

Petroleum Industry - Electric Load Requirements Form

LOAD SHEET

Customer: _____

Project: _____

This Information is required when requesting the extension of Electric Utility Facilities to provide service to new or added customer electric loads. Please submit a separate load sheet for each metered point of delivery. If there is not enough space on pages 1-3, note that you may provide more information on page 4.

In order to begin the process to provide electrical service to the project, complete in full, sign and return to Utility. Provide construction diagrams and utility instructions for electrification as they become available.

Project Location	Customer and Project Name: _____ ESI ID/Premise #, if applicable: _____ <p style="text-align:center;"> <input type="checkbox"/> Check here to request Utility to issue new ESI ID <input type="checkbox"/> Check here to request Utility to issue Rate Code assignment </p> 911 Street Address and/or GPS (lat/long) if outside city limits: _____ Nearest Town/County: _____ In rural areas, please provide detailed directions (for example, nearest cross roads, Section/Block #, and GPS coordinates). Attach map if available: _____ <p style="text-align:center;">Check box if additional information is included on page 4.</p>																									
Contact Information (as applicable)	<table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:15%;"></th> <th style="width:25%; text-align:center;"><u>Company Name</u></th> <th style="width:25%; text-align:center;"><u>Contact Name</u></th> <th style="width:20%; text-align:center;"><u>Cell Phone No.</u></th> <th style="width:15%; text-align:center;"><u>E-mail Address</u></th> </tr> </thead> <tbody> <tr> <td>Customer:</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>GC:</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Electrician:</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Other:</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table> <p>Customer mailing address for billing correspondence (such as contracts and CIAC invoices): _____</p>		<u>Company Name</u>	<u>Contact Name</u>	<u>Cell Phone No.</u>	<u>E-mail Address</u>	Customer:	_____	_____	_____	_____	GC:	_____	_____	_____	_____	Electrician:	_____	_____	_____	_____	Other:	_____	_____	_____	_____
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Electrician:	_____	_____	_____	_____																						
Other:	_____	_____	_____	_____																						
SME-PME Requirements	<p>A separate Load Requirements Form will be required for each Point of Delivery with a different Voltage/Phase requirement.</p> <p>Will the load represented on this form be added to an existing energized electric service (existing active meter)?</p> <p style="text-align:center;">Yes (include existing meter number or ESI ID) _____</p> <p style="text-align:center;"> <input type="checkbox"/> Change SME to PME <input type="checkbox"/> Upgrade Existing PME <input type="checkbox"/> Clear Selection </p> <p style="text-align:center;">No (a new Premise ID will be required before service is energized.)</p> <p style="text-align:center;"> <input type="checkbox"/> PME Requested <input type="checkbox"/> SME Requested <input type="checkbox"/> Clear Selection </p> <p>What size is the largest fuse behind the meter? _____ Will there be a reclosing device at the PME? YES NO</p> <p>What size is the largest transformer behind the meter? _____</p> <p>Please explain recloser coordination needs: _____</p> <p style="text-align:right;"><i>(If needed, more space is available on page 4.)</i></p>																									
Substation Service Requirements	<p>Requested Service Phase/Voltage (select only one):</p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%;">Single Phase 120/240</td> <td style="width:25%;">Three Phase 120/208</td> <td style="width:25%;">Three Phase 277/480</td> <td style="width:25%;">Other _____ (specify)</td> </tr> <tr> <td>Single Phase 240/480</td> <td>Three Phase 120/240</td> <td>Three Phase 480</td> <td></td> </tr> </table> <p>Depending on system configuration, Partial Service may not be available prior to Full Service, but we will make every effort to accommodate your schedule. If Partial Service is requested sooner than Full Service, a <u>separate Itemized Load List will be required</u> – See instructions on page 3.</p> <p>Customer's # of conductors: _____ Request service type: OVERHEAD UNDERGROUND Meter Only</p> <p>Specify wire size at point of common coupling: _____</p> <p>Address for transocket delivery: _____</p>	Single Phase 120/240	Three Phase 120/208	Three Phase 277/480	Other _____ (specify)	Single Phase 240/480	Three Phase 120/240	Three Phase 480																		
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Customer and Project Name (as stated on first page): _____

LOAD SHEET
 Customer: _____
 Project: _____

If requesting power for Initial or Partial load (testing, ramp up operations, etc.), and full power at a later date, fill out Itemized Electric Load Requirements list for the power needed for each date. Provide a spreadsheet of the forecasted load if the load list cannot be put in the form. **DO NOT DUPLICATE LOADS ON BOTH LISTS.** Copy/complete additional sheets as needed. Provide additional Schedules and load forecasts as appropriate.

