

CITY OF MILFORD DELAWARE



"THE GARDEN CITY OF TWIN COUNTIES"

Electric Department

ELECTRIC SERVICE GUIDE FOR HOMEOWNERS & CONTRACTORS COMMERCIAL SERVICES

Revised 5/3/04

Personnel Directory

Phone.....(302) 422-1110

Fax.....(302) 422-1117

Rick Carmean, Electric Superintendent.....	Ext 137
Jennifer Anderson, Utilities Administrative Assistant.....	Ext 135
Marty Messick, Line Crew Forman.....	Ext 134
Jim Bailey, Meter Department Supervisor.....	Ext 127
Hours of Operation.....	M-F, 7:30am – 4:00pm
After Hours & Emergency.....	Police (302) 422-8081

GENERAL INFORMATION

The City of Milford makes available this booklet as a general guide for customers and contractors who plan to install a secondary residential metered service connected to the City of Milford's Community Power system. All secondary residential services installed must meet the approval of the City's Electrical Superintendent. This booklet is a general guideline and does not address all situations. Please contact the City Electric Department concerning any particular issues not addressed.

1. **Liability:** The City shall not be liable for damages resulting from the presence of its electrical service or equipment on the customer's premises, or for the customer's use of that service. The City shall not be liable for power interruptions resulting from situations beyond the reasonable control of the City.
2. **Standard Services:** The standard electric service to secondary commercial customers by the City of Milford is alternating current with a normal frequency of 60 cycles per second. The voltages supplied are as follows: single phase – 120/240 volts, three phase – 120/208 volts and 277/480 volts. The customer is responsible for service connection from the building to the power point. A Electric Department must approve the location and type of service.
3. **Service Connections:** The Electric Department must approve the location and type of service connections to all buildings/dwellings. Either overhead or underground, the metered service will be located on the front half of the building/dwelling. It should be located on the customers building at a point that is nearest to the electrical service point as deemed by the City. Overhead, underground conductors, associated materials (insulator, bolt rack, etc.) and all attachments between the last aerial structure (typically a pole transformer) or underground terminal (typically a pad-mounted transformer or loop box) of the City's electric distribution system and the point of connection with the customer's facility (typically a building) will be owned, installed and the responsibility of the customer, in accordance with the National Electric Code. Point of delivery for a typical overhead service is the connection between the customer-owned and installed service entrance wire and the City-owned power point. Point of delivery for a typical underground service is the connection between the customer-owned and installed service wire and the City-owned power point. Contact the Electric Department prior to construction.
4. **Electrical Inspections:** The Electric Department will approve electric services to a new dwelling and service upgrades only after payment of fees and an electrical inspection. The inspection is issued by a State recognized inspection agency. An Electrical Release Form (waiver) is permitted with City approval only. These waivers are good for a period of ten days.

5. **Billed Services Offered:**

1. **Small General:** This rate applies to customers/businesses having a maximum usage of 3,500kWh. This rate will be serviced by one meter.
2. **Medium General:** This rate applies to customers having a maximum demand of less than 300kWh or minimum of 3,500 kWh. This rate is serviced by one meter.
3. **Medium Controlled:** This rate applies to customers having a generator, capable of carrying their entire load, controlled by the Electric Department for up to 240 hours per year with a maximum demand of less than 300 kWh and a minimum of 3,500 kWh.
4. **Large General:** This rate applies to customers having a minimum demand of 300 kWh who receive a secondary voltage. This rate is serviced by one meter.
5. **General Service Primary:** This rate applies to customers who receive primary voltages with expected peak loads of greater than 500 kWh. This rate is serviced by one meter.

6. **Underground Facilities:** Underground facilities belonging to the City will be located for free by calling the Miss Utility Hotline at 1-800-282-8555. It is the law to call before you excavate. Fines may be imposed for failure to comply with the law. Once a ticket is marked, it is good for ten days, it is then the responsibility of the owner/contractor to have that ticket upgraded or remarked.

7. **Installation Standards:** All new or upgraded wiring or equipment changes to services, will be accomplished in accordance with the latest edition of the National Electrical Code and the City of Milford's requirements in order to be approved for connection to the City's lines. The City does not assume any responsibility for the customer's wiring or equipment, or for any loss or damage that may result from any defects that may exist in the customer's wiring or equipment.

