



# **NOVEC GUIDELINES**

**FOR**

**DEVELOPERS AND**

**BUILDERS**

**NOVEC Guidelines for Developers and Builders**  
**Receipt of Electric Service**  
**August 10, 2017**

**Introduction**

This document covers the process for furnishing electric service to commercial and industrial facilities to be located in the NOVEC service territory. Commercial and industrial facilities can range in size from a simple garage, to a major industrial park. NOVEC will work with the developer/builder to identify those requirements which are needed for a particular application. Except for certain considerations in the Phase I analysis, this document does not purport to cover extraordinary elements of commercial service requests, such as relocating existing NOVEC facilities on a commercial property or extending NOVEC facilities to reach the property. Such requests are beyond the scope of this document and will be treated on a case by case basis.

**Phase I / Advance Notification / Long Range Planning**

- Developer/builder shall provide NOVEC with a completed "**Advance Notification / Long Range Planning Form**" (see Appendix 'A') and furnish the following listed additional information for each project in order for NOVEC to perform a Phase I analysis of the project. NOVEC understands that the information required to complete the form and the information required in the list below is very comprehensive. NOVEC will accept less information but the developer/builder must realize that failure to provide such information creates a greater risk that NOVEC will not be able to identify the necessary facility upgrades in the early planning stages. This, in turn, could have a significant impact on project schedules later in the design process. If requested, NOVEC will meet with a developer/builder during his "due diligence" phase and before much of this information is known. Confidentiality agreements can be signed if necessary.

Within two weeks of receipt of the completed Advance Notification/Long Range Planning Form and the additional information, NOVEC will provide written or electronic notice to the designated developer/builder project coordinator either confirming that all required information has been received or stating that the information submitted reflects deficiencies or problems. If the submittal contains deficiencies or problems, NOVEC will identify such deficiencies or problems.

No later than four weeks after NOVEC has confirmed receipt of all required information NOVEC will notify the developer/builder of any supplemental information requirements not previously anticipated by NOVEC but necessary to complete the Phase I analysis. Included with the request for this supplemental information will be an explanation to why the supplemental information is needed. If the developer/builder furnishes the requested supplemental information within a two week period, NOVEC will complete the Phase I analysis within the originally established time period. If the

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developer/builder requires more than two weeks' time to furnish the supplemental information NOVEC may extend the originally established time period to complete the Phase I analysis by a period of time equal to the additional time beyond two weeks that the developer/builder requires to furnish the supplemental information.

- Additional Information List
  - Project plans for the entire scope of the project. One copy in AutoCAD format (NAD\_ 1983 State Plane\_Virginia\_North\_4501,X,Y coordinates) and one paper copy
  - Sequence of build-out of the project

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- Use(s) of land (commercial, residential, industrial or other)
  - Type and quantity of units and structures (including square footage).
  - Type of electrical load for each unit and structure (heat, water heat, air conditioning, heat pump, large motors, machines, computer systems, equipment, lighting)
  - On-site electric generation (backup, etc.)
  - Electric load delivery requirements (single phase, three phase, voltage, main switch)
  - Number of delivery points for electric service
  - Anticipated in-service date by lot and by project
  - Identification of all existing overhead and underground private and public utilities within the land use area
  - Anticipated requests to relocate any NOVEC facilities
- Developer/builder shall coordinate all meetings with multiple utilities and/or multiple third party entities when such meetings are required to address project-related issues.
  - Once a developer/builder provides NOVEC with the "**Advance Notification/Long Range Planning Form**" and provides the above additional information, NOVEC will undertake an analysis to determine the scope and timing of infrastructure modifications that must be undertaken to accommodate the anticipated electric load required for the developer/builder's project. The timeframes for modifying, expanding, or installing new facilities on the NOVEC electric system vary considerably. Factors affecting these timeframes are planning, licensing, permitting, and construction requirements necessary to complete such work. The following timeframes for electric system infrastructure modifications or new construction should be considered as estimated timeframes to complete such work:
    - Electric transmission system upgrades, modifications, new facilities and/or relocations required to accommodate new projects must be identified and incorporated into NOVEC planning, acquisition, licensing, permitting and construction schedules at least 7 to 10 years prior to the time that such electric transmission improvements must be completed and in-service.
    - Electric substation upgrades, modifications, new facilities, and/or relocations required to accommodate new projects must be identified and incorporated into NOVEC planning, acquisition, permitting and construction schedules 3 to 5 years prior to the time that such electric substation improvements must be completed and in service.

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- Electric distribution system new facilities, upgrades, modifications and/or relocations required to accommodate new projects must be identified and incorporated into NOVEC planning, acquisition, permitting and construction schedules at least 2 years prior to the time that such electric distribution improvements must be completed and in service.
- NOVEC will develop a written response for the project submitted for Phase I analysis by a developer/builder. The response will identify the scope and timing of electric infrastructure work at each level of the NOVEC electric delivery system: transmission, substation and distribution. The response will also identify any developer/builder requests (facilities relocations, etc.) that NOVEC cannot feasibly accommodate. Specifically, the response will identify the projected scope and the projected timing for electric system work based upon the following requirements:
  - New feeder and circuit routes
  - Coordination requirements with other utilities that are joint-use with NOVEC
  - New easement requirements
  - Existing facilities upgrades and relocations
  - New facilities installations
  - “Planning grade” cost estimates of relocated electric facilities and normal and excess electric service requirements.
  - Existing facilities expansions
- NOVEC will complete its analysis and provide a written response to the developer/builder within a 10 to 14 week timeframe after all of the information described above has been provided. The response timeframe will be extended if the original information provided to NOVEC changes during the course of the analysis. The findings and determinations made as a result of the analysis will remain valid for five years unless one or more of the following actions occur:
  - Information provided by the developer/builder and used by NOVEC in its analysis is no longer valid (changes in land use, load usage, quantity of construction, timing and sequencing of project, etc.)
  - Third party project(s) are planned for construction and impact the same portions of the NOVEC electric infrastructure as the developer/builder’s project become known to NOVEC.

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- Existing customers served from the same portion of the NOVEC electric infrastructure as that anticipated to serve the developer/builder's project present NOVEC with additional load requirements.
- Governmental or regulatory changes to existing permitting and licensing requirements that may extend the timeframe for completing the needed electric infrastructure changes to the NOVEC system.
- Governmental or regulatory changes to existing permitting and licensing requirements that may prevent or prohibit NOVEC from completing electric infrastructure changes.
- NOVEC will notify the developer/builder within 60 days of NOVEC becoming aware of the occurrence of the above actions.

