



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

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 Request # (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

WR# _____ (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 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. These conditions include but are not limited to the following examples:

Table with 2 columns: Examples of Charges, Unit Cost. Rows include: Provide a trench in rock (in excess of 10% of trench footage) \$ 54.74 per linear foot; Place clean sand/clay backfill (in excess of 10% of trench footage) \$ 2.16 per linear foot; Provide clean sand/clay backfill from off site \$ Cost plus 15%; Punching under roads/driveways/sidewalks \$ 52.34 per linear foot; Digging within 30" of another utility \$ 8.64 per linear foot; Remove/restore gravel, 2" depth, 10' width \$ 21.65 per linear foot; Pull secondary/1ph primary cable in existing conduit \$ 1.73 per linear foot; Pull 3ph primary cable in existing conduit \$ 2.16 per linear foot; Crew delay due to customer or site conditions \$ 86.41 per hour; Guaranteed meter base location changes more than 10' at time of installation \$ 422.03 per occurrence; Engineering costs \$ 65.00 per hour; Other: _____ \$ _____

- 10. 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).
11. 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).
12. 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.
13. 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.
14. 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 _____

Date _____



CT Metering Site Ready

REQUIRED	REQUIREMENT	COMPLETED
	<u>IF UTILIZING A CT CABINET FOR INSTALLATION:</u>	
<input type="checkbox"/>	CT cabinet up; Size as Specified by Project Engr : <input type="checkbox"/> 32" W x 24" H x 12" D or <input type="checkbox"/> 40" W x 40" H x 14" D	<input type="checkbox"/>
<input type="checkbox"/>	CT cabinet to have latch assembly and 3/4" exterior grade plywood backboard mounted on back cabinet wall.	<input type="checkbox"/>
<input type="checkbox"/>	Bottom of cabinet should be mounted minimum 36" (for 24" x 32" box) or 24" (for 40" x 40" box) above final grade with room to mount meter box 4-6' high (to center of meter) beside cabinet. (See drawing below)"	<input type="checkbox"/>
<input type="checkbox"/>	CT cabinet to have a grounding lug attached to inside of cabinet capable of accepting #14 to #2 CU or AL conductors.	<input type="checkbox"/>
	<u>IF METERING WILL BE AT PADMOUNTED TRANSFORMER:</u>	
<input type="checkbox"/>	1" Metering conduit will be installed from secondary side of transformer and stubbed up above ground either at the building or beside the transformer where meter post is to be installed by Duke Energy.	<input type="checkbox"/>
	<u>IF OVERHEAD DELIVERY:</u>	<input type="checkbox"/>
<input type="checkbox"/>	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	<input type="checkbox"/>
<input type="checkbox"/>	If mast extends through roof, electrician will need to install metering conduit.	<input type="checkbox"/>