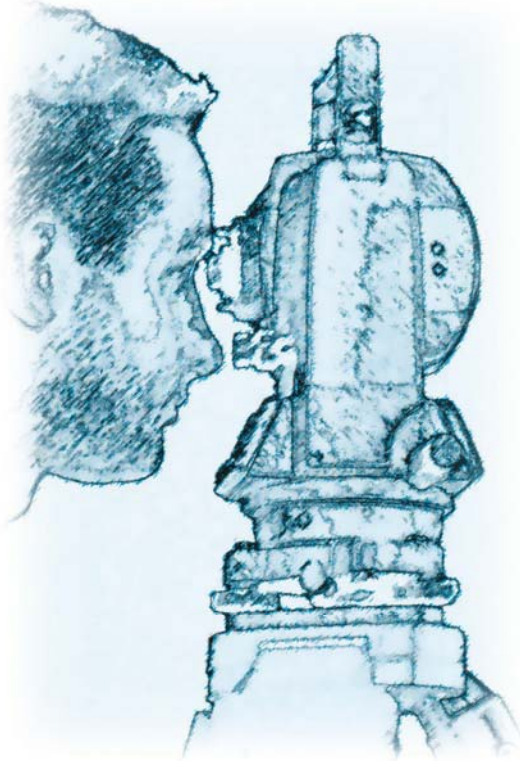


# Electric Service Requirements & Guidelines



**LANE**<sup>☀</sup>**ELECTRIC**  
A Touchstone Energy® Cooperative 

Revised: 2013 Reprinted: Jan. 2014

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## Getting Started

Before any work can begin, there are a number of items that must be considered and completed. Following is a list:

1. Contact Lane Electric for appointment and complete membership application (this can be done by phone).
2. If a temporary service is required for construction, a non-refundable charge of \$75 will be billed to your account.
3. To establish credit, please call Lane Electric's Customer Service Department to determine whether or not a deposit is required.
4. Provide copy of County construction permit or other permit when applicable. (*See example page 5.*)
5. If appropriate, arrange for telephone and cable television companies to notify Lane Electric if they wish to jointly occupy right-of-way.
6. If applicable, pay the **estimated** cost of construction. (*Lane Electric will either refund the excess or bill the incremental cost to true up the estimated cost to the actual cost of construction.*)
7. ***NOTE: Lane Electric may need 7 to 21 working days after all payments and requirements have been met before work can be done.***
8. Grant or obtain an easement (*necessary for all new accounts*).
  - A. An easement is required from the owner(s) of all properties which a powerline crosses **in addition to** the property to be served. (*See sample easement, page # 4.*)
  - B. On each easement a metes and bound description is preferred but a subdivision name and lot number is acceptable if the subdivision has been platted and finally filed with the County Surveyor.
  - C. **Easements must be completed in black ink or typed by all joint owners or part owners and notarized.**
  - D. Overhead line extensions and services will only be considered under special circumstances.

- E. For underground (high voltage) primary line required to serve property, easement shall be 20 feet in width, or Public Utility Easement if acceptable to the Cooperative.
- 9. Unless determined otherwise by Lane Electric, high-voltage underground cable trenches will be included in Lane Electric's facility costs. Trenches located on the member's property will be provided by the member. The low voltage service conductor trench shall be provided by the consumer, from the pole or transformer pad to the meter location.
- 10. All information shown above is subject to changes in policies, legal requirements, construction costs, etc. **If more than 120 days elapse between initial contact and commencement of construction, all cost estimates, scheduling and other related items, are void.**
- 11. This booklet is merely an aid to the party requesting service in establishing a new service, and is not binding to the Cooperative.

# General Responsibilities

## Who Does What?

### MEMBER:

- Please contact Engineering & Operations Secretary to arrange an appointment on the property site.

### LANE ELECTRIC:

- Engineering Technician meets with you or your designated person at the job site.
- Initiates your staking job order.
- Cost estimate is prepared and consumer is contacted and billed.

NOTE: Cost estimates will be provided at a cost of \$150 per estimate. The cost of the estimate will be credited to the construction if the construction is paid within 120 calendar days from the date of the final cost estimate. Otherwise the \$150 will be forfeited.

