



Dear Applicant:

Before your new service may be assigned to our staking department, we require that you provide the following:

- \$100 Staking Fee – This non-refundable amount will be applied towards the cost of your construction.
- Application Form – This provides us with the necessary information to set up your new account.
- Street Address or County Fire Number – If you do not have an address for your new service location, call your County Planning and Rural Addressing Office to have one assigned.

Upon receipt of the above, the following steps will be taken:

- The staking department will contact you to arrange a meeting at the site to discuss your new service.
- After the meeting, the staker will complete the necessary paperwork and compute a cost estimate.
- We will issue contracts and determine whether a deposit is required. Signing of said contracts along with payment in full of the construction cost and the deposit will need to be made prior to commencement of the construction of your new electric service.
- After receipt of the contract and payment(s) if applicable, the job will be released to our line crew.
- Any questions regarding the date of the construction of your new service will need to be directed to the line foreman during normal business hours.
- Underground construction season is April 1st thru October 31st.

Consumer's Responsibility:

- It is the owner's responsibility to locate any private underground utilities (water, sewer, electric, etc.). If High Plains Power damages said utilities improperly located, it will be the owner's responsibility to make the repairs. High Plains Power will call in locates for all public utilities.
- You will need to complete a State of Wyoming Electrical Permit Online Application. To obtain an electrical permit, please visit the following link.
<http://wsfm.wyo.gov/electrical-safety/wiring-permits-1>
It is your responsibility to complete the online application with the applicable fees. Once the State of Wyoming has issued the permit it is your responsibility to contact High Plains Power Inc. and provide the permit number. High Plains Power Inc. will not energize the meter without the permit. Questions regarding electrical permits should be directed to the Wyoming Department of Fire Prevention and Electrical Safety office (307) 777-7288.
- High Plains Power requires a service disconnect on all services. High Plains Power will provide the service disconnect for single-phase 120/240V 100 amp and 200 amp services. For all other service requests it is the responsibility of the consumer to provide a service disconnect typically located within 3 feet of the meter base.
- PVC or steel conduit must be installed at least 12" vertically in the ground below High Plains Power breaker box.
- It is the customer's responsibility for connection of their underground secondary line at the meter.
- It is High Plains Power's responsibility to connect customer's overhead secondary line at the meter.
- Once all the above is completed, High Plains Power will install the meter. Please allow up to three business days for installation of meters.

If you have any questions, please feel free to call our office for assistance.

Customer Service – (307) 856-9426

Staking and Engineering - (307) 856-6262 ext. 222 (Josh) or (307) 856-6262 ext. 223 (Corey)

**HIGH PLAINS POWER, INC.
APPLICATION FOR MEMBERSHIP AND
APPLICATION FOR ELECTRIC SERVICE AND/OR ADDITIONAL SERVICES**

The undersigned (hereinafter called the "Applicant") hereby applies for membership in and agrees to purchase electric energy from HIGH PLAINS POWER, INC. (hereinafter called "Cooperative"), upon the following terms and conditions:

1. The Applicant will, when electric energy becomes available, purchase from the Cooperative all electric energy used on the premises described below and will pay therefore monthly at rates to be determined from time to time in accordance with the By-Laws of the Cooperative. The Applicant will pay a bill of at least \$ _____ per month, (or \$ _____ per year for Seasonal account), regardless of the number of kilowatt hours consumed.
2. The Applicant will cause his premises to become and remain wired in accordance with wiring specifications approved by the Cooperative, and the statutes of the State of Wyoming relating to electrical work and the National Electrical Code, as approved by the American Standards Association.
3. The Applicant will comply with and be bound by the provisions of the Certificate of Incorporation and By-Laws of the Cooperative, and any amendments thereto and such rules and regulations as may from time to time be adopted by the Board of Directors. Copies of all the foregoing, which are on file in the Cooperative offices, have been furnished to the Applicant or made available to the Applicant at such office, and the same are incorporated into this Application to the same effect as though fully set forth herein.
4. The Applicant, by becoming a member, assumes no personal liability or responsibility for any debts or liabilities of the Cooperative, and it is expressly understood that under the law his private property is exempt from execution for any such debts or liabilities.
5. The Applicant will execute and deliver to the Cooperative grants of easements or right-of-way on or over such lands owned by the member, and in accordance with such reasonable terms and conditions, as the Cooperative shall require for the furnishing of electric service to the member, or for the construction, operation and maintenance, or the relocation of the Cooperative electric facilities.
6. The Applicant shall be liable for all payments required to be paid pursuant to this Agreement, which liability may be enforced by Seller by action at law to enforce payment. In case the tenant in possession of any premises or building receiving service hereunder shall pay said payments required to be paid, it shall relieve the Consumer from such obligations, but the Seller shall not be required to look to any person whatsoever other than the Consumer for said payments. No change of ownership or occupation of the premises receiving service hereunder, shall affect the application of this paragraph. It is specifically understood and agreed that the obligations of the Consumer arising hereunder shall be binding upon the subsequent owners or occupiers of the premises receiving service hereunder, that this Agreement shall constitute a covenant running with the lands described herein, and that in the event of default in payment pursuant to this Agreement, the Consumer agrees to pay all costs of collection, including a reasonable sum as attorney's fees and delinquency fees allowed by law.
7. By signing this application, the Applicant agrees to participate in OPERATION ROUNDUP, unless otherwise indicated below. This is a Cooperative run program that rounds the Member/owner's bill up to the nearest dollar. For example, if your bill is \$109.90, it will be rounded up to \$110.00. This money is then used to assist Member/owners in need.

The acceptance of this Application by the Cooperative shall constitute an Agreement between the Applicant and the Cooperative, (except where the Cooperative requires a special Agreement for service, which special Agreement shall then cover the terms of service). The contract for electric service shall continue in force for one year from the date service is made available by the Cooperative to the Applicant, and thereafter until cancelled by at least thirty (30) days' notice in writing given by either party to the other. If an Agreement for Electric Service has been signed by the Applicant, the terms of the Agreement for Electric Service takes precedence over the terms stated in this Application.

1ST ACCOUNT ADDITIONAL ACCOUNT DO NOT WISH TO PARTICIPATE IN OPERATION ROUNDUP

ACCOUNT NAME		SOCIAL SEC. #		
NEW SERVICE ADDRESS				
BILLING ADDRESS		CITY	STATE	ZIP
PHONE NUMBERS	(HOME)	(CELL)	(WORK)	
PROPERTY OWNER (if different from account name)				
APPLICANT SIGNATURE			DATE	
CO-APPLICANT SIGNATURE			DATE	
H.P.P. WITNESS		LOCATION NO. (to be filled out by HPP personnel)		