

Petroleum Industry – Electric Load Requirements Form

Customer and Project Name (as stated on first page):

LOAD SHEET
 Customer: _____
 Project: _____

If requesting power for Initial or Partial load (testing, ramp up operations, etc.), and full power at a later date, fill out Itemized Electric Load Requirements list for the power needed for each date. Provide a spreadsheet of the forecasted load if the load list cannot be put in the form. **DO NOT DUPLICATE LOADS ON BOTH LISTS.** Copy/complete additional sheets as needed. Provide additional Schedules and load forecasts as appropriate.

Load Requirements for New Service and Additions to Existing Service	ITEMIZED ELECTRIC LOAD REQUIREMENTS LIST.							
	Motor Load Information							
	Load Type (ESP, SWD, TB, Rod Pump, Compressor) (one type of load per line)	Target Service Date	Secondary Voltage (240/480) (120/240) or (4160)	Single Phase or Three Phase	Nameplate HP	Quantity of Same Size Motors	kW/MW Load Diversity (if known)	Motor Starting Type (VFD, Soft Start, Across the Line)
	1	_____	_____	_____	_____	_____	_____	_____
	2	_____	_____	_____	_____	_____	_____	_____
	3	_____	_____	_____	_____	_____	_____	_____
	4	_____	_____	_____	_____	_____	_____	_____
	5	_____	_____	_____	_____	_____	_____	_____
	6	_____	_____	_____	_____	_____	_____	_____
	7	_____	_____	_____	_____	_____	_____	_____
	8	_____	_____	_____	_____	_____	_____	_____
9	_____	_____	_____	_____	_____	_____	_____	
10	_____	_____	_____	_____	_____	_____	_____	
Utility Notes to Customer	<p>It is the expectation of the Utility and Customer that the load sheet will be processed consistent with the timelines in the flowchart attached on page 4 of the load sheet. In the event that the Utility deviates from the timelines, the Utility will provide customer with an explanation as soon as practicable and a modified timeline as soon as it can be determined.</p> <p>Utility will provide least-cost design to Customer once the standard allowance has been factored into the construction charges. Utility will provide estimated scope, estimated design/construction window, and preliminary CIAC figure within 20 business days from receipt of complete service request.</p> <p>Utility acknowledges that receipt of the complete load form starts the initial service request process which will be considered day 0. Utility agrees to keep Customer informed of the status of the service request consistent with the flowchart attached on page 4 of the load sheet. Customer needs to provide easement, ROW or other documents, Utility will notify Customer within 5 business days of receipt of complete load sheet.</p>							

