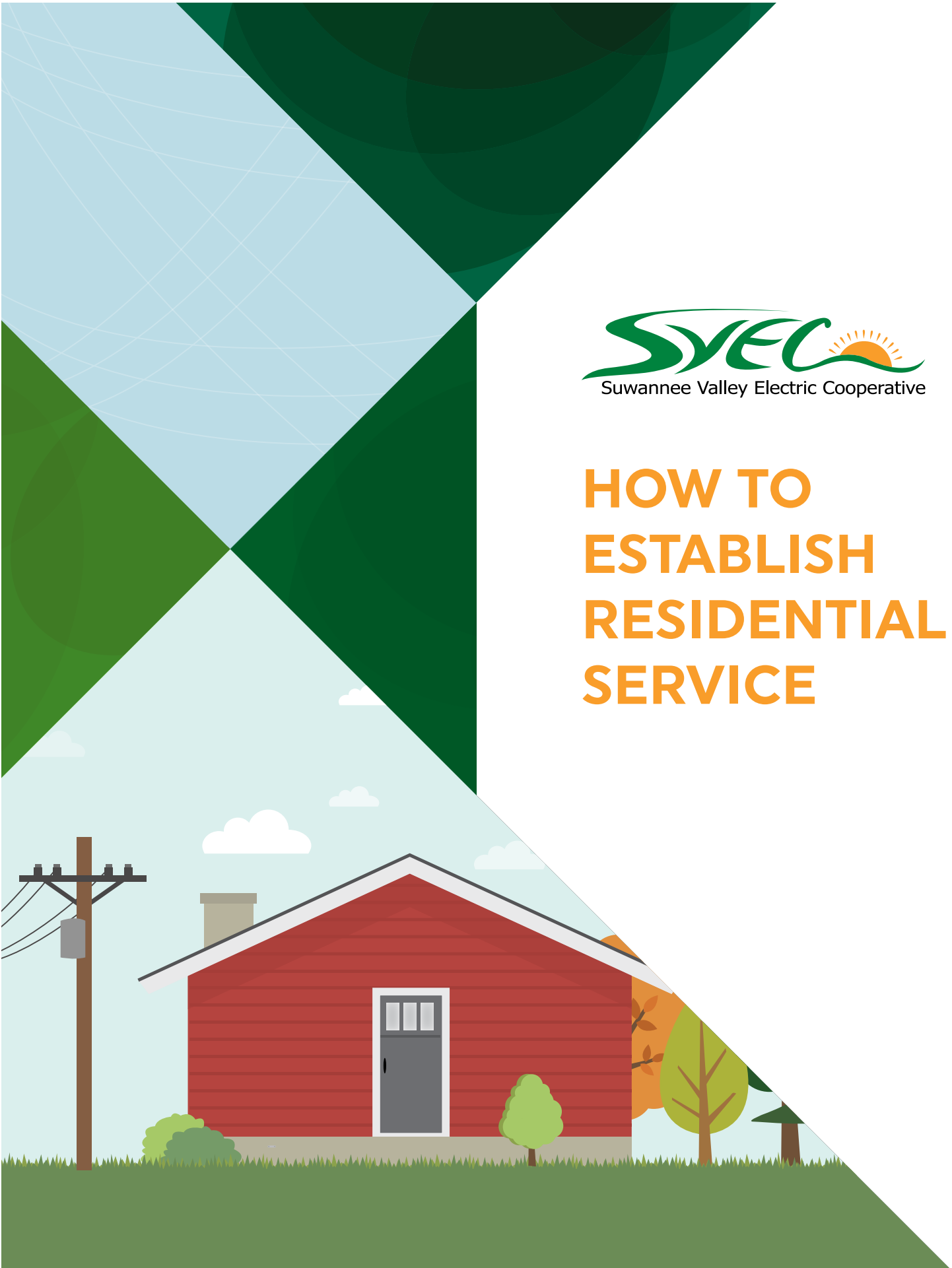




# HOW TO ESTABLISH RESIDENTIAL SERVICE



Suwannee Valley Electric Cooperative (SVEC) is a member-owned organization providing safe, affordable and reliable service to enhance the quality of life in the Suwannee Valley. This booklet will take you through all the steps necessary to establish new electric service with SVEC. It is intended to make the process as easy as possible. There are four steps:



