

Natural Gas Work Order

Below is a checklist to assist you with your new construction project:

In order to expedite the assignment of your job to a staking engineer, complete the following:

- ☐ Property owner to complete and sign the "Application for Work Order" with accurate Service Address (assigned by the county)
- ☐ Complete the "Load Data Sheet", which contains crucial information to ensure an appropriately designed electric service
(if you need assistance filling out this form, consult with your electrician)
- ☐ Pay the required Design Fee (Credit card payments are not accepted for New Construction) \$700 non-refundable
- ☐ Operating Agreement

Submit the above by mail or at the office in Durango or Pagosa Springs.

Upon receipt of the above, the first available staking engineer will contact you to arrange an appointment to meet at the site to discuss your job. Please make sure property pins are in place or property boundaries are marked prior to this meeting. After the on-site meeting, the staking engineer will draw your job, compute the construction estimate, and contact you.
(NOTE: The estimate you receive is good for 30 days.)

Job will be released to construction for scheduling after the following are completed:

- ☐ Sign and notarize necessary easements and contracts
- ☐ Pay construction estimate (credit card payments are not accepted)
- ☐ Contact LPEA at (970) 247-5786 and ask to speak with the Line Superintendent, in Durango (La Plata County) or Pagosa Springs (Archuleta County), to coordinate scheduling for construction before you start trenching or clearing right-of-way. Be sure to reference your LPEA Work Order Number when you call.
- ☐ Clear right-of-way as required.

For Underground Line Extensions

Prior to digging trench, obtain:

- ☐ Existing underground utility locations with the Utility Notification Center of Colorado at (800) 922-1987 or 811
- ☐ Any required excavation permits
- ☐ Verify that trench location will be within dedicated right-of-way
- ☐ Dig your trench. All trenching must be per LPEA specifications. **(A \$600 fee will be charged to the customer if LPEA construction crews show up at the job site and the trench is not ready or if trench does not meet NESC depth specifications.)**

☐ Notify the LPEA Line Superintendent that you are ready for construction to proceed.

LPEA extends line and installs electrical facilities to metering point. **You are responsible for everything past the metering point.**

☐ Contact Colorado State Electrical Inspector to inspect your service; www.dora.state.co.us/electric

Contact LPEA to have your meter installed after:

- ☐ **Trench has been backfilled (if underground electrical facilities are installed)**
 - ☐ Your service has been inspected and green-tagged by the Colorado State Electrical Inspector
 - ☐ Call La Plata Electric at 970-247-5786 with permit # from Colorado Electrical Inspector
- LPEA will energize line and meter.

LA PLATA ELECTRIC ASSOCIATION, INC.

Application for Work Order
Natural Gas Industry

Revised 09/22/2022

Company Name: _____

Site Name: _____

Service Address: _____

City: _____

E-mail Address: _____

Township: _____ Range: _____ Section: _____

Locked Gate: ☐ Yes ☐ No

Service is: ☐ Existing ☐ New

Business is: ☐ Corporation ☐ Partnership

Authorizing Agent: _____

Work Phone: _____

Cell Phone: _____

Billing Address: _____

City/State: _____ Zip: _____

Tax ID#: _____

Notes: _____

Applicant to provide easement (s)

Name of ROW Company: _____ Agent's Name: _____ Phone: _____

LPEA to obtain easement (s): _____

The undersigned (hereinafter called the "Applicant") hereby applies for and agrees to purchase electric energy from the La Plata Electric Association, Inc. (hereinafter called the "Association") upon the following terms and conditions:

1. The Applicant will comply with and be bound by the provisions of the Articles of Incorporation and Bylaws of the Association, and such rules, regulations, and policies as may periodically be adopted by the Board of Directors of the Association.

2. The Applicant agrees, when electric service is available to these premises, to pay the monthly charge in accordance with the applicable rate schedule. Applicant understands and agrees that the Association's responsibility does not extend beyond the point of the Applicant's ownership of the Applicant's service wires with the exception of the electric meter or pre-pay metering and associated equipment.