### MEMBER:

- Please contact Engineering & Operations to arrange an appointment on the property site after the necessary paperwork and monies have been submitted.
- Grant or obtain easement(s).
- Obtains proper permits. It is your responsibility to know the County regulations. Phone numbers are listed below:
  - Lane County: (541) 686-7828
  - City of Eugene: (503) 687-5283
  - City of Oakridge: (541) 782-2258
  - City of Lowell: (541) 937-2157
  - City of Veneta: (541) 935-2191
- Sends payment for the estimated cost of construction.
- Obtains meter base.
- Call permitting agency for inspection.
- Furnish trench and conduit, if applicable.
- Call Lane Electric for inspection.

# Construction Begins Easements

RETURN TO:



PO Box 21410  
Eugene, OR 97402-M07

## RIGHT-OF-WAY EASEMENT ELECTRIC LINE

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned

BESSIE D. FRANKLIN AND

BENJAMIN D. FRANKLIN

for a good and valuable consideration, the receipt whereof is hereby acknowledged, do hereby grant unto the LANE ELECTRIC COOPERATIVE, INC., a cooperative association, whose post office address is Eugene, Lane County, Oregon, and to its successors or assigns, the right to enter upon the lands of the undersigned, situated in the County of Lane, State of Oregon, and more particularly described as follows:

BEGINNING at a point on the east-west quarter line in Section 36 in Township 16 South, Range 2 East of the Willamette Meridian 712.22 feet North 89°35'03" West of the east one-quarter corner of said Section 36; and run thence North 0°24'57" East 80.00 feet to a point; thence North 89°35'03" West 170.00 feet to a point; thence South 0°24'57" West 80.00 feet to a point on said east-west quarter line; thence South 89°35'03" East 170.00 feet to the point of beginning containing 0.31 Acres more or less being all in the northeast one quarter of said Section 36 Lane County, Oregon

and to construct, reconstruct, rephase, extend, uncover, repair, operate and maintain on or under in the above described land and/or in or under or upon all easels, roads or highways abutting said lands, an electric transmission and/or distribution line or system; to cut, trim and control growth by chemical means, machinery or otherwise of trees and shrubbery to the extent necessary to keep them clear of said line or system, and to cut down, trim or control the growth, from time to time, of all dead, weak, leaning or dangerous trees that might strike the wires of said electric line or system in falling; or that may interfere with or threaten to endanger the operation and maintenance of said line or system (including any control of the growth of other vegetation in the right-of-way which may incidentally and necessarily result from the means of control employed); and to license, permit, or otherwise agree to the joint use of occupancy of the line or system by any other person, association or corporation, for electrification, telephone, cable TV and/or other telecommunication purposes.

The right-of-way easement hereby granted covers the entire property described.

The undersigned agree that all poles, wires and other facilities including any main service entrance equipment, installed on the above described lands at the Cooperative's expense shall remain the property of the Cooperative, removable at the option of the Cooperative, upon termination of service to said lands.

The undersigned covenant that they will not erect or maintain any structure which might interfere with the operation or maintenance of the line and that they are the owners of the above-described lands, and that the said lands are free and clear of encumbrances and liens of whatsoever character except those held by the following persons, banks or companies:

IN WITNESS WHEREOF, We have hereunto set our hands and seals this 31st day of October, 2002.

Executed in the presence of

Bessie D. Franklin  
Benjamin D. Franklin

STATE OF Oregon }  
COUNTY OF Lane } ss.

Be it remembered, That on this 31st day of October, 2002

Before me, the undersigned, a Notary Public in and for the said County and State, personally appeared the within named

Bessie D. Franklin and Benjamin D. Franklin

Who are known to me to be the identical individuals as described in and who executed the within instrument and acknowledged to me that they executed the same freely and voluntarily.

IN TESTIMONY WHEREOF, I have hereunto set my hand and official seal on this day and year last above written.

Notary Public for State of Oregon

My commission expires: April 15, 2005

# Construction Begins

## Permits



### LANE COUNTY PERMIT

Permit No: BP021182  
Type: Manufactured Home  
Sub-Type: Manufactured Dwelling

Job Address: 49464 MOUNTAIN VIEW RD OAK

Status: APPROVED

Parcel No: 20-35-26-00-00444

Applied: 06/27/2002  
Approved: 10/07/2002  
Issued:  
Expiration:

Applicant: Jones, George & Linda  
Owner: Jones, George & Linda

Description of Work: MANUFACTURED DWELLING PLACEMENT

.....	
Total Permit Fees..:	\$1,322.62
Total Payments.....:	\$650.00
Balance Due.....:	\$672.62
.....	

