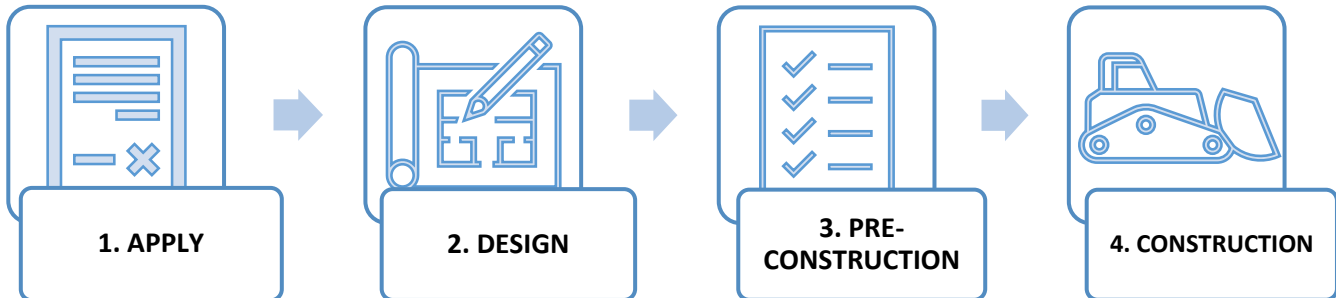




Complete this Form to:

- Have new electric facilities installed on your property for the purpose of providing electric service to a permanent or seasonal building, dwelling, cottage, mobile home, barn, garage, outbuilding or similar structure.
- Make a change to your existing service such as a conversion from overhead to underground, upgrade the size of your service, or reroute the path of your existing service.



CONTACT INFORMATION

All documentation should be sent to:

Traverse City Light & Power, Attn: Scheduling

- Email: servicerequest@tclp.org
- Mail: 1131 Hastings Street, Traverse City, MI 49686

The scheduling department can be reached at (231) 922-4940 ext. 243



Things to Know:

SCHEDULE OF FEES

▪ Standard Installation – New Underground

Residential: \$3.50 summer, \$5.25 winter*, per trench foot length

Commercial: \$5.50 summer, \$8.25 winter*, per trench foot length

Plus \$50.00 for overhead to underground conversion. This is based on a clear and unobstructed path a minimum of 24" deep, from the source to the metering location. The customer will be responsible for the installation of conduits where open trenching is not possible. Where the customer installs conduit to TCLP specifications, the underground charge through that conduit will be reduced by \$1.00 per foot. Any subterranean boring required or removal of obstacles such as rocks, old foundations, trees and stumps will be billed to the customer at actual cost.

*All required documentation and construction site readiness must be submitted within two weeks of the start of the winter period (December 1- March 31), or the winter rate will apply.

Note: During the winter period underground construction is not guaranteed. At TCLP's discretion, the depth of frost at the construction location will dictate whether or not underground facilities will be installed by TCLP during the winter period.

▪ Time and Material Billing

Any work that does not classify as a new standard underground installation, such as relocation of poles, relocation of lines, boring or temporary electric, will be billed on a time and materials basis at TCLP rates.

▪ Utility Billing Rates

For all current electric tariff rates please refer to our Electric Rate Book found on our website at www.tclp.org.

METER BASE INSTALLATION

- Meter bases are provided by TCLP at no cost and can be picked up from our office located at 1131 Hastings Street, Traverse City, during normal business hours (M-F 8:00AM-4:30PM).
- The cost and scheduling of all electrical inspections are the customer's responsibility.
- Upon receipt by the Customer, the installation, ownership, and maintenance of the metering equipment becomes the responsibility of the property owner.
- Meter bases will not be energized without an inspection sticker.

ELECTRICAL INSPECTORS

[Grand Traverse County](#)

Office: (231) 995-6049 and (231) 995-6028

[Local State Inspector](#)

Office: (231) 577-8785

[State Inspector](#)

(517) 241-9320

[Leelanau County](#)

Office: (231) 256-9806/Fax: (231) 356-7555



Project Checklist

Reference this checklist to assist with your project.



1. APPLY

- Complete and sign the Application with accurate Service Address.
- Include load information and indicate service size/type preference.
- Complete and attach a detailed site sketch, blueprint, survey, plat or similar document.