3. The Applicant hereby agrees to support and assist the Association in obtaining the right, privilege and easement to construct, operate and maintain the necessary electric facilities together with full right of ingress and egress, as may be necessary to extend and maintain this service. If the Association must purchase or condemn right-of-way, it will do so at the sole expense of the Applicant. The Applicant agrees it shall be solely responsible for the Association's actual expenses for: the acquisition, purchase or condemnation of right-of-way; surveying; special archaeological or environmental studies and permitting; the expenses associated with the construction of roads and reclamation of land damage. The Applicant shall pay to the Association such estimate of costs prior to the Association's commencement of construction. No portion of such payment of expenses is refundable to the Applicant. Any necessary subsequent costs related to permitting and/or renewals or extensions of rights-of-way shall be borne solely by the Applicant, his/her/its heirs, successors or assigns.

4. The Applicant hereby also grants the Association the right to cut and trim trees and shrubbery to the extent necessary to keep them clear of the electric facilities. All boring and trenching provided by the Applicant for the installation of the underground system must be located within the dedicated easements and the Applicant hereby warrants that the location of all required boring and trenching provided by the Applicant so conforms. Any boring and trenching found now, or in the future, outside of the dedicated easement will be relocated within the dedicated easements, and all costs for the relocation will be the responsibility of the Applicant.

5. The Applicant agrees to meet standards set forth under the Institute of Electrical and Electronics Engineers (IEEE) standard "519-1992—Harmonic Voltage and Current Limits." In the event the Association finds the Applicant's service is not within compliance of these standards, the Association will require the Applicant to come into compliance within sixty (60) days after receiving written notice from the Association. If not in compliance after sixty (60) days, the Association will disconnect the Applicant's service until such time as the Applicant can demonstrate compliance.

6. Upon mutual acceptance, this application for electric service shall constitute a valid binding agreement between Applicant and the Association and shall continue in force until canceled by the Applicant with at least a twenty-four hour notice. This agreement may be terminated by the Association for any reason authorized by the Association's Bylaws or for a material breach of this agreement, including failure of the Applicant to comply with the rules, regulations and bylaws of the Association. The Applicant will remain liable for all charges incurred for electric service herein until the Association is advised of a change in the service.

7. The Applicant agrees to pay a deposit with the Association, such service security deposit as is required by the rules and regulations of the Association. The Applicant hereby grants and Association takes a security interest in said deposit as collateral for service to be applied by the Association, upon any non-payment, termination of service, insolvency, or petition for bankruptcy by undersigned Applicant. The Association shall apply said deposit to bills due the Association and refund any unused portion of deposit upon termination of electric service to the Applicant.

8. If this agreement is for the installation of new service it should be noted that, if this agreement is cancelled subsequent to design and engineering, but prior to construction and connection of new electric service, the Applicant shall be held liable for all costs incurred by the Association in the performance of such activities. It should be further noted that, new electric service and temporary construction service under this agreement are available without actual connection for only one (1) year, thus Applicant should plan to have permanent wiring completed and must request actual connection within that year, or this agreement will terminate and Applicant shall pay the Association for any outstanding service charges arising from this agreement.

9. The Association will schedule construction projects with the Applicant for a specific date upon request by the Applicant or their representative. Any cost overrun attributable to delays or changes caused by the Applicant or their representative will be the responsibility of the Applicant. If your trench will not be ready on the agreed date, you must notify the Association's construction supervisory personnel on or before 7a.m. of the agreed date. If the Association's construction crews show up and, for reasons attributable to a failure of the Applicant or their representative, cannot perform required construction, a \$600 fee will be charged to the Applicant.

10. Once the project construction is complete, the Association may reconcile actual costs incurred on the project against the original estimate. The Association reserves the right to provide a refund or collect additional costs.