Load Requirements for New Service and Additions to Existing Service	ITEMIZED ELECTRIC LOAD REQUIREMENTS LIST.							
	Motor Load Information							
	Load Type (ESP, SWD, TB, Rod Pump, Compressor) (one type of load per line)	Target Service Date	Secondary Voltage (240/480) (120/240) or (4160)	Single Phase or Three Phase	Nameplate HP	Quantity of Same Size Motors	kW/MW Load Diversity (if known)	Motor Starting Type (VFD, Soft Start, Across the Line)
	1	_____	_____	_____	_____	_____	_____	_____
	2	_____	_____	_____	_____	_____	_____	_____
	3	_____	_____	_____	_____	_____	_____	_____
	4	_____	_____	_____	_____	_____	_____	_____
	5	_____	_____	_____	_____	_____	_____	_____
	6	_____	_____	_____	_____	_____	_____	_____
	7	_____	_____	_____	_____	_____	_____	_____
	8	_____	_____	_____	_____	_____	_____	_____
9	_____	_____	_____	_____	_____	_____	_____	
10	_____	_____	_____	_____	_____	_____	_____	
Utility Notes to Customer	It is the expectation of the Utility and Customer that the load sheet will be processed consistent with the timelines in the flowchart attached on page 4 of the load sheet. In the event that the Utility deviates from the timelines, the Utility will provide customer with an explanation as soon as practicable and a modified timeline as soon as it can be determined.							
	Utility will provide least-cost design to Customer once the standard allowance has been factored into the construction charges.							
	Utility will provide estimated scope, estimated design/construction window, and preliminary CIAC figure within 20 business days from receipt of complete service request.							
	Utility acknowledges that receipt of the complete load form starts the initial service request process which will be considered day 0. Utility agrees to keep Customer informed of the status of the service request consistent with the flowchart attached on page 4 of the load sheet. Customer needs to provide easement, ROW or other documents, Utility will notify Customer within 5 business days of receipt of complete load sheet.							