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**Phase II – Easements and Road Crossings**

Developer/builder requirements:

- It is not necessary for the developer/builder to fulfill all of the information requirements and submit all of the items described in Phase I. However, bypassing the Phase I process could result in significant delays in obtaining service if existing system capacity or existing electric system infrastructure must be upgraded, modified, or relocated.
  - Note: NOVEC may be required to perform a Phase I analysis on data submitted at Phase II if no Phase I data was submitted to NOVEC for a Phase I analysis or the data submitted at Phase II varies significantly from the data submitted to NOVEC at Phase I.
- Review the Long Range Plan Analysis developed by NOVEC in accordance with Phase I.
- Meet with NOVEC to discuss or clarify any such Long Range Plan Analysis. This step is optional and is only required if a meeting is requested by the developer/builder.
- Provide a list of developer/builder contacts, including each person's roles and responsibilities, phone number and e-mail address, primary work location, and scheduled work hours.
  - Note: It is essential that NOVEC be provided with a contact list at the beginning of the Phase II process in order to know where to communicate any issues with the remaining data submitted during Phase II.
- Provide, in NOVEC- specified AutoCAD format on CD (NAD\_1983 State Plane\_Virginia\_North\_4501,X,Y coordinates, **See Appendix B**), the plans submitted to the local jurisdictional authority. Such plans shall be the second submission or final submission with all cross reference layers bound including all existing utilities.
- Provide one complete set of second or final submission plans on paper as provided to the local jurisdictional authority.
- Provide one paper set of the overall plans for the project.

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- Provide any rock or geological information pertaining to the areas where utility easements may be planned or areas where utility excavations and trenching may be performed.
- Provide completed NOVEC Customer Load Data Forms (**See Appendix C-1 and C-2**) for all service delivery points (each type of residential and each separate commercial building).
  - Note: Preliminary load letters will be accepted but any significant changes to these documents could impact the time needed to complete the main line design of the project if significant infrastructure upgrades are required to NOVEC facilities.
- Provide property owner information from the front page of the deed, a copy of the recorded plat for the land, and LLC documentation (Articles of Organization) if needed for easement preparation.
- Provide the project design and construction sequencing/phasing by lots, by street names, and/or by project sections. The developer/builder shall clearly identify in writing the planned sequencing schedule for the entire project. This submittal must include total home count, total commercial building and structure count, all electric load requirements, and projected in-service need date for each lot and/or commercial structure.
- Provide a written developer/builder paving sequence plan identified and specified by street.
- Provide all street lighting requirements and the street lighting plan as approved by the local jurisdictional authority or private entity. The plan and requirements must include each street light location. If such requirements and plans are not available, developer/builder will be responsible for installation costs subject to NOVEC's terms and conditions based on lack of submittal.
- Provide all overhead and/or underground line relocation requirements.

Within 2 weeks following receipt by NOVEC of all or any part of the above information from the developer/builder, NOVEC will provide written or electronic notification to the designated developer/builder project coordinator either confirming that the required information has been received or stating that the information submitted contains deficiencies or problems. In the case of notice that the submittal contains deficiencies or problems, NOVEC will identify such deficiencies or problems in detail. All such deficiencies or problems must be resolved and all specified information must be received before NOVEC will proceed with the design for the project.

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- Within two weeks following the receipt by NOVEC of all specified information, NOVEC will provide a complete information package containing NOVEC standard documents that are required to be completed in order to obtain electric service:
  - Grade certification form – **Appendix D**
  - Underground Agreement form – **Appendix E**
  - Service application form – **Appendix F**
  - NOVEC easement document – **Appendix G**
  - NOVEC Customer Load Data Forms – **Appendices C-1 and C-2**
  - NOVEC contact list for the project showing personnel, phone numbers and e-mail addresses. – **Appendix H**
  - NOVEC web site address to access **Electrician Guide, Terms and Conditions for Providing Electric Service, and Specifications and Installation Requirements for Underground Service for Residential Developments.**

NOVEC will provide the developer/builder with easement documents for signature according to the following schedule: (The developer/builder must notify NOVEC within two weeks if easements are not acceptable)

- Sections with 100 lots or less – 12 weeks following compliance with the developer/builder requirements above
  - Sections between 101 and 200 lots – 16 weeks following compliance with the developer/builder requirements above
  - Sections with more than 200 – 20 weeks following compliance with the developer/builder requirements above
- NOVEC will consider suggested easement routes provided by a developer/builder. NOVEC makes no commitment to agree to use any such routes.
  - Following receipt of the signed and executed easement documents, NOVEC will provide road crossing plans **within 8 weeks**. When applicable, NOVEC will provide total conduit plans **within 10 weeks**.
  - Developer/builder is encouraged to furnish geological and rock formations in areas in the development where utility excavations and trenching work is to be performed. The installation of electric lines and equipment where geological and rock formations would contribute to difficult excavation and adverse trenching conditions could be avoided or minimized when such information is available and considered during the design phase of the project.

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**Phase III – Project Main Line Design**

Developer/Builder requirements:

- Complete the information requirements and the submission of all items included in Phase II.
- Provide, in NOVEC- specified AutoCAD format on CD (NAD\_1983 State Plane\_Virginia\_North\_4501,X,Y coordinates, **See Appendix B**), a copy of the final project plans as approved by the local jurisdictional authority. Such plans shall be the final submission with all cross reference layers bound including all existing utilities.
- Provide one complete set of final submission plans on paper as approved by the local jurisdictional authority.
- Provide one paper copy of the overall plans if there are any changes from the Phase II submittal.
- Provide completed NOVEC Customer Load Data Forms for all service delivery points (each type of residential and each separate commercial building, see **Appendices C-1 and C-2**) or provide verification that the Phase II submittals are correct.
- Provide an executed NOVEC Underground Agreement (See Appendix E).
- Provide grade certifications for all properties that NOVEC must traverse and that are under the control of the developer/builder (**See Appendix D**).
- Provide street lighting authorization letters from the local jurisdictional authority or responsible HOA entity.
- Provide a written schedule of all lot in-service need dates for the project.
  - Note: It is expected that the in-service need dates will follow the sequencing / phasing plan submitted. NOVEC may not be able to accommodate changes to lot in-service need dates unless the developer/builder communicates such changes to NOVEC with sufficient lead time.
- Provide project addresses, if available.

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- Provide an updated list of developer/builder contacts, including each person's roles and responsibilities, phone number and e-mail address, primary work location, and scheduled work hours if different from Phase II.
- Provide project lot in-service need date adjustments, if any. Dates should follow the sequencing/phasing plan submittal.
- Provide suggested meter base locations shown on the plan submittal.
  - Note: Meter base locations are subject to NOVEC approval.
- Provide signed and notarized easement documents prepared in Phase II, if not already submitted.

Within two weeks following receipt by NOVEC of all or any part of the above information from the developer/builder, NOVEC will provide written or electronic notification to the designated developer/builder project coordinator either confirming that the required information has been received or stating that the information submitted contains deficiencies or problems. Any changes to the NOVEC contact list (**See Appendix H**) will be provided at this time.

In the case of notice that the submittal contains deficiencies or problems, NOVEC will identify such deficiencies or problems. All such deficiencies or problems must be resolved and all specified information must be received before NOVEC will proceed with the design for the project.

Within four weeks following NOVEC notification to the developer/builder of the receipt of all specified information for Phase III:

- NOVEC will send an invoice to the developer/builder for their contribution toward the project.
  - Note: Construction will not be scheduled to begin until the invoice has been paid.
- NOVEC will provide the developer/builder with written or electronic confirmation that the mainline design is complete. The work request will be delivered to the Construction Department upon receipt of payment.

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- NOVEC will provide to the developer/builder any construction requirements for the developer/builder associated with the main line installation. Such requirements include:
  - Right of way clearing
  - Conduit installations
  - Note: See Phase IV for other developer/builder responsibilities that are required prior to commencing construction. These responsibilities may need to be executed beyond the four-week timeframe.