11. Unless Applicant also signs the Disclaimer of Membership below, this Application shall constitute an application for membership in the Association. As a member of the Association, Applicant assumes no personal liability or responsibility for any debts or liabilities of the Association, and it is expressly understood that Applicant's private property cannot be attached for any such debts or liabilities of the Association. As a member of the Association, the Applicant agrees to comply with and be bound by the provisions of the Articles of Incorporation and Bylaws of the Association, as the same may periodically be lawfully amended. Each member of the Association, or in the case of a joint membership, the holders thereof jointly, or any one of them, but not all, shall be entitled to one (1) vote and no more upon each matter submitted to a vote of the Association's members.

Owner/Officer

Applicant

Date: _____

Applicant

ROUND-UP AUTHORIZATION (OPTIONAL)

☐ Yes, I wish to help our communities by rounding up my electric bill.

Applicant Initials _____

DISCLAIMER OF MEMBERSHIP (OPTIONAL)

The undersigned hereby chooses **not** to become a member of La Plata Electric Association, Inc. As a customer of the Association, the Applicant agrees to comply with and be bound by the provisions of the Articles of Incorporation and Bylaws, as the same may periodically be lawfully amended.

NOT APPLICABLE (EXISTING MEMBER)

Date: _____

Natural Gas Industry Load Data Sheet

Gas Utility Company _____

Service Address _____

Name of Site _____

Type of Site _____

Township, Range & Section T _____ N, R _____ W, S _____

Gas Company Contact Person (print name) _____

Property Owner: _____

Cell #: _____

Work #: _____

Electrical Contractor _____ Phone: _____

Electrician (print name) _____ Phone: _____

PROCEDURE FOR PROCESSING SERVICE REQUESTS

The following procedure has been established as the most efficient means to provide electric service in an orderly manner without delay. This procedure works best when all parties cooperate to provide accurate, complete, and timely data.

1.

It is the responsibility of the Gas Utility Company or its Electrical Contractor to submit a completed Load Data Sheet to LPEA’s Engineering Department for the proposed site. The request must provide sufficient lead-time for engineering, determination of charges and construction.
2.

The Gas Utility Company or Electrical Contractor must include with all requests for service all information pertaining to **SECTION A** and **SECTION B** of this Load Data Sheet. Final service and meter location(s) shall be determined by LPEA’s Engineering Department.
3.

Additional Charges: LPEA designs to the specific information of this form. Significant changes may result in additional charges. Charges may include, but not be limited to, additional engineering, equipment or conductor change-out and incurred labor.

ON-SITE GENERATION

Total Proposed Generation _____ kW

ELECTRIC LOAD INFORMATION *(Required Fields)*

All services must meet IEEE 519 requirements

Main Disconnect Size _____ Amps _____ Volts _____ Phase(s)

SECTION A: Motor Load Data

NEMA Code			NEMA Code		
1 PH _____ @ _____ HP x (.746) _____ kW	3 PH _____ @ _____ HP x (.746) _____ kW		1 PH _____ @ _____ HP x (.746) _____ kW	3 PH _____ @ _____ HP x (.746) _____ kW	
1 PH _____ @ _____ HP x (.746) _____ kW	3 PH _____ @ _____ HP x (.746) _____ kW		1 PH _____ @ _____ HP x (.746) _____ kW	3 PH _____ @ _____ HP x (.746) _____ kW	
1 PH _____ @ _____ HP x (.746) _____ kW	3 PH _____ @ _____ HP x (.746) _____ kW		1 PH _____ @ _____ HP x (.746) _____ kW	3 PH _____ @ _____ HP x (.746) _____ kW	
Describe other loads: _____ kW					
Total Connected Load _____ kW					

NOTE: 1 phase motors over 10hp and 3 phase motors over 30hp may require assisted start and will be subject to engineering review for voltage flicker compliance. If Applicable fill out SECTION B .

