

**NAVARRO COUNTY ELECTRIC COOPERATIVE, INC.**  
**UNDERGROUND INSTALLATION INFORMATION SHEET**  
**FAX 903-874-4893 or 903-874-2541**

**IT IS BEST FOR THE COOPERATIVE TO RUN THE UNDERGROUND POWER LINES BEFORE** installation of water lines, sewer lines, septic lines, concrete sidewalks and drives. Therefore it is important for the meter loop to be installed as soon as possible. If it is not possible for the Cooperative to install the underground service before concrete is poured for sidewalks and drives, then a PVC sleeve must be placed, by the customer, under the concrete along the route the service will take. The sleeve must be at least 3" PVC, buried 3 feet deep, the ends covered with duct tape and marked on both ends with stakes or left uncovered.

The customer must expose ALL water lines, sewer lines, water sprinkler lines, etc. at the point where the underground service will intersect them. If the customer is unable to expose these lines, the customer must locate them and a charge of **\$300.00** for hand digging will need to be paid in advance for the Cooperative to expose the lines. **Any lines not exposed or located could be cut and will have to be repaired at the customer's expense.** There will be additional charges for rock trenching and/or road boring if required. These charges must be paid in advance of job scheduling and are non-refundable. The customer may elect to hire his own contractor to perform rock trenching and/or road boring, however it must be done according to Cooperative specifications. If you decide to hire your own contractor, you should contact the Cooperative. Contractors are only allowed to rock trench or bore. Contractors will install no services.

It is the policy of the Cooperative to contact any structure at the closest point from our equipment. Therefore, placement of your meter loop in relation to our equipment must be considered. The meter loop must be installed on the structure and pass inspection before the work order can be scheduled. **FROM THE DATE** you pass inspection it will take approximately 2 weeks for your work order to work through the construction schedule. All work schedules are dependent upon weather and ground conditions. When the service is installed, the temporary meter pole (if applicable) may be disconnected and the meter moved to the house for permanent service. Please advise the Cooperative if you do not want the temporary service disconnected, there will be additional billing for an additional meter. If you have any questions PLEASE call us or make arrangements to meet a technician at your building site

**NOTE:** *When underground lines are run the dirt must be mounded over the trench when it is covered. This method is used to avoid underground trenches from caving in.*

I \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
(Property owner or Authorized Rep) (Date) (Contact phone no.)  
*have read this Underground Installation Information Sheet and give Navarro County Electric Cooperative permission to proceed with work under these guidelines.*

I \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
(Property owner or Authorized Rep) (Date) (Contact phone no.)  
*I cannot locate my existing water, sewer, or sprinkler lines etc. and give NCEC, Inc. permission to proceed (cut) these lines under these circumstances with the express understanding that any damage done to the above mentioned lines will be repaired by me at my expense.*

NAME: \_\_\_\_\_ MAP: \_\_\_\_\_  
(1.13)