

# For Trico Use Only

School Dist. \_\_\_\_\_ Loan \_\_\_\_\_

Map Location \_\_\_\_\_

Member # \_\_\_\_\_

Designer: \_\_\_\_\_

Work Order # \_\_\_\_\_

Account # \_\_\_\_\_

Service Area/Board District \_\_\_\_\_

Tax  Y  N Billed New Service Fee  Rate Assignment  RS1  GS1  Deposit  Letter of Credit

## APPLICATION FOR NEW SERVICE DESIGN & CONSTRUCTION

(For Customer Use - Please Print)

Date \_\_\_\_\_

New Trico Member  Existing Trico Member Application filed:  In person  By phone  By letter/e-mail  By FAX

Name \_\_\_\_\_ Social Security \_\_\_\_\_ DOB \_\_\_\_\_  
LAST FIRST MI (Optional) (Required)

Spouse \_\_\_\_\_ Social Security \_\_\_\_\_ DOB \_\_\_\_\_  
LAST FIRST MI (Optional) (Required)

Daytime phone \_\_\_\_\_ Secondary phone \_\_\_\_\_ E-mail address \_\_\_\_\_

Fax \_\_\_\_\_ Business phone \_\_\_\_\_ Employer \_\_\_\_\_

Present mailing address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Agent/Company/Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_  
E-mail address \_\_\_\_\_

Mailing address of new service \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
(Where you will receive the bill at the time of connect)

Street address of new service \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Parcel ID or Subdivision (unit/block/lot) \_\_\_\_\_

Township \_\_\_\_\_ Range \_\_\_\_\_ Section \_\_\_\_\_ Is power to property line?  Yes  No  
(If No, approximate distance to closest power \_\_\_\_\_)

Type of service you want: \*

Underground to meter  Underground to property line  Primary only  
 Overhead to meter  Overhead to property line  Not sure

Service Panel Size or Mtr Pedestal Size: \_\_\_\_\_ Volts: \_\_\_\_\_ Phase:  Single or  Three  
100 or 200 AMP, (load calculations required over 200 AMP) (Volts if 3-Phase, 120/208V or 277/480V)  
(Trico no longer is accepting 400A-1Ø-K4 style meter bases and no longer stocks this class of meter)

House  Mobile/Manufactured Home Square Footage of Home (minus garage, carport) \_\_\_\_\_  
 Well HP of well pump(s) \_\_\_\_\_  Other \_\_\_\_\_