SECTION B: Proposed Assisted Start Method (Fill out for each motor over assisted start limits above or if speed control is desired on motors)

<div>Motor Size _____ hp _____ phase</div> <div>VFD* _____</div> <div>Soft Start _____</div> <div>Phase Converter _____</div> <div>Other (Specify) _____</div> <div>*If VFD select style</div> <div>6 pulse _____</div> <div>12 pulse _____</div> <div>24 pulse _____</div> <div>Other (Specify) _____</div>	<div>Motor Size _____ hp _____ phase</div> <div>VFD* _____</div> <div>Soft Start _____</div> <div>Phase Converter _____</div> <div>Other (Specify) _____</div> <div>*If VFD select style</div> <div>6 pulse _____</div> <div>12 pulse _____</div> <div>24 pulse _____</div> <div>Other (Specify) _____</div>
<div>Motor Size _____ hp _____ phase</div> <div>VFD* _____</div> <div>Soft Start _____</div> <div>Phase Converter _____</div> <div>Other (Specify) _____</div> <div>*If VFD select style</div> <div>6 pulse _____</div> <div>12 pulse _____</div> <div>24 pulse _____</div> <div>Other (Specify) _____</div>	<div>Motor Size _____ hp _____ phase</div> <div>VFD* _____</div> <div>Soft Start _____</div> <div>Phase Converter _____</div> <div>Other (Specify) _____</div> <div>*If VFD select style</div> <div>6 pulse _____</div> <div>12 pulse _____</div> <div>24 pulse _____</div> <div>Other (Specify) _____</div>

Type of Harmonic Mitigation (describe) _____

Electrician or

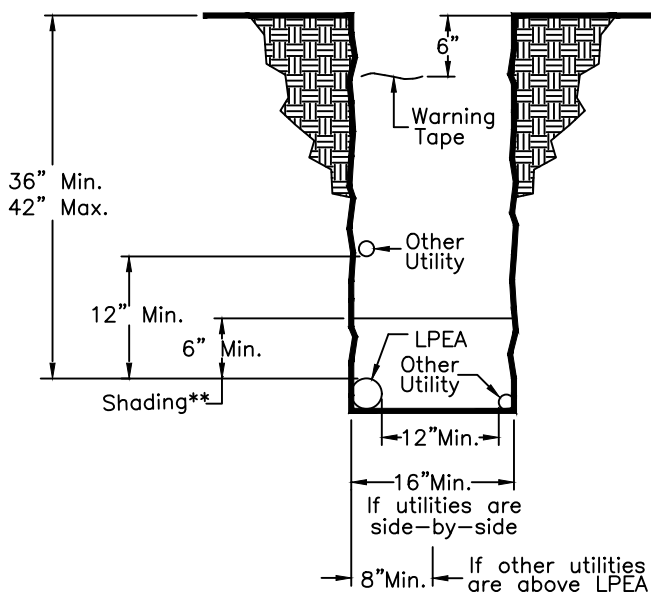
Customer Signature: _____ Print Name: _____ Date: _____

