



Getting Started

Installing new electrical service is a joint project between you and NorVal Electric Co-op. NorVal Electric Co-op is responsible for installing the power line to the meter. You are responsible for:

- Attending a meeting with a NorVal Electric Co-op representative to outline the power line route and location of service
- Obtaining Right of Way for power line installation
- Obtaining Electrical Permits from the State of Montana
 - *Applications available at: http://bsd.dli.mt.gov/bc/pdf/electrical_application.pdf*
- Meter bases larger than 200 amps
- Secondary wiring from the meter base or pedestal to your structure(s)
- Keeping the meter base/pedestal and transformer accessible

Requesting Service

The first step to request a new service is to fill out a New Service Application. Once this form is returned, you will be contacted by a NorVal Electric Co-op representative to set up an appointment to meet with you to discuss your project. A construction estimate will be created and sent to you within 10 days. Estimates are valid for 30 days. After 30 days, we reserve the right to revise the estimate to reflect any price increases. Included with the estimate will be the necessary easement documents that will need to be signed and notarized by the landowners affected by construction. If you wish to proceed with the project, NorVal Electric Co-op requires the estimate be paid in full up-front and that all easement forms have been completed and returned. The project will then be added to our construction schedule. Electric service will be made available by order of application and equipment availability. Please be aware that weather plays a huge role in our construction season and that outages are our crew's first priority. Also, material lead times can cause unforeseen delays at peak construction times so it is beneficial to contact us early on in your project. If you are not a current member, we also request you complete a Membership Application Form and pay a deposit ranging from \$100 to \$300 depending on the results of a credit check.

Pre-Construction Requirements

Easements – NorVal Electric Co-op requires an easement on all land where our primary power lines are located. If your project will involve other landowners, it is your responsibility to obtain a signed and notarized easement from the titled property owner(s). The easement form will be provided by the cooperative.

Permits – It is the responsibility of the consumer to obtain all applicable State, County, and/or City Electrical permits.

Call Before You Dig -- Call 811 before digging to notify all utilities with buried facilities in your area at least 2 business days prior to beginning excavation. NorVal Electric Co-op will notify other utilities for underground work our line crews are completing but will not be responsible for work done by other contractors or the consumer themselves. Call Before You Dig's goal is to prevent personal injury, property damage, and damage to buried services during an excavation project.

Member Trenching

NorVal Electric Co-op will allow members to supply trenching/excavation services on underground line installation. Trenches will need to meet the following specifications:

- Minimum of 48" depth for primary wire / 36" depth for secondary wire
- Bottom of the trench must be smooth and level
- Trench must be free of sharp rocks, concrete waste and other construction debris
- Width must be sufficient to allow safe installation of power line.
- Trench must be a minimum of 10 feet from septic tanks and drain fields
- In extremely rocky areas, sand bedding may be required

Transformer Placement

A minimum 10 foot clearance is required between a pad-mount transformer and any structure per National Electric Safety Code.

Electric Heating Rate

NorVal Electric offers discounted rates for residential electric heat where the electricity is the primary heat source. To qualify for this rate, a second meter and associated CT equipment will need to be installed by a licensed electrician. NorVal Electric Co-op has the heat meter base and CT equipment for sale. Once installed, a heat meter will be connected by line personnel.

Emergency/Standby Generators

NorVal Electric Co-op does not guarantee uninterrupted power. Unpredictable weather is our number one cause of outages. You may elect to install a generator as a back-up power source. All generators are to be connected to your wiring system by a permanently installed transfer switch. The transfer switch is designed to isolate NorVal Electric Co-op's equipment from any power provided by the generator to prevent serious or possibly fatal accidents to line personnel. NorVal Electric Co-op has transfer switches available for sale for services up to 200 amps.



**NorVal Electric
Cooperative, Inc.**

P.O. Box 951
Glasgow, MT 59230
Phone (406) 228-9351
Fax (406) 367-9306

P.O. Box 287
Opheim, MT 59230
Phone (406) 762-3411
Fax (406) 762-3352

New Service Application

Name: _____ Date: _____

Mailing Address: _____

Phone: _____ (Home) _____ (Cell) _____ (Work)

Please circle preferred contact number.

