Dear Duke Energy Customer,

Duke Energy is pleased to provide your electric service. In doing so, our goal is to meet your request with the least possible disturbance to your property without damaging any underground objects that may be present.

To provide the service you have requested, we must rely on your knowledge of any underground objects or obstructions that may impede the installation of poles, apparatus or underground facilities. You are the primary source of information about such objects or obstructions that could be damaged by Duke Energy or our contractor's equipment.

In the interest of safety and a damage-free and timely installation, please do the following:

1. Use the checklist(s) below to ensure all site readiness requirements are completed.
2. Acknowledge that you understand the Electric Service Installation Provisions.

You may be responsible for any additional costs incurred by Duke Energy due to our inability to perform work on schedule as a result of the site not being ready or remaining ready until all work has been completed. If you have questions about these provisions or your electric service, please ask the Duke Energy representative handling your request. Thank you for your cooperation, and we look forward to providing you a safe and timely installation.

Site Contact Name: _____ Contact Number: _____

Site Readiness Checklist

Note: All marking/locating of lines and other customer-owned equipment must be done with flags, stakes, or paint. In accordance with 811 process all markings must be respected and protected.

CUSTOMER NAME:_____ **SERVICE ADDRESS:**_____

SITE READY DATE: _____ **DATE SERVICE NEEDED (REQUIRED DATE):** _____

REQUIRED	REQUIREMENT	COMPLETED
☐	Route clear (minimum 10 ft. width from source to meter base).	☒
☐	Grading within 6 inches of final or to final grade as indicated on Electric Service Installation Provisions.	☒
☐	Builder/Private underground obstacles (lines, tanks, tree protection zones, etc.) located and marked.	☒
☐	Effective July 1, 2016, Meter Socket(s)/Meter Center(s) is on the Meter Equipment Group approved list.	☒
☐	Self-Contained Meter Base Ready (meter base, load-side conductors, grounding rod and conductor installed).	☒
☐	CT cabinet / metering trough location marked/installed as indicated on CT Metering Site Readiness Checklist	☒
☐	I have been shown the pictures of Duke Energy's standard underground installation equipment and understand the potential impact to my property.	☒
☐	Large truck and/or trencher route clear to access meter base, poles, transformers, or other Duke Energy equipment.	☒
☐	Work only in dry conditions to prevent yard damage.	☒
☐	Individual Right of Way - signed and returned. All other Rights of Way – properly executed and returned.	☒
☐	Contribution-in-aid of construction obligation is met.	☒
☐	Concrete transformer pad is poured and metering conduit installed per specifications.	☒
☐	Conduit **(Gray, Schedule 40)** installed, as discussed with project designer, for underground primary or service installations per specifications.	☒
☐	In multi-unit structures, all meter boxes are permanently and correctly marked/installed.	☒
☐	I have read, understood, and accepted the Electric Service Installation Provisions' terms.	☒
☐	As a developer, I understand my responsibilities outlined on the attached Subdivision/Multi-Family Checklist.	☒
☐	I have notified Duke Energy of the completion of the above Site Ready requirements.	☒
☐	The **maximum number** of customer conductors per phase - **12** for 750 MCM or smaller.	☒
☐	I have received a copy of the **Duke Energy Pad Mounted Transformer Building Clearance Standard**.	☒
☐	There are no known environmental hazards or contaminants on my property.	☒
☐		☐

Once you have satisfied all of the requirements checked above, and if applicable on the accompanying CT Metering Site Readiness Checklist, please report to Duke Energy that your site is ready for service by calling _____, or, by emailing this form to _____, referring to Work Order # (or Customer Job #) _____.

By signing, I acknowledge that I am the Owner/Customer or Representative of the Owner/Customer with authority to execute this document.

_____ _____

Owner / Customer / Authorized Representative Signature Date

Your request will not be scheduled until you have completed this notification. Standard scheduling and construction lead-times must be allowed before expecting delivery of your service.