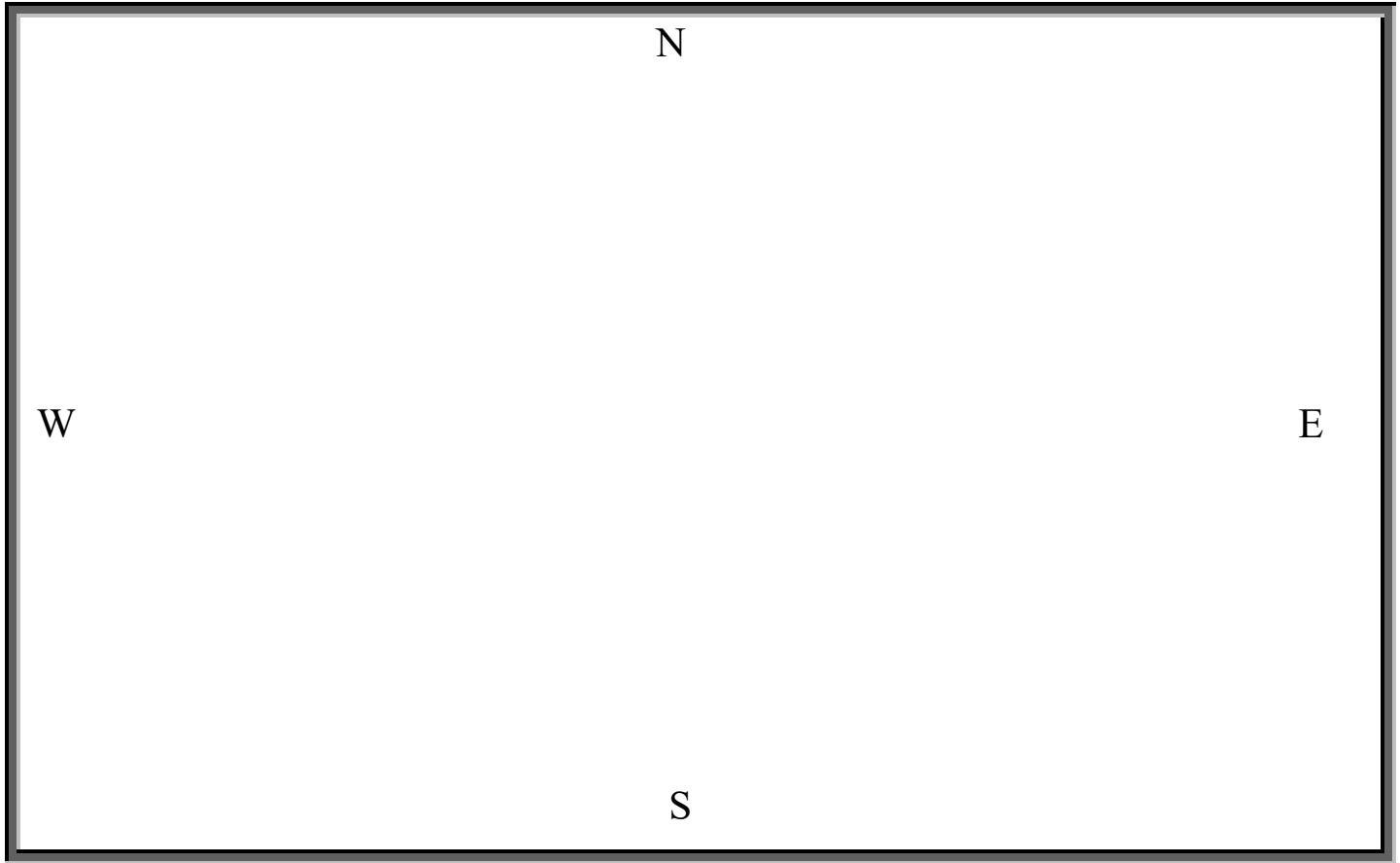
Date you will have site improvements installed \_\_\_\_\_ Date you will be ready for power \_\_\_\_\_  
(Septic in, water on site, mobile home on property, well, house under roof, etc.)

Will you have gas or propane on site  Yes  No Any life support equipment required?  Yes  No

What electric appliances will you have?  Heat pump  A/C \_\_\_\_\_ ton  Evaporative cooler  Spa  Pool  
 Water heater  Range-oven  Dryer  Refrigerator  Freezer  Solar equipment  Welding  Shop

Directions to property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SITE PLAN:** Draw/attach a detailed sketch of how you plan to build or develop the property. Include placement of the home, well, septic, driveway, etc.



Agreement to Accept Service: I hereby apply for electrical service at the above location. I understand that Trico will make service available upon completion of engineering details and duly executed contractual agreement between the parties. This application is valid for 60 days from the above date. I agree to accept service when construction is completed.

**Applicant's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*\* The design of your line extension will be based on the Rules, Regulations, and Line Extension Policies of Trico and must factor if existing facilities are capable and able of supplying your service requirement, plus responsibilities of the Cooperative and the Applicant, together with system plans of the Cooperative, to determine the most cost effective design, in the Cooperative's opinion.*

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### Checklist

Site plan    Permit    Bluestake    Marked Property Corners    Stake in

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# NEW SERVICE DESIGN & CONSTRUCTION CHECK LIST

## WE WILL NEED FROM YOU:

- \_\_\_\_\_ \$250.00 Billing Deposit or Letter of Credit from present electric company. (See rule 124 & 128 of Trico's current R,R,&LEP)
- \_\_\_\_\_ Legitimate legal description of property (as found in a Deed or Title Report) if not in a duly recorded subdivision.
- \_\_\_\_\_ Official (physical) address of property OR your Building or Inspection Permit from the agency having jurisdiction (Permit exemptions must be proven by Applicant).
- \_\_\_\_\_ Mailing address (where you will receive the bill at time of connect)
- \_\_\_\_\_ Site/Plot Plan (drawing of how you will develop your property, include and note any future plans)
- \_\_\_\_\_ All line extensions will require a nonrefundable contribution for the total cost of construction and a signed line extension agreement, which shall explain the minimum size economic standard facilities charged to you and the payment terms. In accordance with the Rules, Regulations, and Line Extension Policies (R,R,&LEP) approved by the ACC, Trico does not grant free footage or line extension credits.
- \_\_\_\_\_ Site Improvements will be required to qualify as a permanent service (see Part 2 of Trico's R,R,&LEP). It is the determination of the Design Department, upon field inspection; whether or not you have met the necessary site improvements (refer to "Site Improvements Required for Line Extension Permanency Designation" on page 5)

