



Otero County Electric Cooperative, Inc.

New Service Procedures - Estimates & Application

The following procedure describes the steps necessary to obtain electric service from Otero County Electric Cooperative (OCEC) in an efficient and timely manner. Because this process can be complex, we have developed this procedure to make your request for service as simple as possible.

STEP 1: Apply for Electric Service

Attached to this procedure, you will find OCEC's New Service Application. Complete this application and return it to the closest OCEC office. **This application is not complete without a copy of the property warranty deed and a \$50 estimate fee per each service and/or lot estimated (Note: For line extensions longer than ¼ mile, the estimate fee will be an additional \$50 per ¼ mile).** All estimates are valid for 60 days and are non-refundable. Please also include any additional information you can provide including desired line location, maps, final plats (required for developers), and any special power requirements. Our Staking Department will use this information to make an initial on-site visit and evaluate what construction will be required for your new electric service.

The OCEC Staking Department will then provide you with an estimate for the required construction less any applicable credits. One credit will be applied to each "permanent service" as defined by OCEC's Line Extension Policy. If temporary construction power is required, you will be eligible for a construction credit if permanency has been established within 12 months from the connect date. It is your responsibility to notify OCEC about permanency, at which time OCEC will verify and apply the credit. You may also receive a credit for a well that will eventually serve a residence. In both instances, it is your responsibility to notify OCEC when the residence has been established to be billed in the appropriate rate class.

STEP 2: Complete Contract Package

Upon receipt of OCEC's estimate, you must request a contract package if you wish to proceed with the new service. OCEC's Contract Representative will assemble and mail you a contract package, which will include all contracts, easement forms, and other required documentation. It is your responsibility to acquire all necessary easements. **The contact package must be returned to OCEC, along with payment for construction within 60 days to remain valid.**

STEP 3: Meter Loop Installation & Permitting

You are now ready for a New Mexico licensed electrician to install your meter loop. OCEC's Staking Department will stake the final construction route once you have notified us the meter loop is installed.

It is your electrician's responsibility to file all required permits with the city, state, or applicable government agency. Upon completion of the meter loop installation, the state or city electrical inspector must give OCEC approval of the installation before we will schedule construction. Once we have received this approval, we will schedule construction and build the job. **Customer need not be present during construction.**



Summary Checklist

- ___ 1. Consumer submits completed application, copy of the property warranty deed, description of desired meter location on the property, and \$50 estimate fee per lot or service.
- ___ 2. Staking Department will look at the location of the request and call consumer with construction estimate.
- ___ 3. Consumer requests a contract package from the Staking Department based on the construction estimate.
- ___ 4. Contract Representative will assemble Contract Package (Contract, Easement Forms, Connect Sheets, etc.) and either mail or call consumer when ready for pickup.
- ___ 5. Consumer returns Contract Package (signed & notarized) along with payment for connection and construction.
- ___ 6. Consumer has NM licensed electrician install meter pole and/or meter loop at which time your electrician will file required permits with city or state.
- ___ 7. State or City Inspector inspects and submits approval to OCEC Contract Representative.
- ___ 8. Staking Department designs and stakes the final construction layout. Upon completion of staking, the Staking Department will call New Mexico One-Call, which initiates a two day hold, providing a window for all underground utilities to be located.
- ___ 9. Staking Department turns job over to Operations Department upon expiration of New Mexico One-Call two day hold period.
- ___ 10. Operations Department schedules the construction.
- ___ 11. Line Crews construct required power lines and connect the electric service. Customer need not be present.
- ___ 12. You have electric service!

NOTE: The steps above must be done in order. While you may have your electrician install the meter pole and/or meter loop sooner, OCEC strongly suggests completion of the Contract Package first to prevent potential easement problems.