Thank You

Electric Service Installation Provisions

WO# _____
(Internal Use Only)

I, _____, have requested that Duke Energy install above ground or underground electric service conductors at my home/business located at**:** _____. In making this request, I agree to the following checked provisions:

1. ☒ While Duke Energy is responsible for locating publicly owned underground utility lines (telephone, CATV, gas) I am responsible for identifying for Duke Energy or its agent the correct location of all privately-owned underground objects that might be damaged by or cause damage to Duke Energy's equipment or its contractor's equipment in the process of installation. Underground objects include, but are not limited to: **geogrid, septic tanks, drain lines, drain fields, designated repair areas, water lines, irrigation lines and electrical lines not owned by Duke Energy or other publicly owned utilities.**
2. ☒ Once I have physically marked the privately-owned underground objects, within + or – 24 inches, using paint, flags, or stakes, Duke Energy or its contractor will assume responsibility for avoiding damage to said objects.
3. ☒ I assume full responsibility for any damage to privately-owned underground objects caused by my failure to notify or incorrectly notify Duke Energy of the location of the underground objects.
4. ☒ Duke Energy or its contractor will assume responsibility for performing said installation in a professional manner by avoiding damage to obvious above ground objects such as curbs, gutters, shrubbery, sidewalks, and buildings.
5. ☒ I understand the specific route of the proposed above ground or underground conductors and location of poles and/or apparatus as described by the Duke Energy representative.
6. ☒ In the course of installing underground lines and equipment in areas with landscape trees, there is the probability of some root damage and I will not hold Duke Energy or its contractor responsible for damage to or the health of any trees.
7. ☒ Equipment tracks and ground disturbance will result from the use of equipment necessary for the installation of above ground or underground facilities.
8. ☒ Duke Energy or its contractor **will not** be responsible for providing non-standard erosion control measures, reseeding lawns or replacing gravel in the area(s) disturbed due to the installation of poles, apparatus (such as transformers or pedestals) or underground facilities.
9. ☒ I understand that I am responsible for complying with any state or federal requirements related to stormwater discharge including any site stabilization measures.
10. ☒ I may be required to pay a contribution in aid of construction if rock or other adverse conditions are encountered. Refer to the Line Extension Plan (copy available upon request). Costs associated with lighting installations may vary from those listed below or could potentially be less if your project involves joint installation with other utilities. These conditions include, but are not limited to, the following examples:

Examples of Charges	**Unit Cost**
Trench Rock, Non-blast	$ 29.26 per cubic foot
Place clean sand/clay backfill in a standard trench	$ 1.71 per linear foot
Provide clean sand/clay backfill from on-site or offsite	$ Actual Cost plus 15%
Provide conduit in trench	$ 10.59 per linear foot
Punching under roads/driveways/sidewalk	$ 30.55 per linear foot
Mechanical tamping to avoid settling of trench	$ 2.11 per linear foot
Rock hole pole	$ 370.78 per pole
Rock hole anchor	$ 331.80 per anchor
Crew delay due to customer or site conditions	$ 125.00 per hour ($125 min)
Engineering costs	$ 65.00 per hour
Other: _____	$_____

11. ☒ To meet National Electric Safety Codes, work site grading, and landscaping must be __ at final grade or __ within 6 inches of final grade (Duke Representative to initial appropriate item) before installation of underground facilities. Refer to the Line Extension Plan (copy available upon request).
12. ☒ **I understand that I may be responsible for any additional costs incurred by Duke due to Duke's inability to perform work on schedule as a result of my failure to have the site ready or remain ready until all work has been completed ($125 minimum charge).**
13. ☒ I have requested that Duke Energy install underground facilities on the property listed above. In making this request, I agree to be the single point of contact for Duke Energy and agree that I may be financially responsible to Duke Energy for any damage to Duke Energy's equipment that is caused by a contractor retained by me who is uninsured or otherwise does not have the financial ability to pay for said damages.
14. ☒ I have provided Duke Energy with the correct load information to size the electrical facilities required by this request for service. I understand that there may be charges if the actual load requires Duke Energy to alter electrical facilities installed for this request for service.
15. ☒ I assume full responsibility to determine if any lighting ordinances or restrictions that would prohibit the installation of the service requested.
16. ☒ I agree to allow Duke Energy or its contractor to drive vehicles/equipment on my concrete drive or walkway and I will not hold Duke Energy or its contractor responsible for damage to my concrete drive or walkway.
17. ☒ Duke Energy or its contractor will not be responsible for providing remediation or environmental control measures for preexisting environmental hazards or contaminants discovered during the installation of poles, apparatus (such as transformers or pedestals) or underground facilities. Environmental issues not disclosed during project initiation may delay the completion of construction.
18. ☒ These provisions have been explained to me and I have received a copy of this document.

By signing, I acknowledge that I am the Owner/Customer or Agent of the Owner/Customer with authority to execute this document.

_____ _____
Owner / Customer / Authorized Representative Signature Date

Boimah Sandimanie 803-487-1560 _____
Duke Energy Representative Phone Number Email Address Date

CT Metering Site Readiness Checklist

Reference the "Requirements for Electric Service and Meter Installations" manual provided by the Project Designer or available online for more detail on service installation and metering requirements.