Email Address: _____

Work Requested: ☐ New Service ☐ Upgrade Existing Service ☐ Other _____

Service is for: ☐ Residential ☐ Bin Site/Stockwell ☐ Irrigation ☐ Commercial

☐ Other _____

Property Information:

Service Address _____

Please provide 911 Address – contact County if unknown

City _____ State _____ Zip _____

Subdivision Name _____ Lot Number _____

Legal Description: Township _____ Range _____ Section _____

Estimated distance from nearest power line to new construction site _____ ft

Do you want: ☐ Underground ☐ Overhead

What type of heating system will you use: ☐ Electric ☐ Propane/Gas ☐ Other _____

What size of service are you requesting: ☐ 100 Amp ☐ 200 Amp

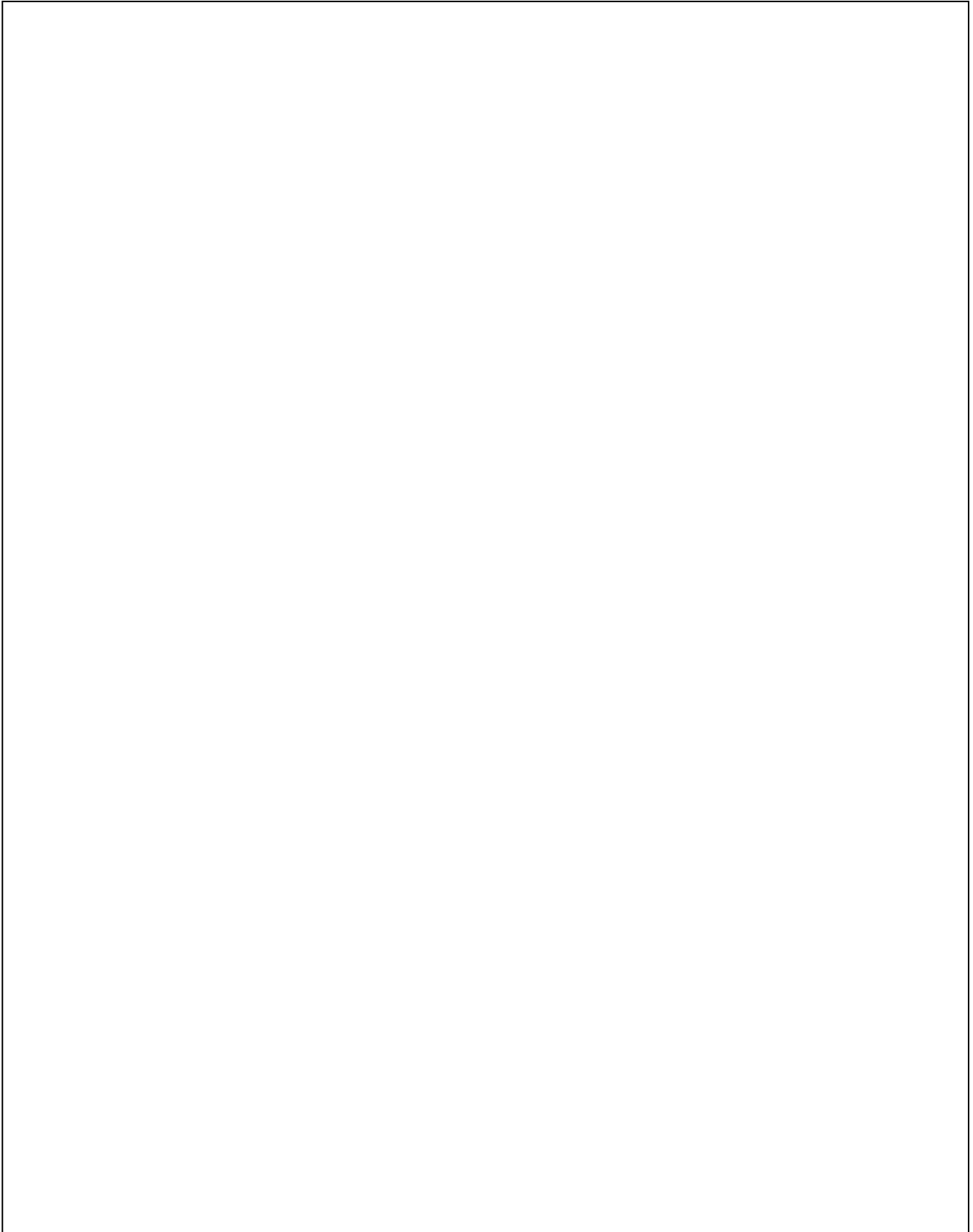
Please contact a licensed electrician for services larger than 200 Amps.

