

GettingConnected



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Dear Valued Customer,

This information is designed to help you understand the steps involved in establishing electricity service. Throughout this process, our Central Maine Power (CMP) New Service Team commits to working with you in a timely manner. The checklists in this packet are designed to walk you through the steps of having your new service installed. We hope you find them helpful!

You may choose to have CMP or a private contractor build a line extension for you. No matter what you decide, this packet will help you through the process and we will be available to help you every step of the way.

Getting started

- If you have not already done so, please call our CMP New Service Team to set up your new account right away at **800.750.4000** (for residential customers), or **800.565.3181** (for commercial / industrial customers).
- **If applicable, please contact your telephone and/or internet companies now, so that telephone and electrical service can be coordinated.**
- If you are planning to do some of the electrical wiring yourself, the Handbook of Requirements will help guide you or you may call for a copy.

We're here to help you

Our New Service CoordinationTeam is available **Monday – Friday, from 7:30 a.m. to 4 p.m.** Please don't hesitate to call us.

Working together, we can ensure prompt service for you.

Thank you. We look forward to meeting your electricity delivery needs.

Sincerely,

Your New Service Team

Our team of New Service Coordinators will serve as liaisons between you, a single-phase customer, establishing new service and Central Maine Power. From working with contractors, to navigating the many forms and permits required for establishing service, the New Service Coordinators will be here for you to ensure you have all the help you need through the entire process.

Your New Service Coordinator will be in contact within 2 business days from the date your request for service is created. Your New Service Coordinator will provide you with their contact information as well as:

- Review your proposed work and set expectations for process and time frames.
- Discuss any forms or permits required.
- Discuss any billing and payment process (if applicable).
- Discuss any other questions you may have.

The New Service Coordinator will also continue to monitor your job and interact with you until your service is energized.

My new service information

New Service Coordinator Name _____ Email _____

Notification Number 103 _____ Site visit will be on _____

New CMP account number _____

We are committed to providing you with timely, courteous customer service.

If at any time, we don't live up to our commitment, we want to hear from you. At CMP, we back quality customer service with the following guarantee:

We Guarantee the amount of your bill is accurate and that it will be delivered on time. If there is ever a mistake we will, of course, correct it. We will also provide you with an additional credit of \$25, to apologize for the error. You should expect your first bill within 30 days of being energized, at this time you can register your account at cmpco.com and utilize our online services.

We Guarantee your new service connection date. If we don't connect your new electric service by the date promised, a credit of \$250.00 will be applied to your account under your delivery portion of your bill.

Meter reading: If, for any reason, we are unable to read your meter, the \$25 additional credit will not be applied.

Storms and emergencies: When there's a widespread outage, our top priority is restoring power to our customers. Therefore, our guarantee does not apply for scheduled appointments and new service connections **when CMP suspends normal business operations because of storm conditions or other emergencies.**

For your safety and the safety of our employees, certain appointments may be rescheduled due to weather conditions that pose a safety hazard. While we cannot guarantee the weather, or these appointments, we do thank you for your understanding.

Please note: All completed forms and permits must be returned before we can begin the process to install and energize your electric service. This is very important! Failure to return all forms may cause delays in getting your service energized.

Service / Municipal Inspection Forms

- ❑ **A-1: Municipal Inspection:** Certain communities rely on municipal inspectors to approve your electrical installation. The inspectors notify us if your service meets their approval.

If there is no municipal inspector in your area, regulations require that we receive one of the following forms:

- ❑ **A-2: Certification of Compliance with Subdivision and Shoreland Zoning Form 1190:** Organized Township: If your building is in an organized township, please use *Form 1190* that local officials must complete. Check with your local officials about their requirements.
- ❑ **A-3: Land Use Planning Commission (LUPC):** Unorganized Township: If a new service is being requested in an unorganized township, the Land Use Planning Commission (LUPC) requires a building permit for new buildings and for upgrades to buildings constructed after 1971. This can be obtained by contacting the Land Use Planning Commission at 207.287.2631. In unorganized townships where an upgrade to electrical service is being made to a building constructed prior to 1971 the LUPC will issue a service drop permit.

Regulations also require that we receive one of the following forms, if there is no municipal inspector in your area:

- ❑ **B-1: Certificate of Electrical Inspection Form 1360:** This form is signed by your Maine licensed electrician if a master or limited electrician is certifying the wiring within the dwelling. State law requires the utility company to receive electrical certification prior to energizing all newly constructed, single-family homes. This form is not required for manufactured or mobile homes.
- ❑ **B-2: Single-Family Dwelling Certification:** This form is completed by the State Electrical Inspector when the homeowner has wired the dwelling. State law requires the utility company to receive electrical certification prior to energizing service for all newly constructed, single-family homes. Please contact the State of Maine for this form.
- ❑ **B-3: State Electrical Permit:** New or upgraded commercial facilities, multi-family dwellings, all temporary services, and new mobile home services in a mobile home park require the State Electrical Permit. This form is signed by your Maine licensed electrician and approved through the State Electrician's Examining Board. A fee payable to the State is required for this permit. The completed and signed form, along with the fee payable to the State, must be mailed to the State Electrician's Board, 35 State House Station, Augusta, Maine 04333. Please contact the State of Maine for this form.

