

## Steps for New Privately Built Line Extension Overhead or Underground

Now that you have made a decision to build a private line, this checklist will help you make sure that the necessary paperwork reaches CMP and your job stays on track!

- |  | <b>Complete</b>          |
|--|--------------------------|
| <p><b>1. Call CMP at 1-800-750-4000</b> (residential) or <b>1-800-565-3181</b> (commercial/industrial) to meet a CMP representative on site.</p> <p style="padding-left: 40px;">Appointment Date/Time: _____</p>   | <input type="checkbox"/> |
| <p><b>2. Review Pricing Fact Sheet</b></p> <ul style="list-style-type: none"><li>• Flat Rate charge</li><li>• Establishment of Service charge</li></ul>  | <input type="checkbox"/> |
| <p><b>3. If you want a telephone “landline”, contact your local telephone company for service.</b> Having their timely involvement may reduce the time required to provide your electrical service.</p>  | <input type="checkbox"/> |
| <p><b>4. Meet with CMP.</b> We will meet with you and your private line contractor at your building site to determine construction required to connect your private line to CMP’s distribution system. Please bring the following to your appointment.</p> <ul style="list-style-type: none"><li>1. Your completed Easement Information Sheet (if required)</li><li>2. Your Private Line Sketch (if available)</li><li>3. Your Private Line Invoice (if available)</li></ul>   | <input type="checkbox"/> |
| <p><b>5. Return the following construction forms to your local CMP Service Center (in addition to the forms listed on the Permanent Electric Service Checklist.)</b></p> <ul style="list-style-type: none"><li>1. Invoice Stub and Payment</li><li>2. Private Line Contract (maintaining private ownership)</li><li>3. Private Line Sketch</li><li>4. Private Line Invoice (excluding costs associated with underground, i.e. trenching, backfill, and conduit)</li><li>5. Easements (signed by you and/or abutting property owner and notarized by a notary public), if applicable and if ownership of line is being conveyed to CMP</li><li>6. New Service Agreement (if ownership of line is being conveyed to CMP)</li><li>7. Maintenance Agreement (if applicable)</li><li>8. Conveyance Document (if ownership of line is being conveyed to CMP)</li></ul> | <input type="checkbox"/> |
| <p><b>6. Schedule service enclosure inspection.</b> Once all items listed in step 5 have been returned to CMP and your electrician has completed installing the metering equipment, you or your electrician must call CMP to inspect the service enclosure. We will need access to the main breaker. Once the service enclosure passes inspection, we’ll install the meter and send you a date that we will connect your service – and, <b>we’ll guarantee it.</b></p>   | <input type="checkbox"/> |

**Your service is energized. Congratulations!**  
**We look forward to meeting your electricity delivery needs.**