



NORTHERN LIGHTS, INC. SINGLE PHASE APPLICATION CHECKLIST

SUBDIVISIONS, MULTI-FAMILY, LARGE COMMERCIAL AND 3-PHASE PROJECTS
NEED TO USE OUR DEVELOPER'S APPLICATION

ITEMS NEEDED BEFORE PROJECT IS ENGINEERED:

Applications will not be processed until all requested information is provided.



COMPLETED APPLICATION



COPY OF DEED



MANDATORY SITE PLAN (showing landmarks, roads, nearest neighbors, driveway, house site, driveway, closest power, etc.)



APPLICATION/ENGINEERING FEES: **\$750.00** for Single phase, single family dwelling, and industrial loads less than 100 KVA and service changes. **Valid for 1 year from the date the application is received in our office.**

ITEMS NEEDED AFTER ENGINEERING VISIT TO YOUR SITE:



STATE ELECTRIC PERMIT

- State Inspector will inspect the meter base you install and that NLI will connect to. MT 406-841-2056, <https://buildingpermits.mt.gov/Permits/index.aspx> & ID 800-955-3044, http://dbs.idaho.gov/forms/electrical/hm_own_ele_permit_app.pdf



PLANNING PERMIT

- AN ENERGIZING PERMIT IN
Cities of Dover, Ponderay, Kootenai and Sandpoint
- BUILDING LOCATION PERMIT IN
Bonner Co. (208-265-1458)



ENCROACHMENT PERMITS

- Encroachment permits may be required & will be determined by the Engineering Department. (such as Forest Service, Road Permits, Railroad, etc) **If an encroachment permit is needed on your project, you will need to provide NLI with payment of the permit fees before we will apply for the permit.**



EASEMENTS

- Needed for NLI to install and maintain the new powerline



ESTIMATED COSTS FOR PROJECT

- Cost calculated by engineer based on attached line extension schedule (valid for one year from application date)

Note: Applications are valid for one year from the time they are submitted to Northern Lights, Inc. (NLI). Projects that have not been completed within one year of the application date for reasons beyond NLI's control may be canceled by NLI in January of each year. Fees paid by the applicant that exceed costs incurred by NLI on the project will be refunded to the applicant. (Exception: refunds that are less than \$25.00) Applications to reinstate projects that have been canceled previously will be subject to NLI's policies and fees in effect at the time of the latest application.

NORTHERN LIGHTS LINE EXTENSION FEE SCHEDULE – 2012

Service Change Applications and Relocations: \$750.00 application/engineering fee; PLUS: Total estimated cost of the change.

***Adjustments:** Costs may be shared between the Cooperative and the member, the Engineer shall determine and recommend to management the ratio of sharing based on the benefits derived by each party if there is cost sharing. If three-phase power is being requested, you will need to fill out the “developer’s application” instead of this one.

Single Phase, Line Extension – One Transformer Up to 25 KVA and a 200 or 400 Amp (Non-CT) Meter

\$750.00 application/engineering fee - required before the Cooperative will perform field work related to a line extension (serves to offset a portion of the costs of processing the application and engineering the project).

PLUS \$750 Mobilization Fee,

PLUS \$1855 Hookup/Impact Fee per meter,

PLUS \$9.00 per foot, *(for projects over 1000 ft see “Adjustments”)

PLUS defined ‘additional charges’ (see below).

Payment of all construction costs are due prior to releasing a job for construction.

Applicant shall:

- Provide and install the meter base that NLI will connect our cable & meter into.
- Provide trenching and conduit for underground secondary lines 10 feet or greater in length, and elsewhere as deemed necessary by NLI personnel.
- Provide the necessary right-of-way clearing for construction of the new power line.