If your account is in a business name:

- ❑ **W9 Form:** If a new service, upgrade, or relocation of service is being requested and established in a business name, we require a current *Form W-9* with your current mailing address be returned to CMP via email at gettingconnected@cmpco.com or mailed to:

Central Maine Power
83 Edison Drive
Augusta, Maine 04336

Please note: All completed forms and permits must be returned before we can begin the process to install and energize your electric service. This is very important! Failure to return all forms may cause delays in getting your service energized.

Pole Permits and Easements Forms

If you are building a private line, you are responsible for obtaining necessary permits and easements. In cases where CMP poles and lines will extend onto or across a private, municipal, or state-owned property, we must obtain permission from the property owner(s). This permission is given to us through one of the following forms:

- ❑ **Pole Permit:** When CMP must install poles or underground cable along a public way, we need permission from the town or state. We will attempt to obtain the necessary pole permit(s). However, we cannot assure that such permits will be granted. Therefore, the ultimate responsibility for this permission lies with the customer.
- ❑ **Easement:** When CMP must install poles on private property or extend wires across private property, an easement is required from each affected landowner. We will create all necessary easements using the information you provide to us. We are unable to connect your new service without these easements.
Please bring a completed *Easement Information Sheet* to the site visit.
- ❑ **Customer URD on State Road may require an MDOT Highway Opening Permit:** Your premise may be on a town or private road. However, if the underground will be coming off a pole on a state maintained road, it is the customer's responsibility to apply for the *MDOT Highway Opening Permit*.

Getting your new line connected

Single-phase customers will not be responsible for costs for the overhead service cable, transformer, or meter. These are included in your monthly electricity delivery service bill.

Charge for Establishment of Service: Customers with an existing standard wireless smart meter will be charged \$12.00 upon establishment or re-establishment of electric service. Customers that request a non-standard meter will be charged a \$35.00 fee.

Flat Price for Single Phase Line Extensions: (Prices effective 04/01/24)

- \$35.52 per ft. Charge for overhead line extensions that we build.
- \$27.35 per ft. Charge for underground line extensions that we build.
- \$902.38 per span If the trimming or removal of vegetation is required by us or our contractor, it will be billed per span, which is the distance between two poles.
- Ledge Charges If ledge work is required, charges are billed separately after the pole setting is done.
The Ledge Rates are:
 - \$1,245.60 per ledge pole installation
 - \$499.71 per ledge anchor installation
 - \$1,318.87 per ledge push brace installation

Development Accounts: If your line extension project involves two or more lots / parcels within the property for sale, it is considered a development project. Because of the different variables in each development and subdivision, these jobs will be billed based on design that is created to connect the project to our system.

Commercial Accounts: If your line extension project involves a single-phase commercial account, these jobs will be billed based on the single-phase flat rate. Three-phase commercial accounts will be billed based on design that is created to connect the project to our system.

Contribution in Aid of Construction (CIAC): This tax is a federal tax assessed to CMP on payments from customers for line extensions and on the fair market value of a private line extension provided to CMP. CMP's line extension rates for CMP-built residential, single phase and polyphase line extensions include an adder to cover this tax. Customers conveying a privately-built line to CMP also must pay the CIAC tax adder. CMP applies the CIAC tax amount to the amount of the private-line invoice (excluding trenching, backfill, and conduit associated with underground line projects). The CIAC tax adder is currently 15%.

Temporary Service Charge:

- \$312 charge for service drop and meter or,
- \$448 charge for service drop, meter and transformer or,
- Design cost up-front payment for installation of poles, wire, service drop, meter and transformer if necessary. Customers will be required to pay for all incremental costs incurred by us for extensions that require construction which would result in special costs, such as crossing rivers and ponds, extending to an island, use of submarine cable, or other special conditions. These situations may be subject to special facilities charges. Please see **Terms and Conditions**. Extensions available online at cmpco.com.

Reallocation of Line Extension Costs: Reallocation charges apply to any new service connecting to an existing line extension.