Once NOVEC has completed the main line design package, the developers/builders may submit service requests for the individual services. For up to 20 lots at a time, depending on the nature of the service (i.e. small lot - single family, large lot – single family, townhouses, commercial, etc.) NOVEC will complete the service designs in 1 to 4 weeks. Small lot single family services typically require the least time to design.

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**Phase IV - Construction Planning for Installation of Electrical Facilities**

Developer/Builder Requirements

Within two working days of receipt by the Construction Department of a work request from Distribution Engineering, the work will be assigned to the appropriate job site inspector. The job site inspector will conduct a field visit to verify readiness of the job site for the specific work. The requirements for the various types of work requests may include the following:

**NOTE: Additional requirements not specified on the list may be required. These additional requirements shall be communicated to the developer/builder within a reasonable period of time. The developer/builder should refer to NOVEC Specifications and Installation Drawings for additional information for each application.**

Road Crossings

- Proper size and number of conduits must be installed per NOVEC specifications at proper locations and proper depth as specified by Distribution Engineering.
- All conduits must be gray minimum SCH 40 UL rated.
- Proper separation must be maintained from all other utilities.
- Red road crossing and electronic conduit markers installed.
- NOVEC- approved warning tape installed.
- All conduits must be plugged with appropriate plugs and required pull string must be installed.
- Conduit must be extended 5 feet past the VDOT right of way.
- Conduit must be extended 5 feet past all existing and proposed sidewalks.
- Conduit must be assembled and cemented properly.

Conduit

- Proper size and number of conduit and long sweeps must be installed per NOVEC specifications at proper locations and depths, as specified by Distribution Engineering.
- All conduits must be gray minimum SCH 40 UL rated.
- Proper separation must be maintained from all other utilities.
- NOVEC- approved warning tape must be installed.
- All conduits must be plugged with appropriate plugs and required pull string or pull tape must be installed (all runs in excess of 250' require pull tape in lieu of pull string).

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- Conduit must be assembled and cemented properly.
- All transformer pads, enclosure pads, pull boxes, box pads, pedestals and hand holes must be level and installed in accordance with NOVEC Installation Drawings.
- Appropriate conduit must be located in appropriate section of pad and must be cut level to pad.

All conduits must be inspected and approved by the NOVEC job site inspector prior to backfilling the trench.

Distribution Engineering will provide the developer/builder with a contact name and telephone number of the job site inspector.

**NOVEC Scheduler must be contacted two working days prior to needing conduit inspection. For job sites in eastern Prince William County, please call 703-392-1715. For job sites north of Route 50 in Loudoun County, please call 703-669-6070. For all other areas, please call 703-754-6784.**

Mainline

- Cable path must be free and clear of obstructions.
- Easement area must meet grade requirements.
- Road crossing markers must be in place.
- Curb and gutter must be installed.
- Property corners may be required to be staked prior to NOVEC equipment location stakes being placed.
- Property corners must be staked prior to NOVEC construction commencing.

If the job site meets readiness, work will be scheduled to the appropriate NOVEC/contractor crew. NOVEC will notify developer/builder contact person(s) with estimated construction complete date provided construction is not impeded by:

- Inclement weather.
- Obstructions in cable path.
- Adverse trenching conditions.
- Or other delays outside of NOVEC direct control.

Secondary/Services

- Developer/builder must notify NOVEC scheduler when the meterbase has been installed and cable terminations have been completed.
- NOVEC meterbase must be installed with proper clearance from gas facilities (**per NOVEC specifications**) and service entrance cable must be terminated by developer/builder. (**NOVEC will NOT terminate service entrance cable.**)

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- Cable path must be free and clear of obstructions.
- Site must meet grade requirements. (Within +/- 6" of final grade)
- Where required, footers must be cut/chipped for meterbase riser assembly on single-family and townhouses.

**NOTE: Subject to the provisions of NOVEC's terms and conditions, if NOVEC must cut or bore a driveway, the developer/builder is responsible for the cost of performing the work.**

If job site meets site readiness, work is then scheduled to the appropriate NOVEC/contractor crew. No external communications are made and the work is scheduled for construction.

### **Job Site Inspection Practices**

#### Mainline Jobs

Until the curb and gutter are installed, NOVEC will periodically inspect the site to determine if the site is close to grade. NOVEC will normally schedule a preconstruction meeting with the developer/builder at the job site to reduce the possible delays once the NOVEC contractor commences construction. Prior to such meeting:

- The developer/builder must set the property pins;
- The distribution designer must stake the proposed route;
- The Miss Utility marks must be evident on the ground.
- NOVEC scheduler will contact the developer/builder to schedule the preconstruction meeting, which will include all appropriate NOVEC representatives (distribution designer, construction supervisor and NOVEC construction contractor).

At the time of the meeting, all representatives will walk the site and the following issues will be discussed:

- Existing curb and gutter damage
- Existing water crock damage
- Existing handicap ramp damage
- Obstructions in the cable route impeding delivery of power
- Rock dust and hoe ram agreements
- Need for water lines to be marked.

**If the water lines are not marked, NOVEC will not be held responsible for damages.**

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Secondary/Service

The NOVEC job site inspector will usually perform an inspection of the work site once every 60 working days if the lot is cleared and a foundation has been installed or once every 30 working days if the lot is cleared the foundation has been installed and the structure walls are being constructed.

Developer/builder must notify the appropriate NOVEC scheduler that when the meterbase is installed and terminated to NOVEC specifications and all other mainline, secondary and service requirements referenced above have been met. Only upon receipt of such notice will the job site inspection be performed. The job site inspector will contact the site superintendent regarding issues found in the field. If developer/builder contact is not on site, then developer/builder will be contacted by the scheduler. If a site fails an inspection, the job site inspector will revisit the site no earlier than one week after the inspection unless the builder/developer/builder places a phone call or otherwise contacts the job site inspector or scheduler and reports that the problems causing such failures have been resolved. When the job site meets readiness, work is then scheduled for construction by NOVEC.

Road Crossings

If the installation of a road crossing fails inspection, then the job site inspector will re-inspect the site according to the schedule provided to the job site inspector by the developer/builder.

Mainline

Mainline jobs will be checked monthly, inspected within two working days after notification to the NOVEC scheduler by the developer/builder that road crossings are complete and curb and gutter are installed.

The developer/builder may schedule revisits by a job site inspector to mainline, road crossing, or secondary/service jobs by contacting the job site inspectors or scheduler.

Once a work site has been approved by the job site inspector, the work is scheduled to the NOVEC or contractor crew. If the progress on the job is impeded by adverse trenching, and if the underground agreement does not stipulate that the work is to proceed, the crew will contact the site superintendent. If the site superintendent is not available, the crew will contact the scheduler or the construction supervisor or the developer/builder. If the developer/builder does not authorize the work to proceed within two hours, NOVEC may redirect the crew to another site. If progress on the job is stopped for other reasons beyond NOVEC control (i.e. material or other obstructions in the way of the cable path route, property corners stakes knocked out by developer/builder), the crew will advise the site superintendent. If the site superintendent is not available, the crew will contact the NOVEC scheduler or NOVEC construction supervisor.