Occupancy: R-3; Construction Type: V-N; Use: MANUFACTURED DWELLING

Manufacturer: FUQUA; Year of Manufacture: 2002; Size: 40' X 66'; X#: NEW

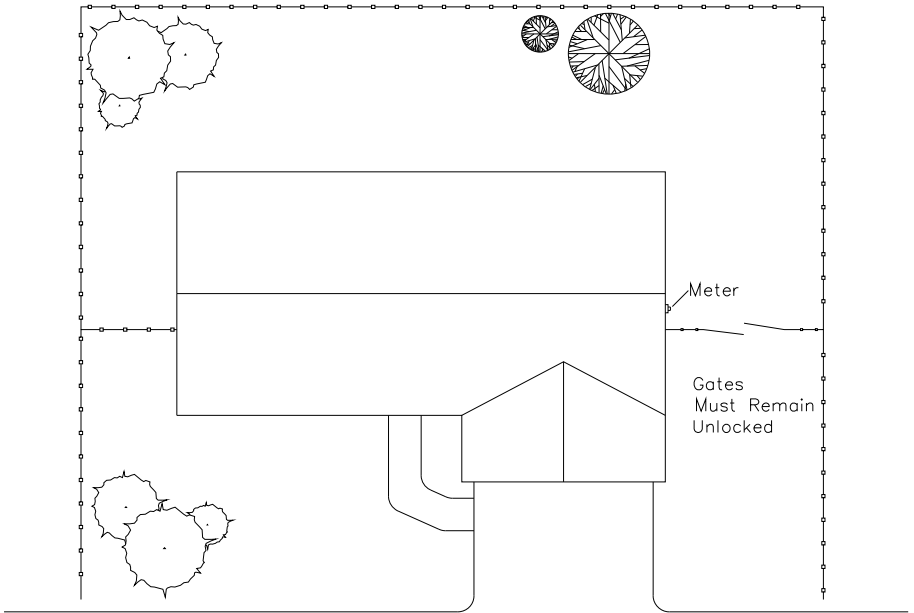
Permission is hereby given to commence the above described work, according to the conditions hereon and in accordance with the approved plans and specifications pertaining thereto, subject to compliance with Lane County ordinances and laws of the State of Oregon.

Building Official (or approved delegee): \_\_\_\_\_

A handwritten signature in cursive script, appearing to read "White".