8. **Upgrading or New Services Planning:** Whenever any work is to be performed in the vicinity of overhead lines or when excavation is involved, the Electric Department must be notified in advance of the start of such work. Most situations are different and must be handled individually.

9. **Meter Pan/Socket Supply:** Meter pans/sockets on all secondary commercial services are not normally supplied by the City of Milford. The City may refuse to install a meter in an unapproved pan/socket. The City will not approve any 320amp meter pans/sockets for residential service; instead, a 400amp bolt type meter will be installed. Contact the Electric Department prior to installation of meters.

10. **Access to Meters, Transformers, and Switching Devices:** Meters and transformers shall be located and kept clean and accessible from structures or foliage for convenience of reading and maintenance. This is to ensure a safe working environment around these electrical devices. Overgrowth will result in the property owner having to remove or trim any such foliage. Clearances around transformers and switching devices are as follows: Nine feet in the front and back

of the equipment and a minimum of three feet on all other sides. It is the responsibility of the property owner to ensure this is maintained.

11. **Electrical Safety:** Safety should be paramount in all electrical installations. When starting an installation, always confer with the Electric Department for temporary meter covers, hoses, or any other requirements to ensure a safe working environment. Once the Electric Department has secured the service with a seal/locking device, an authorized City representative may only remove that seal/locking device. Unauthorized removal of such devices to the service implies tampering and theft of service. In addition to being hazardous, it is also breaking the law. The City understands that electrical contractors may need access to the service, in this case notify the Electric Department, and arrange to have the seal/lock removed and replaced when work is completed.
12. **Location and Position of Meter Service:** In all cases, approval for meter location is to be obtained from the Electric Department before any installation. Meter locations above a first floor are not normally approved. The top of the meter pan/sockets should be no more than six feet above finished grade and the bottom no less than four feet above finished grade. At least four feet of unobstructed space in front of the meter pan/socket must be provided. Meters will not be installed on City electric poles except when authorized for certain types of installations.
13. **Service Placement:** Service and meter placement will be at the closest point on the dwelling nearest to the electric service feed. This can be from a pole, pad mounted transformer or an electric feed through box. Fees on length of service drops or runs should be confirmed with a City representative. Meter services will be on the front half of the dwelling to be forward of any present or future obstructions. For all service and meter placements to dwellings, contact the Electric Department prior to construction.
14. **Foliage Removal:** It is the responsibility of the property owner to maintain clearances in and around all electrical devices. If foliage becomes a problem for accessibility to equipment by City employees, the property owner will be notified. In the event of an emergency call or outage and accessibility is hindered, the City will remove the foliage as to repair or restore the problem. It will then be the responsibility of the property owner to replace any foliage removed, with City approval.
15. **Information Needed for New Construction:** To apply for a new electric service, temporary, additions, reconnects and upgrades to services in the City of Milford, please complete and return an *Application for Electric Service* and a *Commercial/Industrial Electrical Load Sheet* form to the Electric Department.

FEES AND CHARGES

Private Area Lighting: These rates apply to all customers for the lighting of private property. Service shall be for no less than one year. A thirty day notice will be given for termination. The Electric Department will install, own, and maintain private lighting. The Electric Department will connect to the customers existing secondary service. The service shall be supplied from dusk to dawn each night, approximately 4300 hours per year. It is the customer's responsibility to notify the Electric Department of a problem with the operation of a light. No prorated credit will be allowed for lack of service when the Electric Department has not been notified of a problem. Contact the Electric Department for select pricing.

All rates are monthly.

1. High Pressure Sodium: Residential/Commercial
 - 9,500 Lumens (100 watt)
 - 16,000 Lumens (150 watt)
 - 50,000 Lumens (400 Watt)

2. Metal Halides: Commercial
 - 40,000 Lumens
 - 110,000 Lumens

New Service/Construction: New service or construction for commercial customers is broken into two category types: single phase and three phase. All customers are to first contact the Electric Department for rates on installations. Load requirements, easements, accessibility, and building/site designs all determine costs of commercial service.

