

Appendix K

HOLY CROSS ENERGY

COMMERCIAL – LOAD AND METERING EQUIPMENT INFORMATION FORM CONDITIONS OF COMMERCIAL 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 and service equipment 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 or using service equipment which cannot be approved will require relocation of the metering equipment to an approved location and/or change to approved service equipment 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 Commercial – Load and Metering Equipment Information 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 commercial 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 Commercial – Load and Metering Equipment Information 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 commercial 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, scheduling, 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 Owner.

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 and is accompanied with the requirements of A and/or B below. Allow five (5) working days to process the application after receipt of all necessary information.

- A. Subdivision and Mobile Home Parks
 - 1. A reproducible county approved subdivision plat at 1" = 200' or other approved scale.
 - 2. Street profile, grading, drainage and landscaping plans.
 - 3. Overall development plans showing:
 - a. The location of all existing and proposed utilities
 - b. The location of all easements.
 - 4. Legal description of the property, including the book and page or reception number of recording at the county courthouse.
 - 5. Other information as required.

- B. Commercial, Large Power, Condo, and Apartment Complexes
 - 1. Site plan showing proposed building(s), utilities, easements, transformer and meter location(s) at an approved scale.
 - 2. Building and ground surface profile in the general area of the transformer.
 - 3. Electrical one-line diagram including specifications for proposed service equipment.
 - 4. Grading and landscaping plans.
 - 5. Legal description of the property, including the book and page or reception number of recording at the county courthouse.
 - 6. Other information as required.

HOLY CROSS ENERGY



David Bleakley,
Manager - Engineering Dept

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

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COMMERCIAL/GENERAL SERVICES LOAD AND METERING EQUIPMENT INFORMATION FORM

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

DEVELOPMENT: _____ Owner: _____ Phone: _____

Arch/Planner: _____ Contact: _____ Phone: _____

Electrical Consultant: _____ Contact: _____ Phone: _____

General Contractor: _____ Contact: _____ Phone: _____

Electrical Subcontractor: _____ Contact: _____ Phone: _____

Applicant Name: _____

Address: _____ Phone (Business): _____

TYPE OF SERVICE: Barn Shop Pump Building Other _____

LOCATION: Within City Limits? No / Yes City of _____

If location is not in city limits please provide county, township, range and section. _____

Subdivision: _____

Filing: _____ Block: _____ Lot: _____

Physical Address of Project: _____

- Project:
- A. Subdivision: Number of lots _____ and approximate square footage of expected homes _____.
 - B. Condos / Apartment building: Number of units _____ and approximate square footage of proposed units _____.
 - C. Modular Home Parks: Number of new spaces _____.
 - D. Commercial uses: Number of commercial spaces being added _____ and approximate total square footage _____.

Will Natural Gas Be Available to Development? _____

Name of Holy Cross Engineer Contacted _____

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

Anticipated Electric Service Dates: _____ Temp. Construction: _____ Permanent: _____

Secondary Voltage: 120/240 1 Phase 3 Wire _____
240/480 1 Phase 3 Wire _____ 120/208 3 Phase 4 Wire wye _____
120/208 1 Phase 3 Wire _____ 277/480 3 Phase 4 Wire wye _____

Other secondary voltage requested _____ (subject to approval by Holy Cross Energy)

Meters (quantity, type, location, etc.): _____

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

Main Fuse / Breaker size _____ CT's required? _____ Photo Voltaic _____

Size of Entrance Conduit(s) _____ Quantity _____

Size of Entrance Conductor(s) _____ Quantity _____ per phase.

Total Connected Load _____ (kW) Common Space Bus Size _____ amps

Calculated Maximum NEC Demand _____ (kW)

Conductor length (transformer to meter) _____ (feet).

ELECTRIC LOAD SUMMARY:

Lighting	_____ (kW)	1Ph Motors total	_____/_____ (kW/hp)
Receptacles	_____ (kW)	3Ph Motors total	_____/_____ (kW/hp)
Cooking	_____ (kW)	Largest Motor	_____/_____ (kW/hp)
Water Heater(s)	_____ (kW)	Standby Power	_____/_____ (kW/hp)
Duct Air Heater(s)	_____ (kW)	Elevators total	_____/_____ (kW/hp)
Unit Air Heater(s)	_____ (kW)	Fire Pump	_____/_____ (kW/hp)
Air Cond. (1Ph/3Ph)	_____ (kW)	Standby Generator	_____/_____ (kW/hp)
Heat Pump (1Ph/3Ph)	_____ (kW)		_____/_____ (kW/hp)
Baseboard Heaters	_____ (kW)		_____/_____ (kW/hp)
Snowmelt Drive/walkway	_____ (kW)		

REMARKS: _____