Additional Contact Information:

Electrician: _____ Phone _____

Contractor: _____ Phone _____

Please sketch a site plan showing existing roads, landmarks, septic systems, building site, driveway, and proposed electrical route and location.

A large, empty rectangular box with a thin black border, intended for a hand-drawn site plan. The box occupies the majority of the page below the instruction text.



**NorVal Electric
Cooperative, Inc.**

P.O. Box 951
Glasgow, MT 59230
Phone (406) 228-9351
Fax (406) 367-9306

P.O. Box 287
Opheim, MT 59250
Phone (406) 762-3411
Fax (406) 762-3352

APPLICATION FOR MEMBERSHIP AND FOR ELECTRIC SERVICE

The undersigned (hereinafter called the "APPLICANT") hereby applies for membership in and agrees to purchase electric energy from NorVal Electric Cooperative, Inc., Glasgow, Montana, (hereinafter called the "COOPERATIVE") upon the following terms and conditions:

1. The Applicant will, when electric energy becomes available, purchase from the Cooperative all energy used on the premises described below, and will pay therefore monthly at rates which will be fixed by the Board of Directors of the Cooperative. The Applicant will pay a bill of at least the current base charge per month regardless of the number of kilowatt hours consumed.

2. The Applicant will cause his premises to be wired in accordance with all applicable electrical codes. The Cooperative reserves the right not to connect Applicant's premises or to energize the service in the event that Applicant's premises are not in compliance with applicable electrical codes.

3. The Applicant will comply with and be bound by the provisions of the charter and bylaws of the Cooperative, and such board policies, rules, regulations as may, from time to time, be adopted by the Cooperative.

4. The Applicant agrees to execute or deliver without cost or charge to the Cooperative, and on its demand, any easement or easements requested by the Cooperative and by it deemed convenient or necessary for the operation or maintenance or construction of an electric transmission or distribution line or system, whether or not said line or system directly serves or benefits Applicant.

5. The Applicant, by becoming a member, assumes no personal liability or responsibility for any debts or liabilities of the Cooperative, and it is expressly understood that under the law their private property is exempt from execution for any such debts or liabilities.

The acceptance of this application by the Cooperative shall constitute an agreement between the Applicant and the Cooperative, and the contract for electric service shall continue in force as specified by line extension contract, if any, and thereafter until canceled by at least thirty (30) days written notice given by either party to the other.

Print Member Name: _____ Signature: _____

Joint Member Name: _____ Signature: _____

OR Organization Name: _____ Signature: _____

Mailing Address: _____ City: _____

State: _____ Zip Code: _____

Continued on the back.

Phone Number(s): Home: () - Cell: () -
Work: () - Other: () -

Member SS # Member Date of Birth:

Joint Member SS # Joint Member Date of Birth:

Federal Tax ID Incorporated Date:

If this is an organization, please provide the Federal Tax ID as well as a list of the members

authorized to conduct business

E-mail Address(es):

Date application should go in effect:

Address where electrical service is at:

Do you Own: or Rent:

If renting, list Owner's name, address and telephone number. (Your landlord is entitled to a duplicate copy of your bill each month).

Are you (or someone in your household) an enrolled member of the Fork Peck Tribes? Yes No
(Circle One). Members may be eligible to participate in the WAPA credit program.

Are you interested in Auto Pay? Yes No (Circle One). Your account can be set up to be paid automatically each month via Credit Card, Debit Card, or Checking Account. You may also go online at www.norval.coop to check your statement / pay online.

Is there is a life threatening reason that you MUST be notified for planned outages, i.e. on oxygen?
Yes No (Circle One). Please describe:



**NorVal Electric
Cooperative, Inc.**

P.O. Box 951
Glasgow, MT 59230
Phone (406) 228-9351
Fax (406) 367-9306

P.O. Box 287
Opheim, MT 59230
Phone (406) 762-3411
Fax (406) 762-3352

Consumer Checklist

Name: _____ Workorder #: _____

1. Complete the New Service Application Form.
2. Meet with a NorVal Electric Representative.
3. Complete Membership Application and pay applicable deposit.
4. Pay Cost Estimate – NorVal Electric will provide a cost estimate which will need to be paid prior to construction.
5. Obtain Easements from landowners affected by your project. Consumers are responsible for any fees involved with obtaining easements.
6. Obtain Electrical Permit if required by State, County, and/or City officials.
7. Contact Line Superintendent Nick Dulaney once the above steps are complete. He will provide a tentative construction date.
8. NorVal Electric Co-op crews and subcontractors (if applicable) will complete construction weather-permitting.
9. Once construction is complete and applicable electrical inspections done, a meter will be installed and power will be available.
10. Complete Restoration. Consumer is responsible for all restoration.

