

IMPORTANT INFORMATION REGARDING YOUR REQUEST FOR RELOCATION OF ELECTRIC FACILITIES

Please review the following information and notify We Energies immediately at the number listed above if you have any questions or corrections.

Work Request#:

SERVICE ADDRESS:

CLASS:

Underground

RELOCATION COST:

\$

The cost applies to electric facilities only and includes \$ of seasonal charges for installation between December 1 and April 1. This quote is valid for 90 days from the date of this letter, and, in the event we encounter unusual conditions or circumstances in the relocation of facilities, there may be additional charges. For costs of facilities not owned by We Energies, we advise you to contact those providers in the area for information.

In order for us to provide the service requested, you will need to do the following:

- ✓ **Relocation costs, if any, must be paid prior to construction.** Send payment in the enclosed envelope and include the service address on your remittance.
- ✓ **Because our costs are higher during the winter months,** seasonal charges are in effect between December 1 and April 1. You will be assessed seasonal charges during our winter construction season unless you request to delay installation until after April 1 or your site is ready and the site ready card is returned to us by December 1.
- ✓ **Sign and return one of the enclosed sketches,** in the envelope provided approving the proposed service installation. Ensure that the meter pedestal is installed by your electrician at the location closest to our facilities, and not located where a deck, patio or other construction is planned. Any change in the meter pedestal location may result in an additional charge. Draw and label any private underground facilities on the sketch. Please retain the remaining sketch for your reference.
- ✓ **Locate and mark at the building site any buried obstructions** and private underground facilities (i.e., septic lines, private electric lines, fencing, drain tiles, etc.). Also, mark any future or planned structures (pools, outbuilding, decks, patios, etc.). We Energies is not responsible for damages to unmarked, private facilities.
- ✓ **Provide a brushed and grubbed out path 12 feet wide** between the proposed electric service location and on facilities. The path should be rough graded to within four inches of the final grade and free of any obstacles (dirt or material piles, dumpsters, brush, etc.).

- ✓ **Verify that your electrician** has requested a **municipal inspection**. Please provide a copy of this letter to your electrical contractor. (**Note:** Your **municipal inspection has already** been received).
- ✓ **We Energies is granted suitable right-of-way for** the installation and maintenance of our facilities as shown on the enclosed sketch. This includes the right to brush and remove existing and future shrubs for width of along the route. Access rights are granted upon agreement by the customer. Future construction, such as building additions, garages, storage buildings, etc. shall not be located within 6 feet of the route indicated without expressed written permission of We Energies. If easements are required for this installation, they shall be signed prior to the work being performed.

All electrical service equipment must be installed in compliance with the State of **Michigan's** electrical code and We Energies' Electric Service and Metering Manual. Information from our metering manual is available upon request or at <https://partners.we-energies.com>.

- ✓ Before we can energize your service, we must receive an inspection from the State of Michigan Electrical Inspector for your township. Please contact at to arrange for this inspection.
- ✓ We also must be able to visually inspect that your main is in the off position. Please call 1-800-562-1050 ext. 2320 to coordinate this when all the above contingencies have been met.

Complete the enclosed site ready card and return it by fax or mail. Please note: Do not return this card until the site is ready and the terms above have been completed. If there is not a site ready card enclosed, that means it has been mailed to your builder/contractor.

During the construction process, you can expect the following:

- Excavations (i.e., poles and trenches) will be rough backfilled only. Excess material will be left on the site.
- Site restoration **is not** included in our work.
- Weather conditions, work load, road restrictions and other factors may influence the time it will take to complete construction.

We look forward to serving you.

Sincerely,

Expediting Clerk