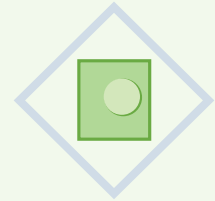
**Apply for membership and service.**



**Meet with SVEC's staking engineer.**



**Provide easement and clear right-of-way.**



**Install meter socket and underground conduit.**

**1**

## APPLY FOR MEMBERSHIP AND SERVICE

Before SVEC can provide electric service to your property, we must have a completed Application for Service plus any required deposits and connect fees. If you are not already an SVEC member, you will be asked to submit a completed Application for Membership and show a valid photo ID. There is a one-time membership fee of \$5.

You can apply online or download the Application for Service and Application for Membership forms at [svec-coop.com/new-residential](http://svec-coop.com/new-residential). Once we receive your application(s), a member service representative will contact you.

▶ **NOTE:** Steps 2, 3 and 4 are required to establish service for a newly constructed home.

**2**

## MEET WITH SVEC'S STAKING ENGINEER

The staking engineer will work with you to identify and mark the best locations for any needed poles, meter equipment and power lines. While on the property, the staking engineer will also determine any easement and right-of-way requirements.

### Primary line

The primary line is SVEC's high-voltage line to the transformer. SVEC will provide an allowance to extend its primary line along the path approved by the staking engineer, based on the current line extension policy.

### Contribution in aid of construction (CIAC)

After the meeting, SVEC's staking engineer will determine your CIAC cost, if any. You will be required to contribute 100% of the costs not covered by the line extension allowance. If you prefer a path other

than the one approved by SVEC's staking engineer, you must pay 100% of the costs (excluding the cost of the meter and transformer) for the entire length of the path.

▶ **NOTE:** The line extension allowance applies to primary residential service only. Line extensions for commercial service and service to RVs, barns, shops, airplane hangars, pumps, etc., do not receive this allowance.

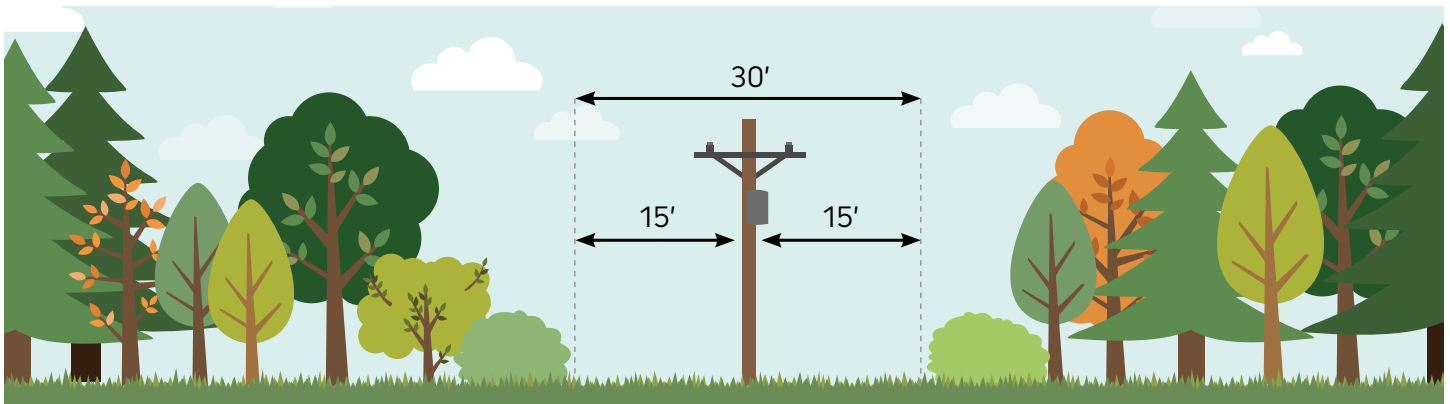
# 3

## PROVIDE EASEMENT AND CLEAR RIGHT-OF-WAY (ROW)

It is your responsibility to obtain any required easements and to clear the ROW path to SVEC specifications before lines can be constructed. The ROW shall be 30 feet wide along the approved path of the primary line. Additional easements may be required from other property owners along the path.