- We track all line extensions for 20 years. Line extensions to serve subdivisions do not apply. A subdivision is when 2 or more saleable land parcels and/or dwellings are to be served.
- Each customer that is served from an existing line extension must pay their fair share of the cost of the portion of the line they use.
- All reallocation payments will be made to us. We, in turn, will distribute reallocation payments to the appropriate CMP customer(s).
- If another customer shares your line, then a portion of the cost you paid will be charged to the new customer and returned to the current CMP customer at that location at the time of such refund.
- All reallocation distributions will go to the CMP customer of record. If you sell or otherwise convey your property, you will not receive the reallocation payment. If you are a landlord, please work with CMP to ensure that you are set up properly to receive reallocation payments.

For example:

Customer A requires a 1,200 foot line constructed to reach a new residence. We design the actual line extension and Customer A pays, in advance, the calculated charges. Within 20 years, if another customer (Customer B) takes service across the street from Customer A (sharing the entire 1,200 feet of line), Customer B is responsible for paying their fair share of the cost of the line. After Customer B's service is energized, we will send a check to Customer A for the amount paid by Customer B. Costs will continue to be reallocated for 20 years from the energized date of the original line extension.

We heard you. You can now make your payment by **phone** or by **mail**. We would be happy to take your bank account information over the phone. Phone payments can be made by calling **800.750.4000**, option 4.

If you require new electric service for a newly constructed home, a manufactured home, or a mobile home on your own land, there may be a charge to install poles and wires to connect your new home to our distribution line. Our Assistance Credit Program could reduce these costs for low and moderate income customers.

You may qualify if

- You have a total household income under 115% of the area median income based on family size.
- You own the property.
- The cost of your new home (including land and improvements) does not exceed the amount that would qualify for the Maine State Housing Authority's First Time Home Buyer Program, even though this does not have to be your first home.
- You have not received CMP's Assistance Credit within the past three years; and
- This will be your primary residence.

Assistance credit may be applied to

- Connection charge to the electric distribution system CMP line construction costs.
- Reallocation costs.
- Ledge costs, if encountered.

If you meet the requirements, contact the Community Action Agency (CAA) serving your area. They will ask you a few questions on the phone, and then determine if you need to make an appointment and provide financial information to apply for the credit.

They will determine your eligibility, and notify us if you qualify. We will then apply a credit to your service work order.



*Our Customer Service
Representatives can
answer any questions
you have.*

We are providing this Assistance Credit Program to help our low and moderate income customers

When you meet with the Community Action Agency (CAA), you will need to provide them with items such as

- Proof of your household income and land ownership.
- The number of family members in your household.
- The purchase price and total project costs of your new residence.

Who do you call?

Our Assistance Credit Program may help with the costs of your electric service installation, so call your CAA Agency today. CAA Agencies serving CMP's service territory are listed here.

Androscoggin and Oxford Counties and Towns of Brunswick

Community Concepts, Inc.
240 Bates Street
Lewiston, ME 04240
800.866.5588 phone
207.784.6882 fax
rentrelief@community-concepts.org

Aroostook County

Aroostook County Action Program
771 Main Street
P.O. Box 1116
Presque Isle, ME 04769-1116
207.764.3721 phone
207.768.3021 fax
rentrelief@acap-me.org

Cumberland County (Except for the Town of Brunswick)

The Opportunity Alliance
190 Lancaster Street, Suite 310
Portland, ME 04101
207.553.5937 ext. 1 phone
207.842.3634 fax
rentrelief@opportunityalliance.org

Franklin County

Western Maine Community Action
P.O. Box 200
East Wilton, ME 04234-0200
207.860.4470 phone
207.645.3270 fax
info@wmca.org

Kennebec and Somerset Counties

Kennebec Valley Community
Action Program
101 Water Street
Waterville, ME 04901
207.859.1500 / 800.542.8227 phone
207.873.3812 fax
rentrelief@kvcap.org

Lincoln and Sagadahoc Counties

Midcoast Maine Community Action
34 Wing Farm Parkway
Bath, ME 04530
207.442.7963 phone
207.442.0122 fax
rentrelief@mmcacorp.org

Knox, Penobscot and Piscataquis Counties

Penquis Community Action Program
262 Harlow Street
P.O. Box 1162
Bangor, ME 04402-1162
207.307.3344 phone
207.973.3699 fax
covidrental@penquis.org

Waldo County

Waldo Community Action Partners
9 Field Street
P.O. Box 130
Belfast, ME 04915-0130
207.338.6809 phone
207.338.6812 fax
rentrelief@waldocap.org

Washington and Hancock Counties

Downeast Community Partners
248 Bucksport Road
Ellsworth, ME 04605
207.664.2424 phone
207.664.2430 fax
rentrelief@downeastcommunitypartners.org

York County

York County Community Action Corp.
6 Spruce Street
P.O. Box 72
Sanford, ME 04073
207.206.1263 phone
207.459.2828 fax
rentrelief@yccac.org

Steps for New Temporary Electric Service Installation

Service Cable Only – This is the line from the last pole with power to your temporary point of attachment. No line construction is needed – no additional CMP poles need to be set.

