

Hardwick Electric Department
PO Box 516
Hardwick, Vermont 05843
(802) 472-5201 - (802) 472-3388
Fax (802) 472-6769

Commissioners
Nat Smith Roger Prevot
Vince O'Connell Michael Ambrosino
Lynne Gedanken

General Manager
Michael Sullivan

Dear Customer:

Thank you for your interest in obtaining electric services from the Town of Hardwick Electric Department (HED). We serve approximately 4,350 customers via 325 miles of power lines, and our service areas extend into parts of eleven Vermont towns. These are Hardwick, Greensboro, Craftsbury, Woodbury, Wolcott, Calais, Elmore, Hyde Park, Eden, Stannard and Walden. HED is a municipal electric utility and is fully regulated by the Vermont Public Utility Commission.

Initiating the process to get electrical services begins with your payment of a \$250 application fee and a written request for our services from you. The \$250 fee is for our designer to execute a site evaluation with you or your contractor, and to calculate a cost estimate for your project. During the site evaluation our designer will also advise as to what work HED will be responsible for, as well as what work you or your contractor are responsible for.

Upon our receipt of payment for the full cost of our designer's estimate your project will be assigned a work order number and be entered into our work queue/schedule. Once the project is complete, we will "true up" to the exact actual costs of the project. This process results in you either receiving a refund (if the actual project cost was less than our estimate) OR an invoice (if the actual project cost was more than the estimate). HED's estimates are intended to be within 10% of actual project costs and are routinely within 5% of actual project costs.

HED's mission is to provide reliable and affordable electric power to our customers, and our team looks forward to serving you.

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APPLICATION FOR LINE EXTENSION / ELECTRIC SERVICE

I or we, _____ hereby apply for a line extension from the power lines of the Town of Hardwick Electric Department where said lines run close to my premises. (The Town of Hardwick Electric Department reserves the right to approve or disapprove any proposed line location.)

I or we understand that by signing this application I will be responsible for all costs for HED to provide the service extension in accordance with the Town of Hardwick Electric Department Tariff #401.

I understand that I am required to pay a **\$250 application fee** that accompanies this application and pay the estimate - in advance - for items including but not limited to: poles, conductors, transformers, meters, rights of way, right of way clearing, core drilling, trenching/backfilling, all service materials/components, labor, and equipment

Please answer these questions:

1. Location of Property
 - a. Name of Town/Village: _____
 - b. Name of Road: _____
 - c. 911 address: _____
2. Nearest Pole Number: _____
3. Type of Service: (Check One)
 - a. Residential [] (Main Residence - live at property full time for more than 7 months out of the year)
 - b. Residential [] (Seasonal - Live at property less than 7 months out of year)
 - c. Commercial [] *(see Question 10)
 - d. Industrial [] *(see Question 10)
 - e. Farm []
 - f. Rental []
4. Size of Service
 - a. 100 Amp _____
 - b. 200 Amp _____
 - c. Other _____ Amps

Voltage (Check One)

- a. 120/240V - 3 wire [] (Standard Residential, Single Phase)
- b. 120/240V - 4 wire [] (Standard Mobile Home, Single Phase)
- c. 120/208Y - 4 wire [] (Three Phase)
- d. 277/480Y - 4 wire [] (Three Phase)

ENERGIZING PERMITS:

The Utility is not allowed to energize a service (Commercial, including rental or multiple unit properties) until an approved energizing permit has been issued by the authority (State of Vermont and/or municipality) requiring such inspection. It is the responsibility of the customer to follow whatever procedure is required by the State of Vermont or municipal authority to assure that the Utility receives an energizing permit prior to the time that electrical service is required. No portion of the service equipment, including the service drop or underground service, may be energized prior to receipt of the permit.

Depending upon circumstance it may be necessary to receive a permit prior to re-energizing a structure that has been de-energized for a period of time. Check with the Electrical Inspector to confirm whether such a permit is required.

- 5. Location of Service and Meter Will be determined at Field Survey

Note: 1) Aerial service – maximum distance 100’ from pole to house, services over 100’ may require additional poles. Total maximum distance 200’ from service transformer to the house / business.

- 6. Home Industry YES [] NO []
If yes, type _____

- 7. Date Service is Needed: _____

- 8. Do you intend to install a backup / auxiliary generator?
YES [] Size: _____ NO []

If you answered yes, HED requires a double throw switch that positively isolates the generator form the HED electric system.

- 9. Will you be applying for telephone service?
YES [] NO []

- *10. If you are a Commercial or Industrial customer Hardwick Electric Dept will need the following information to enable us to properly size your service:
 - a. Provide a list of all motors by horsepower and phase (please use back of this page)
 - b. Lighting load (Total number of Watts)
 - c. A set of plans showing building layout on lot and electrical room
 - d. Size of Main Panel in Amps

- 11. Have you ever had service with an Electric Utility?
YES [] NO []
If yes where & when: _____ & _____

- 12. Are you the owner of the property that you are requesting service for?
YES [] NO []

A COPY OF DEED SHOWING THAT YOU ARE THE PROPERTY OWNER MUST BE PROVIDED

If No, please provide the owners name, address and phone number.