Additional charges may be assessed for items such as, but not limited to:

- Change of existing NLI facilities to accommodate extension
- Dig-ins on existing cable, or inserts within existing overhead lines
- Poles, junction huts or additional transformers or meters
- Conversion from overhead to underground or vice versa
- Road bores or pushes
- Temporary services
- Extraordinary construction costs due to conditions such as (but not limited to): Terrain, rock, railroad, highways, roads, rivers, creeks, etc.
- Any permit fees for encroachments (i.e. railroads, county roads, highways, State, or Federal land) – These fees will need to be paid for by the applicant prior to NLI applying for the permits.
- Transformers greater than 25 KVA
- Meters other than 200 amp or 400 amp (non-CT)
- Engineering time over eight (8) total man-hours
- Installations between November 1st and March 31st as construction during winter months can greatly increase the final “true up” costs. **(These extra costs, also estimates, may need to be paid before NLI crews begin construction.)**
- Additional work resulting from requested changes beyond the original scope of the project, or from site conditions caused by the member or others.

***Adjustments:** If soil and terrain conditions warrant, the Cooperative, may at its discretion, adjust the footage charge for the portion of underground extensions that exceeds 1,000 feet in length.

NLI shall determine the feasibility of installing electric facilities based on criteria such as terrain, soil conditions, safety, engineering practices, accessibility, and future maintenance. NLI shall cooperate with applicants to determine locations and routes for electric facilities. The applicant shall agree to pay the cost of professional engineering or consulting services to develop a work plan for installation of electric facilities if NLI determines that such services are necessary. NLI reserves the right to deny an applicant’s request if acceptable locations and routes for the facilities cannot be established and agreed upon by NLI and the applicant.

NLI will not install underground cable in roadways. For underground cable, the applicant will provide a 15-foot wide, cleared and stumped corridor along the side of the roadway, or other route acceptable to NLI.

Job cancellations: If construction has not been completed within twelve (12) months after the date of application, the project may be canceled at the discretion of NLI. If requested, NLI may grant a time extension; however, the applicant shall pay the line extension rates in effect at the time of construction. If a time extension is not granted the job will be closed and fees paid to NLI

NORTHERN LIGHTS LINE EXTENSION FEE SCHEDULE – 2012

that exceed cost incurred shall be refunded. A new application with associated fees will be required to continue the project. (Exception: refunds less than \$25.00)

Monthly Billings After Construction: Upon completion of a service by NLI, the applicant shall pay the monthly electric rates pursuant to NLI's policies and rate schedules, whether or not the meter entrance has been energized. For line extensions that exceed 1500 feet in length, the Cooperative may require a minimum revenue agreement which exceeds the standard monthly rate.

Service Installation after a meter has been retired: When re-connection of a previously retired service is requested and only the meter was retired, a \$200.00 application and inspection fee will be billed and a service change application will be completed. If, after inspection by NLI personnel, it appears that more than a single meter installation is required, the project will be considered a new service and will be billed accordingly and additional paperwork and permits will also be required. The applicant will be notified in a fee letter from NLI.

Temporary Services: Construction temps for single phase projects (as in single family dwellings): Applicants will be assessed full cost of the project all the way in to the permanent service, **PLUS** a \$500 Temporary Fee. For underground services the applicant will be required to provide and install conduit and pull rope to the permanent location. **Temporaries must be converted to their permanent location within one year from the date they were energized, or NLI will consider the temporary pedestal their permanent service. After one year it will be necessary to apply for a Service Change and pay additional charges to move the service to a new location.**

True-Up Calculation: After a project has been completed the actual project costs will be calculated. If the applicant paid more than 100% of the project costs (including application/engineering fee), that overpayment will be refunded. Excluded from this refundable amount is any refund that is less than \$25.00 and the Hookup/Impact fees. The application fees for canceled jobs are evaluated the same way. A breakdown of true-up calculations is sent out for all jobs whether there is a refund or not. (Processing time is approximately two - three months from the date of installation.)