Date: 10/07/2002

# Meter Accessibility

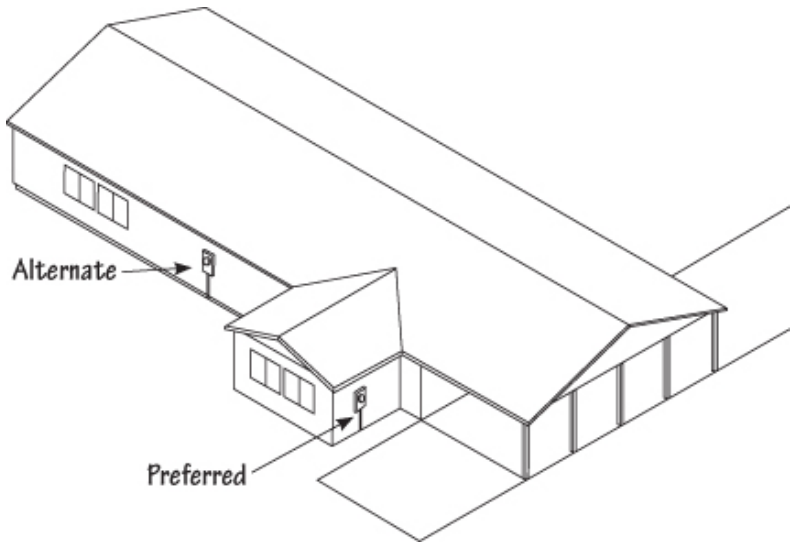


## Requirements:

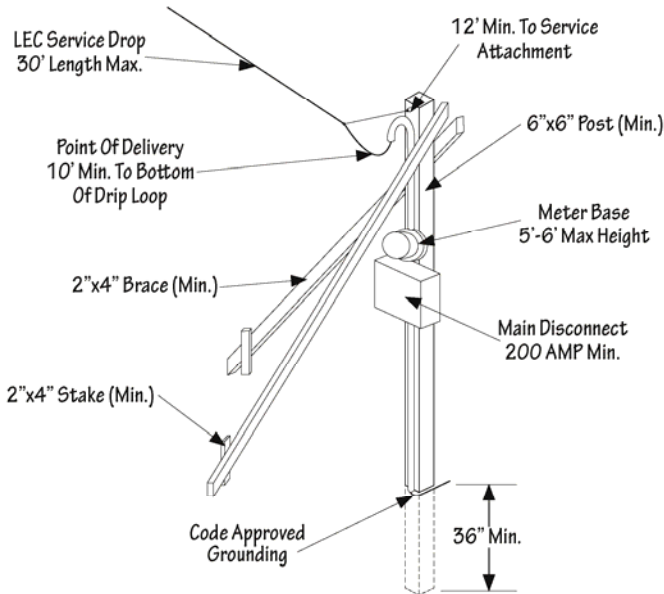
1. Meters must remain accessible at all times. While we no longer physically read meters, we will be performing periodic safety inspections.
2. Meters should not be located in areas which are inconvenient to enter or where privacy is desired.
3. The meter must have a working space of 36" wide x 36" deep and located in an area with a minimum of 84" of standing head-room.
4. New service entrance location shall be approved by the Cooperative prior to installation.
5. Meters to be located at alternate locations under carports, decks, breezeways, etc., **shall have a clear and unrestricted path for access to the meter at all times.**
6. Meters should be located so accessibility will not be obstructed by future alterations or additions. (*See note #3*)



## Meter Accessibility



# Temporary Overhead Installation

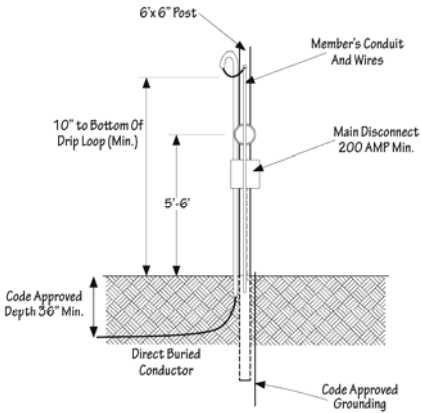


## Requirements:

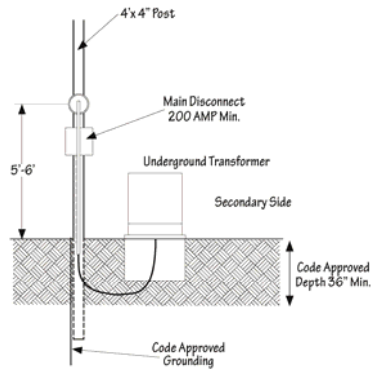
1. Temporary pole should be located 10' – 20' from transformer pole or as specified by the Cooperative.
2. Consumer shall supply temporary pole, meter base, mast with weatherhead, main disconnect, and grounds to National Electric Code (NEC) construction code specifications.
3. The Cooperative will provide maximum 20' service drop and install meter.
4. Energizing of consumer's service is contingent upon an **approved State or City electrical inspection.**
5. **Before you dig, call the Utility Notification Center at 811 or 1-800-332-2344, 48 hours in advance.**

