



POLICY

SUBJECT: Line Extensions for New Services

POLICY: It shall be the policy of the Cooperative to have descriptive and specific procedures and practices relating to the treatment of new service requests, including associated fees the Cooperative will charge for various services.

PROCEDURE: The following is a summary of the requirements and costs associated with line extensions to new services. The Cooperative may have additional requirements.

- I. Pre-Design: Pertains to when DCEC is contacted to provide an estimate for the cost of providing electric service to a new service location.
Applicant required to:
 - a. Complete new service request
 - b. Pay in advance a non-refundable application/site visit fee of \$150.00

Upon the applicant completing the above requirements, a meeting at the site will be scheduled with the applicant and Cooperative personnel to assess the site and gather necessary information to allow the Cooperative to develop a plan for providing service and determine the cost to the applicant.

- II. Pre-Construction: Pertains to when an applicant has notified the Cooperative of their desire to have the Cooperative proceed with the construction to the new service location.
Applicant required to:
 - a. Sign the Cooperative's standard right-of-way easement agreement
 - b. Complete and sign a membership agreement or connect contract
 - c. Pay all fees and charges (as noted herein). The Cooperative shall estimate charges for the line extension based, in part, on information provided by the member, and provide that estimate to the member for approval. If new information becomes available to the Cooperative or the member prior to construction of the line extension and that new information would likely impact the estimated cost of construction, then the party with the new information must provide the information to the other party as soon as reasonably practical. The Cooperative, at its sole discretion, may decide to re-estimate the cost of construction based on said new information. The member may elect to pay the newly estimated cost of construction or stop work on the project and receive a refund of any aid to construction that they have paid already (refund excludes non-refundable fees such as site visit fees). Wire

lengths used in estimated costs shall be based on field measurements performed by the Cooperative's staff and shall include the length of secondary wires running from the Cooperative's transformer to a weatherhead above a pole-mounted meter (often referred to as a "secondary loop") or the weatherhead above a meter on a home or other structure.

- d. Provide wiring inspection on service entrance – refer to specification for type of secondary service installation – meter base to be purchased at the Cooperative or from a third party vendor.
- e. Pay for other related permit and acquisition costs related to project.

If a return design trip is required, there will be an additional charge of \$150.00. Upon completion of the above requirements, the Operations Department shall schedule the construction of the new service.

III. General Construction Requirements:

The Cooperative shall have the exclusive right to determine route and method of construction. The Cooperative will determine whether primary underground installations are possible after November 1st. Electric service lines and equipment installed by the Cooperative will remain the property of the Cooperative.

In most cases, new electric service to a member location requires a distribution transformer, which steps the voltage down from primary distribution voltage (either 7,200 Volts or 14,400 Volts) to house voltage (120/240 Volts). The transformer may be pole mounted in the case of overhead service to the home or pad mounted within a small vault at ground level in the case of underground service to the home. In either case, accessibility to the transformer by Cooperative crews with their equipment aids in safe and reliable service to the member.

The applicant shall agree to accommodate a distribution transformer pole or distribution transformer vault location that, in the judgement of the Cooperative's System Coordinator, Operations Manager or their assign, is reasonably accessible to Cooperative equipment including bucket trucks. Recognizing that transformer poles and transformer vault locations that are accessible to bucket trucks add to the safety and reliability of the electric system, the applicant shall pay the reasonable cost of placing the transformer pole or transformer vault in such a location or shall otherwise pay for the cost to make the location accessible by means such as extending a driveway, removing trees, etc. The Cooperative's System Coordinator shall have the responsibility and authority to determine what



steps are reasonable and practical, on a case by case basis, in an effort to make the transformer pole or transformer vault accessible.

Applicant required to:

- a. Pay additional fees such as \$55.00 easement recording fees
- b. Pay incremental costs if applicant requests and the Cooperative approves an alternate method or route of construction
- c. Pay relocation costs if applicant requests relocation of existing facilities
- d. Sign security light agreement, if applicable
- e. Reapply if the project does not proceed within 24 months. The Cooperative reserves the right to re-evaluate costs upon reapplication.

