

## Appendix L HOLY CROSS ENERGY RESIDENTIAL – LOAD INFORMATION AND METER LOCATION FORM CONDITIONS OF RESIDENTIAL SERVICE

As the power supplier for this area, Holy Cross Energy has an obligation to provide electric service promptly and economically, consistent with good engineering and construction practices. Good planning and follow-through are necessary to minimize delays and wasted efforts, particularly during the busy construction season and periods of rapid growth.

Holy Cross Energy will provide appropriate information on rates, rules, regulations and conditions for receiving electric service. The Applicant requesting electric service shall apply for membership in and agrees to purchase electric energy from Holy Cross Energy under the terms and conditions detailed in the “Member Handbook”. Billing for electric service rendered will be as prescribed under the appropriate rate tariff as filed with the Public Utilities Commission of the State of Colorado. The Applicant will pay any required connect fees and meter deposits prior to meter installation being scheduled.

The Applicant shall comply with all requirements of the appropriate electrical inspection authority and obtain its approval of all service work performed. In addition, the Applicant shall comply with all Holy Cross Energy rules and specifications, which include, but are not limited to the “Consumer Service Facilities Metering and Use Guidebook” and the “Equipment Screening” specifications. Compliance with the “Guidebook” (or any Holy Cross Energy specifications) and/or approval by Holy Cross Energy is not an endorsement or warranty of the consumers facilities. Compliance with the “Guidebook” and/or approval by Holy Cross Energy is an assurance that the electric service will be connected to its distribution system after approval by the appropriate electrical inspector. The consumer is solely responsible for determining the adequacy, safety and legality of all plans, specifications, facilities, equipment, sites, easements, installation and other characteristics of the electric service.

All meter locations must be approved by Holy Cross Energy prior to the start of service construction. Any requested variance to the “Guidebook” must be referenced to the specific Guidebook Section per Appendix D. Metering work undertaken prior to such approval in a location that cannot be approved will require relocation of the metering equipment to an approved location at the expense of the project owner.

Applications requiring only the installation of a meter for a new or revamped service can be scheduled after the Residential – Load Information and Meter Location Form is approved, the appropriate electrical inspection authority has approved the service work and all applicable membership and connect fees, and meter deposits have been received. **The owner of the residential service to be connected must call and request meter installation.**

Applications requiring a new transformer, increasing the capacity of an existing transformer, or extension of additional distribution facilities must comply with Holy Cross Energy’s “Extension Policy” on file with the Public Utilities Commission of the State of Colorado, which may require payment of part or all of the estimated cost of construction. Upon approval of a complete Residential – Load Information and Meter Location Form, Holy Cross Energy will field check and design the necessary work. The Applicant must provide final ground surface grade information along the entire route of all facility extensions. Cost estimates, agreements, easements, contracts and special permits will be prepared and submitted to the proper parties. Once all necessary properly executed paperwork and payments have been received, the work will be scheduled for construction. After construction has been completed, installation of a meter can be scheduled after the appropriate electrical inspection authority has approved the service work and all applicable membership and connect fees, and meter deposits have been received. **The owner of the residential service to be connected must call and request meter installation.**

**The Applicant shall inform Holy Cross Energy of any and all revisions which may be made to the project after the original information is submitted.** These revisions shall specifically include any changes in ground surface grade from that previously provided. Revisions may necessitate a change in the plan prepared to provide electric service and may cause preparation of revised paperwork, rescheduling, and construction work to be performed by Holy Cross Energy.

If inaccurate ground surface grade information provided prior to construction or changes in ground surface grade made after construction is completed create a National Electrical Safety Code violation, Holy Cross Energy will correct the violation at the expense of the Applicant.

Outdoor meters shall be installed in a location that is accessible at all times. Outdoor meters or multiple meters shall be located so that a line of sight is established from an accessible location for meter reading. In new underground residential distribution areas, front lot construction is standard for electric distribution facilities. The meter shall be located on the side wall designated by Holy Cross Energy within the front one-third of that wall and to the front of any proposed fencing.

**Processing the application will not be possible until the required information is complete. Allow five (5) working days to process the application after receipt of all necessary information.**

HOLY CROSS ENERGY

A handwritten signature in black ink, appearing to read 'David Bleakley', with a stylized flourish at the end.

