REQUIREMENTS OF INDIVIDUAL, COMMERCIAL,
OR INDUSTRIAL MEMBERS
PRIOR TO CONSTRUCTION AND/OR SERVICE CONNECTION

1. Contact LEC 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 $75.00 will be billed to your account.
3. To establish credit, please call Lane Electric’s Customer Service Department to determine if deposit is needed.
4. Provide copy of County building permit or other permit when applicable. (See example page 3.)
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).
   i) 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 # 3.
   ii) 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.
   iii) Easements must be completed in black ink or typed by all joint owners or part owners and notarized.
   iv) **If OVERHEAD** (high voltage) primary line is required to serve property:
      (1) The easement shall be 30 feet in width, 15 feet each side of centerline.
      (2) The member shall remove all trees and brush from the easement which will be maintained by the Cooperative in the future. A 10 ft. clearance from trees or limbs to conductors should be maintained until the next scheduled tree trimming. The initial clearing would require additional trimming to compensate for tree growth as well as for tree and conductor movement due to wind and adverse weather conditions.
      (3) In order to avoid future conflict with the power line, the member shall remove all trees or limbs both live and dead which may be located outside of the right-of-way but may strike the line when falling.
   v) **If UNDERGROUND** (high voltage) primary line is required to serve property:
      (1) Easement shall be 20 feet in width, or Public Utility Easement if acceptable to the Cooperative.
9. When underground facilities are installed, the high voltage primary underground cable trench will be included in Lane Electric’s facility cost. 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 not binding to the Cooperative.

**GENERAL SEQUENCE OF EVENTS TO GET POWER TO YOUR PROPERTY**

**CONSUMER:**
- 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.

**LANE ELECTRIC:**
- Please 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 for within 120 days from the date of the final cost estimate. Otherwise, the $150 will be forfeited.

**CONSUMER:**
- Obtains proper permits. It is your responsibility to know the County regulations. Lane County's telephone number is (541)686-7828. City of Eugene- (541)687-5283, City of Oakridge - (541)782-2258, City of Lowell- (541)937-2157, City of Veneta - (541) 935-2191.
- Sends payment for contribution-in-aid, if applicable.
- Obtains meter base. Calls for inspection.

**CONSTRUCTION BEGINS!!**
Notes:

1. Meters must remain accessible at all times. Even though we no longer 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 working space of 36” by 36” wide and deep and located in an area with at least 84” of standing head room.
4. New service entrance location shall be approved by the Cooperative prior to installation.
**METER ACCESSIBILITY**

Notes:

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. If service entrance equipment extends through a roof or the service conductors must cross over a roof, the service entrance equipment shall be of adequate strength and height to provide minimum code clearance for service.

7. Meters should be located so accessibility will not be obstructed by future alterations or additions. See note #3.
Notes:

1. LEC will furnish the meter, service drop conductor and service attachment to the conduit mast. The Cooperative will connect the member's conductors to the Cooperative's service drop.
2. The consumer will furnish the service entrance conduit with weather head, conductor, and meterbase in accordance to code requirements. A minimum of 18” member conductor must extend from the weather head.
3. A strong enough service mast must be mounted on the side nearest LEC's distribution pole. A clear path must exist between service drop attachment and pole. Avoid service wire overhang above roof, or provide code clearance.
4. Energizing of Consumers service is contingent upon a State or City electrical inspection.
5. See Exhibits A & B for details of clearance requirements.
Notes:

1. Temporary pole should be located 10' to 20' from transformer pole, or as specified by the Cooperative.
2. Consumer shall supply temporary pole, meterbase, mast with weatherhead, main disconnect, and grounds to N.E.C. 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 48 hours in advance to the Utility Notification Center 811.
Notes:

1. Consumer will supply conductors long enough to be connected inside LEC's transformer or secondary box. **A 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 48 hours in advance to the Utility Notification Center 811.**
Notes:

1. All electrical connections, equipment and equipment grounds shall comply with the National Electrical Safety Codes.

2. The Consumer shall furnish and maintain a 6"X6"X10' 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 L.E.C. equipment to the desired meterbase location.