## YOU ARE RESPONSIBLE FOR:

- \_\_\_\_\_ Placing a 4' wooden stake in the ground where you want your meter located so it faces a driveway or alley. Please be sure the view of the meter is clear of any obstacles (building or trees) and do not place any buildings or structures over or under electric power lines. You must call us at 744-2944 to tell us when the "STAKE IS IN" so we can begin designing your service. Call extension. #2731.
- \_\_\_\_\_ Marking your property corners (if we cannot find them, you may be required to hire a surveyor to re-establish them.)
- \_\_\_\_\_ Calling Blue Stake at 1-800-STAKE-IT (1-800-782-5348) or 811 to mark any underground utilities (Before you dig).
- \_\_\_\_\_ Getting easements (if required) signed, notarized, and paying all rights-of-way and permit fees involved.
- \_\_\_\_\_ UG (Underground Services): **CUSTOMER IS RESPONSIBLE FOR DIGGING AND BACKFILLING ALL TRENCHES** along Trico's approved route! (Permits are required if you dig in any Right-of-Ways or cross any paved roads). You will need to furnish/install your meter assembly and stand it in the end of your trench or affix to home.  
Spec sheets given: \_\_\_\_\_ Trenching \_\_\_\_\_ UG Temp \_\_\_\_\_ UG 320 Amp or more  
\_\_\_\_\_ Pedestal \_\_\_\_\_ UG House (load calculations required)
- \_\_\_\_\_ OH (Overhead Service): **CUSTOMER IS RESPONSIBLE FOR BUILDING THE METER ASSEMBLY "LOOP"!**  
Spec sheets given: \_\_\_\_\_ OH/Pole \_\_\_\_\_ OH/House w/overhang  
\_\_\_\_\_ OH/House w/parapet \_\_\_\_\_ OH over 200 Amp (load calculations required)
- \_\_\_\_\_ Notifying Trico of any backup or co-generation equipment, not limited to but including backup generators, photovoltaic solar installations, or wind turbines. If the equipment is intended to operate in parallel with the Cooperative's electric system, a separate application and interconnection agreement must be completed. (See rule 224 of Trico's current R,R,&LEP)

## Getting **PERMITS** :

- \_\_\_\_\_ Mobile/Mfg. Homes require **County & State** (State Insp. currently only required in Pima Co. & City of Tucson)
- \_\_\_\_\_ Single Family Residences or Domestic Wells require **County/Town only**
- \_\_\_\_\_ You are responsible for contacting the local authority having jurisdiction to determine the proper permits and inspections required.
- \_\_\_\_\_ **PIMA COUNTY** Central Permits, 201 N. Stone - 1<sup>st</sup> floor, Tucson, AZ 85701 (520) 724-9000
- \_\_\_\_\_ **PINAL COUNTY** Building Safety, 31 N. Pinal St. – Building F, PO BOX 1610, Florence, AZ 85132 (520) 866-6405
- \_\_\_\_\_ **TOWN OF MARANA** Building Safety, 11555 W. Civic Center Dr., Marana, AZ 85653 (520) 382-2600
- \_\_\_\_\_ **TOWN OF SAHUARITA** Building Safety, 375 W. Sahuarita Center Way, Sahuarita, AZ 85629 (520) 822-8866
- \_\_\_\_\_ **CITY OF TUCSON** Development Services, 201 N. Stone - 1<sup>st</sup> floor (North Side), Tucson, AZ 85701 (520) 791-5550
- \_\_\_\_\_ **STATE OF ARIZONA** Office of Manufactured Housing, 1110 W. Washington St., Ste.100, Phoenix Az., 85007 (602) 364-1003

- \_\_\_\_\_ Providing us safe and reasonable access to your property to design, construct, read your meter, and access our facilities.
- \_\_\_\_\_ **MAKING SURE OUR MEMBER ACCOUNTS DEPT. HAS YOUR CORRECT MAILING ADDRESS & PHONE NUMBER AT THE TIME OF CONNECT.** (We do not want your service disconnected for non-payment because the bill was sent to an incorrect address and you never received it!)
- \_\_\_\_\_ Trico does not provide telephone or cable TV facilities. You must contact or notify the local provider.

