McLEOD CO-OP POWER
Your Touchstone Energy® Cooperative

3515 11th St. East, Glencoe, MN 55336
Phone: (320) 864-3148 | 800-494-6272
www.mcleodcoop.com

NEW CONSTRUCTION INTAKE FORM

STAGE OF CONSTRUCTION:

ARE YOU IN THE PLANNING STAGES AND LOOKING FOR AN ESTIMATE OR ARE YOU LOOKING TO BEGIN WORK?

☐ PLANNING STAGES
☐ READY TO BEGIN

CONTRACTER INFORMATION:

BUILDING CONTRACTOR: _____ PHONE: _____

ELECTRICAL CONTRACTOR: _____ PHONE: _____

RESPONSIBLE PARTY:

WHO IS THE MAIN CONTACT DURING CONSTRUCTION? ☐ HOMEOWNER ☐ GENERAL CONTRACTOR

WHO IS RESPONSIBLE FOR THE CONSTRUCTION CHARGES? ☐ HOMEOWNER ☐ GENERAL CONTRACTOR

TYPE OF ELECTRIC SERVICE: (CHECK ALL THAT APPLY)

☐ NEW SERVICE ☐ TEMPORARY SERVICE ☐ UPGRADE SERVICE ☐ RELOCATE SERVICE

☐ YARD/STREET LIGHT ☐ AERIAL ELECTRIC LINE ☐ UNDERGROUND ELECTRIC LINE

☐ 100 AMP ☐ 200 AMP ☐ 320 AMP ☐ 400 AMP

☐ Other _____

SITE/STRUCTURE INFORMATION:

SPECIFIC DIRECTION TO NEAREST INTERSECTION:_____

NEAREST NEIGHBOR OR POLE LOCATION:_____

METER SOCKET GUIDELINES: All meter sockets need to be 5-10 feet from transformer on backerboard, 10 feet from buildings, not attached to structure.

CONSTRUCTION TYPE:

☐ FRAME CONSTRUCTION ☐ FACTORY BUILT STRUCTURE ☐ MOBILE ☐ GARAGE/SHED

☐ DUPLEX (2 SERVICES) ☐ OTHER _____

IF MODULAR OR MOBILE, WHAT IS THE DELIVERY DATE? _____

WILL INSTALLATION OF METER BASE BE: ☐ BEFORE ☐ AFTER ☐ THE HOUSE IS SET?

ELECTRIC SERVICE INFORMATION: (CHECK ALL ELECTRIC ITEMS THAT THE STRUCTURE WILL CONTAIN)

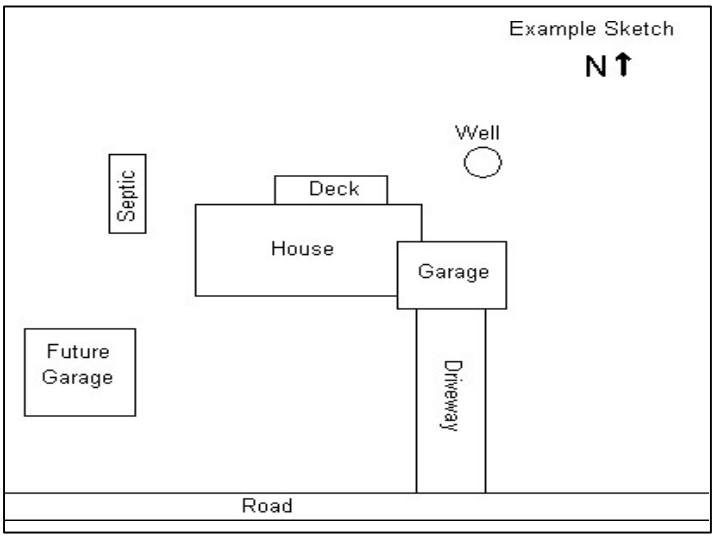
☐ ELECTRIC HEATING OPTIONS ☐ CENTRAL AIR/HEAT PUMP ☐ WATER HEATER

☐ COOKING RANGE ☐ HOT TUB/SWIMMING POOL ☐ CLOTHES DRYER

FOR UNDERGROUND SERVICES ONLY:

Please sketch your property showing private facilities (well, septic, mound, drain field, etc.) that you may have underground already or have future plans for. Also indicate any immediate or future plans for a deck, garage, swimming pool, retaining wall, etc. See example.

If there are no buried facilities on the property, please state this in place of a sketch. Read the statements under the drawing carefully before signing this form. By signing this form, you are releasing McLeod Cooperative Power from any liability should we damage any underground facilities that are not shown on the agreement. A written record protects you because you informed MCPA of your facilities.



NORTH

PLEASE DRAW A SKETCH OF EXISTING AND PLANNED FACILITIES IN THIS SPACE

SUBMITTAL INSTRUCTIONS:

Complete the fields, then sign, date, and either email a scanned copy to **billing@mcleodcoop.com** or mail to MCPA (3515 11th Street East, Glencoe, MN 55336).

I hereby request and approve McLeod Cooperative Power Association's plans to construct and install electric service facilities on my premises. To the best of my knowledge, the above sketch indicates all known present and proposed underground facilities within the construction limits of the proposed work. I agree that in the event there is accidental damage to any facilities not indicated in the above diagram, I will hold the Cooperative harmless for any damage or liability arising out of, or as a result of such damage, and agree to personally be responsible for the cost to repair such damage.

I am legal property owner and also agree that the area where poles or underground cable is to be installed will be within 6" of the final grade and will not be disturbed after the facilities are installed. It is further understood and agreed that no permanent facilities such as a porch, garage, sidewalk, swimming pool, patio, or similar structure, will be constructed over any underground cable. Any costs of relocating the cable as a result of said construction will be paid by the property owner.

Signature _____ Date _____