This checklist will help you make sure that the necessary paperwork reaches us and your job stays on track! Temporary service will be installed in instances where permanent structures will not be available, such as construction trailers, road projects or service for contractors for construction purposes.

☐ 1. My new service information

New Service Coordinator Name _____ Email _____

Notification Number 103 _____ Site visit will be on _____

New CMP account number _____

☐ 2. Review Pricing Fact Sheet

- Temporary service charge ([pg. 6](#))
- Reallocation charge, if applicable

☐ 3. Complete and return the applicable service forms:

One of the following as applicable.

- ☐ A-1: *Municipal Inspection*
- ☐ A-2: *Certificate of Compliance with Subdivision and Shoreland Zoning Form 1190*
- ☐ A-3: *Land Use Planning Commission (LUPC)*

You may also be required to submit one of the following as applicable:

- ☐ B-1: *Certification of Electrical Inspection Form 1360*
- ☐ B-2: *Single-Family Dwelling Certification*
- ☐ B-3: *State Electrical Permit*

As well as:

- ☐ **Easement(s):** If your service will involve the placement of poles, anchors, or lines across land owned by another individual/entity.
- ☐ **Reallocation payment:** If your service is subject to reallocation. For more information, [see pg. 9](#).
- ☐ Customer URD on State Road may require an *MDOT Highway Opening Permit*

☐ 4. Schedule meter enclosure inspection

Once all items listed in Step 3 have been returned to us and your electrician has completed installing the metering equipment, you or your electrician must call us 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, we'll guarantee it.

☐ 5. Diagram 1 – Temporary Service Structure ([pg. 24](#))

Steps for New Permanent Electric Service Installation

Service cable only: This is the line from the last pole/pad to your point of attachment. No line construction needed – no additional poles need to be set.

This checklist will help you make sure that the necessary paperwork reaches us and your job stays on track! Permanent service will be extended to buildings that are permanent in nature. Examples of permanent structures include houses, manufactured homes, garages, barns, and businesses.

❑ 1. My new service information

New Service Coordinator Name _____ Email _____

Notification Number 103 _____ Site visit will be on _____

New CMP account number _____

❑ 2. Review Pricing Fact Sheet

Reallocation charge, if applicable

❑ 3. Prepare site

Your foundation must be staked and the driveway must be roughed in to support our standard distribution construction and maintenance vehicles.

❑ 4. Complete and return the applicable service forms

One of the following as applicable.

- ❑ *A-1: Municipal Inspection*
- ❑ *A-2: Certificate of Compliance with Subdivision and Shoreland Zoning Form 1190*
- ❑ *A-3: Land Use Planning Commission (LUPC)*

You may also be required to submit one of the following as applicable

- ❑ *B-1: Certification of Electrical Inspection Form 1360*
- ❑ *B-2: Single-Family Dwelling Certification*
- ❑ *B-3: State Electrical Permit*

As well as:

- ❑ Easement(s): If your service will involve the placement of poles, anchors, or lines across land owned by another individual/entity.
- ❑ Reallocation payment: If your service is subject to reallocation. For more information, **see pg. 7.**
- ❑ Customer URD on State Road may require an *MDOT Highway Opening Permit*

❑ 5. Schedule service enclosure inspection

Once all items listed in Step 4 have been returned to us and your electrician has completed installing the metering equipment, you or your electrician must call us 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, we'll guarantee it.

❑ 6. Diagrams

- Single-Phase Cable Service (**pg. 25**)
- Pole Mounted Service Meter (**pgs. 26-27**)
- Mast Service to Low Building (**pg. 28**)
- Meter Pedestal Service (**pg. 29**)
- Underground Cable Installation
- Jointly Used Trench Horizontal Separation (**pg. 32**)

Steps for Underground Secondary Service Installation

There are several steps required to install residential electric underground secondary service. The following outlines the additional steps above and beyond those on the Permanent Electric Service Checklist.

- ☐ Necessary trenching, including sand for backfill
- ☐ Requirements for pole
 - First section must be rigid steel or Schedule 80 PVC
 - Remaining conduit should be Schedule 40 PVC (Stand-off brackets and full rigid steel or schedule 80 PVC conduit may be needed if there are multiple underground services on one pole.)

Please call **800.750.4000** (for residential) or **800.565.3181** (for commercial/industrial) for more details.

- ☐ Marking tape
- ☐ Steel to PVC coupling
- ☐ (3) 2-hole clamps per 10-foot section
- ☐ 3" x 5/16" lag bolts for clamps
- ☐ Grounding bushing/Gedney clamp
- ☐ Insulated bushing for conduit bottom
- ☐ Pull cord for trench conduit, if applicable
- ☐ All appropriate connections
- ☐ Proper grounding
- ☐ Cement/fiberglass transformer pad
- ☐ Pad barriers

See **Handbook of Requirements** for details.