If you have any questions throughout the project, please contact our Line Superintendent, Nick Dulaney at 228-9351.

NORVAL ELECTRIC COOPERATIVE, INC.

Line Extension Policy

Member Policy No. 2

POLICY:

In general, a line extension is considered to be any installation of facilities necessary to provide service to a proposed permanent load. Each extension should be reviewed to determine its feasibility and what actions may be necessary to accomplish construction.

- a. The cooperative reserves the right to determine the feasibility of installing electric facilities based on terrain, soil conditions, safety, sound engineering practices, accessibility, and future maintenance. The cooperative shall consult with applicants to determine if acceptable locations and routes can be established for the installation of electric facilities. The applicant shall agree to pay the costs of professional engineering or consulting services that the cooperative determines are necessary to develop a work plan for installation of electric facilities. The cooperative reserves the right to deny an applicant's request for installation of electric facilities if acceptable locations and routes of the facilities cannot be established and agreed upon by the cooperative and the applicant.
- b. The Cooperative will determine the cost of a line extension in accordance with standard engineering cost estimating procedures prior to construction. The metering equipment will not be included in the estimated cost. Estimates will be valid for 30 days under normal conditions.
- c. The applicant shall be responsible for procurement and fees for all necessary easements, special use permits, or other land use rights for the extension and shall furnish them to the Cooperative before construction commences.
- d. Prior to construction of a project, applicants are required to pay a contribution in-aid-of construction. It is the policy of the Cooperative to share a portion of the cost of new line extensions to serve permanent loads. Prior to construction of a new service, the cooperative shall prepare an estimate of the cost of construction. The Cooperative will contribute up to a maximum of \$2,000 toward the cost of a new single-phase line extension. All costs in excess of \$2,000 will be paid as contribution in-aid-of constructions by the applicant. The following charges are excluded from the \$2,000 Cooperative contribution:
 1. Meter loop charges.
 2. All Right of Way permit fees.
 3. All engineering fees.

NORVAL ELECTRIC COOPERATIVE, INC.

- e. For temporary extensions of less than twelve (12) months duration, applicants shall pay the total cost of installation and the estimated cost of removal with credits allowed for salvage values. All charges shall be paid prior to installation.
- f. The line extension policy for 3-phase service will be that the member will contribute 100 percent of the estimated construction costs prior to construction as a contribution in-aid-of construction. If the plan to serve is changed after the contribution is made the cost to serve will be corrected prior to installing the meter.
- g. The cost of transformers will be included in the cost of the line extension.
- h. If the irrigation, residential, and seasonal classification members wish to install a meter base, which is different from the basic meter base, and disconnect offered by the Cooperative, it will be at the members' expense and a qualified electrician will need to make the proper connections. All meter bases must be approved by the co-op.
- i. The Cooperative will work with a member to move overhead line to underground in areas designated as a rural runway for aircraft. The Cooperative will consider sharing costs on a maximum of four spans. The member will pay the installation costs and the Cooperative will pay the material costs. If the member wishes to bury more than four spans, the amount over four spans will be totally at the member's cost.
- j. Contributions in-aid-of construction shall not be deemed to vest either interest or individual ownership in any portion of the new facilities on behalf of the applicant. All facilities installed pursuant to this policy shall be and remain the property of the Cooperative.

NORVAL ELECTRIC COOPERATIVE, INC.

- k. New connections to lines less than 5 years old will be eligible for a refund of a portion of the Aid to Construction. The refund period will be within five years from the date of when the installation is completed on the Cooperative's records. Installation will be deemed complete when the service receives power (i.e. meter is installed). The refund request will need to be generated by the member within the five-year period. The refund will be calculated using the following formula: the ratio of the connected kW load to the total line ampacity multiplied by a ratio of the number of whole months remaining on the 5 year window multiplied by the original Aid to Construction paid for the line. The length of time may be changed with board approval for larger projects.

$$\frac{\text{Connected kW Load}}{\text{Line Ampacity (kW)}} \times \frac{\text{Number of Months Remaining of 5 year contract}}{60 \text{ Months}} \times \text{Original Amount of Aid to Construction}$$