IV. Single Phase Primary Overhead Line extension charges (applicable to all rate classes)

Per Fee Schedule

V. Multi-Phase Primary Overhead Line extension charges (applicable to all rate classes)

Per Fee Schedule

VI. Single Phase Primary Underground Line extension charges (applies to all rate classes)

Per Fee Schedule

VII. Multi-Phase Primary Underground Line extension charges (applies to all classes)

Per Fee Schedule



Line Extension Fee Schedule

Application / Site Visit	\$150
Easement	\$55
Single Phase Overhead	\$14 / ft
Multi Phase Overhead	\$22/ ft
Tree Clearing, Rock Blasting, Extraordinary costs	Per Estimate
Single Phase Underground	
Extension from DCEC pole	\$20/ ft
Vault	\$400
Terminations	\$1,000
Conduit	Per Estimate
Trenching and Setting Vaults	Per Estimate
Multi Phase Underground	
Extension from DCEC pole	\$30/ ft
Vault	\$400
Terminations	\$2,000
Conduit	Per Estimate
Trenching and Setting Vaults	Per Estimate
Inspections for Member Performed Tasks	
ROW Inspection for Extension	\$500
Trench Inspection for Primary Underground	\$500

VIII. Miscellaneous:

Line extensions and new services shall carry the stipulation that the member shall be responsible for a 2-year minimum charge from the date service was made available.

The \$150.00 non-refundable application/site visit fee will be applied toward the project cost at the time the line extension is constructed. Lengthy or complicated line extensions may require more than one application/site visit fee.

In certain circumstances, the Cooperative may include incremental facilities in the project design that will benefit future projects. The costs for these added facilities will not be the responsibility of the applicant.

Any member or landowner requesting changes to existing Cooperative facilities, i.e., line relocations, will pay the full estimated costs of construction as CIAC (Contribution in Aid-to-Construction) prior to the start of construction. The estimated cost will be calculated using line extension prices as described in the

Line Extension Policy effective at the time the estimate is performed plus the estimated cost of retirements. After completion of construction and a complete accounting of the job costs, the actual costs will be trued up against the aid payment. If actual construction costs of a line relocation are higher or lower than the Cooperative's estimated costs, then additional payments by the member/landowner or refunds to the member/landowner are required.

Service and transformer upgrades will be subject to site visit fees and applicable line extension charges, which will be determined by Cooperative personnel in accordance with this policy on a case-by-case basis.

The Cooperative will install a new security light free of charge if the light can be installed on an existing Cooperative pole and the member signs a security light agreement with a 2-year minimum charge from the date of the security light installation. Security lights requiring a line extension will follow the provisions herein.

Developers requesting a primary extension for a development or subdivision will be required to pay the full cost of installing the required facility labor, overhead, and material. The Cooperative will determine and design the facilities that are required for the line extension.

The Cooperative may decide to waive certain line extension construction fees if, in management's sole discretion, that line extension may result in general benefit to the Cooperative and its members. Factors to be considered in making that determination shall include whether the line extension may permit new services within, or expansion without, the Cooperative's service territory.

The Cooperative shall dig and supply all trenches for the Cooperative owned primary underground facilities, the cost of which will be billed on a pass-through basis with consideration of best cost by utilizing contractors working in the area. If a member chooses to dig their own trenches for primary underground, inspections by Cooperative personnel will be assessed per the above table.

The Cooperative may decide to defer certain jobs that have specific material needs or reassess costs based on the current price and availability of materials.

IX. Self-Clearing of New ROW by Members and Their Contractors:

Members may elect to perform tree clearing of new right-of-way themselves or may hire a contractor to perform the same. In such cases, the Member shall have the ROW cleared to the Cooperative's specification, which is available on the Cooperative's website and shall be made available to the member upon request.



The member shall pay a \$500 nonrefundable fee to the Cooperative to have the Cooperative's Tree Crew Foreman, or his representative inspect the cleared ROW prior to the installation of conductor. If the ROW clearing does not meet the Cooperative's ROW specification, then the member can bring the ROW into compliance with the specification and have the ROW inspected again at an additional cost of \$500 to the member. Alternatively, the member may elect to have the Cooperative bring the ROW into compliance with the specification, in which case the cost of such work will be added to the line extension cost to be paid by the member.

RESPONSIBILITY: Operations Manager

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

Approved by Board of Directors	April 26, 2011
Revised by Board of Directors	July 23, 2013
Revised by Board of Directors	April 22, 2014
Revised by Board of Directors	August 25, 2015
Revised by Board of Directors	October 24, 2017
Revised by Board of Directors	February 20, 2018
Revised by Board of Directors	November 27, 2018
Revised by Board of Directors	August 27, 2019
Revised by Board of Directors	August 25, 2020
Revised by Board of Directors	October 26, 2021
Revised by Board of Directors	September 27, 2022