




KEY POINTS

- ◆ Your electrician can help you complete the service requirement portion of the new service worksheet. We must know the service size you are installing (200 amp, 400 amp, etc.) and if there are any unique voltage requirements.
- ◆ On your site plan sketch, identify as many things as possible. It is important for us to know the location of all existing and future facilities, structures and other potential obstructions.
- ◆ Clearly mark all of the following things on your site plan: house, outbuildings, septic systems, well, drain tiles, landscaping (trees, flower beds, retaining walls), steep hills or wetlands, fuel tanks (LP/ above ground or underground), swimming pools or hot tubs, decks, sidewalks, cement or blacktop driveways, future additions or fencing.
- ◆ Service Installation Path: please keep in mind that a 12-foot-wide unobstructed path must be available for us to get service to your meter.
- ◆ Plan ahead to place your free-standing meter pedestal in a location where you do not expect, or it is not feasible, to build a deck, patio, garage, etc. Consult with your electrician or building contractor regarding potential meter locations. If you need assistance with your free standing meter location, this can be discussed with your CWEC Line Design Technician during your appointment.
- ◆ Now is the time to consider installation of an outdoor light so all underground cable can be installed at the same time. Also, think about dual fuel (heating) options now, so your electric service is adequately sized for cost-efficient electric heat.
- ◆ Based on the unique circumstances of each job site, our Line Design Technician may provide you with multiple options for placing your meter pedestal, each having different costs and owner responsibilities. This is to provide you with optimum electric service, while minimizing potential access conflicts in the future.
- ◆ Locate and expose any buried obstructions or underground facilities such as septic lines, water lines, satellite cable or buried LP tanks that are in the route of the electric service cable. CWEC will contact Diggers Hotline to identify existing utility-owned phone, cable or natural gas lines on your property, but you are responsible for any privately-owned facilities.
- ◆ The ground around your new service location and the path to get to it must be within 4 inches of final grade so underground wire is properly protected after installation.
- ◆ Normally a large Trencher is used, along with a tractor-style backhoe, to install your service.



**Central Wisconsin
Electric Cooperative**

Your Touchstone Energy® Cooperative 



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PRE-CONSTRUCTION GUIDE

We look forward to working with you.

Whether you're building a new home, adding electricity to your recreational lot or developing your business property, you'll learn more about what to expect by following this guide.



If you have additional questions after reading this guide, please call 715-677-2211 or 800-377-2932.

Online resources now available.

There are a number of documents available online at www.cwecoop.com, including the Application for Membership and Electric Service.

You will find these documents under Electric Service, New Construction.



STARTING THE PROCESS

Submit the \$250 Engineering Fee

To give you an accurate estimate of costs for a new electric service, Central Wisconsin Electric Cooperative (CWEC) must design and engineer it completely. If you decide to install the electric service, your \$250 Engineering Fee will be applied toward the cost of your job. This ensures your satisfaction with the finished results, while maintaining the safety and reliability of our distribution system.

Complete the Pre-Construction Checklist

To best meet your electrical needs, CWEC requests some basic information about the electric load you plan to have at your new home, recreational or business site. This helps us properly size facilities to meet your electrical demands.

Complete a detailed site plan sketch

To properly design your new electric service and choose the best path for buried electric cable, CWEC must know ahead of time where you wish to place your meter. Potential obstructions to your electric service path should be considered, to avoid additional costs when choosing the meter site, such as: septic, well, retaining walls, future garages or blacktop driveways.

On Site Appointment

Return all the above documentation to CWEC so an on site appointment can be scheduled.

ON-SITE APPOINTMENT

Electric Service Design

Upon receipt of your Engineering Fee, site plan and Pre-Construction Checklist, your project will be turned over to a Line Design Technician. Our technician will meet with you or your representative at your site to determine the optimal route and placement of your electric line and facilities.

Job Costs/Charges

After your on site appointment you will receive a cost estimate and any additional forms required prior to scheduling your new electric service installation.

DOCUMENTATION

Charges and Fees

Submit remaining job cost fees as reflected on Application for Membership and Electric Service required to build your service.

Complete and Return Forms

All forms associated with the job must be completed and returned to CWEC, including any necessary easements.

INSTALLATION

Scheduling/Construction

Once the construction fees and forms have been received, your project will be scheduled. Construction of your new service is dependent on workload and weather.

Glossary of Terms and additional information

ENGINEERING FEE A non-refundable charge assessed to design an electric service. This fee includes up to two trips to the site for the design of your service. If you go forth with the project before the end of the construction season, this fee is applied to the final construction costs.

SITE PLAN This is a drawing or sketch of your property. As much detail as possible should be included regarding where you would like your new electric service, and its relationship to other buildings, septic systems and drain fields, decks, swimming pools, blacktop driveways and future construction.

APPLICATION FOR MEMBERSHIP AND ELECTRIC SERVICE The application contains your billing address and account information. These are important not only to accurately bill you, but also to provide you with capital credits.

OUTDOOR LIGHT A "dusk to dawn" light that is owned and maintained by CWEC and available on your property for a modest monthly fee. All electricity, parts and maintenance are included in the monthly rental of outdoor lights.

CAPITAL CREDITS Each year you are allocated patronage capital, which represents your ownership in CWEC, and the dollar amount that may eventually be paid back to you over a period of years.

