Dear Duke Energy Customer,

Duke Energy is pleased to provide your electric service. In doing so, our goal is to meet your request with the least possible disturbance to your property without damaging any underground objects that may be present.

To provide the service you have requested, we must rely on your knowledge of any underground objects or obstructions that may impede the installation of poles, apparatus or underground facilities. You are the primary source of information about such objects or obstructions that could be damaged by Duke Energy or our contractor's equipment.

In the interest of safety and a damage-free and timely installation, please do the following:

1. Use the checklist(s) below to insure all site readiness requirements are completed.
2. Acknowledge that you understand the Electric Service Installation Provisions.

You may be responsible for any additional costs incurred by Duke Energy due to our inability to perform work on schedule as a result of the site not being ready or remaining ready until all work has been completed. If you have questions about these provisions or your electric service, please ask the Duke Energy representative handling your request. Thank you for your cooperation, and we look forward to providing you a safe and timely installation.

Site Readiness Checklist

Note: All marking/locating of lines and other customer-owned equipment must be done with flags, stakes, or paint.

CUSTOMER NAME:_____**SERVICE ADDRESS**_____

SITE READY DATE:_____ **DATE SERVICE NEEDED (REQUIRED DATE):**_____

REQUIRED	REQUIREMENT	COMPLETED
☐	Route clear (minimum 10 ft. width from source to meter base).	☐
☐	Grading within 6 inches of final or to final grade as indicated on Electric Service Installation Provisions	☐
☐	Builder/Private underground obstacles (lines, tanks, tree protection zones, etc.) located and marked.	☐
☐	Self-Contained Meter Base Ready (meter base, load-side conductors, grounding rod and conductor installed) or Meter Base Location Guaranteed.	☐
☐	CT cabinet / metering trough location marked/installed as indicated on CT metering Site Ready	☐
☐	I have been shown the pictures of Duke Energy's standard UG installation equipment and understand the potential impact to my property.	☐
☐	Large truck route clear to access poles, transformers, or other Duke Energy equipment.	☐
☐	Work only in dry conditions to prevent yard damage.	☐
☐	Individual Right of Way - signed and returned. All other Rights of Way – properly executed and returned.	☐
☐	Contribution-in-aid of construction obligation is met.	☐
☐	Concrete transformer pad is poured and metering conduit installed per specifications	☐
☐	Conduit installed, as discussed with project designer, for underground primary or service installations per specifications.	☐
☐	In multi-unit structures, all meter boxes are permanently and correctly marked/installed	☐
☐	I have read, understood, and accepted the Electric Service Installation Provisions' terms.	☐
☐	As a developer, I understand my responsibilities outlined on the attached Subdivision/Multi-Family Checklist	☐
☐	I have notified Duke Energy of the completion of the above Site Ready requirements.	☐
☐	The **maximum number** of customer conductors per phase - **10** for 600 MCM or smaller - **8** for 750 MCM or larger.	☐
☐	I have received a copy of the **Duke Energy Pad Mounted Transformer Building Clearance Standard**.	☐
☐		☐

Once you have satisfied all of the requirements checked above, and if applicable, on the accompanying Metering sheet, please report to Duke Energy that your site is ready for service by calling _____ _____, or, by FAX'ing this form to_____, referring to Work Order # (Customer Job #) _____.

_____ _____

Owner/Customer Signature Date

Your request will not be scheduled until you have completed this notification. Standard scheduling and construction lead-times must be allowed before expecting delivery of your service.

Thank You

Electric Service Installation Provisions

WO# _____
(Internal Use Only)

I, _____, have requested that Duke Energy install above ground or underground electric service conductors at my home/business located at _____. In making this request, I agree to the following checked provisions:

1. ___ While Duke Energy is responsible for locating publicly owned underground utility lines (telephone, catv, gas) I am responsible for identifying for Duke Energy or its agent the correct location of all underground objects that might be damaged by or cause damage to Duke Energy's equipment or its contractor's equipment in the process of installation. Underground objects include, but are not limited to: **septic tanks, drain lines, drain fields, designated repair areas, water lines, irrigation lines and electrical lines not owned by Duke Energy.**
2. ___ Once I have physically marked the underground objects, within + or – 30 inches, using paint, flags, or stakes, Duke Energy or its contractor will assume responsibility for avoiding damage to said objects.
3. ___ I assume full responsibility for any damage to underground objects caused by my failure to notify or incorrectly notify Duke Energy of the location of the underground objects.
4. ___ Duke Energy or its contractor will assume responsibility for performing said installation in a professional manner by avoiding damage to obvious above ground objects such as curbs, gutters, shrubbery, sidewalks, and buildings.
5. ___ I understand the specific route of the proposed above ground or underground conductors and location of poles and/or apparatus as described by the Duke Energy representative.
6. ___ In the course of installing underground lines and equipment in areas with landscape trees, there is the probability of some root damage and I will not hold Duke Energy or its contractor responsible for damage to or the health of any trees.
7. ___ Equipment tracks and ground disturbance will result from the use of equipment necessary for the installation of above ground or underground facilities.
8. ___ Duke Energy or its contractor **will not** be responsible for providing non-standard erosion control measures, reseeding lawns or replacing gravel in the area(s) disturbed due to the installation of poles, apparatus (such as transformers or pedestals) or underground facilities.
9. ___ I understand that I am responsible for complying with any state or federal requirements related to stormwater discharge including any site stabilization measures.
10. ___ I may be required to pay a contribution in aid of construction if rock or other adverse conditions are encountered. Refer to Underground Distribution Installation Plan (copy available upon request). Costs associated with lighting installations may vary from those listed below or could potentially be less if your project involves joint installation with other utilities. These conditions include but are not limited to the following examples (applicable sales tax not included):