Note!

You will be required to meet our Construction Standards and those of the National Electric Code. You will also be responsible for any future repairs in the event of cable failure.



888.344.7233

If your new service requires digging, please call Dig Safe first. Dig Safe is a clearinghouse that notifies utilities whenever excavation work is being done. If you are planning to do any excavating on your property, please contact Dig Safe before you begin (It's the law). They will notify all the member utilities* to locate and clearly mark their underground facilities. According to the Underground Protection and Facilities Act, more commonly known as the *Dig Safe Law*, excavation may begin 3 business days after you have contacted Dig Safe.

**Note: Member utilities may not include local water and sewer or privately installed underground facilities.*

Connecting your new building to the electric distribution system may require a line extension

You may choose to have us build and own the line. We are happy to extend our single-phase overhead distribution lines and install a single-phase transformer, overhead service cable, and meter to serve a new residential or business property. Our field designers will work with you to determine the route of the line extension and calculate the cost. New connections are subject to our *Single-phase Line Extension Policy*. (See **Section 7 of CMP's Terms and Conditions**.)

Before construction begins, you will need to pay us for the costs of building the line (as outlined in the **Pricing Fact Sheet**). There is no charge to you for the overhead service drop (this is the line from the last pole to your building), meter, and transformer. These are components of your monthly electricity delivery service bill.

Additional charges may include costs to connect to a line extension paid for by another customer (cost sharing). Please see the **Reallocation section of the Pricing Fact Sheet** for more information.

Before an appointment can be established, you must meet all of the requirements listed below.

- Foundation location must be staked.
- Driveway must be roughed in to support our standard distribution construction and maintenance vehicles before this appointment can be made.

See **Steps for a New CMP-Built Line Extension**.

Maintenance Agreement: If your line is constructed in a right-of-way or not accessible by our standard equipment, you will be required to enter into a maintenance agreement with CMP. You will be billed incremental costs associated with using non-standard equipment to repair your line.

Steps for New CMP-Built Line Extension (Overhead or Underground)

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

☐ 1. Requirements for site visit

Call us at **800.750.4000** (residential) or **800.565.3181** (commercial/industrial) to meet our representative on site. Foundation must be staked and driveway must be staked and roughed in to support our standard distribution construction and maintenance vehicles before this appointment can be made.

My Notification number 103 _____ My Site Visit will be on _____

☐ 2. Review Pricing Fact Sheet

- Charge for establishment of service
- Reallocation charge, if applicable.

☐ 3. If you want a telephone “landline”, please contact your local telephone company for service

If a pole must be installed, please be aware that local telephone companies are responsible for pole setting in some areas.

☐ 4. Meet with us

We will meet with you or your representative at your building site to determine construction required to serve you. Please bring your completed easement information worksheet or a copy of your deed to the appointment.

☐ 5. Complete and return the applicable service forms

One of the following as applicable.

- ☐ A-1: Municipal Inspection
- ☐ A-2: Certificate of Compliance with Subdivision and Shoreland Zoning Form 1190
- ☐ A-3: Land Use Planning Commission (LUPC)

You may also be required to submit one of the following as applicable

- ☐ B-1: Certification of Electrical Inspection Form 1360
- ☐ B-2: Single-Family Dwelling Certification
- ☐ B-3: State Electrical Permit

As well as:

- ☐ **Easement(s):** If your service will involve the placement of poles, anchors, or lines across land owned by another individual/entity.
- ☐ **Reallocation payment:** If your service is subject to reallocation. For more information, see [page 7](#).

☐ 6. Schedule meter enclosure inspection

Once all items listed in Step 5 have been returned to us and your electrician has completed installing the metering equipment, you or your electrician must call us 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, we'll guarantee it.

☐ 7. Payment for Line Extension costs, as applicable.

Privately-Built Line Extension

In some situations, you may benefit by having a private contractor build your line extension. You must secure easements or deeded rights on the land that your line will cross. If the line is on a public way, you must comply with the relevant requirements in Maine Law, including *Title 25-A M.R.S.A., Sections 2305-B, 2503, and 2507* that may require you to obtain all necessary and appropriate permits from the city, town, or Maine Department of Transportation (DOT), and other requirements of Maine Law. There are additional requirements for underground service installations. You must provide trenching, cable, conduits, and related equipment required to connect to our poles. When installing an underground primary voltage line, you will be responsible for installing and owning the riser pole and underground cable risers.

Design requirements

In order to ensure the safety and reliability of our electricity distribution system, your line must be built to comply with our *Distribution Construction Standards, Field Operating Procedures*, and the *National Electrical Safety Code*. Before we can connect the private line extension to the system, these 3 steps must be completed:

- A copy of the itemized invoice establishing the cost of your private line and a detailed design or sketch of the line must be provided **(see sample in this packet)**.
- All payments and contracts, as well as any required permits must be executed.
- The line must be inspected for safety by a CMP employee.