LPEA Staff Engineer Approval: _____

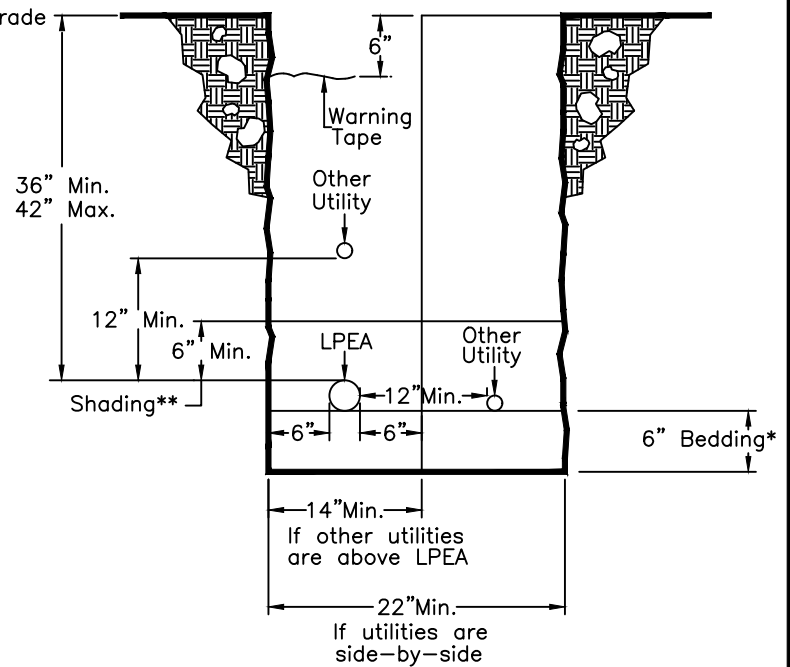
Date: _____

All fields of this form must be completed. If areas are left blank the form will be returned for the additional information. If you need assistance filling out this form, consult with your electrician.

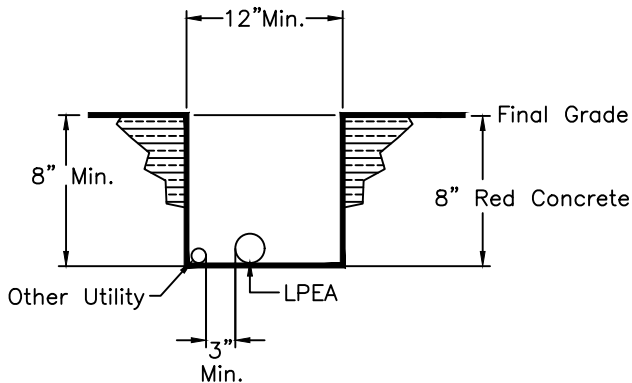
CLEAN SOIL



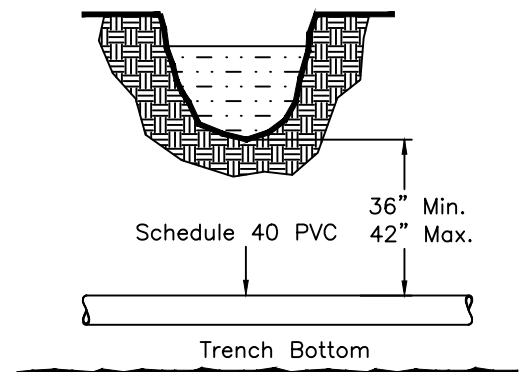
ROCKY SOIL



SOLID ROCK



IRRIGATION DITCH



NOTES:

3" GREY SCHEDULE 40 PVC SLEEVE REQUIRED ON ALL SINGLE PHASE ROAD CUTS.
 6" GREY SCHEDULE 40 PVC SLEEVE REQUIRED ON ALL THREE PHASE ROAD CUTS.
 6" HDPE PIPE WILL BE UTILIZED FOR ALL BORES

WARNING TAPE SUPPLIED BY LPEA; INSTALLED BY CUSTOMER.

* BEDDING (ROCK FREE DIRT OR SAND) TO BE SUPPLIED AND INSTALLED BY CUSTOMER.

** SHADING (ROCK FREE DIRT OR SAND) TO BE SUPPLIED BY CUSTOMER; INSTALLED BY LPEA CREW.
 SHADING MUST BE SUPPLIED IN 20' INCREMENTS ALONG THE DITCH.

NO.	DATE	REVISIONS	APP'D

LPEA

La Plata Electric Association, Inc.