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Delays caused by developer/builder may require NOVEC crews to be redirected to another job site and may result in a new construction completion date. Subject to provisions of NOVEC's terms and conditions, the developer/builder will be responsible for all cost associated with delays beyond NOVEC control.



**ADVANCE NOTIFICATION / LONG RANGE PLANNING REQUEST**

<b>Name of Subdivision or Project</b>		
<b>Section/Area</b>		
<b>Date of Submission to NOVEC</b>		
<b>Developer/Owner</b>		
<b>Contact Name</b>		
<b>Address</b>		
<b>Telephone</b>		

**Total Acreage** \_\_\_\_\_

**Total Square Footage of SFHs** \_\_\_\_\_

**Total Square Footage of THs** \_\_\_\_\_

**Total Square Footage of MFDs** \_\_\_\_\_

**Total Square Footage of Commercial by Type** \_\_\_\_\_

**Type of Heating (gas, electric, heat pump, or mixed)** \_\_\_\_\_

**Number & Size of Largest Motor or Chiller** \_\_\_\_\_

**Build out Schedule** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Status of Rezoning and/or Comprehensive Plan Amendment Change** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please include an electronic copy of the proposed site plan or the County CPAM/Zoning Application

The completed form should be sent to the Director, System Engineering  
 5399 Wellington Branch Drive, Gainesville, VA 20155, FAX: 703-754-6777,  
 or email to [KWhyte@novec.com](mailto:KWhyte@novec.com)



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### **Requirements for AutoCAD Submissions**

The following items are required on the land base drawings received by NOVEC prior to beginning a design. Each item is to be a separate layer. All submissions are to be in AutoCAD format (NAD\_ 1983 State Plane\_Virginia\_North\_4501,X,Y coordinates) on a CD.

- Existing easements – including VDOT, County, and State
- North Arrow
- Streets with curb and gutter
- Water lines and easements – including crocks and service taps
- Sewer lines and easements – including service stubs
- Site lines
- Street lights
- Retaining walls
- Driveways
- Sidewalks
- Houses or buildings with lot numbers
- Drain fields – septic system components
- Property lines
- Street names
- Building restriction lines



## Residential Customer Load Data

<b>Service Address:</b>	
<b>Customer Name:</b>	<b>Phone#:</b>
<b>Electrician Name:</b>	<b>Phone#:</b>

<b>Type of Structure:</b> Single Family Home      Townhouse      Other:	
<b>Square Footage:</b>	<b>Type of Heat:</b> Gas      Electric
<b>Service Size:</b> 100      200      320      400-600 ( <i>trough required</i> )      800 or larger ( <i>CT required</i> )	

Electrical Load															
<p><b>Note to customer:</b> To provide reliable service to all NOVEC customers, it is critical that the information entered in this form is accurate. Fields below need to be filled out with numerical values. Any other values will not be accepted.</p>															
General Load	Actual Load kW	Heating & Cooling													
Lighting Circuits:	_____ kW	<b>Electric Heat</b>													
Small Appliances:	_____ kW	Including backup/baseboard/furnace _____ kW													
Refrigerator:	_____ kW	<b>Heat Pump - # of units</b> _____													
Dishwasher:	_____ kW	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #cccccc;"> <th colspan="2">Largest Unit</th> <th colspan="2">Total</th> </tr> <tr> <th>Tons</th> <th>kW</th> <th>Tons</th> <th>kW</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Largest Unit		Total		Tons	kW	Tons	kW				
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Range/Oven:      Gas      or	_____ kW	<b>A/C - # of units</b> _____													
Water Heater:      Gas      or	_____ kW														
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Largest Unit				Total											
Tons	kW			Tons	kW										
Other: _____	_____ kW	<p><b>Enter values in either kW or Tons</b>  <b>Largest Unit – Rating of the largest unit</b>  <b>Total – Add together the ratings of all units</b></p>													
<b>Motor Load (Except Heating &amp; A/C)</b>															
Type: _____	_____ HP														
Type: _____	_____ HP														
Type: _____	_____ HP														

<b>Signature:</b> _____	<b>Date:</b> _____
-------------------------	--------------------

## Instructions for completing the Customer Load Data Sheet

*Please supply the following information*

- Service Address**      Address of new service location including city and zip code
- Customer Name**      Customer Name & Phone Number
- Electrician**          Electrician Name & Phone Number
- Type of Structure**      Single Family, Townhouse or specify Other structure type and write the type
- Square Footage**      Total square footage of living space
- Type of Heat**          Select Gas or Electric
- Service Size**          Select choice of service size: **400A & 600A service requires customer installed trough (see electricians guide). If service size is greater than 600A a Current Transformer (CT) Rated Service is required (see Designer for specifics).**
- Cooling System Notes**      Enter values in either KW or Tons  
Largest Unit – Rating of largest unit  
Total – Add together the ratings of all units
- Generation**          NOVEC will require additional detailed information pertaining to proposed generation
- Motor Load (Except Heating & A/C)**  
If single phase motors are part of the new service, please list the type of motor and the horsepower rating

***The company (NOVEC) reserves the right to designate and /or approve the location of the metering and Current Transformer (CT) equipment. The company must approve all metering arrangements.***

***The customer must notify NOVEC prior to the actual connection of any future load (as required by information and Requirements for Electric Service located in NOVEC's Terms & Conditions).***

# Commercial Load Data



Please provide the following information to the NOVEC representative at the field meeting:

Project Name:	Customer Request Date:
---------------	------------------------

Service Location:

Customer:	Address:	Phone:
-----------	----------	--------

Electrician:	Address:	Phone:
--------------	----------	--------

Structure Type:	Sq. Ft.:	Sq.Ft.:
-----------------	----------	---------

Type of Service (check all that apply):

Underground  
  Overhead  
  Service Change (Rewire)  
  New  
  Temporary  
  Conversion  
 Relocation (no load added)  
  Alteration (load added)  

Service Characteristics (submit shop drawings and electrical riser diagrams at this time:

Size of Load Wires:	Set of Load Wires per phase:	Conductor Type: <input type="checkbox"/> AL <input type="checkbox"/> CU
---------------------	------------------------------	---

Service Size:  100 amp  
 150 amp  
 200 amp  
 300 amp  
 400 amp  
 Other:

Voltage:  1o ,3 Wire, 120/240  
 3o, 4 Wire, Wye, 120/208  
 3o, 4 Wire, Wye, 277/480  
 Other:

List phase, number, horsepower rating voltage and approximate hours of operation per week	Check all applicable items, and indicate KW or tons and approximate hours of operation:
---	---

Phase	Number of Motors	HP	Voltage	Hours of Operation		Hours of Operation
<input type="checkbox"/> Lighting	<input type="checkbox"/> kW <input type="checkbox"/>					
<input type="checkbox"/> Elect. H.P.	<input type="checkbox"/> kW <input type="checkbox"/>					
<input type="checkbox"/> AC	<input type="checkbox"/> kW <input type="checkbox"/>					
<input type="checkbox"/> Cooking	<input type="checkbox"/> kW <input type="checkbox"/>					
<input type="checkbox"/> W.H	<input type="checkbox"/> kW <input type="checkbox"/>					
<input type="checkbox"/> Dryer	<input type="checkbox"/> kW <input type="checkbox"/>					
<input type="checkbox"/> Chiller	<input type="checkbox"/> kW <input type="checkbox"/>					
<input type="checkbox"/> Other	<input type="checkbox"/> kW <input type="checkbox"/>					