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☆ **THE PROCESS OF YOUR APPLICATION:**

\_\_\_\_\_ Apply for Service with a New Service Technician at EXT: 2731, or [ConstructionApplications@Trico.coop](mailto:ConstructionApplications@Trico.coop)

\_\_\_\_\_ Call a New Service Technician when your “**STAKE IS IN**” so the designer can go out to your property, design the electric service along the shortest practical route from the nearest capable source to the stake you have placed in the ground. This can take approximately two weeks providing no unusual circumstances arise (if your site improvements are delayed or if easements are required, the final design process will take longer than 2 weeks).

\_\_\_\_\_ For questions about the STATUS OF YOUR WORK ORDER, the site improvements required, costs involved, or to schedule a site meet; please contact a New Service Technician and allow them to coordinate with the appropriate work group. When the design is complete, the work order will go to the Construction Dept. where they will send you a copy of the staking sheet (**drawing showing you where to trench from.**) If you have questions about Trico’s service requirements, such as the meter pedestal, meter panel, trench inspections or conduit requirements, call EXT: 1383 to coordinate with a Trico Inspector.

\_\_\_\_\_ **To schedule a construction date, call Trico’s Construction Schedulers at ext: 1355 or 1383**

\_\_\_\_\_ Call the local Authority Having Jurisdiction (AHJ) for your **electrical permit inspections.** (*Excluding new meter pole installations, our construction does not have to be completed before you call for your inspections.*) You may call for an inspection when your service entrance (pedestal/panel) is installed, grounded and meets the permit requirements. You may call for the State inspection when your mobile home is on your property, completely set up, and meets the permit requirements.

**WE CANNOT CONNECT YOUR SERVICE UNTIL WE RECEIVE A \$250 DEPOSIT or LETTER OF CREDIT; AND A CALL, FAX, or E-MAIL FROM THESE AGENCIES TELLING US YOU HAVE PASSED THEIR INSPECTION(S)!!!**

Once we have received the clearances and your trenches are covered, your service should be connected within 24 – 48 hours, excluding weekends, holidays and pending emergencies. Call the construction schedulers at ext: 1355 or 1383 to verify that your clearances have been received and to let us know your trenches are backfilled.

**FEES:**

- \_\_\_\_\_ **\$250.00 Billing Deposit or Letter of Credit** from present electric company. (*See rule 124 & 128 of Trico’s current R,R,&LEP*)
- \_\_\_\_\_ **\$100.00 New Service Establishment Fee** plus applicable taxes will be billed on your first bill. (one time charge)
- \_\_\_\_\_ **\$15.00 per month, Fixed Monthly Charge** plus applicable taxes, in accordance with Trico’s Residential (RS1) Rate Tariff. (*See rule 109, 139, & 140 of Trico’s current R,R,&LEP*)
- \_\_\_\_\_ **\$50.00 Return Trip Fee** when required (for new construction and service connections)
- \_\_\_\_\_ **A Design and/or Right of Way advance** may be required to prepare detailed line extension plans. Such advance will be applied to the final cost. (*See rule 201.B of Trico’s current R,R,&LEP*)

By becoming a member of Trico, you are agreeing to follow the policies, rules and schedules of Trico Electric Cooperative, Inc. A copy of the Rules, Regulations & Line Extension Policies approved by the Arizona Corporation Commission (ACC), 402 W. Congress, Tucson, AZ 85701, (520) 628-5555 is available on-line or upon request.