Examples of Charges	**Unit Cost**
Provide a trench in rock (in excess of 10% of trench footage)	$ 50.52 per linear foot
Place clean sand/clay backfill in a standard trench (in excess of 10% of trench footage)	$ 1.99 per linear foot
Provide clean sand/clay backfill from offsite	$ Actual Cost plus 15%
Provide conduit in trench	$ 2.86 per linear foot
Punching under roads/driveways/sidewalk	$ 31.17 per linear foot
Pull secondary/primary cable in existing conduit	$ 0.69 per linear foot
Digging within 30" of another utility	$ 7.98 per linear foot
Remove/restore gravel, 1'square, 2" depth	$ 2.01 per square foot
Mechanical tamping to avoid settling of trench	$ 1.60 per linear foot
Guaranteed meter base location changes more than 10' at time of installation	$ 333.55 per occurrence
Crew delay due to customer or site conditions	$ 81.50 per hour
Engineering costs	$ 65.00 per hour
Other: (Ex: rock hole for pole) _____	$_____

11. ___ To meet National Electric Safety Codes, work site grading, and landscaping must be __ at final grade or __ within 6 inches of final grade (Duke Representative to initial appropriate item) before installation of underground facilities. Refer to Underground Distribution Installation Plan (copy available upon request).
12. ___ **I understand that I may be responsible for any additional costs incurred by Duke due to Duke's inability to perform work on schedule as a result of my failure to have the site ready or remain ready until all work has been completed ($125 minimum charge).**
13. ___ I have requested that Duke Energy install underground facilities on the property listed above. In making this request, I agree to be the single point of contact for Duke Energy and agree to be financially responsible to Duke Energy for any damage to Duke Energy's equipment that is caused by a contractor retained by me.
14. ___ I have provided Duke Energy with the correct load information to size the electrical facilities required by this request for service. I understand that there may be charges if the actual load requires Duke Energy to alter electrical facilities installed for this request for service.
15. ___ These provisions have been explained to me and I have received a copy of this document.

_____ _____
Owner/Customer Signature Date

_____ _____
Duke Energy Representative Phone Number Fax Number Date

Effective 6/13/11

CT Metering Site Readiness Checklist

REQUIRED	REQUIREMENT	COMPLETED
	IF UTILIZING A CT CABINET FOR UNDERGROUND DELIVERY:	
☐	CT cabinet up - size as specified by Project Designer : ☐ 32” W x 24” H x 12” D ☐ 40” W x 40” H x 14” D ☐ 60” W x 60” H x 18” D	☐
☐	CT cabinet to have latch assembly and ¾” exterior grade plywood backboard or other Duke Energy approved means to mount CT’s mounted on back cabinet wall.	☐
☐	Bottom of CT cabinet is mounted a minimum 30" (for 24" x 32" box), 24" (for 40" x 40" box), or 12” (for 60” x 60” box) above final grade with room to mount meter box 4’- 6' high (to center of meter) beside cabinet.	☐
☐	CT cabinet to have a grounding lug attached to inside of cabinet capable of accepting #14 to #2 CU or AL conductors.	☐
☐	Cut hole in CT cabinet/trough or meter enclosure (See Duke Energy CT Cabinet Installation Guidelines) Quantity: 1 ☐ 2 ☐ 3 ☐ Size: 2” ☐ 3” ☐ 4” ☐ 6” ☐	☐
	IF UTILIZING OPTIONAL METER TROUGH WITH TRANSOCKET INSTALLATION:	
☐	Transocket (25”W x 33” H x 12” D) installed with center of meter 4’ - 6’ high.	☐
	IF OVERHEAD DELIVERY:	☐
☐	Mast should be installed, customer wires pulled out (minimum of 24 inch conductor lead length), and area to mount meter box should be clear of any obstructions	☐
☐	If mast extends through roof, electrician will need to install metering conduit.	☐

Reference the “Customer Metering Guide” brochure provided by the Project Designer for specific guidelines for metering underground service installations.