# Temporary Underground Installation

## TEMPORARY USING OVERHEAD TEMPORARY SERVICE EQUIPMENT



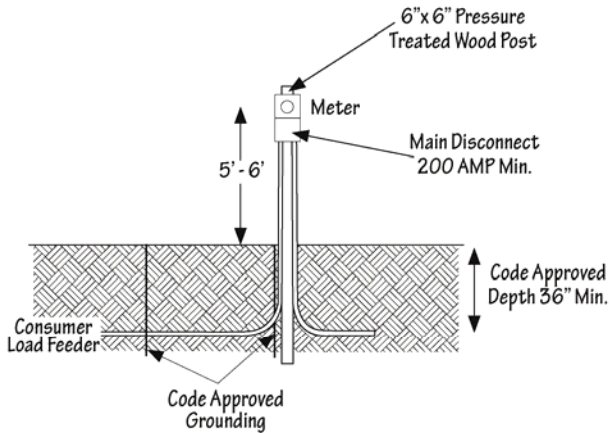
## TEMPORARY DESIGN FOR UNDERGROUND SERVICE ONLY



### Requirements:

1. Consumer will supply conductors long enough to be connected inside LEC's transformer or secondary box. **Maximum of 3 feet from pole to transformer or secondary box.**
2. Consumer will supply all trench, meterbase, grounds, pole, and disconnect switch.
3. LEC will connect the consumer's wire to the transformer or secondary box and install the meter.
4. Energizing of consumer's service is contingent upon an **approved State or City electrical inspection.**
5. **Before you dig, call the Utility Notification Center at 811 or 1-800-332-2344, 48 hours in advance.**

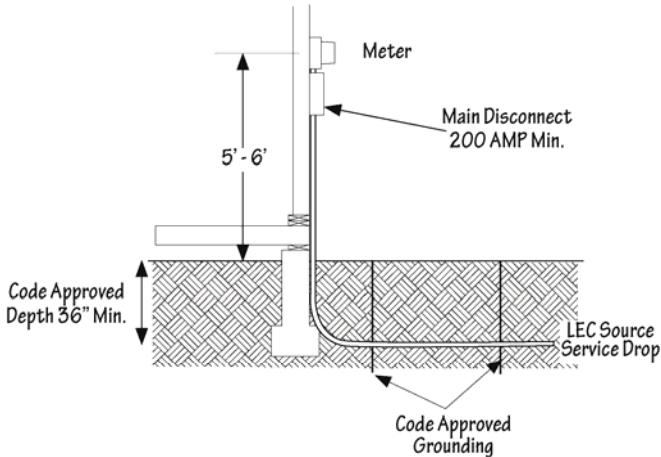
## Underground Service With An Underground Feeder



### Requirements:

1. All electrical connections, equipment and equipment grounds shall comply with the **National Electrical Code**.
2. The Consumer shall furnish and maintain a 6" x 6" x 10' pressure treated wood post, all conduit, conduit straps, grounds, meterbase, disconnects, and electrical cable beyond the meter, and shall open and backfill a service trench **36"** minimum depth from the Lane Electric's equipment to the desired meterbase location.
3. The Cooperative shall furnish and maintain the meter and electrical cable from Lane Electric's equipment to the meter.
4. Before the cooperative energizes the meterbase, the base must be inspected and approved by the **State or City Electrical Inspectors** and the cooperative personnel. The service trench must be completely backfilled.
5. **Before you dig, call the Utility Notification Center at 811 or 1-800-332-2344, 48 hours in advance.**

# Underground Service To A Building



## Requirements:

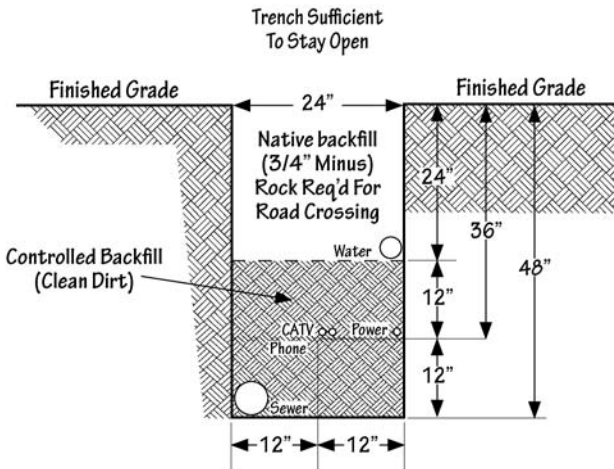
1. All electrical connections, equipment and equipment grounds shall comply with the **National Electrical Code**.
2. The consumer shall furnish and maintain all conduit, conduit straps, grounds, meterbase, disconnects, and electrical cable beyond the meter, and shall open and backfill a service trench **36"** minimum depth from Lane Electric's equipment to the desired meterbase location.
3. The Cooperative shall furnish and maintain the meter, electrical cable from Lane Electric's equipment to the meter.
4. Before the cooperative energizes the meterbase, the base must be inspected and approved by the **State or City Electrical Inspectors** and the cooperative personnel. The service trench must be completely backfilled after approved inspection.
5. **Before you dig, call the Utility Notification Center at 811 or 1-800-332-2344, 48 hours in advance.**

