



# New Miscellaneous Construction Questionnaire

Print and keep this page for your information

This questionnaire is used to request non-residential electric service.

Both URE and our members have to work together to complete the project in a timely fashion.

Upon receipt and initial processing of your questionnaire, you will receive an acknowledgment from URE

Print | Complete | Submit

E-mail: [services@ure.com](mailto:services@ure.com)  
FAX: 937-644-4239  
US mail: URE  
15461 US Highway 36  
Marysville, OH 43040



## LEARN THE PROCESS

### STEP 1: APPLICATION FOR NEW SERVICE

To establish new service at a location that does not have an existing meter, and you are not a current URE member. **YOU ARE REQUIRED TO COMPLETE A NEW MEMBER APPLICATION.** Then complete this questionnaire that will supply specific information about your energy needs. Before speaking with a URE member service representative, please review the list of questions you will be asked. The information requested must be completed BEFORE an appointment with an engineer can be scheduled.

### STEP 2: MEET WITH THE FIELD ENGINEER

Buildings and property lines MUST be staked PRIOR to any meeting in the field with an engineer. PRIOR to the meeting in the field, members must provide the URE office with a copy of the ***Grantor's Deed. This document will contain: Recorder Instrument Number, Permanent Parcel Number and Address with Acres.***

The engineer will cover a number of items during the meeting including:

- Service routes/Meter locations
- Easements
- Tree trimming
- Member responsibilities
- Temporary construction
- CIAC (Contributions In Aid of Construction)

### STEP 3: ENGINEERING THE PROJECT

During the engineering phase - construction drawings are prepared. The engineer will gather information about existing and planned facilities. Service routes and easements requirements will be determined and site conditions will be discussed. If CIAC is required, an invoice will be sent to the member.

### STEP 4: MEMBER RESPONSIBILITIES

If easement is needed, notarized signatures will be required. If CIAC is needed, payment in full will be required before construction of electric facilities is scheduled. In addition, a final passing County inspection number must be provided.

### STEP 5: CONSTRUCTION

Failure to meet the above requirements will delay construction. There may be additional construction responsibilities that must be completed (e.g., tree trimming) before work is scheduled.

Construction specifications can be found in the documents library on the ure.com site.

**NEED HELP?** Call our office M-F from 7:30 - 4 p.m. at 800-642-1826.



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ALL INFORMATION IN RED MUST BE FILLED OUT BEFORE A SITE MEETING CAN BE SCHEDULED

# NEW MISCELLANEOUS CONSTRUCTION QUESTIONNAIRE

## CONTACT INFORMATION:

NAME \_\_\_\_\_

I AM THE HOMEOWNER       I AM THE BUILDER/CONTRACTOR       OTHER \_\_\_\_\_

SERVICE ADDRESS \_\_\_\_\_

PHONE (\_\_\_\_\_) \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

BILLING ADDRESS (IF DIFFERENT ) \_\_\_\_\_

## BUILDER/CONTRACTOR INFORMATION:

BUILDER/CONTRACTOR NAME \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_

PHONE (\_\_\_\_\_) \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

WHO WILL PAY FOR TEMPORARY ELECTRIC USE? \_\_\_\_\_ (OWNER OR BUILDER - MUST BE A MEMBER)

IF YOU ARE BUILDING AN OUT BUILDING - SUCH AS A SHED, BARN, OR GARAGE, ON THE SAME PROPERTY BUT SEPARATE FROM A HOUSE - PLEASE COMPLETE ALL ITEMS IN THE EASEMENT REQUIREMENTS BOX BELOW:

**EASEMENT REQUIREMENTS**

*MUCH OF THE INFORMATION WILL BE ON THE GRANTOR'S DEED/GENERAL WARRANTY DEED. YOUR COUNTY AGENCY (AUDITOR'S OFFICE OR RECORDER'S OFFICE) WILL BE ABLE TO HELP YOU OBTAIN THESE REQUIREMENTS.*