Line and load conductors must enter from opposite ends of the C.T. cabinet so that metered and non-metered conductors will not cross. NOVEC reserves the right to designate and/or approve the location of all metering and C.T. equipment. NOVEC must approve all proposed metering arrangements. Contact the Meter Superintendent at 703-392-1519 for further information.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## GRADE CERTIFICATION FORM

Electric Co. Estimate or Job No. \_\_\_\_\_

Telephone Co. Estimate or Job No. \_\_\_\_\_

Subdivision Name \_\_\_\_\_

Location \_\_\_\_\_

From Lot # \_\_\_\_\_

To Lot # \_\_\_\_\_

As required by the Utility Company (and Chapter 6B of the Fairfax County code), prior to the installation of underground power and communication cables, it is hereby certified that as of this date, the route of all cables and all pedestal locations shown on this job are within six inches of final grade on which sod or seed may be placed.

It is understood that the cost of relocation of, or repairs to our facilities made necessary as a result of changes in grade subsequent to this date will be billed to the party or parties responsible for the change in grade.

Name \_\_\_\_\_

(Print)

Signature \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Date \_\_\_\_\_

Witnessed \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Date \_\_\_\_\_



Work Request #: \_\_\_\_\_

Gainesville Technical Center  
5399 Wellington Branch Drive  
Gainesville VA 20155  
Phone (703) 754-6750

**UNDERGROUND DISTRIBUTION FACILITIES AGREEMENT**

Developer/Builder/Homeowner (Customer), \_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Address)  
\_\_\_\_\_  
(Phone)

hereby requests Northern Virginia Electric Cooperative (NOVEC) to install underground electrical facilities serving the following property (the "Project"):

Subdivision \_\_\_\_\_ Section \_\_\_\_\_  
Lots \_\_\_\_\_ County \_\_\_\_\_

**SECTION I--APPLICATION FOR INSTALLATION OF UNDERGROUND DISTRIBUTION FACILITIES**

- A. The Customer shall deliver to NOVEC any of the following that NOVEC determines are applicable at least 8 weeks prior to the commencement of any construction on the Project for the installation of electrical facilities. Any deficiencies or problems with the submissions may delay the start of NOVEC's installation of electrical facilities.
  1. This executed Underground Distribution Facilities Agreement.
  2. Street light information, including locations, fixture style, and mounting heights as approved by the authority having jurisdiction.
  3. One (1) set of final development, site plans, and final record plat on paper and one CD in NOVEC specified AutoCAD format, as approved by the applicable governmental department, municipal, or county.
  4. One (1) set of house site plans. Final meter base locations will be designated by NOVEC. Developer/Builder/Homeowner shall notify NOVEC of the location of any structures (decks, patios, porches, air conditioners, retaining walls, etc.) which are proposed or which may be installed over or near NOVEC facilities so that they may be considered when designing the facilities.
  5. A duly executed and acknowledged right-of-way easement for all facilities, and the right of ingress and egress for maintenance and construction purposes over the entire property.
  6. A fully completed NOVEC load letter for each type of residential structure.
- B. The completion date for the installation of all commercial electrical facilities is contingent upon the availability of the required electrical apparatus.
- C. NOVEC will assist Customer in planning energy conservation programs, electric and dual-fuel heating installations.

- D. An Application is required for each metered electric service at least 4 weeks in advance of service installation date, including street addresses for all the properties involved. If the connected load through any meter exceeds 500 KVA NOVEC may require an electric service agreement with the Commercial Customer before the service will be energized
- E. Grade certifications must be provided for all areas NOVEC will cross while installing its facilities at least 2 weeks prior to NOVEC commencing construction.

## SECTION II—AGREEMENT

Upon the full execution of this Agreement by all parties, the Customer and NOVEC agree to perform and be bound by the following provisions:

### A. **Customer's Obligations**

Customer, its agents, contractors, and subcontractors, at its sole cost and expense, agree to perform the following, (hereinafter referred to as "Customer Obligations"), which shall be a prerequisite of NOVEC's performance of its obligations hereunder:

1. Install only NOVEC-provided meter bases and terminate entrance cables. Location of all meters will be designated by NOVEC. No part of the service entrance shall be concealed before entering the meter base. All meter locations shall be in an accessible and serviceable location (not under porches, decks, enclosed nor any location where such conditions are likely). The center of the meter shall be located five and one half feet above final grade, plus or minus six inches, on the outside of the building, and must be in accordance with NOVEC's specifications.
2. When the footing, siding, brick or stone work conflicts with the normal installation of the meter riser, the concrete shall be chipped, notched or some other Cooperative approved method shall be provided to extend meter riser conduit away from the footing. Any obstructions that prevents the meter riser from being installed in to the meterbase will need to be corrected prior to receiving service.
3. Backfill and compact excavations around the footings, foundation, and walls in an area defined by a semi-circle with a radius of 10 feet centered on the meter base location.
4. Where instrument transformer metering equipment will be required, NOVEC will provide requirements to the Commercial Customer regarding the metering equipment location, specifications, etc. as well as the specific responsibilities of both parties.
5. Grade the entire right-of-way to within six (6) inches of final grade and remove all trees, undergrowth, stumps, construction materials, trash, or other obstructions.
6. Limit the slope of the NOVEC right-of-way to a maximum of 5 to 1 (5 horizontal feet to 1 vertical foot). Areas within the right-of-way with more than 5 to 1 slope are to be cut or filled by the Customer. Cut or fill areas are to remain after NOVEC's facilities are installed
7. Conduit Systems
  - i. **Commercial Conduit System**, the Customer shall provide a staked easement and install the necessary trenches, primary and secondary conduits, sweeps, pull boxes, transformer pads, and 2500# detectable pull tape per the Cooperative's specifications. Under no circumstance shall plumber's pipe and/or fittings be substituted for gray, Schedule 40 PVC, UL rated electrical conduit and/or fittings. Prior to backfilling, any trench containing conduit systems to be utilized by NOVEC the Commercial Customer shall contact the NOVEC Scheduler 2 working days in advance to schedule a NOVEC inspection of the trench and conduit.