## Typical Trench

1. Before digging call for Underground locates: 800-332-2344 or 811 at least 48 hours prior to digging.
2. All Trenches must be a minimum of 36" deep.
3. If a 36" depth cannot be achieved, contact Lane Electric's Engineering Department
4. If trench is to be a joint trench (*shared with other utilities*) the following separations must be maintained:
  - a. 24" between gas and electric lines
  - b. 12" between water and electric lines
  - c. 24" between sewer and electric lines
  - d. 12" between communications and electric lines
5. If trench is to be power only, the ditch needs be wide enough to accommodate the conduit, i.e. a 4" ditch-witch trench is sufficient.
6. If the trench is dug through rough, rocky terrain, the conduit must be bedded with a minimum of 4" of sand.
7. All conduits must be gray Schedule 40 electrical PVC.
8. All primary conduit (7200V) must be 3" diameter with 36" radius long sweeping elbows at any 90° bend.
9. Secondary (120/240V) conduit for a 200 Amp. service must be 3" diameter, with 36" radius long sweeping elbows at any 90° bend.
10. Secondary (120/240V) conduit for a 400 Amp. service must be 3" diameter, with 36" radius long sweeping elbows at any 90° bend. (*See Exhibit A*)
11. Street or security lighting conduit must be 1 ¼" with 36" radius long sweeping elbows at any 90° bend.
12. There will be no more than 270° of bend (3- 90° bends or 2- 90° & 2- 45°) in any one run of conduit, primary or secondary, between devices.

13. All Primary conduits must be proved by mandrel. See Exhibit H for mandreling details.
14. New mule-tape rated at 2500# must be left in all conduits, primary and/or secondary. Mule-tape must move freely in conduit and have sufficient length (10' or greater) beyond each end to accommodate installation of conductor. Mule-tape can be picked up at Lane Electric at no charge.
15. Where transformers and primary or secondary junction boxes are to be installed, specifications must be obtained from Lane Electric's Engineering Department. *(See Exhibits B-G for common facilities.)*
16. After the Trench is dug and conduit installed, call Lane Electric (541- 484 – 1151) to have an inspection scheduled by the Engineering and Operations Department.
17. After the Trench and the conduit are inspected, the Trench may be back-filled. Conductor cannot be installed until trench is backfilled.

