



New Miscellaneous Construction Questionnaire

Print and keep this page for your information

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

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

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

Print | Complete | Submit

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



LEARN THE PROCESS

STEP 1: APPLICATION FOR NEW SERVICE

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

STEP 2: MEET WITH THE FIELD ENGINEER

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

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

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

STEP 3: ENGINEERING THE PROJECT

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

STEP 4: MEMBER RESPONSIBILITIES

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

STEP 5: CONSTRUCTION

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

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

updated:01/2022

NEED HELP? Call our office M-F from 7:30 - 4 p.m.



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

NEW MISCELLANEOUS CONSTRUCTION QUESTIONNAIRE

CONTACT INFORMATION:

NAME _____

I AM THE HOMEOWNER I AM THE BUILDER/CONTRACTOR OTHER _____

URE SERVICE ADDRESS _____

PHONE (_____) _____ E-MAIL ADDRESS _____

BILLING ADDRESS (IF DIFFERENT) _____

BUILDER/CONTRACTOR INFORMATION:

BUILDER/CONTRACTOR NAME _____

BILLING ADDRESS _____

PHONE (_____) _____ E-MAIL ADDRESS _____

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

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

EASEMENT REQUIREMENTS

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

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

OFFICIAL NAMES ON DEED _____

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

THE PARCEL NUMBER WHERE THE EASEMENT WILL RESIDE (NOT THE PARENT PARCEL) _____

NUMBER OF ACRES OF THE PARCEL (NOT THE PARENT PARCEL) _____

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

VIRGINIA MILITARY SURVEY NUMBER (VMS) _____

COUNTY THE PARCEL RESIDES IN _____

TOWNSHIP THE PARCEL RESIDES IN _____

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



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NEW MISCELLANEOUS CONSTRUCTION QUESTIONNAIRE

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

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

SITE MEETING FOR NEW CONSTRUCTION:

WHO WILL BE AT THE SITE MEETING? _____

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

NEW MISCELLANEOUS SERVICE SPECIFICATIONS

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

WILL YOUR PROPERTY CONTAIN ANY OF THESE ITEMS?

PLEASE CHECK ALL THAT APPLY

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