


APPLICATION FOR NEW CONSTRUCTION



A Touchstone Energy® Cooperative 
1981 N.E. Stephens St., P.O. Box 1327, Roseburg, OR 97470
541-673-6616 www.douglaselectric.com

FEES:
Application Fee: \$100 Membership: \$5 (if not already a member) Connect/Set-up Fee: \$20 Temporary Service Fee: \$230 Date Paid: _____

An Advanced Payment may be added when service is connected.

PLEASE READ CAREFULLY

Application for Membership and New Construction (Board Policy 30-1): **Fees to be paid at time of application.**

Applications expire one year from the date of application, with all fees nonrefundable except advance payment.

Once an electric service has been constructed by the Cooperative and is available for use, even if the Cooperative's lines are not connected to the customer's wires, monthly electric billings shall commence in accordance with the applicable rate schedule.

Distance from existing line: _____ Account #: _____ Pole Location: _____

PHYSICAL ADDRESS: _____

Nearest Neighbor: _____ Nearest Pole Location: _____

FACILITY TYPE: Stick-Built House Manufactured Home Shop Barn Pump Other _____

HOME HEATING: Zone (wall baseboard ceiling cable) Forced Air Heat Pump

HOME WATER HEATING: Electric Natural Gas Propane Wood Other _____

PUMP/IRRIGATION: Horse Power: _____ Voltage: _____ Single-Phase Three-Phase

APPLICANT NAME: _____ Social Security Number: _____

Co-Applicant Name: _____ Social Security Number: _____

MAILING ADDRESS: _____

PHONE: Cell _____ Home _____ Work _____ Fax _____

Application By: Counter Mail E-Mail Fax Field

APPLICANT SIGNATURE: _____ **DATE:** _____

CONTROL RECORD - OFFICE USE ONLY

Preliminary Investigation: _____ By _____ Easement _____ Cleared _____

Staked _____ By _____ Work Order # _____ Construction Cost _____

Materials Breakdown _____ By _____ Turned in to Construction _____ By _____

Date Construction Scheduled _____ By _____

Remarks _____

Name (last) _____ (first) _____

PRELIMINARY EASEMENT AGREEMENT

DOUGLAS ELECTRIC COOPERATIVE

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To expedite securing electric service from the Cooperative, it is agreed that the Cooperative shall have the right of ingress and egress on or over my property for the purpose of surveying, staking and engineering proposed electric service extension.

It is also agreed that right-of-way will be furnished without charge to the Cooperative, and that construction of electric line or lines upon my property can proceed, pending preparation and execution of formal easement records.

It is further understood that the cutting of trees and removal of brush, location of pole or poles and anchors shall be mutually agreed upon at the time of staking.

Signature: _____ Date: _____
Applicant and/or Landowner

Description of Property: _____

Mortgagee (if any): _____

ELECTRIC SERVICE REQUIREMENTS

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IMPORTANT INFORMATION, PLEASE READ!

The following items will need to be provided by the member/consumer before service can be constructed and connected.

1. An application for new service shall be filled out and the fees paid at the Roseburg office. **Advanced payments for new members may be waived for non-commercial/industrial if the applicant's Equifax rating is (2) two stars. An existing member's Douglas Electric Co-op credit history will determine if an advanced payment is required.**
2. Building or mobile home placement permit or completed worksheet from the Douglas County Planning Department, indicating septic approval.
3. Sign right-of-way easements as provided and/or permits as needed. Easements to be signed by all parties listed on Easement and shall be signed on the same date and time before a notary public. An additional notary certificate is required for parties who do not sign and have notarized simultaneously. The consumer will pay an additional filing fee of \$25 if additional notary certificate attached.
4. Any necessary contract or agreement furnished by the Cooperative including costs, fees, or monies which must be paid in advance.
5. Member shall provide and maintain all his/her facilities beyond point of delivery, except the meter.
6. Before connection can be made, must obtain an electrical permit and be inspected (Green tagged) by the Electrical Inspector. Permits: 541-440-4559 Electrical Inspector: 541-440-4284
7. If the system is to be overhead, the member will provide a 30-foot right-of-way by falling all trees and brush 15 feet on each side of the center line. Stumps can be no more than 3 inches high.
8. If the system is to be underground, the member will provide the backhoed ditch and backfill. The trench must be 42" in depth and at least 18" wide. The ditch will require 3 inch Schedule 40, gray PVC with 36 inch radius elbows and bushings on each end to be furnished by the member.
The consumer must provide a pull rope (minimum ¼") in conduit runs. No non-electric utility facilities such as gas or sewer shall be placed in the ditches. Gas or sewer ditches shall not be closer than 3 feet from inside edge to inside edge. Water service may be installed in electric service ditch if prior approval by Douglas Electric. Telephone may be placed at least 12 inches above and to one side of power line.

Before you dig, call the Oregon Utility Notification Center for existing utility locations. 811 or 1-800-332-2344

Do not build under, over or near the side of any existing overhead or underground power lines.

Designated employees must have access to our facilities during normal working hours and other times during outages.

If consumer alters the work to be completed from what was originally planned by the Cooperative and consumer, the Cooperative may charge the consumer for the additional cost of construction.

If consumer causes, by the consumer's actions or inactions, the Cooperative's cost of construction to be higher than it would be otherwise, the Cooperative may charge the consumer for additional costs.