Please be sure to fill out application form completely to avoid delays. The Engineering Technician will contact you with any questions or follow-up. Customer installations must conform to the information found in TCLP's Electric Service Requirements, found at [https://www.tclp.org/Uploads/Electric Service Requirements.pdf](https://www.tclp.org/Uploads/Electric%20Service%20Requirements.pdf).



2. DESIGN

- As needed, the Engineering Technician will schedule a site visit to discuss the details of your job and provide options available for your project. Please stake all facilities including property lines and underground customer-owned facilities. (i.e. septic, sprinklers, dog fence, etc.)
- Mark your proposed meter location.
- Upon completion of a design from the Engineering Technician, a quote for construction costs will be provided for your review. Time & Material quotes must be signed and returned to proceed with scheduling installation.
- Any deviations from the current design must be discussed with the Engineering Technician prior to construction.

In accordance with chapter 1366.04 of City of Traverse City, city ordinances, all new installation of utilities shall be placed underground.



3. PRE-CONSTRUCTION

- TCLP will supply easement forms if required. Customer is responsible to have documents signed and notarized. TCLP can assist with notarizing as needed.
- Have meter base installed and inspected by the county electrical inspector.
- Have site and foundation back filled within 6" of final grade.
- Provide a 15' wide path along the route of the electrical facilities (e.g. poles, lines, transformers, etc.) free of dirt piles, debris, construction material, etc.

Notify TCLP when all the above is complete.



4. CONSTRUCTION

- Upon completion of the above steps, TCLP will contact you to coordinate the scheduling of your job. Scheduling availability varies by workload and resources; this can result in somewhat longer timeframes in the summer.
- TCLP will contact Miss Dig to mark all underground public utilities for any TCLP excavation. TCLP does not contact Miss Dig for customer/developer excavation.
- Customer is responsible to mark the location of any private facilities in the vicinity of the excavation. TCLP is not responsible for damage to unmarked facilities.

TCLP crews will install facilities as designed. If TCLP excavation is involved, the trench will be back filled, and the site made ready for final restoration by the customer. TCLP is not responsible at a later date for earth settling of the trench, or for putting in black dirt or sod over the trenched area.



APPLICATION

Type of Service Requested <i>Check all that apply</i>			
<input type="checkbox"/> New Service	<input type="checkbox"/> Upgrade Service	<input type="checkbox"/> Relocate Service	<input type="checkbox"/> Convert Overhead to Underground
<input type="checkbox"/> TCLPfiber (If available)	<input type="checkbox"/> Temporary Service		
Service Address: _____			
Utility Account Information <i>List information as it should appear on the utility account</i>			
Primary Account Holder Last Name, First Name, M.I.		Joint Contact for Account Last Name, First Name, M.I.	
If applicable, Business Name: _____			
Mailing Address		Primary Phone	Secondary Phone
City, State, Zip		Email Address	
<i>This section is only required if a new utility account needs to be established for the service address listed above.</i>			
Social Security Number		Date of Birth	Driver's License Number
			State
Current Employer	Work Phone Number	Previous Address	
Contractor/Builder Information			
Company Name		Mailing Address	
Contact Person		City, State, Zip	
Email Address		Phone Number	
Electrician Information			
Company Name		Mailing Address	
Contact Person		City, State, Zip	
Email Address		Phone Number	



APPLICATION - SITE & SERVICE INFORMATION

Failure to complete this section will result in design delay.

Site/Structure <i>For multi-meter buildings APPENDIX A must be provided</i>		
Building Use: (Check two) <input type="checkbox"/> Year-Round <input type="checkbox"/> Apartments <input type="checkbox"/> Seasonal <input type="checkbox"/> Commercial/Industrial <input type="checkbox"/> Mixed Use <input type="checkbox"/> Single Family Residential <input type="checkbox"/> Multi-Family Residential <input type="checkbox"/> Subdivision	Construction Type: (Check one) <input type="checkbox"/> Spec Home <input type="checkbox"/> Framed/Custom <input type="checkbox"/> Modular <input type="checkbox"/> Mobile <input type="checkbox"/> Duplex <input type="checkbox"/> Other:	Square Footage: <hr style="width: 100%;"/>
Service		
Electric Service Requested: <input type="checkbox"/> Overhead <input type="checkbox"/> Underground	Check desired service voltage: (Not all voltages are available at all locations) <input type="checkbox"/> 120 V. 1 phase, 2 wire <input type="checkbox"/> 120/208 V. 3 phase, 4 wire <input type="checkbox"/> 120/240 V. 1 phase, 3 wire <input type="checkbox"/> 277/480 V. 3 phase, 4 wire <input type="checkbox"/> 120/240 V. 3 phase, 4 wire	
Electric Load		
For SERVICE UPGRADES, check HERE <input type="checkbox"/> if no additional load, and complete 'Main Disconnect Size' section ONLY		
Main Disconnect Size: Amps _____ Volts _____ Phase _____	Electric Appliances: (Check all that apply) <input type="checkbox"/> Dryer <input type="checkbox"/> Oven <input type="checkbox"/> Heat <input type="checkbox"/> A/C FLA _____ LRA _____ <input type="checkbox"/> Range <input type="checkbox"/> Water Heater <input type="checkbox"/> Other:	Other Load: (i.e. well pump, sump pump) Total kW of Other Load <hr style="width: 100%;"/>

