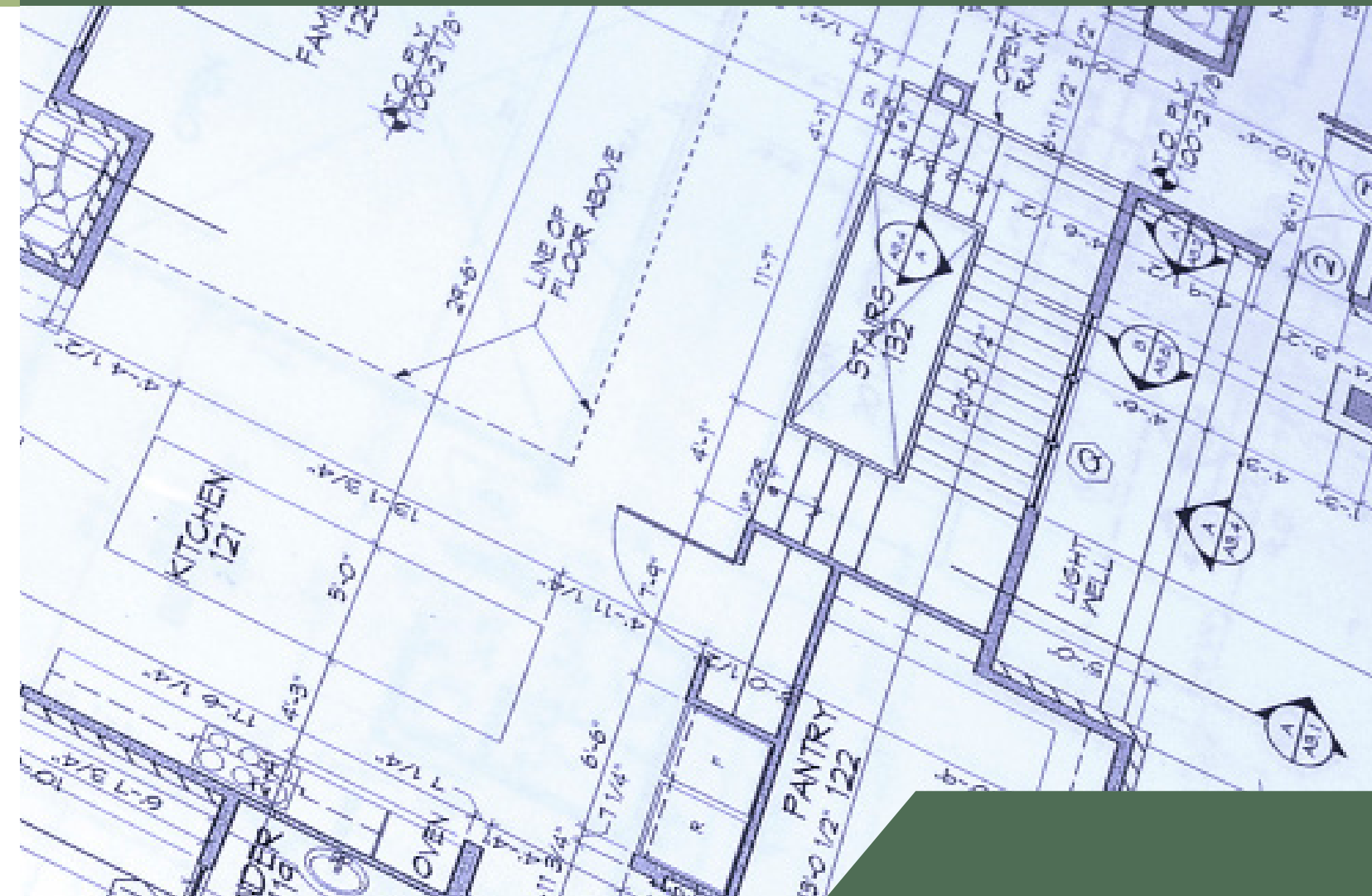


KEY POINTS

- Your electrician can help you complete the service requirement portion of the new service worksheet. We must know the service size you are installing (200 amp, 400 amp, etc.) and if there are any unique voltage requirements.
- On your site plan sketch, identify as many things as possible. It is important for us to know the location of all existing and future facilities, structures and other potential obstructions.
- Clearly mark all of the following things on your site plan: house, outbuildings, septic systems, well, drain tiles, landscaping (trees, flower beds, retaining walls), steep hills or wetlands, fuel tanks (LP/ above ground or underground), swimming pools or hot tubs, decks, sidewalks, cement or blacktop driveways, future additions or fencing.
- Service Installation Path: please keep in mind that a 10 foot wide path must be available for us to get service to your meter. Clearly mark a meter point at your site for Adams-Columbia to measure from.
- Plan ahead to place your meter in a location where you do not expect, or it is not feasible, to build a deck, patio, garage, etc. Consult with your electrician or building contractor regarding potential meter locations. If you need assistance in choosing a meter location, an ACEC technician can meet with you on-site to help determine a location.