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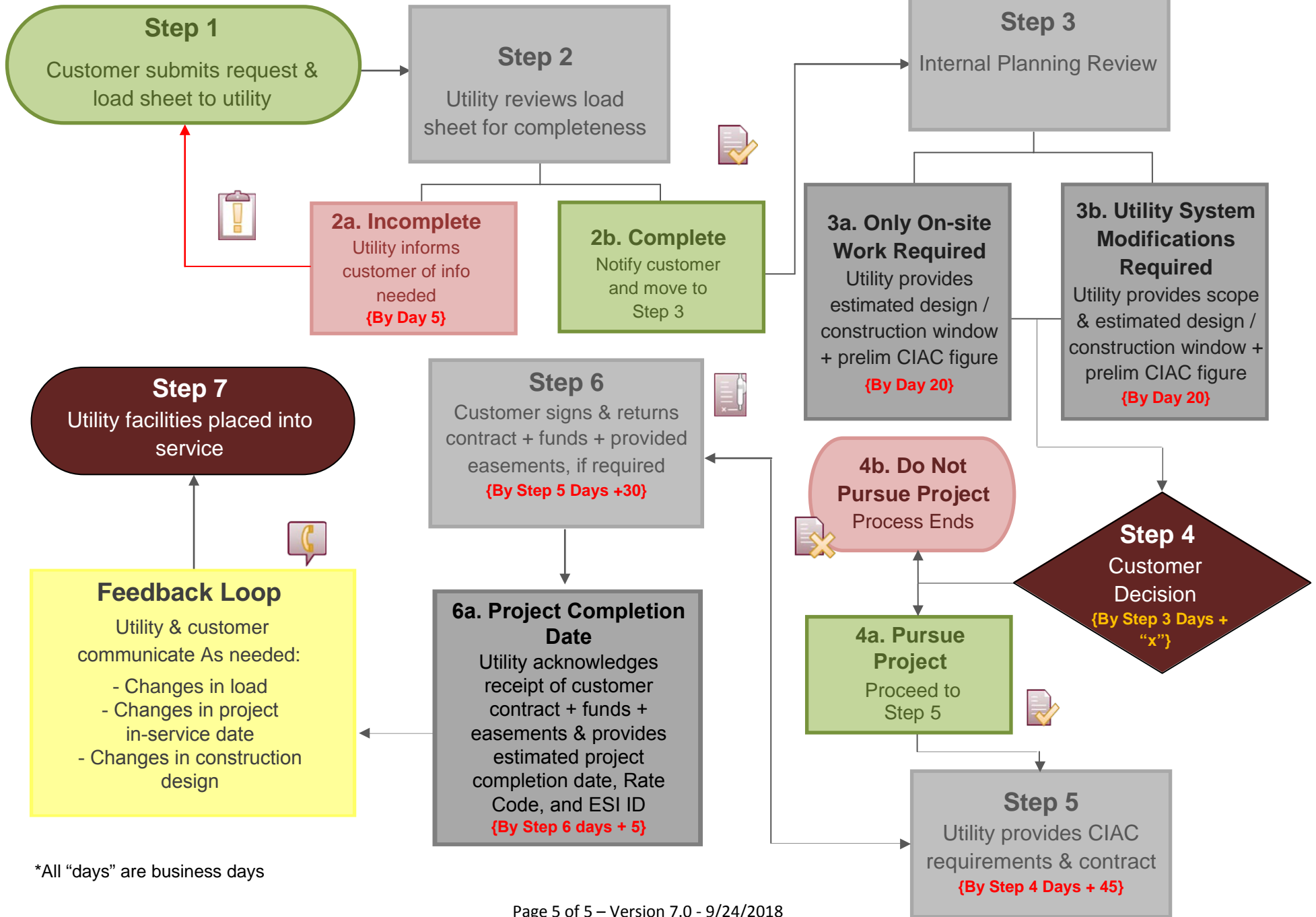
Temporary Power	<p>Will temporary power for construction be required prior to installation of permanent service? YES NO</p> <p>If yes, specify: Phase/Voltage: _____, Load in KW: _____, Date Requested: _____</p> <p>Provide map or sketch of proposed temporary power location, including address, and GPS Coordinates. Temporary construction power may not be available in all locations. There will be a cost charged for the installation and removal of facilities required to provide Temporary construction power. Please designate party that will be responsible for Temporary Service Charges:</p>
	<p>Customer General Contractor Electrical Contractor Other _____</p>
Easement, Agreement and Payment	<p>Service Agreements: In addition to this Electric Load Requirements Form, a Facilities Extension Agreement (FEA), Discretionary Services Agreement (DSA), or Letter of Agreement (LOA) will be required prior to construction scheduling. <u>All Service Agreements must be signed by the end use customer or developer.</u></p> <p>Easements: Facilities that must be placed on private property (on-site or off-site) to serve customer facilities will require an easement. On-site easements require platted easements for the facility placement or easement by separate instrument, in which case customer is required to provide a metes & bounds survey and copy of the warranty deed. <u>Utility will notify customer to specify the necessary documents required to schedule construction.</u> Off-site easements from third parties will need to be obtained at customer's expense. Easements will be obtained pursuant to Utility's tariff. All required easements must be secured prior to construction scheduling.</p> <p>Right of Way (ROW): Customer is responsible for providing a clear ROW in which to place proposed facilities on customer-owned facilities and property.</p> <p>Contribution in Aid of Construction (CIAC): Should providing the requested services result in costs to the customer, payment must be received prior to construction scheduling. The following Service Requests will typically result in a CIAC:</p> <p style="padding-left: 40px;">Non-Standard Facilities (e.g., Two-Way Feed, Vault Service, Underground Off-Site Work) Standard Service where cost to serve exceeds the Standard Allowance Excess Facilities (e.g., customer requests facilities in excess of minimum required to provide service) Temporary Service (e.g., facilities which, in the opinion of the Company, will be used for less than 60 months)</p> <p>Please designate the party that will be responsible for payment of potential costs associated with providing permanent electrical service to this project. Please select only one:</p>
	<p>Customer General Contractor Electrical Contractor Other _____</p>
Scheduling	<p>Project Authorization Date: The project must be authorized before material is ordered and construction is scheduled. Prior to Authorization, all applicable payments, easements and agreements must be executed and received.</p> <p>Construction Ready Date: The date that utility can physically begin construction to bring electric service up to customer's facilities. If construction is required on customer's property, customer is required to clear necessary ROW within easements, have pole locations staked, and underground lines located, upon utility request.</p> <p>Requested Service Date: The date that customer has requested utility to provide permanent electric service. The length of time required between each of the dates is determined based on material lead time requirements and scope of the work required by utility to complete construction. Customer will be contacted as soon as a construction start date is determined. The Construction Ready Date will be a mutually agreed upon date and will be established once customer has approved the preliminary design. Customer will contact utility to apply for a new meter installation and obtain an Electric Service ID number (ESI-ID). Customer also will contact a Retail Electric Provider (REP) and request a meter installation. Customer should request the install date to follow the estimated completions of construction and any city or county electrical inspection, if required.</p>
	<p>Signing and returning this document obligates the Customer and/or Contractor to Terms & Conditions expressed herein:</p>
Acknowledgement	<p>_____</p> <p>Signature Printed Name Title/Company</p>
	<p>_____</p> <p>Best Contact Phone Number E-mail Address Date Signed</p>
<p>Company Use ONLY: WR#: _____ Date Completed Form Received by Utility _____</p>	

OPTIONAL COMMENTS PAGE

Customer and Project Name (as stated on first page):

Please enter your additional comments below:

Distribution Service Request Process



*All "days" are business days