3. The Cooperative shall furnish and maintain the meter and electrical cable from L.E.C. equipment (i.e. transformer or secondary junction) to the meter.

4. Before the cooperative energizes the meterbase, the base must be inspected and approved by the State or City Electrical Inspectors. The service trench must be inspected and approved by cooperative personnel and then completely backfilled.

5. Before you dig, call 48 hours in advance to the Utility Notification Center 811.
Notes:

1. All electric connections, equipment, and equipment grounds shall comply with the National Electric Safety Code.
2. The consumer shall furnish and maintain all conduits, conduit straps, grounds, disconnects, meterbase, and all conductors beyond LEC's point of delivery.
3. LEC shall furnish and maintain the meter, service drop, pole, guy wire, and anchor.
4. Energizing of consumers service is contingent upon an approved State or City electrical inspection.
5. Before you dig, call 48 hours in advance to the Utility Notification Center 811.
UNDERGROUND SERVICE TO A BUILDING

Notes:

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 the LEC equipment to the desired meterbase location.
3. The Cooperative shall furnish and maintain the meter, electrical cable from LEC 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 and inspected by cooperative personnel.
5. Before you dig, call 48 hours in advance to the utility notification Center 811.
Notes:

1. All electric connections, equipment, and equipment grounds shall comply with the National Electric Safety Codes.
2. The consumer shall furnish and maintain all conduits, conduit straps, grounds, disconnects, meterbase, and all conductors beyond LEC's point of delivery.
3. LEC shall furnish and maintain the meter, service drop, pole, guy wire, and anchor.
4. Energizing of consumer's service is contingent upon an approved State or City electrical inspection.
TYPICAL TRENCH DETAIL

*TNote: No electric lines, primary or secondary, may be placed under a concrete foundation*
1. Before digging call for Underground locates: 811 at least 48 hours prior to digging.
2. All Trenches must be a minimum of 36” deep.
3. If 36” depth cannot be achieved, contact Engineering.
4. If Trench is to be a joint trench (shared with other utilities) the following separations must be maintained:
   a. Between gas and electric lines 24”
   b. Between water and electric lines 12”
   c. Between sewer and electric lines 24”
   d. Between communications and electric lines 12”
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 Schedule 40 gray electrical PVC.
8. All primary conduits (7200V) must be 2” diameter with 36” radius long sweeping elbows at any 90° bend.
9. Secondary (120/240V) conduit for a 200 Amp. service must be 2” 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.
11. Street or security light conduit must be 1¼” with 36” long 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 I for mandreling details.
14. Mule tape rated 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 the LEC office at no charge. Please contact the LEC warehouse to notify of pick up.
15. Where transformers and primary or secondary junction boxes are to be installed, specifications must be obtained from L.E.C. Engineering Department. See exhibits for common facilities.
16. After the Trench is dug and conduit installed, call Lane Electric Cooperative (541- 484 1151) to have an inspection scheduled by the Operations Department.
17. After the Trench and the conduit are inspected, the Trench may be backfilled. Conductor cannot be installed until trench is backfilled.
EXHIBIT A

SERVICE ENTRANCE EQUIPMENT

- Eye with ring welded to pipe clamp (galv)
- Weather head
- Drip loop
- Dead end insulator supplied by LEC
- Galvanized thimble and guy clamp
- Weatherproof flashing
- 2" x 6" solid blocking between rafters (at service lead-in) & drilled for snug fit of 2" rigid steel conduit
- 5/16" u-bolt for all conduit fasteners length as required
- 2" x 4" installed solidly between studs and against rough siding
- Finish grade

2' apart, min.
EXHIBIT B

SERVICE ENTRANCE CLEARANCES

Maintain not less than 3'-0" vertical clearance above roof outside of 6'-0" radius from the service mast.

Maintain not less than 18" vertical clearance above roof within 6'-0" radius from the service mast.