### ROW specifications:

- ▶ All vegetation must be cut or trimmed a minimum of 15 feet on both sides of the path staked for the line and poles.
- ▶ Tree stumps must be cut to ground level.
- ▶ ROW must be cut ground to sky with no overhang into the 30-foot easement.
- ▶ No plants or trees can be planted in the ROW.
- ▶ If property is fenced, a 12-foot gate must be provided for SVEC to gain access to the property to maintain the power line. SVEC will provide a lock for its employees to enter the property.
- ▶ After they are cleared, rights-of-way must be inspected and approved by SVEC.



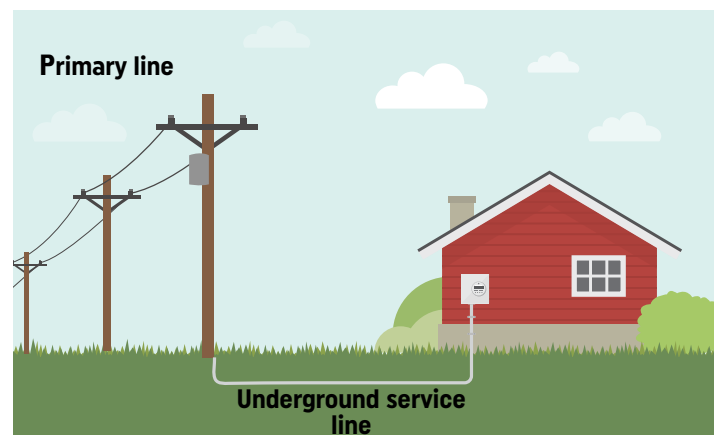
# 4

## INSTALL METER SOCKET AND UNDERGROUND CONDUIT

### Underground service line

While on the property, the staking engineer will also identify the path of the service line. The service line is the line from the transformer to the home. You are responsible for installing a meter socket per SVEC's Meter & Service Specifications and conduit along the approved path of the service line.

After the county building department has issued a certificate of occupancy, SVEC will inspect the meter socket and conduit. Once SVEC has inspected and



approved the conduit and meter socket, SVEC will install its conductor and meter.





## ADDITIONAL THINGS TO KNOW

### Requirements are subject to change

Requirements for establishing new residential service are subject to change without notice. Please check [svec-coop.com/new-residential](http://svec-coop.com/new-residential) for current requirements.

### Outdoor lighting

Area lights are available upon request for an additional monthly charge. If additional equipment such as a pole, transformer, wire, etc., is needed, the member will be required to pay the cost of the equipment prior to the installation of the light. A separate fee will also be charged for lights requested after the member's initial application for service.

## SUMMARY OF STEPS THAT MUST BE COMPLETED BEFORE YOUR JOB CAN BE SCHEDULED BY SVEC'S CONSTRUCTION DEPARTMENT:

- Completed Application for Membership and/or Service submitted.
- Any required deposits and connect fees paid by member.
- Other required information and documents submitted by member:
  - Complete legal description of property (includes property parcel number)
  - Proof of ownership
  - Copy of county building permit
  - Copy of "911" address notification
  - Right-of-way easement(s)
- Any CIAC costs paid by member.
- Service staked by SVEC engineer.
- SVEC notified of final approval by county building inspector (given only after well, septic, electric, etc., are all inspected).
- SVEC notified that property has been marked by Sunshine 811\*.
- Right of way for primary line inspected and approved by SVEC.
- Meter socket and underground conduit inspected and approved by SVEC.

\*Florida law requires SVEC to send a Sunshine 811 call notification a minimum of 48 to 96 hours prior to a job being scheduled by the co-op's construction department. The notification cannot be sent until all staking and required documents have been completed and signed and SVEC has received final approval from the county building department.



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**SVEC is an equal opportunity provider and employer.**