1. Commercial Services (Secondary) Single Phase
 - a. 200 amp single phase services will use a meter socket meeting ANSI C12.7 and UL 414 codes with four terminals, ring less, OH/UG Milbank model U7040-XL-TG or equal.
 - b. 200 to 400 amp single phase services will use a meter socket meeting ANSI C12.7 and UL 414 codes with bolt-in terminals, ring less, OH/UG, Siemens (Landis & Gyr) model K-4UT, Catalog number 9810-8522 or equal.
2. Commercial Services (Secondary) Three Phase
 - a. 200 amp single phase services will use a meter socket meeting ANSI C12.7 and UL 414 codes with seven terminals, ring less, OH/UG Milbank model U7423-RXL or equal.
 - b. 200 to 600 amp three phase services will use a Siemens (Landis & Gyr) model K-7SW, Catalog number 9837-9802 or equal.
 - c. Services above 600 amps will require a CT (current transformer) cabinet. There are two types used in the City of Milford.
 - i. Milbank catalog number S9692-0, dimensions 13x36x36 for use with 3 conduits.
 - ii. Milbank catalog number S9695-0, dimensions 13x40x48 for use with 4 conduits.Meter pan/socket used with a CT cabinet is a three phase, 20 amp, 13 terminal, ring less, OH/UG, meeting UL 414 and ANSI C12.7. Models used are Milbank UC7449-0-WDXX or Meter Devices number 602-301D13-331 or equal.

Contact the Electric Department for approval prior to installation.

FEES:

Temporary Electric - \$150.00

Service Connection - \$35.00

**City of Milford
Electric Department**

**Application for Electric Service
Commercial**

DATE: _____

Customer's Name: _____

Street Address: _____ Phone: _____

Service Location: _____

Contractor: _____

Address: _____ Phone: _____

City: _____ State/Zip: _____

SERVICE REQUESTED:

COMMENTS:

____ OVERHEAD

____ UNDERGROUND

____ TEMPORARY

____ SERVICE CHANGE

____ PRIVATE AREA LIGHTING

PLEASE NOTE:

Meters will be located on front half of structure.

Service location must be approved by the Electric Department.

Site Plan and Utility Easements to be provided by customer for all service requests.

Additional charges for line extensions, underground and temporary service may apply.

OFFICE USE ONLY

PERMIT #: _____

OVERHEAD CHARGE: _____ CONNECTION CHARGE: _____

UNDERGROUND CHARGE: _____ TEMP SVC CHARGE: _____

City of Milford Electric Department

Commercial/Industrial Electrical Load Sheet

****FORM MUST BE COMPLETED IN ITS ENTIRETY. INDICATE ITEMS THAT DO NOT APPLY WITH "N/A". DIRECT ANY QUESTIONS TO THE ELECTRIC DEPARTMENT AT (302) 422-1110.****

Customer Name/Business Name: _____

Address/Location of Site: _____

CHECK ALL THAT APPLY:

NEW SERVICE: _____ ADDITION TO EXISTING SERVICE: _____

PRIMARY METERING: _____ SECONDARY METERING: _____

OVERHEAD: _____ UNDERGROUND: _____

COMPLETE THE FOLLOWING:

Entrance Size: _____ AMP: _____ Voltage: _____ Phase: _____
Wire Size: _____ # of Runs: _____
Conduit Size: _____ # of Runs: _____ (Circle) Aluminum or Copper

COMPLETE THE FOLLOWING:

Heat (Circle) Gas or Electric	_____ KW	_____ V	_____ Phase	_____ AMP
Air Conditioning	_____ KW	_____ V	_____ Phase	_____ AMP
Lighting	_____ KW	_____ V	_____ Phase	_____ AMP
Water Heater (Circle) Gas or Electric	_____ KW	_____ V	_____ Phase	_____ AMP
Receptacles	_____ KW	_____ V	_____ Phase	_____ AMP
Motor Loads (single phase)	_____ KW	_____ V	_____ Phase	_____ AMP
Range	_____ KW	_____ V	_____ Phase	_____ AMP
Total Connected:	_____ AMP:	_____		

Provide Information on Other Critical Electric Equipment:

PROVIDE THE FOLLOWING:

Date Services Needed: _____

Electrical Contractor: _____ Phone: _____

Electrical Consultant: _____ Phone: _____