Plan View

Elevation View
EXHIBIT C

320/400 AMP SELF CONTAINED METERBASE

MOUNT METERBASE & DISCONNECTS ON A 3/4" X 4' X 4' SHEET OF OUTDOOR GRADE PLYWOOD

MOUNTED ON POSTS 6" X 6" X 10' PRESSURE TREATED WOOD POSTS

CODE APPROVED DEPTH 36" MIN.

L.E.C. SERVICE ENTRANCE CABLE SOURCE

CODE APPROVED GROUNDING

5' to 6'

METER BASE

MAIN DISCONNECT

MAIN DISCONNECT

3" SCH. 40 CONDUIT
EXHIBIT D

TYPICAL TRANSFORMER GROUND SLEEVE INSTALLATION
UMI-4NC-RR

15-25 KVA

36° MINIMUM TOTAL COVERAGE
BACKFILL WITH 3/4" MINUS CRUSHED ROCK

GROUND SLEEVE

TRENCH

OR

TRENCH

TRANSFORMER GROUND SLEEVE MUST BE INSTALLED AT 90° TO UNDERGROUND PRIMARY TRENCH
EXHIBIT E

TYPICAL UNDERGROUND CONNECTIONS TO LEC POLE

LECON LEAD CONDUIT
MAIN DISCONNECT 200 AMP MINIMUM
POLE

6" X 6" X 10'
PRESSURE TREATED WOOD POST
METER

6" TO 150' DISTANCE

CODE APPROVED GROUNDING

LECON FEEDER
(2" SCH 40 PVC CONDUIT PROVIDED BY MEMBER)

TO MEMBER

15" STANDOFF BRACKETS

12"
EXHIBIT F

TYPICAL TRANSFORMER GROUND SLEEVE INSTALLATION
UM1-4NC-SL

37-50 KVA

36" MINIMUM TOTAL COVERAGE
BACKFILL WITH 3/4" MINUS CRUSHED ROCK

groundsleeve

2" TO 3" ABOVE GROUND
48" MAX TRENCH
NATIVE MATERIAL
6" MINIMUM 3/4" MINUS CRUSHED ROCK

conduits to be cut 2" to 3" above internal ground and 90 degrees to ground
EXHIBIT G

TYPICAL SECONDARY PEDESTAL INSTALLATION
UK6

CUSTOMER CONDUIT FOR SERVICE LATERAL TO ELECTRIC METER

SECONDARY CONDUITS

INSTALL 3/4" MINUS CRUSHED ROCK

TOP VIEW

SIDE VIEW
EXHIBIT H

GROUND SLEEVE FOR SINGLE PHASE JUNCTION
CABINET INSTALLATION
UM1-7NC

36" MINIMUM
TOTAL COVERAGE

BACKFILL WITH
3/4" MINUS
CRUSHED ROCK

2" TO 3" ABOVE GRAVEL

48" MAX TRENCH

NATIVE MATERIAL
6" MINIMUM
3/4" MINUS
CRUSHED ROCK

GROUND SLEEVE

SERVICE LINE

PRIMARY CONDUIT(S)
CONDUIT TO BE CUT 2" TO 3" ABOVE INTERNAL GROUND AND 90 DEGREES TO GROUND
EXHIBIT I
MANDRELING AND CLEANING PRIMARY CONDUITS

Notes:

1. After backfilling is completed all conduits shall be cleaned and tested and determined to be free from obstructions with the use of an 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 consumer'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.

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<th>Conduit Size</th>
<th>Mandrel Diameter</th>
<th>Minimum Mandrel Length</th>
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EXHIBIT J

SECONDARY PEDESTAL INSTALLATION

UK5
EXHIBIT K

LARGE TRANSFORMER CONCRETE SLEEVE INSTALLATION
UMI-4

Note:
Open Box 4242-LA Utility Vault for lid only designate UM1

(LID)

(BOX)

6" MINIMUM OF 3/4 MINUS GRAVEL
EXHIBIT L

STREET LIGHT FOUNDATION INSTALLATION

SLBASE

Conduit entrance (4 places)

5’-0”

1’-2” 1’-2”