



# Prince George Electric Cooperative

®

A Touchstone Energy® Cooperative



## **DEAR NEW COOPERATIVE MEMBER:**

On behalf of Prince George Electric Cooperative (PGECC), I would like to welcome you as a new member. Enclosed, you will find the paperwork necessary to guide you through the installation of your new electric service. The purpose of this packet is to effectively communicate the process of obtaining electrical service and to better serve you, the member. Please read the paperwork and complete the checklist accordingly.

If you have any questions or comments, please call a Member Service Representative at (804) 834-2424 from 8:00 a.m. to 4:30 p.m. Monday through Friday.

Sincerely,  
Lee Chappell  
VP - Operations and Engineering



# Prince George Electric Cooperative

® A Touchstone Energy® Cooperative 

## RESIDENTIAL CONSTRUCTION PACKET – NEW SERVICE

NEW SERVICE CHECKLIST .....	3
CHECKLIST FOR PROPERTY OWNER PRIOR TO MEETING WITH THE ENGINEER.....	4
CHECKLIST FOR PROPERTY OWNER AFTER MEETING WITH THE ENGINEER .....	5
NEW SERVICE SAFETY SHEET.....	6
ESTIMATED TIMELINE FOR INSTALLATIONS OF NEW SERVICE .....	7



# Prince George Electric Cooperative

® A Touchstone Energy® Cooperative 

## NEW SERVICE CHECKLIST

- Membership Application (completed and signed)
- Easement (must be signed by all property owners and notarized)
- Release of Liability for Damages (signature required)
- Copy of Deed and Plat
- Copy of Septic and Well permit with drawing
- Copy of Driver's License
- Activation fee -\$30.00
- Membership fee-\$ 5.00
- Credit Reference Letter (if applicable)

\*Must be from your most recent electric company.

\*Must have been within the past 12 months with prior/current electric company.

\*Must have 12 months of satisfactory service with 11 bills paid on time, no disconnects for nonpayment, and/or no returned checks.

\*The account name of the prior electric company must be in the same name as the applicant/joint applicant for PGEC to waive the security deposit.

\*If a security deposit is required, it may be paid in 3 monthly installments. The first installment is due immediately; the second and third installments can be billed during your first two months of billing. You also have the option of paying the full security deposit immediately.

If you have any questions, please contact a Member Services Representative at (804) 834-2424. Our fax number is (804) 834-8217 for the Waverly office and (804) 863-1332 for the Prince George office.



# Prince George Electric Cooperative

® A Touchstone Energy® Cooperative 

## CHECKLIST FOR PROPERTY OWNER PRIOR TO MEETING WITH THE ENGINEER

(To be completed by the Member/Customer)

The Cooperative strives to provide excellent customer service to its members! Approximately one week after the Cooperative receives all the properly completed paper as outlined below, a Cooperative Design Engineer will make contact to set up an appointment with the property owner.

**Application for Service**

*The application for service form must be filled out completely, signed, dated, and have a 911 address designated as the electric service address. **Failure to put a 911 address on the form may delay your work order.***

**Easement Signed by All Property Owners & Notarized**

*Note: The easement is for 40' in width, which is standard footage obtained by the Cooperative. Please consult with the design engineer if you have any questions about filling out the form or need the form notarized.*

**Damage Release Form**

*Please fill out your information at the top, sign, and date at the bottom.*

**Fees**

*Membership-\$5.00*

*Activation-\$30.00*

*Security deposit may be required.*



# Prince George Electric Cooperative

® A Touchstone Energy® Cooperative 

## CHECKLIST FOR PROPERTY OWNER AFTER MEETING WITH THE ENGINEER

(Keep This for Your Reference, Do Not Send with Paperwork)

*A Design Engineer will contact you to setup a meeting at your service location. **To help improve efficiency please allow at minimum, one week before contacting a Design Engineer to check on your work order status.** If you need to contact a Design Engineer, please contact David Brittle at 804-834-2424 ext. 1012 or [dbrittle@pgec.coop](mailto:dbrittle@pgec.coop).*

- Right -of-Way Cleared**  
*The design engineer will inform you of any Right-of-Way that must be cleared for the power line easement.*
- Contribution in Aid of Construction Paid (CIAC)**  
*This only applies to the construction of electrical lines that are considered outside the scope of the Cooperative's Standard Service in the Terms and Conditions of Service. The Design Engineer will inform you if this applies to your situation and cost.*
- Private Underground Lines Exposed**  
*All privately owned underground lines and equipment (water, septic tank, propane, etc.) must be exposed, if digging by PGECE will come within two feet of the private lines. The Design Engineer will discuss this with you.*
- Meter Base Installed (Installed by your Electrician)**
- Construction Debris Cleared from Flagged Cable Route**  
*Construction debris must be cleared from the red flag path prior to having the County's Electrical Inspection. Debris interferes with crews installing the electrical service. **If the Cooperative's Construction Crews show up to install your service and find an unclear flag path, you will be subject to pay an additional \$200 CIAC charge (to cover crew deployment costs) before the Crew will be rescheduled to install your service.***
- County Electrical Inspection (Applied for by your Electrician)**  
*Once the Cooperative receives a notice of approved electrical inspection from the respective County, a Cooperative Employee will contact you with a tentative construction date. This date may change due to forces outside of the Cooperative's control such as weather, poor ground conditions, emergency work, etc. Please be patient and work with us in these situations.*



# Prince George Electric Cooperative

® A Touchstone Energy® Cooperative 

## NEW SERVICE SAFETY SHEET

Before power is connected, there are a few things, you as the consumer should know. Prince George Electric Cooperative is concerned for your safety of your property. Therefore, if you follow a **few dos and don'ts**, hopefully any minor or serious damage can be prevented. We understand accidents happen, and while this list contains several preventative actions, it is by far not complete. No one can predict when something can go wrong, but we can limit the opportunity.

Electricity is a necessary component of our everyday life. It can be handled safely with proper training, but it is by no means harmless. If you let your guard down at any time, electricity can seriously injure you or even cause death. Please review the following suggestions and try to be careful when using electricity. If you have any questions, or are unsure of a situation's safety, contact us at (804) 834-2424, 24 hours a day and 7 days a week.

- Before the Cooperative comes to connect your house, please make sure all breakers and appliances are in the off position.
- When you have appliances delivered, turn off the appliances before you plug it in.
- Do not bypass the breaker panel.
- Always install a proper disconnect switch if you plan on installing (or using) a generator.
- Do not build any fences, sheds, garages, or other outbuildings within twenty feet of the primary or secondary service lines.
- Do not build pools, hot tubs, saunas, etc., within twenty feet of the primary or secondary service lines.
- Do not plant any trees or shrubs within twenty feet of the primary or secondary service lines.
- Do not remove the Cooperative's metering devices from the meter box or remove the security lock.
- Do not nail signs, basketball goals, or any other decorations to the Cooperative's poles.
- Do not touch the service lines with your hands or any other equipment (brooms, pool poles, long sticks, etc.)
- Call the Cooperative immediately if there is anything touching or resting on the power lines (primary or secondary), and we will take care of the problem.
- If you have a problem with the location of a pole or security light, please call the Cooperative. Do not try to move the pole yourself.
- Do not do any digging before calling Miss Utility at 811

Thank you for taking the time to read these precautions and suggestions. Remember if you are unsure about something; feel free to contact the Cooperative. *Together we can make a difference.*

**ESTIMATED TIMELINE FOR INSTALLATIONS OF NEW SERVICE**

