



2024 PRIMARY LINE
EXTENSION/RELOCATION
APPLICATION
(NO METERS)

For Office Use:
Work Order: _____
S/O: _____ Staker: _____
MR#: _____ Clerk: _____

LOCATION INFORMATION

Subdivision Name _____
Location: Within Town Limits? Yes No Town of: _____
Section _____, Township _____, Range _____ W, County _____
of Lots (Single Family) _____ # of Units (Multi-Family) _____
Size of Development _____ (Acres) Average Lot Size _____

CONTACT INFORMATION

Owner: _____ Phone: _____
Email Address: _____

Developer: _____ Phone: _____
Email Address: _____

Electrical Consultant: _____ Phone: _____
Email Address: _____

General Contractor: _____ Phone: _____
Email Address: _____

BILLING INFORMATION

Name: _____ Phone: _____
Address: _____
City: _____ Zip Code: _____
Email Address: _____

SECONDARY INFORMATION (if applicable)

Transformers to be installed when primary line extension

Yes

No

If yes, please provide load information: _____

Note:

The transformer will be installed with the primary but will not be energized until all primary wire is installed and connections are made.

This application is for primary line only. All secondary electric services must be applied for separately.

If buildings and/or lot lines are part of the project, a CAD drawing is required, and it must be provided prior to the design process starting. Processing the application will not begin until all required information and CAD files are provided.

ENGINEERING DEPOSIT

A non-refundable \$1,000.00 engineering deposit for a primary line extension/relocation up to 500 feet is required and is good for one year from the date of receipt. If the distance is over 500 feet, an additional \$1.00 per foot of line is required.

ONLINE PAYMENT for load sheets submitted by email: Once received, a work order will be established, MPE will send payment instructions to: _____

EMAIL LOAD SHEETS TO: Loadsheets@mpei.com

CHECK & LOAD SHEET can be mailed to MPEI, Attn: Engineering, PO Box 170, Granby, CO 80446 or drop off at the Granby office located at 321 E. Agate Ave. or Walden office located at 600 3rd St.

SITE VISIT

Once the engineering deposit is paid, MPE will call to schedule a site visit .

Site Visit Contact: _____ Phone: _____

Email Address: _____

OWNER SIGNATURE

Owner (please print): _____

Owner Signature: _____ Date: _____



Owner's Responsibility Acknowledgement Form

Thank you for the completion of your load sheet for service at MPEI. Please be aware of the requirements below to keep your job on track. A site visit will be scheduled and an engineering estimate for your application will be provided to you. This is an **estimate** for the services rendered and will be reconciled with actual costs once the job is complete. Your total cost may increase or decrease depending on the actual cost of the job. To help with the process, the following list are items that are required prior to MPEI installing facilities.

Please **INITIAL EACH OF THE FOLLOWING**, to acknowledge your understanding and responsibilities to keep your job on track:

- _____ Full payment of the estimated construction costs according to the contract.
- _____ If you are metering on building, you must have the building staked or a foundation constructed with the meter's location clearly marked before MPEI will design your project. Any changes must be communicated prior to payment to incorporate the requested changes into the estimate. MPEI requires a state inspection prior to MPEI scheduling facility installation.
- _____ If easements are required from adjacent property owners MPEI will prepare any easement documents and inform the applicant of required landowner easements, you are responsible to obtain signatures from property owners for all required easements using MPEI documents. All easements must be obtained prior to contract execution.
- _____ If you are constructing roads where facilities are located, you must have your road to grade within 6 inches prior to any facilities being installed.
- _____ If you would like a copy of our Electric Service Construction Standards, the standards can be requested by emailing loadsheets@mpei.com or by calling (970) 887-3378 ext. 721.

Dates to keep in mind:

- For a service to be completed in the current construction season, your load sheet for service shall be received no later than **August 15**.
- All underground contracts paid before **October 1** should be expected to be completed that construction season. Any contracts paid after October 1st may be subject to additional charges or delays. If the member wishes to continue with the contract after October 1, there is no guarantee the weather will allow for construction of the underground infrastructure within the current building season. There are certain weather mitigation provisions that can be discussed to possibly continue the project at additional expense to the member.

If you have any other questions, please do not hesitate to reach out.

Owner must sign and date this letter indicating you have read and agree to the terms stated above.

Name (printed)

Name (Signature)

Thank you,

Engineering

Date