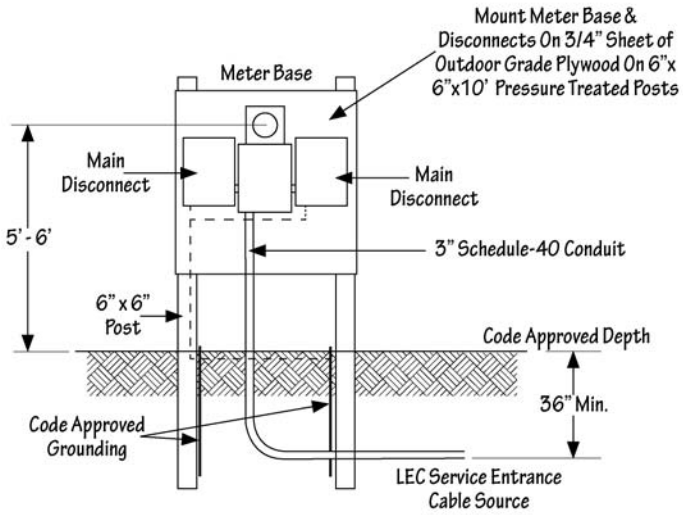
## Typical Trench Detail



**NOTE:** No electric lines, primary or secondary, may be placed under a concrete foundation or slab.

**EXHIBIT A**

**320/400 Amp Self Contained Meter Base**

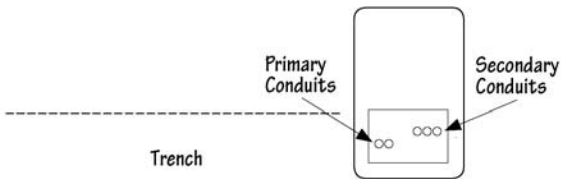
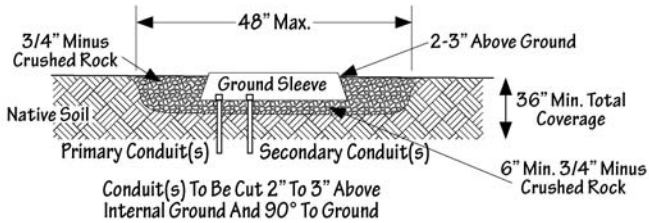
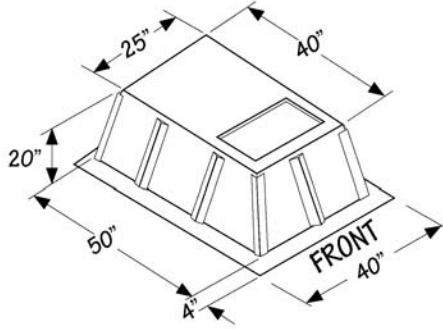