Steps for 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 us and your job stays on track!

❑ 1. My new service information

New Service Coordinator Name _____ Email _____

Notification Number 103 _____ Site visit will be on _____

New CMP account number _____

❑ 2. Review Pricing Fact Sheet

- Flat Rate charge
- Establishment of Service charge

❑ 3. If you want a telephone “landline”, please contact your local telephone company for service

Having their timely involvement may reduce the time required to provide your electrical service.

❑ 4. Meet with us

We will meet with you and your private line contractor at your building site to determine construction required to connect your private line to our distribution system. Please bring the following to your appointment.

- Your completed *Easement Information Sheet* (if required)
- Your *Private Line Sketch* (if available)
- Your *Private Line Invoice* (if available)

❑ 5. Complete and return the following construction forms

(In addition to the forms listed on the **Permanent Electric Service Checklist**)

- Invoice stub and payment
- *Private Line Contract* (maintaining private ownership)
- *Private Line Sketch* (**See pg. 37**)
- *Private Line Invoice* (excluding costs as associated with underground, i.e. trenching, backfill, and conduit) (**See pg. 38**)
- *Maintenance Agreement* (if applicable)
- *Conveyance Document* (if ownership of line is being conveyed to us)
- *Easement* (if needed)

❑ 6. Request required inspections

- Private line/trim inspection
- Service enclosure inspection

❑ 7. Payment to CMP, as applicable

- Reallocation

Final ownership of your Privately-Built Line

You can maintain ownership of the line, as long as, it will be used to provide electric service to your building only. Multiple services may not be served by a private line. If you opt to keep your line private, you are responsible for all future maintenance of the line. You must provide and install all necessary equipment on your own riser pole. You must sign a *Customer-Owner Line Extension Contract*.

If you decide to convey ownership to us before the line is energized

1. We will take over future maintenance of the line.
2. Construction must meet our standards (loop feed/2 cables).
3. You can “rise” the underground cable on a CMP-owned pole. (You pay for the necessary equipment and we will install it on our pole.)
4. You must pay a Contribution in Aid of Construction (CIAC) tax based on the amount of your *Private Line Invoice* (excluding trenching, backfill, and conduit associated with the underground).
5. You must sign a conveyance (transfer of ownership) document.
6. You must provide easement rights for all cable and structures.

Who will take care of your line?

You are responsible for keeping the line in proper operating condition, including periodic tree trimming and repair. If we believe the line has been damaged due to a storm or otherwise needs repair, we may turn the power off to protect you and the public, and to allow you to have a contractor make repairs. If you request, we can repair the line and bill you for this work.

Maintenance Agreement: You may enter into a maintenance agreement with us for your privately owned line. If the line is constructed in a right-of-way or not accessible by our standard equipment and procedures, you will be charged an additional cost for maintenance-related work on the line.

Customer-Owned Line Extension Contract: This document will be prepared by us and sent to you for signatures.

What if you sell your property?

If you sell, or otherwise convey your property to another person, the title to the private line shall be transferred to the new owner of the property. The contract you sign with us shall be deemed to be assigned to the new owner.

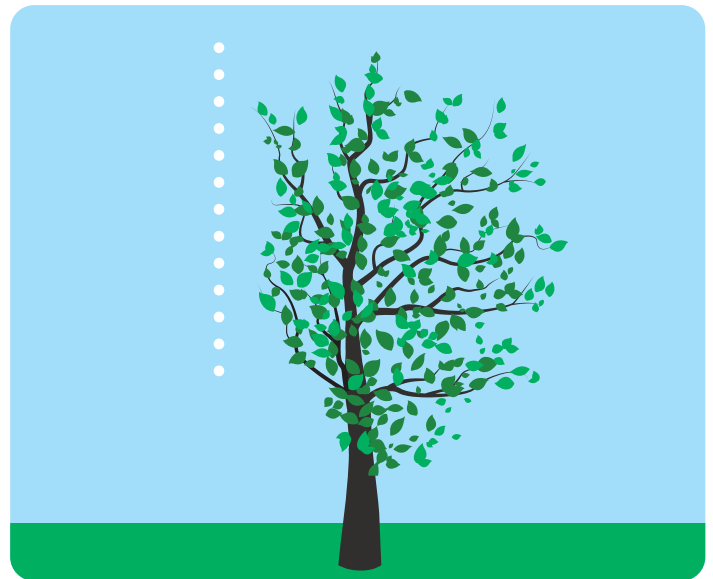
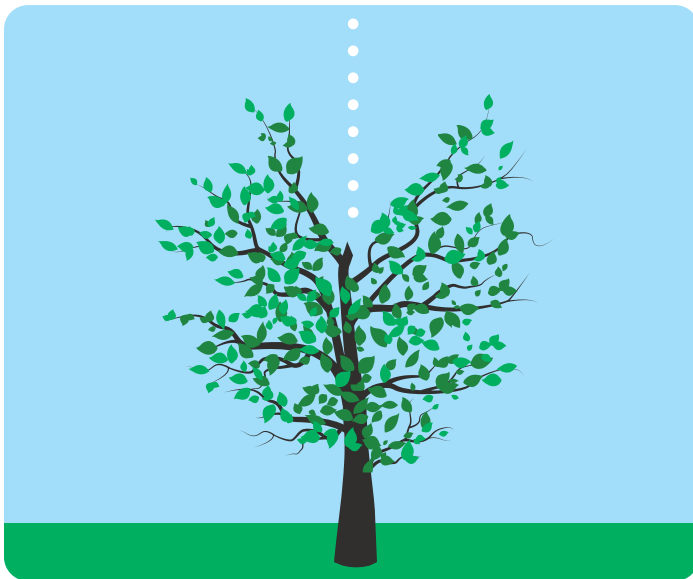
What if another customer requests service from the line?