David Bleakley  
Manager - Engineering Dept.

HCE USE ONLY

HCE No. \_\_\_\_\_ Location \_\_\_\_\_  
Meter Location Approved - Yes  No  Engineer \_\_\_\_\_  
Transformer Approved - Yes  No  Date \_\_\_\_\_  
Secondary Voltage \_\_\_\_\_ Trans Co # \_\_\_\_\_ KVA: \_\_\_\_\_

# HOLY CROSS ENERGY

## RESIDENTIAL - LOAD INFORMATION AND METER LOCATION FORM

Is this:  Temp Service  Temp in Perm Position  Temp to Perm  Permanent Position

Applicant Name \_\_\_\_\_ Phone \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SUBDIVISION \_\_\_\_\_, LOT \_\_\_\_\_, BLOCK \_\_\_\_\_, FILING \_\_\_\_\_

PHYSICAL ADDRESS OF PROJECT \_\_\_\_\_

LOCATION: Within City Limits? No / Yes City of \_\_\_\_\_

If location not in city limits please provide county, township, range and section. \_\_\_\_\_

Secondary Voltage: \_\_\_\_\_ / \_\_\_\_\_ Phase \_\_\_\_\_ Secondary Wire Size \_\_\_\_\_

Number of conductors per phase \_\_\_\_\_ Cable Distance (Transformer to meter) \_\_\_\_\_ ft

Meter Location:  Pole  Structure  Pedestal

NUMBERS ON FACE OF TRANSFORMER (upper left and right corners) \_\_\_\_\_

Nearby existing meter number \_\_\_\_\_

200 amp or less, self-contained meter socket \_\_\_\_\_ 400 Amp, self-contained 1Ø service \_\_\_\_\_

Main Fuse / Breaker Size \_\_\_\_\_ CT's required? \_\_\_\_\_ Photo Voltaic \_\_\_\_\_

Calculated Maximum Demand (NEC) \_\_\_\_\_ kW Service Size \_\_\_\_\_ (amps)

ELECTRICIAN \_\_\_\_\_ PHONE \_\_\_\_\_

NAME OF HOLY CROSS ENERGY ENGINEER CONTACTED \_\_\_\_\_

**SERVICE REQUESTED:**

New \_\_\_\_\_ Service Upgrade \_\_\_\_\_

House (sq. ft) \_\_\_\_\_ Modular (size) \_\_\_\_\_ Other \_\_\_\_\_

**ELECTRIC LOAD INFORMATION:**

Lighting \_\_\_\_\_ kW Range: Electric \_\_\_\_\_ kW each (Number \_\_\_\_\_) or Gas \_\_\_\_\_