(Conduit Systems continued)

- ii. **Residential Conduit System**, the Customer shall install the necessary trenches, conduits, sweeps, pull boxes, transformer pads, 2500# detectable pull tape to NOVEC specifications or pay NOVEC for the additional costs of furnishing and installing the conduit system. For street crossings, the Customer shall install NOVEC furnished conduits and electronic markers according to NOVEC's design specifications. Under no circumstance shall plumber's pipe and/or fittings be substituted for gray, Schedule 40 PVC, UL rated electrical conduit and/or fittings. Prior to backfilling any trench containing conduit systems to be utilized by NOVEC, the Customer shall arrange for a NOVEC inspection of the trench and conduit.
8. The Customer shall be responsible for all costs (including boring, cutting or repair costs) associated with the installation of conduit under base or paving material, driveways, walk ways, retaining walls, patios or any other structures which may have been installed or constructed prior to the installation of the electrical facilities within the proposed right-of-way. Likewise, any relocation of electrical facilities required by changes in the Project on the part of the Customer shall be at the sole expense of the Customer.
9. Customer is required to have a certified land surveyor locate and mark all necessary property lines, corners, building corners and utility easements on the Project before facilities are staked.
10. The Customer shall locate and mark at the time services are staked, all private facilities such as water, septic, customer-owned electric system such as invisible pet fences, security systems, sprinkler systems and well feeds. The Customer shall locate and mark all buried facilities not taken over by appropriate governmental departments.
11. The Customer shall pay to NOVEC prior to commencement of any site construction, all sums owed by Customer to NOVEC on any other projects. In addition Customer shall pay to NOVEC all underground lot, temporary service, or street light charges as calculated by NOVEC pursuant to NOVEC's Terms and Conditions in effect at the time an engineering cost estimate of the work on the project is prepared. Any unforeseeable charges such as adverse trenching conditions, hand digging, lost labor from customer delay, damage claims, relocation of facilities, etc., will be paid by the Customer as soon as work has been completed and billing has been rendered.
12. In addition to the Miss Utility reporting requirements, the Customer shall notify the NOVEC Scheduler 703-754-6784 a minimum of 24 hours before digging around electrical facilities located through Miss Utility. NOVEC agrees to then notify the Customer if a NOVEC representative will be present to inspect the excavation operation.
13. All excavation that exposes a NOVEC electric installation must be backfilled in accordance with NOVEC's underground facility backfill specifications. If Customer fails to backfill in accordance with NOVEC specifications, the Customer is responsible for re-excavation and correction of backfill deficiencies in the presence of a NOVEC representative.
14. NOVEC underground electric lines shall not be uncovered and left exposed. If the excavated area needs to remain open, the Customer shall immediately contact the NOVEC Scheduler or the NOVEC Operations Center. NOVEC will perform the work necessary to ensure a secure and safe temporary work site. Customer agrees to reimburse NOVEC for expenses associated with providing field inspection, supervision and construction services needed to ensure the restoration of the excavated area is performed to ensure a safe and reliable system.
15. If NOVEC believes that its facilities have been exposed, subjected to potential damage and/or undermined by any excavation and resulting excavation has been backfilled without notification to the NOVEC Scheduler or the NOVEC Operations Center and without site inspection by NOVEC, NOVEC may excavate and evaluate the same area. Subsequently if the backfill by the Customer was not accomplished in accordance with NOVEC backfill specifications, NOVEC shall make the required corrections. The Customer agrees to reimburse NOVEC for expenses associated with providing field inspection, supervision and construction services needed to ensure the restoration of the excavated area is performed to ensure a safe and reliable system.

16. There shall be no tamping of backfill in any trenches containing NOVEC facilities unless NOVEC's cables are protected by conduit. Customer shall allow sufficient time for trench to settle before laying sod or seeding. Installation of driveways, walkways, patios, or any other structure that crosses trenches must be done in accordance with the provisions of the NOVEC easement after the trench as had sufficient time to settle. Customer installed conduit systems may be mechanically compacted to the density of the surrounding undisturbed soil to prevent settling. No mechanical compaction shall be done within 12 inches of conduit.

## **B. Bedding, Cover and Trench Backfill Requirements**

### Direct Bury Trench

Where a smooth flat trench is not available, six (6) inches of Bedding is required in the bottom of the trench for direct bury cable installations. Bedding is defined as dirt or stone dust. Soil containing occasional rounded rocks 1/2" diameter or less is acceptable.

Direct bury Cover shall consist of six (6) inches of dirt or stone dust. Soil containing occasional rounded rocks 1/2" diameter or less is acceptable. The Cover material should fill the voids around the cable.

Trench Backfill material may include spoils from the trench as long as it is free of debris or material that may damage the cable or conduit or cause settling. Trench Backfill above the cable padding shall not contain ashes, cinders, shale, frozen material, loose debris, vegetation or rocks larger than six (6) inches in any dimension. If NOVEC determines that the spoils excavated from the trench are not suitable for Trench Backfill then additional covering material will be required.

### Conduit Trench

The bottom of the trench shall have a uniform pitch and shall be solid and relatively smooth, or undisturbed earth, or well tamped, and free of any debris that may be detrimental to the conduit. Excavation shall be of size and extent to permit proper installation of conduit and structures, as required.

A minimum of twelve (12) inches of Cover, measured to the top of the conduit is required to cover the conduits. Cover is comprised of suitable fill. Suitable filled is defined as any type of soil that does not contain ashes, cinders, shale, frozen material, loose debris, vegetation or rocks larger than two (2) inches in diameter. The material should fill the voids around the conduit. NOVEC red warning tape shall be installed the entire length of the trench directly above the twelve (12) inches of Cover.

Spoils from the trench may be used as Trench Backfill as long as it is free of debris or other materials that may damage the conduit system or cause settling. Trench Backfill shall not contain ashes, cinders, shale, frozen material, loose debris, vegetation or rocks larger than six (6) inches in any dimension.

## **C. NOVEC's Obligations, Adverse Trench and Hand Digging**

1. NOVEC agrees to commence with the installation of its electrical facilities within twenty (20) working days, (except for delays caused by weather or any other cause beyond the reasonable control of NOVEC), after the Customer's obligations, as defined in Section II Paragraph A, are completed, notification is received from Customer that the site is ready for construction and the site has been verified ready for Construction by NOVEC.
2. NOVEC agrees to provide the Customer with the conduit layout specifications described in Section II Paragraph A.6 of this agreement within 6 weeks following the receipt of all the required documents from the Commercial Customer (see Section I Paragraph A).
3. In the event NOVEC encounters Adverse Trench conditions that impede the normal machine trenching operation such as, but not limited to, rock, shale, extreme ground frost, buried debris, trees, stumps and shrubbery, the customer shall be responsible for any additional construction cost incurred by NOVEC for trenching at a slower pace than normal, , or any cost associated with delays while waiting on the customer or re-mobilizing crews and equipment. When, in NOVEC's determination, adverse conditions are encountered, NOVEC will proceed based on the Customer option selected. Any excess spoils, rock or other debris excavated from trench will be left on site in the area from which it was excavated.

4. The Virginia Underground Utility Damaged Prevention Act requires “Hand Digging” within 2 feet of any Miss Utility marks or known utilities. This is required to ensure the safety of workers, the general public and the utility owner’s facilities and applies to both public and private facilities. The accurate presences of utilities cannot always be determined prior to excavation. The Customer shall be billed for all Hand Digging charges.
5. NOVEC will locate all NOVEC underground facilities in accordance with Virginia Code Section 56-265.14, et seq. (the Underground Utility Damage Prevention Act). Call “Miss Utility” at 811 or 800-552-7001 to request facilities to be located.

