close as possible to our existing facilities to reduce your cost of installing temporary facilities. See the sketches attached on the proper location of the consumer's temporary meter pole.

UNDERGROUND SERVICE (MVEC can provide sketches showing guidelines to follow)

A. Conduit

1. Developers provide 4 inch schedule 40 PVC conduit (mark ends of conduit – see sketch on locations and specifications) with pull string under all designated street locations and under other paved areas that are subject to underground utilities. MVEC will provide map with locations where we plan to cross under streets and other known paved areas.
2. Customers provide the service trench, conduit with pull string, and backfill from the meter location to stop two feet before the transformer/pedestal OR from the meter location to the wood pole (install conduit up the pole a minimum of two feet above final grade and temporarily cap end of conduit). Conduit size is a minimum 2½ inch schedule 40 PVC. For large conductor, larger conduit size is necessary. Please follow MVEC specifications (sketches are available).

B. Land grades or elevations

Please provide final land grades at locations of electrical facilities.

C. Clearances

We require special distances or clearances from the underground facilities. Sketches are available.

AID TO CONSTRUCTION

MVEC allows a limit of \$1,300.00 per lot in subdivisions. Costs exceeding this limit or exceeding the designs of MVEC require an aid to construction. Before line construction, we will inform you if aid to construction is required. Please check with field representative or engineering on limits of power line distances, size and type of electrical load or facilities, and size of subdivision.

STANDARD/SPECIFICATION BOOKLET – Booklet or “Red Book” is available. Please follow standards or guidelines in the booklet.

In order to expedite service to you and prevent delays, please follow the above guidelines. After guidelines are met, MVEC will place your order for service in the appropriate time work schedule. Normally, MVEC does not install facilities until the customer has met the above listed requirements.

MVEC appreciates the opportunity to serve you. Please contact us if we may be of further service or if we may help you in any way.