A Touchstone Energy Cooperative

PO Box 2750
 Durango CO 81302-2750
 COLORADO 32 LaPLATA

DRAWN
 JDD
 CHECKED
 APPROVED
 DATE
 06/26/08
 FILE NAME
 SPEC1.dwg

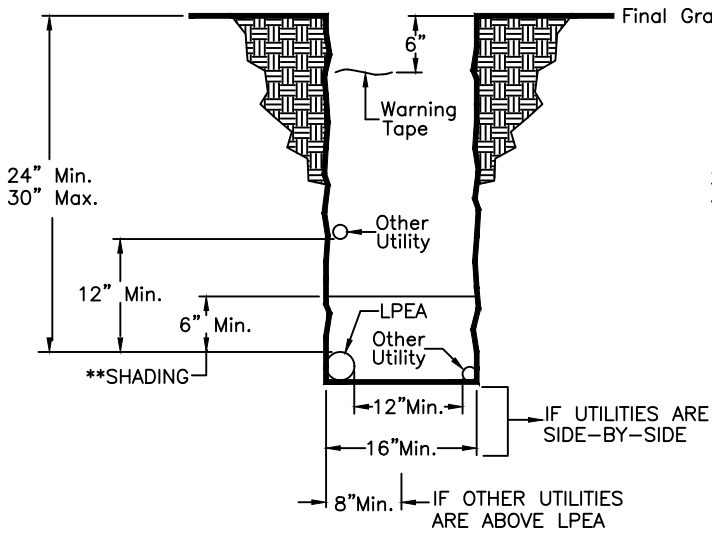
UG TRENCH AND BEDDING SPECIFICATIONS

PRIMARY

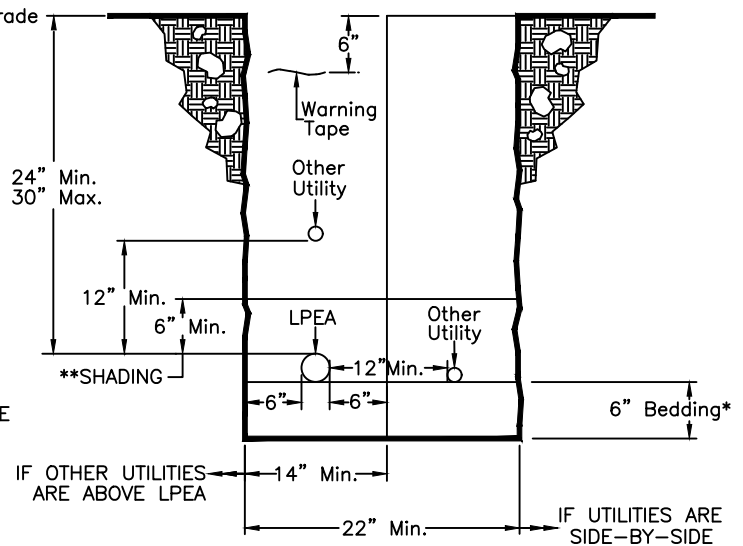
SCALE
 NONE

DRAWING NUMBER
 SPEC 1

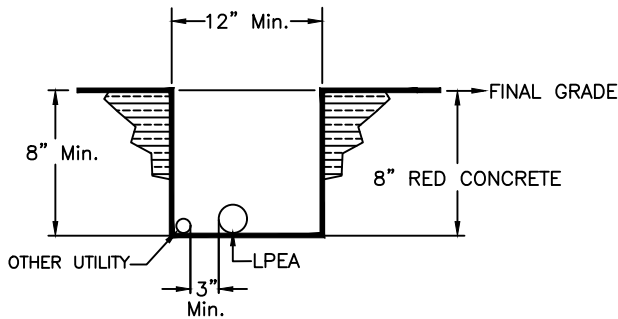
CLEAN SOIL



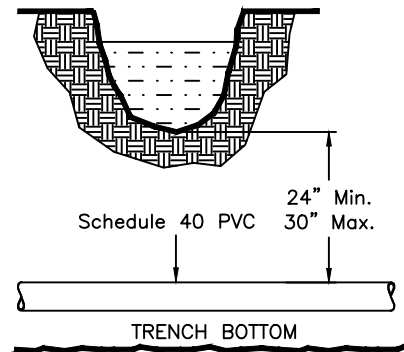
ROCKY SOIL



SOLID ROCK



IRRIGATION DITCH



NOTES:

- 3" GREY SCHEDULE 40 PVC SLEEVE REQUIRED ON ALL SINGLE PHASE ROAD CUTS.
- 3" HDPE PIPE WILL BE UTILIZED FOR ALL SINGLE PHASE BORES
- 6" GREY SCHEDULE 40 PVC SLEEVE REQUIRED ON ALL THREE PHASE ROAD CUTS.
- 6" HDPE PIPE WILL BE UTILIZED FOR ALL THREE PHASE BORES

FLOW FILL NOT ACCEPTED.