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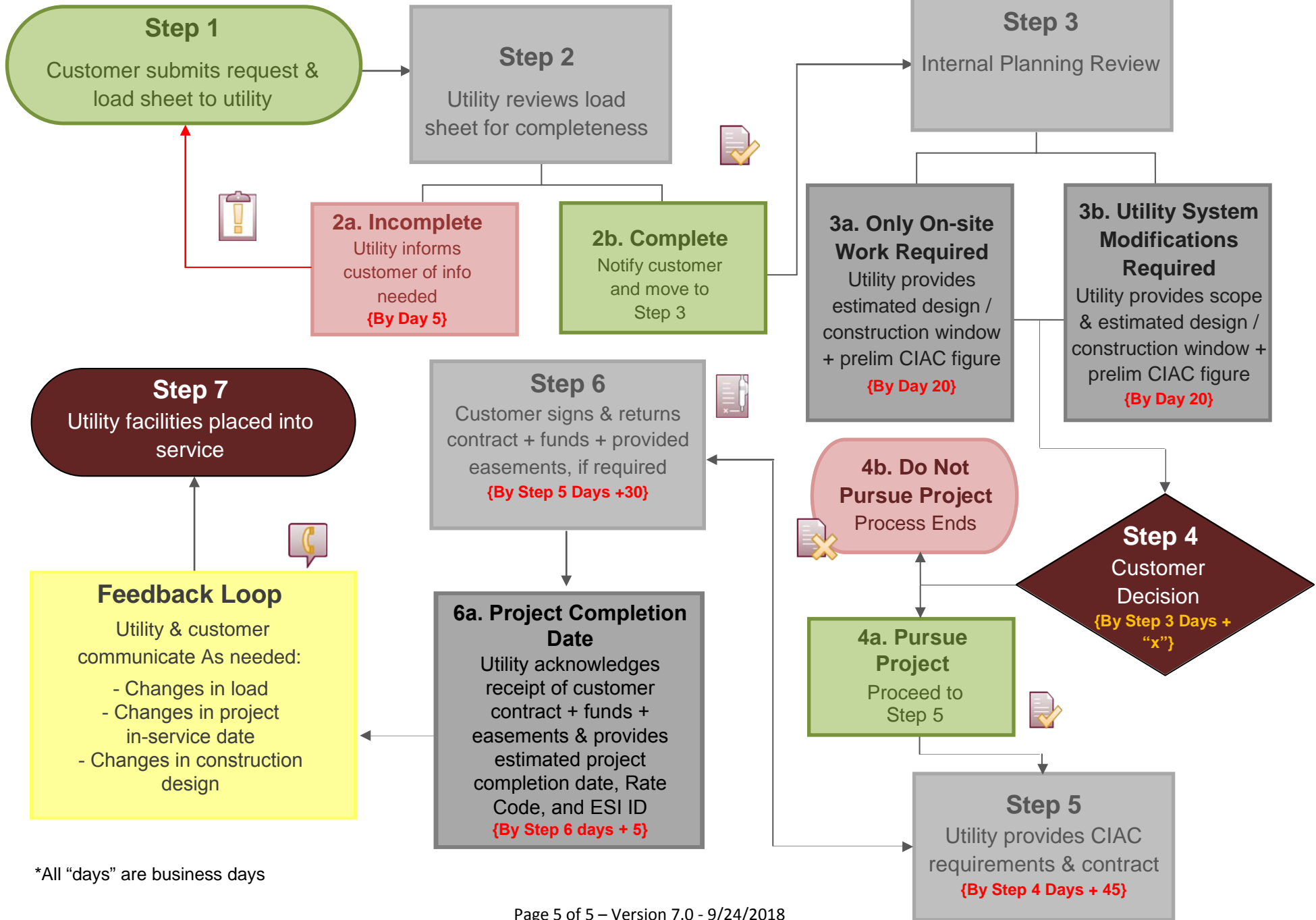
Temporary Power	<p>Will temporary power for construction be required prior to installation of permanent service? YES NO</p> <p>If yes, specify: Phase/Voltage: _____, Load in KW: _____, Date Requested: _____</p> <p>Provide map or sketch of proposed temporary power location, including address, and GPS Coordinates. Temporary construction power may not be available in all locations. There will be a cost charged for the installation and removal of facilities required to provide Temporary construction power. Please designate party that will be responsible for Temporary Service Charges:</p>
	<p>Customer General Contractor Electrical Contractor Other _____</p>
Easement, Agreement and Payment	<p>Service Agreements: In addition to this Electric Load Requirements Form, a Facilities Extension Agreement (FEA), Discretionary Services Agreement (DSA), or Letter of Agreement (LOA) will be required prior to construction scheduling.</p> <p><u>All Service Agreements must be signed by the end use customer or developer.</u></p> <p>Easements: Facilities that must be placed on private property (on-site or off-site) to serve customer facilities will require an easement. On-site easements require platted easements for the facility placement or easement by separate instrument, in which case customer is required to provide a metes & bounds survey and copy of the warranty deed. <u>Utility will notify customer to specify the necessary documents required to schedule construction.</u> Off-site easements from third parties will need to be obtained at customer's expense. Easements will be obtained pursuant to Utility's tariff. All required easements must be secured prior to construction scheduling.</p> <p>Right of Way (ROW): Customer is responsible for providing a clear ROW in which to place proposed facilities on customer-owned facilities and property.</p> <p>Contribution in Aid of Construction (CIAC): Should providing the requested services result in costs to the customer, payment must be received prior to construction scheduling. The following Service Requests will typically result in a CIAC:</p> <p style="padding-left: 40px;">Non-Standard Facilities (e.g., Two-Way Feed, Vault Service, Underground Off-Site Work) Standard Service where cost to serve exceeds the Standard Allowance Excess Facilities (e.g., customer requests facilities in excess of minimum required to provide service) Temporary Service (e.g., facilities which, in the opinion of the Company, will be used for less than 60 months)</p> <p>Please designate the party that will be responsible for payment of potential costs associated with providing permanent electrical service to this project. Please select only one:</p>
	<p>Customer General Contractor Electrical Contractor Other _____</p>
Scheduling	<p>Project Authorization Date: The project must be authorized before material is ordered and construction is scheduled. Prior to Authorization, all applicable payments, easements and agreements must be executed and received.</p> <p>Construction Ready Date: The date that utility can physically begin construction to bring electric service up to customer's facilities. If construction is required on customer's property, customer is required to clear necessary ROW within easements, have pole locations staked, and underground lines located, upon utility request.</p> <p>Requested Service Date: The date that customer has requested utility to provide permanent electric service. The length of time required between each of the dates is determined based on material lead time requirements and scope of the work required by utility to complete construction. Customer will be contacted as soon as a construction start date is determined. The Construction Ready Date will be a mutually agreed upon date and will be established once customer has approved the preliminary design. Customer will contact utility to apply for a new meter installation and obtain an Electric Service ID number (ESI-ID). Customer also will contact a Retail Electric Provider (REP) and request a meter installation. Customer should request the install date to follow the estimated completions of construction and any city or county electrical inspection, if required.</p>
	<p>Signing and returning this document obligates the Customer and/or Contractor to Terms & Conditions expressed herein:</p>
Acknowledgement	<p>_____</p> <p>Signature Printed Name Title/Company</p>
	<p>_____</p> <p>Best Contact Phone Number E-mail Address Date Signed</p>
<p>Company Use ONLY: WR#: _____ Date Completed Form Received by Utility _____</p>	

OPTIONAL COMMENTS PAGE

Customer and Project Name (as stated on first page):

Please enter your additional comments below:

Distribution Service Request Process



*All "days" are business days