- Now is the time to consider installation of a yard light so all underground cable can be put in with one trip to your site.
- Based on the unique circumstances of each job site, our Engineering Technician may provide you with multiple options for placing your meter, each having different costs and owner responsibilities. This is to provide you with optimum electric service, while minimizing potential access conflicts in the future.
- Locate and expose any buried obstructions or underground facilities such as septic lines, water lines or buried LP tanks that are in the route of the electric service cable. ACEC will contact Diggers Hotline to identify existing utility-owned phone, cable or natural gas lines on your property, but you are responsible for any privately-owned facilities.
- The ground around your new service location and the path to get to it must be within 4 inches of final grade so underground wire is properly protected after installation.
- Normally a large Caterpillar-type trencher is used, along with a tractor-style backhoe, to install your service. After installation is complete, we will backfill excavations in preparation for the final grading by you, your builder or landscaper. ACEC is not responsible for final grading.

Adams-Columbia Electric Cooperative



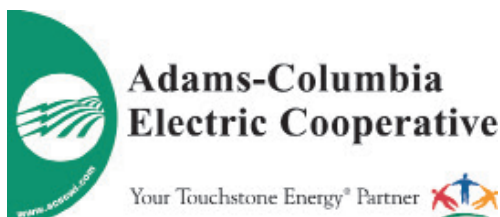
PRE-CONSTRUCTION GUIDE

ADAMS-COLUMBIA ELECTRIC COOPERATIVE

401 East Lake Street / P.O. Box 70 - Friendship, WI 53934

800-831-8629

WWW.ACECWI.COM



Inserts:
Application for Service
Site Plan
Load Checklist

We look forward to working with you

Whether you're building a new home, adding electricity to your recreational lot or developing your business property, you'll learn more about what to expect by following this guide.

If you have additional questions after reading this guide, please call (800) 831-8629 between 7:30 AM - 4:00 PM, Monday through Friday.

Information is also available online at www.acecwi.com/new-construction under Helpful Resources.

STEP ONE: GETTING STARTED - YOUR ROLE

Application for Service

The Application for Service must be completed and received by ACEC to meet membership obligations.

Complete a detailed Site Plan sketch

To properly design your new electric service and choose the best path for buried electric cable, ACEC must know ahead of time where you wish to place your meter. Potential obstructions to your electric service path should be considered when choosing the meter site, such as: septic, well, retaining walls, future garages or blacktop driveways.

Complete the Load Checklist

ACEC requests some basic information about the electric load you plan to have at your new home, recreational or business site. This helps us properly size facilities to meet your demands without unnecessarily over-sizing them, thereby increasing costs.

On Site Identification

We will need a specific spot (desired meter location) at your site to measure from. Anything else shown on the Site Plan sketch that can actually be identified on your property will be helpful, and, in some cases, necessary.

STEP TWO: CONFIRMATION - OUR ROLE

Electric Service Design

Upon receipt of your application for service, site plan and load checklist, your project will be turned over to an Engineering Technician to be designed. Our technician will visit your site and measure to your specified meter location.

Job Costs/Charges

Within 7-10 days, you will receive written confirmation that your new electric service has been designed, along with the estimated costs that will be required to build it. Included with your confirmation and construction costs will be additional forms that will be required prior to scheduling your new electric service installation.



STEP THREE: READY FOR SERVICE - YOUR ROLE

Charges and Fees

Submit requested job costs and fees required to build your service.

Complete and Return Forms

All forms sent with your job costs must be returned to ACEC.

Excavating Permit (Green)

Before any construction can begin, we need to have your written permission to bury electric facilities on your property. This permit also warns us of underground obstacles we need to avoid.

Install and Inspect

After your electrician has installed a meter socket (200 amp minimum size for underground service to accommodate 4/0 Al. wire, minimum of 14" tall x 11" wide), state law requires that it must be inspected before we can schedule a time to hook it up. This is enforced at a municipal level by the county or township. A complete list of the inspection agencies used by municipalities is available online at www.acecwi.com/new-construction under Helpful Resources.

STEP FOUR: SCHEDULING AND INSTALLATION - OUR ROLE

Scheduling

Once the appropriate construction costs, fees, forms and inspection approval have been received, your project will be scheduled. Typically, if all necessary items are received by the close of the business week, we will place the project into the scheduling cycle the next week, for construction the following week.

Construction

To make the most efficient use of our crews and equipment, we schedule all construction more than a week in advance. Construction of your new service is dependent on workload and weather.



Glossary of Terms

SITE PLAN - This is a drawing or sketch of your property. As much detail as possible should be included regarding where you would like your new electric service, and its relationship to other buildings, well, septic systems and drain fields, decks, swimming pools, blacktop driveways and future construction.

EXCAVATING PERMIT - This permit gives ACEC permission to install facilities on your property and covers things like liability and responsibility for other underground facilities. This is the green form in your packet.

APPLICATION FOR SERVICE - The application contains your billing address and account information. These are important not only to accurately bill you, but also to provide you with patronage capital.

YARD LIGHT - A "dusk to dawn" light that is owned and maintained by ACEC and available on your property for a modest monthly fee. All electricity, parts and maintenance are included in the monthly rental of yard lights.

PATRONAGE CAPITAL - Each year you are allocated patronage capital, which represents your ownership in ACEC, and the dollar amount that may eventually be paid back to you over a period of years.