WARNING TAPE SUPPLIED BY LPEA; INSTALLED BY CUSTOMER.

SERVICES 400 AMP OR GREATER REQUIRE CONSULTATION WITH A STAKING ENGINEER REGARDING SECONDARY REQUIREMENTS.

SERVICES GREATER THAN 800 AMP WILL REQUIRE PARALLEL RUNS OF CONDUIT OF ADEQUATE SIZE FOR THE REQUIRED CONDUCTOR. CUSTOMER MUST CONSULT WITH STAKING ENGINEER.

- * BEDDING (ROCK FREE DIRT OR SAND) TO BE SUPPLIED AND INSTALLED BY CUSTOMER.
- ** SHADING (ROCK FREE DIRT OR SAND) TO BE SUPPLIED BY CUSTOMER; INSTALLED BY LPEA CREW.
- ** SHADING MUST BE SUPPLIED IN 20' INCREMENTS ALONG THE DITCH.

NO.	DATE	REVISIONS	APP'D	DRAWN JDD	CHECKED	APPROVED	DATE 06/26/08	FILE NAME SPEC2.dwg	SCALE NONE	DRAWING NUMBER SPEC 2
1	4/27/21	Removed suggested secondary wire type table	MAF							
2	4/27/21	Corrected HDPE sizes on bores	MAF							
3	4/27/21	Added required engineer consultation for services of 400 amps or greater.	MAF							

LPEA

La Plata Electric Association, Inc.