If another customer who has deeded access to the location of the private line requests service from the line and we determine it to be necessary to own all or part of the line to serve the customer, you will be required to convey to us the portion of the line needed along with any necessary easements as required for us to operate and maintain the line. At that time, we will require the line to meet our current construction standards. If we acquire the line within 20 years of the date it is energized, you will receive payments whenever additional customers are connected to the line for the remainder of the 20-year term. Review the **Reallocation section of the Pricing Fact Sheet** in this packet.

Our Tree Care Program

Trees are among Maine's greatest natural resources, but trees near power lines are the single greatest cause of electrical outages. That's why keeping trees pruned properly is a responsibility we take seriously. We work with licensed arborists to ensure that trees are pruned or removed according to generally accepted guidelines. Our tree crews consider the shape, strength, growth rate, and appearance of a tree before working on it. Generally, crews create a minimum of eight feet of clearance beside the lines, and a minimum of 15 feet above the lines. Trees directly under lines must be cut down. Crews will also prune at least two feet around your service cable, which runs from the transformer to your home.

Two ways to trim a tree



The *Overhead High-Voltage Line Safety Act* states that a person may not, individually or through an agent or employee or as an agent or employee, erect, construct, operate, maintain, transport or store any covered equipment or item within 10 feet of an overhead high-voltage line.

Property owners can help save money, reduce outages, and avoid safety hazards by noting a few simple guidelines

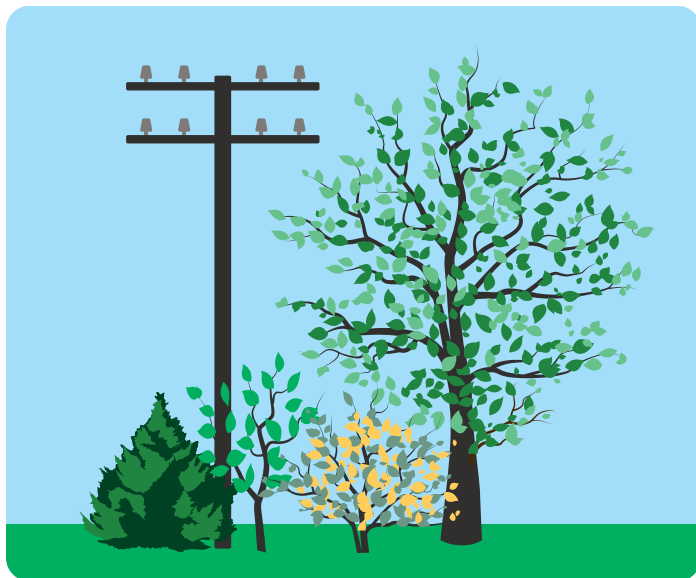
- Trees like white pine, maple, ash, fir, and spruce that will be 60 feet or taller when mature should be planted no closer than 60 feet from the nearest power line.
- Trees like crabapple, juniper, and dogwood that will be no more than 20 feet tall at maturity may be planted as close as 15 feet from the power line.
- If plantings must go beneath lines, consider shrubs such as common lilac or dwarf trees. We recommend consulting a local tree nursery for advice on the types of trees or shrubs appropriate for your particular sites and growing conditions.
- Minimum 8' trim clearance beside the lines and poles.
- Minimum 15' trim clearance above the lines and poles.
- Trees directly under the lines must be cut down (ground cut).
- You will need to obtain any permissions required from adjacent landowners to achieve the above required clearances.

All trimming must meet *Maine State Slash Law*. (see MRSA §9332 and 9333).