# EXHIBIT C

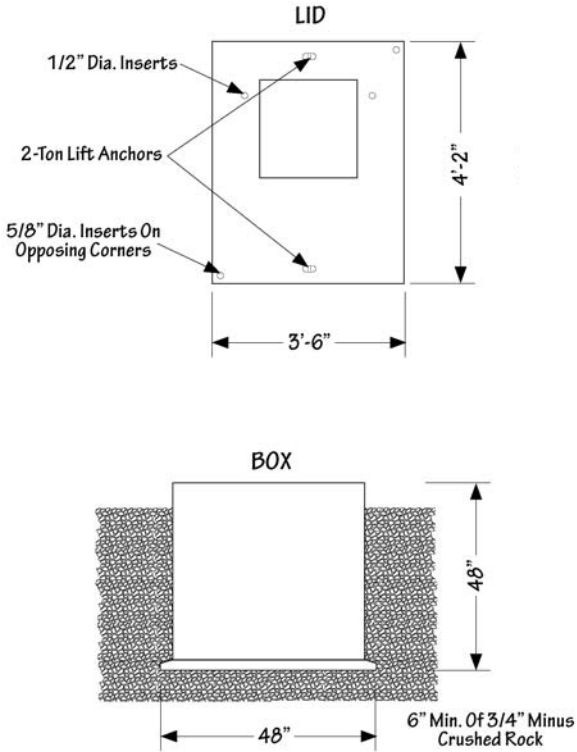
## Typical Ground Sleeve Installation



Transformer Ground Sleeve Must Be Installed At 90° To Underground Primary Trench

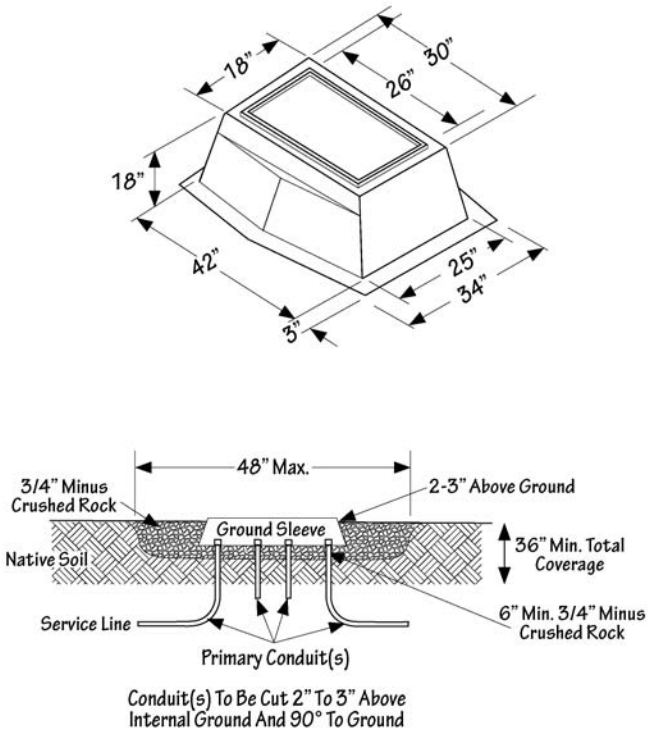
## EXHIBIT D

# Large Transformer Concrete Sleeve Installation



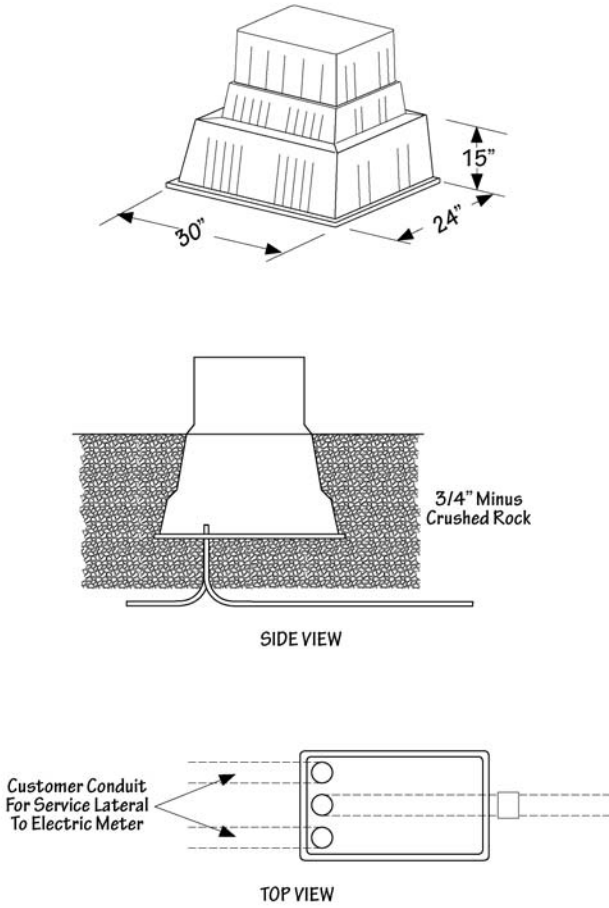
## EXHIBIT E

# Ground Sleeve For Single Phase Junction Cabinet Installation



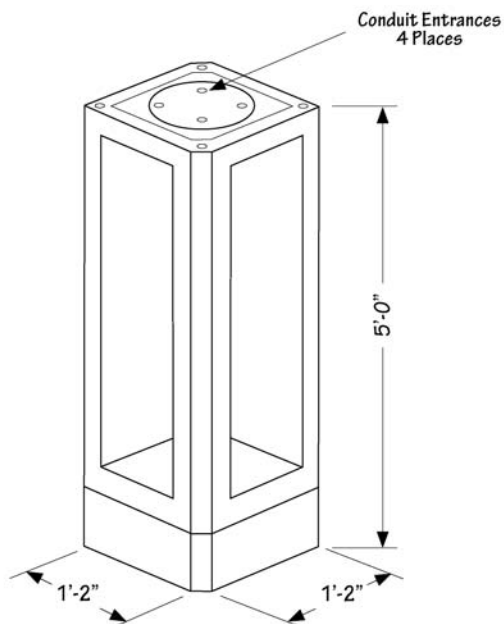
## EXHIBIT F

# Secondary Pedestal Installation



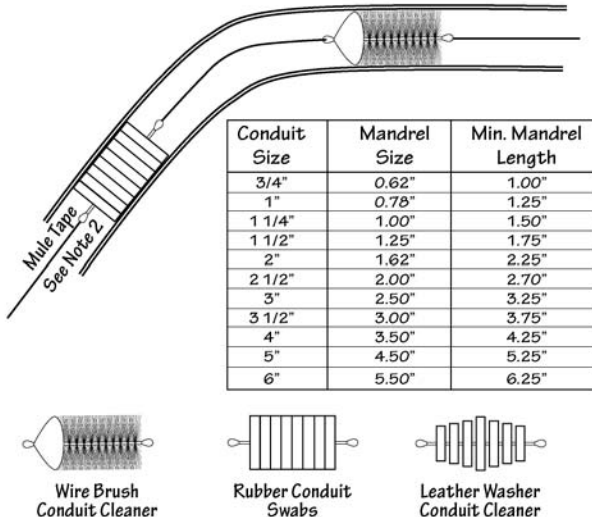
## EXHIBIT G

### Street Light Foundation Installation



## EXHIBIT H

# Mandreling & Cleaning Primary Conduits



### NOTES:

1. After backfilling is complete, all conduits shall be cleaned, tested and determined to be free from obstructions with the use of appropriately sized steel brush and mandrel. In the event that a mandrel cannot be successfully pulled through the completed conduit system, it will be the customer's responsibility to locate the damaged conduit and repair it.
2. Cleaning, mandreling, and the installation of the 2500 lb. capacity mule tape may be performed simultaneously.