Yard light services : Applications for NLI owned and maintained yard light service will be accepted only if the requested yard light is more than 500 feet from the member's metered electrical service. Applicants for NLI owned and maintained yard lights shall pay 100% of the actual cost of the installation and agree to pay for said lighting service under provisions of the appropriate Rate Schedule for a minimum of 36 months. If the member cancels the yard light service before the three years are up, said member will be billed for the remainder of the contract in one lump sum.

Financing: Financing for line extension projects is available through Horizon Credit, 520 N. Fifth Ave., Sandpoint, ID 83864, (208)263-7525. If you are interested in a financial package for construction costs, please contact Horizon Credit and ask their loan officers for further information. (Loans limited to \$10,000.00) Northern Lights also accepts all major credit cards.



REMEMBER ALWAYS CALL BEFORE YOU DIG. THE NATIONAL ONE CALL NUMBER IS 811. "One call" is free, easy and a way to protect you from injury and expense.

(Policy effective 1/1/12 – 12/31/12)



PO Box 269
 421 Chevy Street
 Sagle ID 83860
 1(800)326-9594 or (208)263-5141
 Fax (208) 263-0220

Please be sure to attach a copy of your deed that indicates the legal description and the ownership of the property.

The application and application fee are valid for one year from the date that your application is received by our office.

Name: _____ SS#: _____ DOB _____

Co-Applicant Name: _____ SS#: _____ DOB _____

Business Name: _____ Tax ID#: _____

Mailing Address: _____
PO Box / Street City State Zip Code

Home Phone: _____ Cell Phone: _____ Co-Applicant Cell Phone: _____

E-Mail Address: _____ Co-Applicant E-Mail Address: _____

Employer: _____ Work Phone: _____
If self-employed, please include your business name

Co-Applicant Employer: _____ Work Phone: _____
If self-employed, please include your business name

Physical Address of Property - Street/Road (not lot or block desc.) _____

Is your property in a subdivision? If yes - Subdivision Name: _____ Lot & Block: _____

Have you ever been a member of NLI? Yes No If yes, name on account or account #: _____

NAME OF YOUR NEAREST NEIGHBOR SERVED BY NLI: (It may be yourself) _____

Estimate distance from nearest existing powerline to new metered site: _____ ft. Is it: Overhead or Underground

Nearest pole and transformer #: _____ Do you want?: Overhead Underground

IF THE POWERLINE WILL CROSS ANY PROPERTY OTHER THAN YOUR OWN, PLEASE PROVIDE INFORMATION BELOW:
 Property owner's name and address: _____

<u>Will powerline cross any?</u>	<u>What type of service are you planning?</u>	<u>What type of heating system will you use?</u>
County Road	Residential (please state use below)	Electric
State Highway	(house/shop/barn, etc?) _____	Gas
USFS property	Commercial	Propane
State Property	Other (use?): _____	Wood
Railroad		Other: _____
Gas Pipeline	<u>What size electrical service entrance?</u>	<u>What type of water heater do you intend to install?</u>
Creek/Swamp	200 amp (standard)	Electric Gas Propane
	Other (specify size) _____	

Please note that the homeowner or a licensed electrician must submit an electrical inspection permit to NLI in order for the project to be placed on the construction schedule. All construction charges must be paid and other required paperwork and/or county/state permits must be submitted prior to construction scheduling.

Signature of Applicant(s) _____ **Date:** _____

If you are out of the area and are having a local person act as your representative, please include their information below:
 Contact person: _____ Contact E-Mail: _____
 Contact phone: _____ Contact Cell #: _____

YOU MUST COMPLETE THE SECOND PAGE OF APPLICATION OR ATTACH A SITE PLAN DRAWING



Please draw a site plan sketch below showing existing and proposed structures, landmarks, roads, nearest neighbors, house site, driveway, powerlines, etc.

NLI USE ONLY

Meter #: _____ Line Location: _____ Work Order #: _____

Transformer #: _____ KVA: _____ Adequate for new load? Yes _____ No _____