### **SECTION III—REPAIR OF DAMAGES**

- A. Each party to this Agreement shall be responsible for the reasonable cost of repairing any damage to property of the other party caused by its negligence or willful or wanton misconduct or by the negligence or willful or wanton misconduct of its agents, contractors, subcontractors or employees. Damages to NOVEC facilities include damages to other utilities that are in reasonable proximity to NOVEC lines. Prior to making any repairs, with the exception of repairs to energized NOVEC facilities, the damaged party shall give the other party prior notice of at least 2 working days in order to inspect the damage and independently assess the responsibility for such damage.
- B. Customer shall indemnify and hold harmless NOVEC from any claim, action, expense, including reasonable attorney’s fees, liability, suit, judgment, or decree arising from Customer’s negligence or failure to perform the duties and obligations under this Agreement. Any claims for compensation by Customer alleged to be owing due to the negligence of NOVEC shall be submitted within 30 days of discovery, or within 30 days of completion of the work, whichever occurs first, or said claim shall be deemed to be forever discharged and waived.
- C. In the event of damage to, dislocation, or disturbance of any underground electrical cable, the Customer shall immediately notify NOVEC’s Customer Service Department (1-888-335-0500). The Customer shall not backfill around the cable until NOVEC has inspected and repaired the damage or has given the Customer approval to backfill in the presence of a NOVEC representative. Alternatively, NOVEC may choose to assign NOVEC crews to perform the required backfill operation at the Customer’s expense.
- D. NOVEC may report all third-party damages to its facilities to the Virginia State Corporation Commission.

**SELECT A BACKFILL OPTION BELOW (One must be signed)**

It is agreed that the Customer will furnish suitable backfill material in sufficient quantity should said material not be available from the trench excavation. If the customer has to have suitable backfill material imported to the site NOVEC will proceed based on the Customer option selected below.

**OPTION 1:**

I, \_\_\_\_\_, hereby agree to have sufficient quantities of rock dust to be used for cable bedding, cable cover and trench backfill on site and in close proximity to the trench prior to the start of NOVEC's construction.

\_\_\_\_\_  
Signature

**OPTION 2:**

I, \_\_\_\_\_, hereby authorize NOVEC to provide rock dust to be used for cable bedding, cable cover and trench backfill; and accept full responsibility for all resulting additional costs.

\_\_\_\_\_  
Signature

**SELECT AN ADVERSE TRENCHING OPTION BELOW (One must be signed)**

**OPTION 1 (NOVEC Continues Working):**

I, \_\_\_\_\_, hereby authorize NOVEC to continue working and accept full responsibility for all resulting additional costs.

\_\_\_\_\_  
Signature

**OPTION 2 (Dismiss NOVEC and Provide Trench):**

I, \_\_\_\_\_, hereby request NOVEC to stop working and will provide a suitable trench through the adverse trenching conditions to NOVEC specifications and will pay all delay and mobilization costs.

\_\_\_\_\_  
Signature

**CUSTOMER INSTALLED CONDUIT OPTION**

I, \_\_\_\_\_, hereby agree to furnish and install necessary trenches and backfill, primary and secondary conduits, sweeps, pull boxes, transformer pads, pull boxes, and 2500# detectable pull tape per the Cooperative's specifications. Under no circumstance shall plumber's pipe and/or fittings be substituted for gray, Schedule 40 PVC, UL rated electrical conduit and/or fittings. I understand for street crossings, I shall install NOVEC-furnished conduits and electronic markers according to NOVEC's design specifications. Under no circumstance shall plumber's pipe and/or fittings be substituted for gray, Schedule 40 PVC, UL rated electrical conduit and/or fittings. Prior to backfilling any trench containing conduit systems to be utilized by NOVEC, I shall arrange for a NOVEC inspection of the trench and conduit.

\_\_\_\_\_  
Signature

**HAND DIGGING CHARGES (must be signed)**

I, \_\_\_\_\_, hereby accept full responsibility for all resulting Hand Digging charges as required by the Virginia Underground Utility Damage Prevention Act to ensure the safety of workers, the general public and utility owner's facilities.

\_\_\_\_\_  
Signature

**Any post construction billing should be sent to the following address:**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip code: \_\_\_\_\_

**WITNESS the following signatures and seals pursuant to due authority:**

Customer:

\_\_\_\_\_  
(Print Company Name)

By:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

Position\*:

\_\_\_\_\_  
(Print Position)

**WITNESS**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
Date

**\*If other than president, vice president, partner, or owner, a power of attorney must accompany contract.**

**NORTHERN VIRGINIA ELECTRIC COOPERATIVE**

By:

\_\_\_\_\_  
Kevin Whyte  
Director, System Engineering

**WITNESS**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
Date



## Membership Application

---

**Name On Account:** \_\_\_\_\_

**Spouse (if applicable):** \_\_\_\_\_

**Driver's License Number:** \_\_\_\_\_

**Contact Phone #:** \_\_\_\_\_  
*(Home) (Cell) (Business)*

**E-Mail:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_  
*(Street)*

\_\_\_\_\_  
*(City) (State) (Zip Code)*

**Subdivision:** \_\_\_\_\_ **Section:** \_\_\_\_\_ **Lot #:** \_\_\_\_\_

**Service Type:** \_\_\_\_\_  
*(Example: House, Lights, Barn, Retail, Apartments, Warehouse, Garage, Well)*

**Mailing Address:** \_\_\_\_\_  
*(Street)*

\_\_\_\_\_  
*(City) (State) (Zip Code)*

**Accounts Payable Company Contact Person:** \_\_\_\_\_

---

I authorize NOVEC to establish an account to bill myself or the above named company for the monthly electric usage when the meter is installed at the property listed above.

**Name (Please Print):** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Deposit Notice:** Please note that you will be charged a deposit once your account is established which will appear on your first bill. Upon installation of your service, please contact the Customer Service Center at (703) 335-0500 or 1-888-335-0500 if you would like a credit check performed to re-evaluate the deposit amount. The re-evaluation could lower the actual deposit charged to your account.



**Effective: 7/1/2013**

**When submitting Builder Electric Service Request for Residential Lots:**

- Once notification has been received from NOVEC that the mainline design package is complete, builders may submit up to 20 lots at a time for individual services – Please do not submit service requests before the mainline design is complete.
- ALL dates must include Month/Day/Year (month and year only is not acceptable).
- NOVEC utilizes the date construction begins (foundation installation) on the dwelling to determine the estimated date the meterbase will be installed and electric service can be installed. Please ensure that the date construction has/will begin is correct.
- *Please submit requests for new service at the time construction begins on each dwelling (foundation installation) to ensure NOVEC has sufficient time to design, inspect and install electric service to the dwelling.*
- “ASAP”, “Done”, “TBD” are not acceptable for dates.
- NOVEC will complete the service design and send an invoice , if required, within 1 to 4 weeks.
- All fields are required.