<i>Commercial Sites Only</i>		
Sq. Footage of Building _____	Units per Building _____	Average Sq. Footage per Unit _____
Lighting Load = _____ kW Equipment Load = _____ kW Total Motor Load* = _____ kW Other Load = _____ kW Total Connected Load = _____ kW	*Motor Load Total 1PH Motor _____ hp x (.746) = _____ kW Total 3PH Motor _____ hp x (.746) = _____ kW Largest Motor _____ hp NEMA Code: _____ Single phase motors 10 hp and larger may require assisted start Three phase motors 30 hp and larger may require assisted start	
Is there any additional load anticipated in the next 5 years? <input type="checkbox"/> Yes <input type="checkbox"/> No		



APPLICATION - NEW SERVICE SITE SKETCH AND LIABILITY WAIVER FORM

The location of all private underground facilities and structures must be identified or exposed by the customer. Include the location of all private underground facilities or structures on the drawing below.

TCLP will not be liable for damages resulting from applicant's failure to mark out locations or from incorrect marking.

- LP or natural gas lines
- Sewer lines
- Invisible fencing
- Driveways and sidewalks
- Cable, Satellite TV or internet lines
- Electrical wiring to outdoor facilities (e.g. yard lights, garages, etc.)
- Septic systems, mounds or drain fields
- Wells, water lines &/or sprinkler systems
- Future additions, decks or outbuildings
- Preferred location of electric meters

<p>Example of Site Drawing</p>	<p>Customer Site Drawing <input type="checkbox"/> Site plan provided instead</p>
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Please read before signing:
This form must be signed by the **PROPERTY OWNER LISTED ON THE TAX PARCEL RECORDS.**

Construction Authorization/Underground Damage Liability Waiver:

I certify that I own the property of the service address indicated on this Site Sketch, blueprint, survey, plat or similar document provided and that I have read and understood the above statement regarding marking, exposing or locating all private underground facilities. I represent that the information in this application is correct to the best of my knowledge. I understand that any changes made to the information or attached documents may increase the time and costs required for Traverse City Light & Power to provide service to this project. I furthermore agree to indemnify and hold Traverse City Light & Power, its employees and agents harmless for any damage to private underground facilities that occurs during the installation of electric service, or as a result of failure on my part to ensure that the private underground facilities on this property have been adequately marked, exposed or located.

Utility Account Establishment:

An established utility account is required before service can be connected. The undersigned hereby agrees to establish a utility account with Traverse City Light & Power, if an account is not already established for this service address, and to accept services. All new customers (a new customer will be defined as a customer who has not had service with TCLP in the past 12 months) may be required to pay an estimated two months billing based on similar existing electric customers as a security deposit for electrical service unless the customer presents reliable estimates of KW demand KWH energy usage.

Property Owner Signature	Date
Printed Name	Title (if applicable)



APPENDIX A
Panel Schedule for Multi-Meter Services

In cases where ganged metering, multiple meters on a building, or stand-alone meters not attached to a building are requested, engraved metal or hard plastic labels with the address/unit number will be required to be permanently affixed to the metering enclosure for identification. TCLP will not energize the service until the meter bases are labeled. Note: this requirement may be waived for temporary construction services.

Please complete the following panel schedule to ensure proper establishment of utility accounts, additional pages may be submitted as needed.

Check here if all units listed are to be associated with 1 utility account (all meters will be on 1 bill).

Address (e.g. 123 E Main Street)	Unit Label (e.g. House, Unit A, 101, etc.)