(HED will require written permission from the owner to provide electric service to you)

- 13. Electric Service Deposits: (Please check with Billing Department before paying)
 - a. Residential / Seasonal - \$75.00 or 2 / 12 of historical billing
Commercial - \$150.00 or 2 /12 of historical billing
Industrial - \$150.00 or 2 / 12 of historical billing
 - b. Deposits are kept for 12 consecutive billing periods and then applied to your account or refunded to customer if NO Disconnections or NO More than 3 Disconnect Notices were rendered during that 12-month period.
 - c. Deposits are retained by HED and will accumulate interest each month.
 - d. If you are able to produce a written credit report from a previous electric utility that indicates your account was paid on time for the last 12 months our deposit requirement will be waived.

NOTICE

PURSUANT TO SECTION 1704 OF THE CHARTER OF THE TOWN OF HARDWICK AND NO. 192 OF THE ACTS OF 1898, CHARGES FOR ELECTRIC SERVICE ARE A LIEN UPON REAL ESTATE IN THE SAME MANNER TO AND THE SAME EFFECT AS TAXES ARE A LIEN UPON REAL ESTATE UNDER 32 V.S.A. 5061.

PROPERTY OWNERS AND TENANTS ARE ADVISED THAT CHARGES FOR ELECTRIC SERVICE ARE A LIEN UPON REAL ESTATE REGARDLESS OF WHETHER THE PROPERTY OWNERS OR THE TENANT PAYS FOR ELECTRIC SERVICE.

BEFORE CHARGES FOR ELECTRIC SERVICE ARE BILLED TO A TENANT THE PROPERTY OWNER MUST COMPLETE A FORM AUTHORIZING THE HARDWICK ELECTRIC DEPARTMENT TO BILL THE TENANT FOR ELECTRIC SERVICE.

NEW LINE EXTENSIONS AND/OR RELOCATIONS CONSTRUCTED BY THE HARDWICK ELECTRIC DEPARTMENT (HED) OR BY A CUSTOMER, BOTH OVERHEAD AND UNDERGROUND, WILL BE LOCATED IN A RIGHT -OF-WAY ACCEPTABLE TO HED. THE CUSTOMER SHALL GRANT AN EASEMENT WITHOUT COST TO HED FOR THAT PORTION OF THE RIGHT-OF-WAY WHICH TRAVERSES PROPERTY OWNED BY THE CUSTOMER OR RUNS ALONG A ROADWAY ON PROPERTY OWNED BY THE CUSTOMER. IF ADDITIONAL EASEMENTS ARE REQUIRED, THE CUSTOMER SHALL BE SOLELY RESPONSIBLE FOR OBTAINING SAID EASEMENTS. HED'S RIGHT-OF-WAY MUST BE ADJACENT TO A ROAD WICH IS SUITABLY MAINTAINED SO AS TO PERMIT HED'S MAINTENANCE VEHICLES TO HAVE DIRECT YEAR ROUND ACCESS. SHOULD THE RIGHT-OF-WAY BE ADJACENT TO A PRIVATE ROAD, RIGHT OF INGRESS AND EGRESS MUST BE GRANTED TO THE COMPANY BEFORE ANY LINE EXTENSION IS CONSTRUCTED.

Customer Name (Please Print) _____

Customer Drivers License # _____ Date of Birth _____

Joint Customer (Please Print) _____

Joint Customer Drivers License # _____ Date of Birth _____

Customer Current Address (Print) _____

Customer Current Telephone # (Home) _____
(Work) _____
(Cell) _____

Email Address: _____

IF BILLING ADDRESS IS DIFFERENT THAN SERVICE ADDRESS, PLEASE GIVE ADDRESS

Street or P.O. Box _____

Town & State _____ Zip _____

H.E.D REQUIRES TWO FORMS OF IDENTIFICATION. IF YOU ARE NOT SIGNING THIS APPLICATION IN PERSON, PLEASE PROVIDE COPIES OF YOUR ID'S WITH THIS APPLICATION. (DRIVERS LICENCE, PASSPORT, BIRTH CERTIFICATE, SOCIAL SECURITY CARD, ETC.)

I/WE HEREBY APPLY FOR ELECTRIC SERVICE, TO BE FURNISHED IN ACCORDANCE WITH THE HARDWICK ELECTRIC DEPARTMENT'S APPLICABLE RULES AND REGULATIONS AS FILED WITH AND APPROVED BY THE VERMONT PUBLIC SERVICE BOARD AND ARE AVAILABLE FOR REVIEW AT THE HED OFFICE AT 123 NORTH MAIN STREET, HARDWICK, VERMONT. I/WE AGREE TO PAY FOR SUCH ELECTRIC SERVICE IN ACCORDANCE WITH THE DEPARTMENT'S APPLICABLE RATE SCHEDULES.

CUSTOMER SIGNATURE: _____ DATE: _____

JOINT CUSTOMER SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY:

Accepted By: _____

Date: _____

Work Order #: _____