**EMAIL: [Servicerequests@NOVEC.com](mailto:Servicerequests@NOVEC.com)**

**Please do not submit requests directly to NOVEC Utility**

**Designers.**



Servicerequests@NOVEC.com

**Builder Electric Service Request for Residential Lots**

Main line requests are handled separately

This form to be used for Application Information

Date: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Section: \_\_\_\_\_ Lot: \_\_\_\_\_

Street Address: \_\_\_\_\_

Builder: \_\_\_\_\_

Field Contact Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Mobile No.: \_\_\_\_\_ Fax: \_\_\_\_\_

**Date House Construction to Begin: (foundation)** \_\_\_\_\_

Date Meterbase & panel will be installed: \_\_\_\_\_

**Requested date of NOVEC facilities installation:** \_\_\_\_\_

Date of Closing: \_\_\_\_\_

Signature / Approval: \_\_\_\_\_

Type of Service: Townhouses \_\_\_\_\_ Single Family \_\_\_\_\_

Meterbase Size: 150 amp \_\_\_\_\_ 200 amp \_\_\_\_\_ 320 amp \_\_\_\_\_ Other Size \_\_\_\_\_

**Billing Information**

Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_

**Please do not resubmit requests. For status of submitted requests, please call 703-754-6750.**



**NORTHERN VIRGINIA ELECTRIC COOPERATIVE**  
**EASEMENT AND RIGHT-OF-WAY AGREEMENT**

**THIS EASEMENT AND RIGHT-OF-WAY AGREEMENT** is made this \_\_\_ day of \_\_\_\_\_, 2014 between \_\_\_\_\_, hereinafter called "Owner" and NORTHERN VIRGINIA ELECTRIC COOPERATIVE, a Virginia corporation, hereinafter called "Cooperative."

**WITNESSETH:**

That for the sum of One Dollar (\$1.00), and other valuable considerations, the receipt and sufficiency whereof is hereby acknowledged, Owner grants unto Cooperative, its successors and assigns, a perpetual easement and right of way to install, lay, construct, operate, repair, alter and maintain underground conduit and cable lines for transmitting and distributing electric power, and for telephone, television and other communication purposes, including all cables, switchgear, transformer enclosures, meters, ground connections and supports and poles for lights and streetlights and accessory equipment desirable in connection therewith ("Facilities"), under and/or upon and across the lands of Owner situated in \_\_\_\_\_ (County), Virginia, (the "Property") as shown on Plat Number \_\_\_\_\_, dated \_\_\_\_\_, being attached hereto and hereinafter known as the "Easement." The location and width of the Easement shall be as shown on said plat.

Owner further grants to Cooperative, a perpetual Service Easement to the proposed improvement on each lot now or hereafter created on the Property (the "Service Easement"). The Cooperative may select one location on each lot for the Service Easement. The Service Easement shall be fifteen (15) feet in width, the center line of which shall be the Facilities as installed.

The Facilities erected hereunder shall remain the property of Cooperative. Cooperative shall have the right to inspect, rebuild, remove, repair, improve and relocate within the Easement and Service Easement, and to make such changes, alterations, substitutions, additions in and to or extensions of its Facilities as Cooperative may from time to time in its sole discretion deem advisable, including but not limited to the right to increase or decrease the number of cables, switchgear, transformer enclosures and accessory equipment, and to increase or decrease the size of the cables and voltage carried by said cables.

RETURN TO:  
NOVEC  
5399 Wellington Branch Drive  
Gainesville, VA 20155-1616  
Attn: Right-of-Way  
703-754-6750

Cooperative shall at all times have the right to keep the Easement and Service Easement clear of all trees, limbs, shrubbery and undergrowth, and to keep the Easement and Service Easement clear of all buildings and structures, except fences. Cooperative shall have the right to cut all trees and limbs outside of the Easement and Service Easement that may, in falling, endanger the safe, proper and efficient operation of Cooperative's above ground Facilities. All trees and limbs cut and/or chipped by the Cooperative at any time, shall remain the property of Owner. Trees shall be cut into lengths of not less than four feet and shall be placed in piles along said Easement.

Owner, his successors and assigns, may use the land within the Easement for any purpose not inconsistent with the rights hereby granted and provided such use does not interfere with, or endanger the construction, operation, or maintenance of Cooperative's Facilities. Sidewalks, driveways, private streets and parking lots may be constructed on the underground Easement and Service Easement if Cooperative's Facilities are installed in conduit, or if not installed in conduit, may cross the underground Easement or Service Easement at an angle of no less than forty-five degrees and in a manner that does not interfere with the exercise of the rights granted to Cooperative and provided no excavations shall exceed six (6) inches, no fills shall exceed six (6) inches and no storage of water may be made thereon.

Cooperative shall have the right of ingress to and egress from the Easement over the lands of Owner adjacent to the Easement and Service Easement, such right to be exercised in such manner as shall occasion the least practicable damage or inconvenience to Owner.

Cooperative shall repair damage to roads, fences, and other such improvements which are not inconsistent with the rights granted hereto. Cooperative shall repair or shall pay Owner, at Cooperative's discretion, for other physical damage done in the process of the construction, inspection, or maintenance of Cooperative's Facilities, or in the exercise of its right of ingress or egress provided Owner gives written notice thereof to Cooperative within thirty days after such damage occurs.

Notice to Landowner: You are conveying rights to a public service corporation. A public service corporation may have the right to obtain some or all of these rights through exercise of eminent domain. To the extent that any of the rights being conveyed are not subject to eminent domain, you have the right to choose not to convey those rights and you could not be compelled to do so. You have the right to negotiate compensation for any rights that you are voluntarily conveying

Owner covenants that it is seized of and has the right to convey said Easement. Cooperative shall have quiet and peaceable possession, use and enjoyment of the Easement and Service Easement, rights and privileges hereby granted.

**IN WITNESS WHEREOF**, the following signature(s) and seal(s).

_____ (print company name)	_____ (print company name)
<b>Signature:</b> _____	<b>Signature:</b> _____
Print name: _____	Print Name: _____
Print title: _____	Print title: _____

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, by \_\_\_\_\_.  
Print Owner's Name

My Commission expires \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, by \_\_\_\_\_.  
Print Owner's Name

My Commission expires \_\_\_\_\_.

\_\_\_\_\_  
Notary Public



**NOVEC Guidelines for Developers and Builders**

**Receipt of Electric Service**

**NOVEC Contact List**

<b>Project Description:</b>			
<b>NOVEC Main Line Work Request Number:</b>			
<b>Other Associated Work Request Numbers:</b>			
<b>Phase 1 - Advance Notification/Long Range Planning</b>			
	<b>Name</b>	<b>E-Mail</b>	<b>Phone</b>
Planning Engineer:			
Manager:			
<b>Phase II - Easements and Road Crossings</b>			
<b>Phase III - Project main Line Design</b>			
	<b>Name</b>	<b>E-Mail</b>	<b>Phone</b>
Utility Designer:			
Supervisor:			
Manager:			
<b>Phase III - Individual Services</b>			
Single Family Lot size < 1.5 acres			
	<b>Name</b>	<b>E-Mail</b>	<b>Phone</b>
Design Technician:			
Supervisor:			
Manager:			
Lots > 2.5 acres, townhouses, condos, etc.			
	<b>Name</b>	<b>E-Mail</b>	<b>Phone</b>
Utility Designer:			
Supervisor:			
Manager:			
Commercial Applications			
	<b>Name</b>	<b>E-Mail</b>	<b>Phone</b>
Utility Designer:			
Supervisor:			
Manager:			
<b>Phase IV - Construction</b>			
	<b>Name</b>	<b>E-Mail</b>	<b>Phone</b>
Scheduler:			
Job Site Inspector:			
Supervisor:			
Manager:			