Clothes Dryer: Electric \_\_\_\_\_ kW each (Number \_\_\_\_\_) or Gas \_\_\_\_\_

Heat: Electric \_\_\_\_\_ kW (Type \_\_\_\_\_), Natural Gas/Propane \_\_\_\_\_

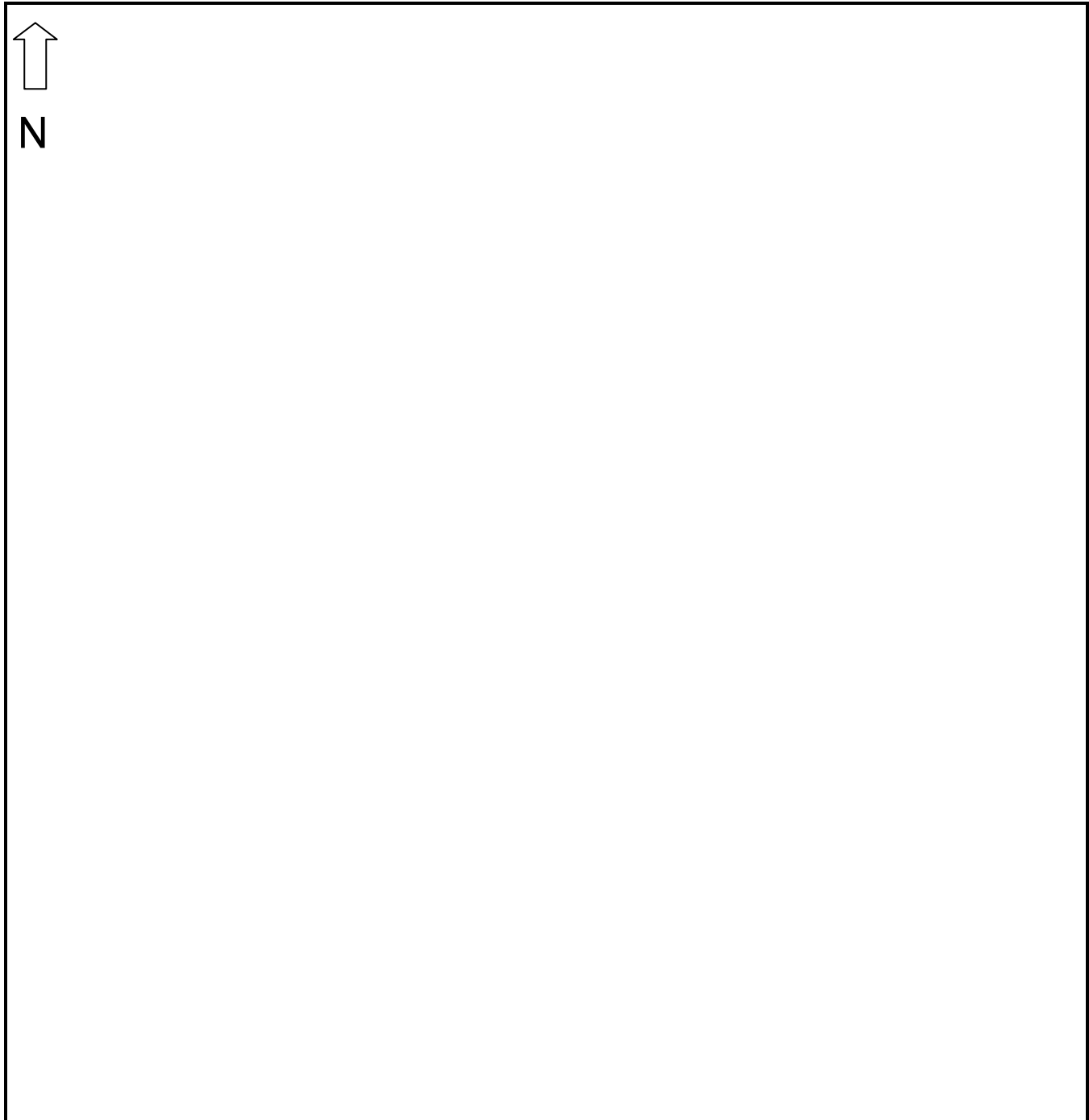
Small appliance \_\_\_\_\_ kW, Laundry \_\_\_\_\_ kW, Air Conditioning \_\_\_\_\_ kW

Water Heater: Electric \_\_\_\_\_ kW each (Number \_\_\_\_\_), Natural Gas/Propane \_\_\_\_\_

Other Major Electric Loads Snowmelt/Drive, Walkway, Gutter heat tape @ \_\_\_\_\_ (kW),

**HOLY CROSS ENERGY**  
**RESIDENTIAL – LOAD INFORMATION AND METER LOCATION FORM**  
(continued)

On the space provided below please sketch the structure site including roads, driveways, sidewalks, fences, transformer location (overhead or underground) and proposed meter location(s) or provide site plan. Outdoor meters shall be installed in a location that is accessible at all times. The meter shall be located on the side wall designated by Holy Cross Energy within the front one-third of that wall and to the front of any proposed fencing.



Physical address of project: \_\_\_\_\_

REMARKS : \_\_\_\_\_  
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**Field Comments:** \_\_\_\_\_  
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This form can be faxed to Holy Cross Energy at: **970-947-5504**

**Owner must contact the Holy Cross Billing department separately to establish a billing account before the connect request can be processed.**

After this form is accepted as complete, a billing account established, and the service has been inspected by the electrical inspector, the appropriate Holy Cross Energy office must be contacted to request a connect:

Avon - 949-5892

Glenwood Springs - 945-5491

**I certify that the above information is correct and that I have read the attached "Conditions of Residential Service" and understand them.**

\_\_\_\_\_  
(Date of Application)

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Title)