**ATTACH THE GRANTOR'S DEED/GENERAL WARRANTY DEED - MUST INCLUDE THE FOLLOWING:**

OFFICIAL NAMES ON DEED \_\_\_\_\_

THE RECORDED INSTRUMENT NUMBER FROM THE GRANTOR'S DEED/GENERAL WARRANTY DEED \_\_\_\_\_

THE PARCEL NUMBER WHERE THE EASEMENT WILL RESIDE (NOT THE PARENT PARCEL) \_\_\_\_\_

NUMBER OF ACRES OF THE PARCEL (NOT THE PARENT PARCEL) \_\_\_\_\_

**ATTACH THE WRITTEN LEGAL DESCRIPTION OF THE PARCEL MUST INCLUDE THE FOLLOWING (NOT THE PARENT PARCEL)**

VIRGINIA MILITARY SURVEY NUMBER (VMS) \_\_\_\_\_

COUNTY THE PARCEL RESIDES IN \_\_\_\_\_

TOWNSHIP THE PARCEL RESIDES IN \_\_\_\_\_

**THE ABOVE INFORMATION IS REQUIRED TO PROCEED WITH SCHEDULING A SITE MEETING.**



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ALL INFORMATION IN RED MUST BE FILLED OUT BEFORE A SITE MEETING CAN BE SCHEDULED

# NEW MISCELLANEOUS CONSTRUCTION QUESTIONNAIRE

## BEFORE A SITE MEETING CAN BE SCHEDULED, THE FOLLOWING MUST BE COMPLETED:

- COMPLETE A NEW MEMBER APPLICATION (IF NOT ALREADY A MEMBER OF URE)
- NEW CONSTRUCTION LOCATION MUST BE PROFESSIONALLY STAKED
- PROPERTY PINS MUST BE LOCATED
- SITE PLAN WAS FILED WITH THE COUNTY/TOWNSHIP (THIS SHOWS SEPTIC, WELL, DRIVEWAY, HOUSE, ETC)
- SEPTIC MUST BE STAKED (FOR NON-SUBDIVISION HOME)
- WELL LOCATION MUST BE KNOWN (FOR NON-SUBDIVISION HOME)
- DRIVEWAY MUST BE STAKED
- PROPERTY MUST BE ACCESSIBLE - URE EMPLOYEE MUST BE ABLE TO TAKE MEASUREMENTS AND LOCATE STAKES (AREA AND TERRAIN CLEARED)

## SITE MEETING FOR NEW CONSTRUCTION:

WHO WILL BE AT THE SITE MEETING? \_\_\_\_\_

BEST CONTACT PHONE (\_\_\_\_\_) \_\_\_\_\_ (IN THE EVENT THE MEETING NEEDS TO BE RESCHEDULED)

## NEW MISCELLANEOUS SERVICE SPECIFICATIONS

- ELECTRIC    GAS    BOTH
- BARN (AGRICULTURAL)    WORKSHOP/GARAGE
- OTHER \_\_\_\_\_
- SQUARE FEET OF STRUCTURE: \_\_\_\_\_
- WATER HEATER TYPE:  ELECTRIC    NATURAL GAS    PROPANE
- WATER HEATER SIZE \_\_\_\_\_  GALLON    TANKLESS
- HEAT TYPE:  ELECTRIC    NATURAL GAS    PROPANE
- AIR CONDITIONING/HEAT PUMP \_\_\_\_\_ SIZE IN TONS
- SERVICE TYPE AMPS:  100    200    320    OTHER: \_\_\_\_\_
- SERVICE INSTALLATION TYPE:  OVER HEAD    UNDERGROUND

## WILL YOUR PROPERTY CONTAIN ANY OF THESE ITEMS?

### PLEASE CHECK ALL THAT APPLY

- BACK UP GENERATOR    WHOLE HOUSE OR  PORTABLE
- GENERLINK TRANSFER SWITCH NEEDED  30A OR  50A
- MOTORS                      RATING HP \_\_\_\_\_
- WELDING EQUIPMENT IN AMPS \_\_\_\_\_
- POOL
- HOT TUB
- POND, PUMP, AERATOR
- ELECTRIC VEHICLE CHARGING STATION
- SOLAR/WIND TURBINE INTERCONNECTION
- OTHER: \_\_\_\_\_