\*\* These instructions may not cover all situations. Some situations might require special written agreements or studies.\*\*

☆ **I have read and understand the requirements and my responsibilities regarding the type of service I am applying for, I also understand that I must meet those requirements before Trico can extend electric service to me.**

|                       |      |                              |      |
|-----------------------|------|------------------------------|------|
| Applicant’s Signature | Date | Trico New Service Technician | Date |
|-----------------------|------|------------------------------|------|

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# SITE IMPROVEMENTS REQUIRED FOR LINE EXTENSION PERMANENCY DESIGNATION

ES-3

August 1, 2009

## OBJECTIVE:

In accordance with ACC Rules, Regulations and Line Extension Policies effective August 1, 2009 Docket #E-01461A-08-0430, specifically sections 103,104 and 201, Trico Electric Cooperative's Board of Directors approve this policy as the site improvements needed to qualify for "permanency" designation for new service.

## CONTENT:

Line Extensions Prior to Improvements: To extend its distribution facilities prior to meeting the improvement criteria noted below, Trico Electric Cooperative will require an up-front nonrefundable contribution in aid to construction equal to the total cost of installation of facilities AND an up-front non-interest bearing refundable advance (hereafter called the "retirement advance") based upon the total estimated cost of retirement of the new line extension facility constructed to serve the consumer.

Refund: When all site improvements have been met, the applicant should request the Cooperative to verify the completion of the required site improvements. After satisfying this policy and meeting the improvement criteria, the "retirement advance" will be refunded to the customer. The Cooperative reserves the right to withhold a refund to any customer whose account is delinquent.

Site Improvement Criteria for Line Extension "Permanency" Designation: This site improvement criteria will apply to individual applicants regardless of whether their nonrefundable line extension costs have been paid or not. Any payment made by an applicant for a line extension, will not in itself be cause for the Cooperative to extend its facilities. The site improvement criteria must also be satisfied or the "retirement advance" paid before a line extension will take place. Line extensions will be made only when ample evidence exists on the site that electric usage will occur immediately or very soon after the line is complete, and improvements are sufficiently permanent in nature such that consumption will continue on a permanent basis.

### A. GENERAL

1. "Permanency" will only be designated for the site for which service is being requested. Defining a "site" as "a different site" or "a new site" has to do with the intent for which the site is to be used, the improvements made to each site, the separation of one site from another site (whether legal or natural), the anticipated revenue, the size of the load to be served, and the ease by which a load can be powered without an additional metering point.
2. The city, town or county permits required are issued for the intended use of the service.
3. The applicant owns, leases, or is buying the land and provides a copy of the deed or lease agreement to Trico.

### B. RESIDENTIAL HOUSE, MANUFACTURED HOME OR COMMERCIAL BUILDING

1. Must be a permanent structure designed for continued occupancy with a building permit issued as such.
2. Constructed to the point where foundation work is complete and the applicant is ready for temporary electric service for construction purposes.

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**C. MOBILE HOME**

1. The mobile home is a mobile type home with dimensions that are at least eight feet (8') by forty feet (40') or wider than ten feet (10'), and must be a permanent structure designed for continued occupancy with a building permit issued as such.
2. Mobile home is existing on the property with the wheels off and blocked in the permanent location. Mobile homes, which are still "mobile", do not constitute a permanently habitable structure warranting extension of the Cooperative's distribution facilities.
3. Sewage disposal facilities are completely installed on site.

**D. TRAILER HOUSE OR R.V.**

A trailer house smaller than the size defined as a mobile home above or a Recreational Vehicle (R.V.) shall not be considered permanent nor will it be eligible for "permanency" designation.

**E. UNDERGROUND SECONDARY EXTENSION**

When a line extension is such, that the existing primary power line is to the edge of the parcel of land and no primary is required for the extension, Trico will waive the other site improvement if:

1. The line extension is short enough that by using good engineering practices it can be constructed as underground secondary only.
2. Sewage disposal facilities are completely installed on site.
3. An operative domestic well or water from a permanent central supply system with distribution lines is installed.

If the three requirements above have been met, Trico will not require a "retirement advance." Payment of any applicable Line Extension costs will be required prior to Trico extending its distribution facilities.

As a representative of Trico, I am here to help you understand the site improvement requirements so that you get the service you need.

\_\_\_\_\_  
Trico's New Service Representative

\_\_\_\_\_  
Date

As a Trico Member/Customer I have read, been able to ask questions and feel I understand the above site improvements required for permanency designation.

\_\_\_\_\_  
**Member's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Member's Printed Name**