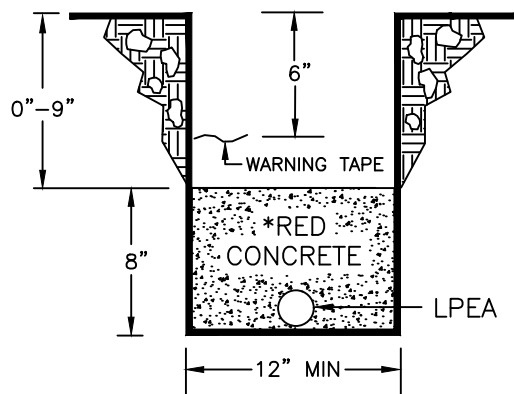
A Touchstone Energy Cooperative

PO Box 2750
Durango CO 81302-2750
COLORADO 32 LaPLATA

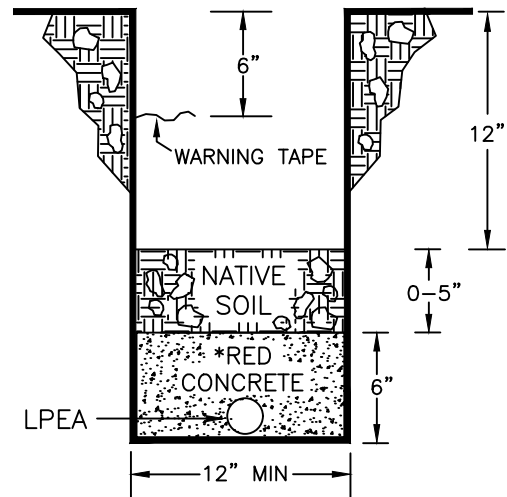
UG TRENCH AND BEDDING SPECIFICATIONS

SECONDARY

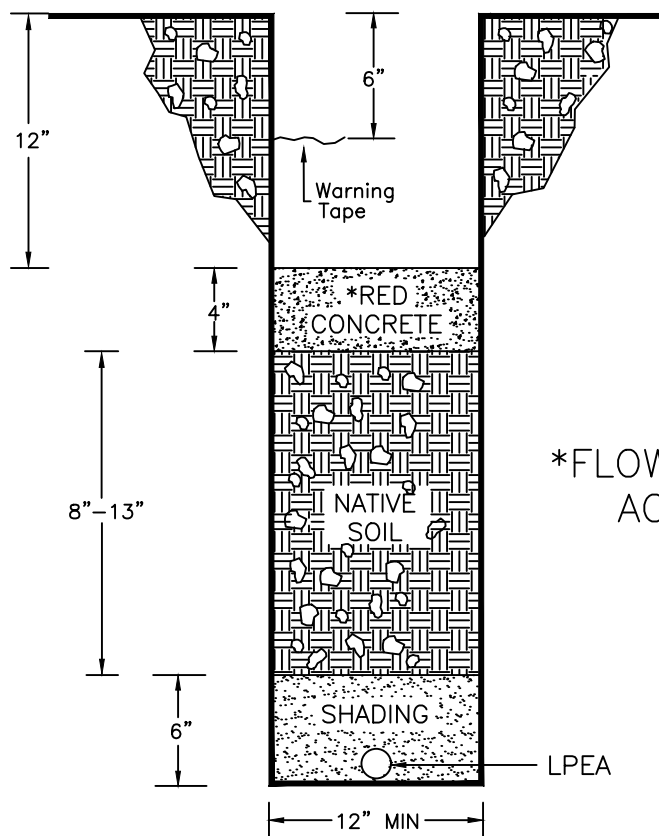
8" - 17" TRENCH DEPTH



18" - 23" TRENCH DEPTH

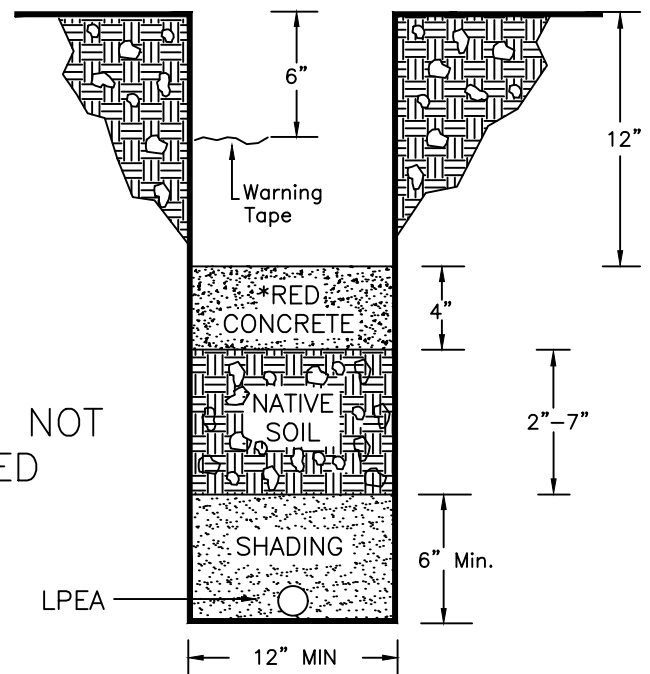



30"-35" TRENCH DEPTH



*FLOW FILL NOT
ACCEPTED

24"-29" TRENCH DEPTH



NO.	DATE	REVISIONS	APP'D	<div style="text-align: center;"> <h1>LPEA</h1> <p>La Plata Electric Association, Inc.</p> <p>A Touchstone Energy Cooperative </p> <p>PO Box 2750 Durango CO 81302-2750 COLORADO 32 LaPLATA</p> </div>	DRAWN MF	<div style="text-align: center;"> <h2>UG TRENCH SHALLOW DEPTH</h2> <h3>PRIMARY / SECONDARY</h3> </div>	
					CHECKED		
					APPROVED		
					DATE 06/30/08	<div style="display: flex; justify-content: space-between;"> <div>SCALE NONE</div> <div>DRAWING NUMBER SPEC 3</div> </div>	
					FILE NAME SPEC3.dwg		