



Your community.
Your co-op.
Your choice.

New connect checklist residential + commercial members

Before a meter is set, we will need the following

- All construction must meet the requirements outlined in the Holy Cross Energy [Member Service Facilities Metering and Use Guidebook](#). Failure to meet HCE metering specs may result in trip fees.
- A [load form](#) must be submitted online for each meter or meter stack. There is an exception if the meter is to be installed in a previously inspected stack.
- Billing information will need to be provided to HCE Members Services. See below for contact information.
- In our system, we must identify each meter with an address unique from any other, meaning the billing address and load form address must match. We can have more than one meter at one address as long as there is an identifier (for example, pump, garage, unit #, irrigation, etc.). The service order created by Member Services will need to match the address given on the load form.
- The meter socket must be inspected by the state or city and stickered prior to the meter set. Email proof of a passed inspection to inspections@holycross.com. Ensure the address is on the sticker if a picture is proof of inspection.
- After the inspection, contact the HCE Engineering Department in your area of our service territory (see below) for the meter installation.
- On a multi-meter project, each meter socket must be permanently identified with a brass tag identification.

About load forms

Contact us if something changes after you have submitted the load form. We use the information to size the transformer or check if the existing transformer is adequate. If the service size grows, we need to know so we can ensure the transformer size is correct. The load forms stay in our database for six months. After that, they will need to be redone.





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We love pictures! Email a picture of the service ready to go to inspections@holycross.com; it saves us from surprises. We look for overhang issues, access issues, clearance issues, slip sleeves (not expansion couplers), if free-standing, is it solid (enough supports) with no punch hole Unistrut encased in concrete 36" deep, brass tags for multiple meters.

Meter location

We need detailed information on a map, so we know where the meter will be located and what our access will be. Accessibility is a crucial criterion. This information also gets mapped to help us find it in the field.

We check to make sure we will have 24-hour access and that it will be near an entryway on large buildings. We don't want meters on different levels of the same building.

Contact Us

Member Services

Western & Southern District
Battlement Mesa to Aspen
970.945.5491

Northern District
Dotsero to Vail
970.949.5892

Email
membercare@holycross.com

Engineering

Western District
Battlement Mesa to Basalt
970.928.2888
HCEngineeringglenwood@holycross.com

Southern District
Old Snowmass to Aspen
970.928.2889
HCEngineeringaspens@holycross.com

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