CT cabinets, busbar CT metering cabinets and transockets are provided and installed by the customer. CT cabinet must be selected from the "Approved CT Metering Cabinet List" document found on the Duke Energy web site. Transformer-rated meter base is provided and installed by Duke Energy.

REQUIRED	REQUIREMENT	COMPLETED
	IF UTILIZING A CT CABINET FOR UNDERGROUND OR OVERHEAD DELIVERY:	
☐	CT cabinet up - size as specified by Project Designer: ☐ 32" W x 34" H x 12" D ☐ 40" W x 40" H x 14" D ☐ Busbar CT Metering Cabinet	☐
☐	Bottom of CT cabinet is mounted 24" to 36" above final grade with room to mount meter box 4'- 5 1/2' high (to center of meter) beside cabinet.	☐
☐	CT cabinet bonded by customer using one of the two methods shown on Fig 14B in the Requirements for Electric Service and Meter Installations manual.	☐
☐	Cut hole in CT cabinet/trough or meter enclosure (See Duke Energy CT Cabinet Installation Guidelines) Quantity: 1 ☐ 2 ☐ 3 ☐ Size: 2" ☐ 3" ☐ 4" ☐ 6" ☐	☐
	IF UTILIZING OPTIONAL TRANSOCKET INSTALLATION:	
☐	Transocket (25" W x 33" H x 12" D) installed with center of meter 4' - 5' high. Approved transockets are listed in section IV.B of the Requirements for Electric Service and Meter Installations manual.	☐
☐	Transocket bonded by customer using one of the two methods shown on Fig 14B in the Requirements for Electric Service and Meter Installations manual.	☐

CUSTOMER RESPONSIBILITY CHECKLIST ADDENDUM
Options for Managing Rock Encountered

As a customer/developer requesting Duke Energy Carolinas (Duke) to install underground electrical facilities, I understand that pursuant to Duke Energy Carolinas' Service Regulations and Line Extension Plan:

- Duke shall have unimpeded access to install underground electrical facilities and
- the requester shall pay for actual additional costs caused by any above or below ground obstacles, including rock, terrain, presence of other utility lines, etc., that may be encountered

As the developer of _____, I have reviewed the options below and have indicated the option(s) that I prefer for my project by initialing in the space provided.

_____ **Option #1:**
Duke's contractor will remove any rock encountered while installing underground electrical facilities and Duke will bill me at established rates as shown on the Customer Responsibility Checklist for providing trench in rock, clean backfill material, and conduit as needed.

_____ **Option #2:**
If any rock is encountered by Duke's contractor while installing underground electrical facilities, I will expect to be contacted at the time and given an option of whether to have the rock removed myself or to allow Duke's contractor to continue work and bill me at the established rates as shown on the Customer Responsibility Checklist for providing trench in rock, clean backfill material, and conduit as needed. I understand that I agree to pay for any crew standby or job pull-off time involved while I'm being contacted for a decision and/or having the rock removed

_____ **Option #3:**
Based on prior knowledge of rock conditions in my development, I agree to excavate any rock and install conduit along the proposed electrical cable route prior to Duke's contractor commencing work on the project.

- I understand that Duke will provide me with a cable route layout for my use in determining where I will need to pre-prepare the cable route. In order for Duke to provide this layout, I understand that I must provide all required site plans and information for Duke's facilities design to the Duke representative at a minimum of 4 weeks prior.
- Where rock is excavated, I am responsible for installing conduit on a bed of clean backfill, which has been compacted so as to limit settling. The installation shall meet Duke Energy's specifications.
- I understand that if the installation does not meet Duke Energy's specifications, I will be required to resolve the issues at my expense or pay Duke Energy the cost for correcting the issues.
- I understand that in choosing this option, I am taking full responsibility for an unimpeded cable route for Duke. Should additional rock be encountered by Duke's contractor, they will remove the necessary rock and bill me at the established rates as shown on the Customer Responsibility Checklist for providing trench in rock, clean backfill material, and conduit as needed

By signing, I acknowledge that I am the Customer/Owner or Agent of the Customer/Owner with authority to execute this document.

X_____ _____
Customer / Developer / Authorized Representative — Date

Boimah Sandimanie 803-487-1560 _____
Duke Energy Representative — Phone Number — Date

PLEASE INITIAL BESIDE THE OPTION(S) YOU SELECT ABOVE, SIGN AND DATE