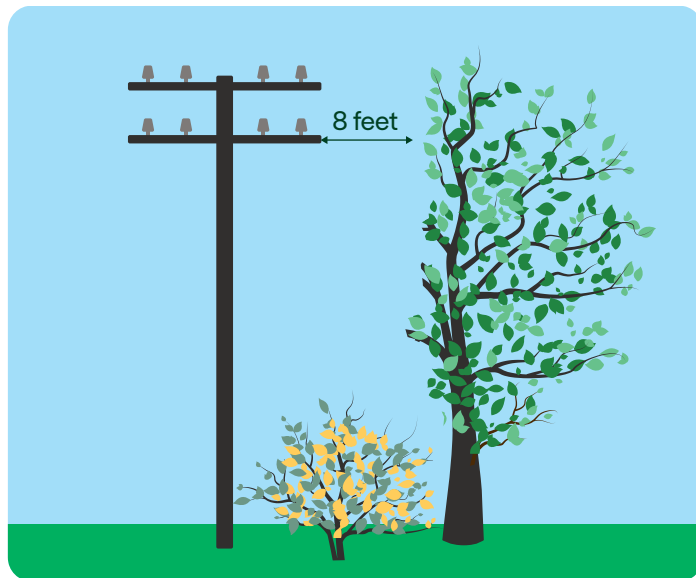
Trimming clearances

Learn more about our Tree Care Program at cmpco.com/TreeCare.

Before



After



Caring for trees during construction

If you're planning construction projects, you might want to consider the impact to trees in the area before you start the job.

The most common types of damage to trees in a construction area are:

- Harm to the root system
- Soil compaction
- Injury to trunks and crowns of trees

Protect the area around a tree with these tips. Start by identifying the "Protected Root Zone" or PRZ.

How close is too close?

Defining the Protected Root Zone (PRZ)

To identify a Protected Root Zone (PRZ) take the following steps

1. Measure the diameter (width) of the trunk at chest height, to the nearest inch. To do this, either wrap a tape measure around the trunk and divide that number by 3, or hold a yard stick up to the trunk and approximate the distance.
2. Multiply that number by 1.5 for mature or stressed (insect-ridden, diseased, etc.) trees or by 1.0 for young, healthy trees. Express the result in feet.
3. Measure that distance from the trunk of the tree. The area within this radius is the Protected Root Zone (PRZ).

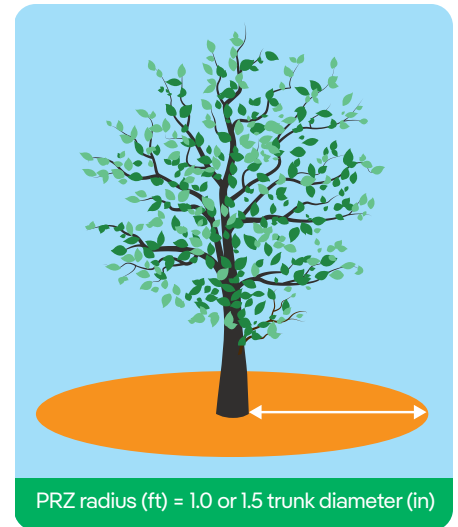
Once you've defined your PRZ, consider the activities listed below that can all have a negative impact to tree roots.

Storing materials and moving equipment results in soil compaction and is one of the main reasons why trees die. Stockpiling heavy building materials, using heavy machinery and excessive foot traffic all compact the soil. To minimize damage, install a barrier of rope or fencing around the PRZ for the trees you want to protect.

Changing the grade by adding or removing as little as 2 inches of soil within the PRZ can cause tree loss. To minimize damage, consult an arborist about methods to protect the roots if fill needs to be added or soil needs to be removed.

Excavating must sometimes happen within the tree's PRZ. To reduce root damage, tunneling under the root system instead of trenching through it may be an option. Soil tunneling requires specialized equipment, but it can reduce root damage by up to 25 percent compared to trenching. For any digging operations, if exposed roots need to be cut, it is best to cut them cleanly using hand tools. Avoid excavating during hot, dry weather and keep trees well watered before and after digging, and cover any exposed roots with soil, mulch or damp burlap as soon as possible.

Paving can cause minimum damage to trees. Plan to keep paved walkways and driveways at least 3 feet from the tree trunk. If you have questions about our Tree Care program, please visit cmpco.com/TreeCare.



Recently you had a line extension completed. We would like to ask you some questions about that process. Please be assured that your responses will be kept strictly confidential.

Please provide the zip code for the location where the work was completed _____

1. Your line extension performed by (please select one) ☐ CMP ☐ A private-line contractor

2. Thinking about the entire line extension process, from first phone call to line extension completion, what went well?

3. What do you think could be improved?

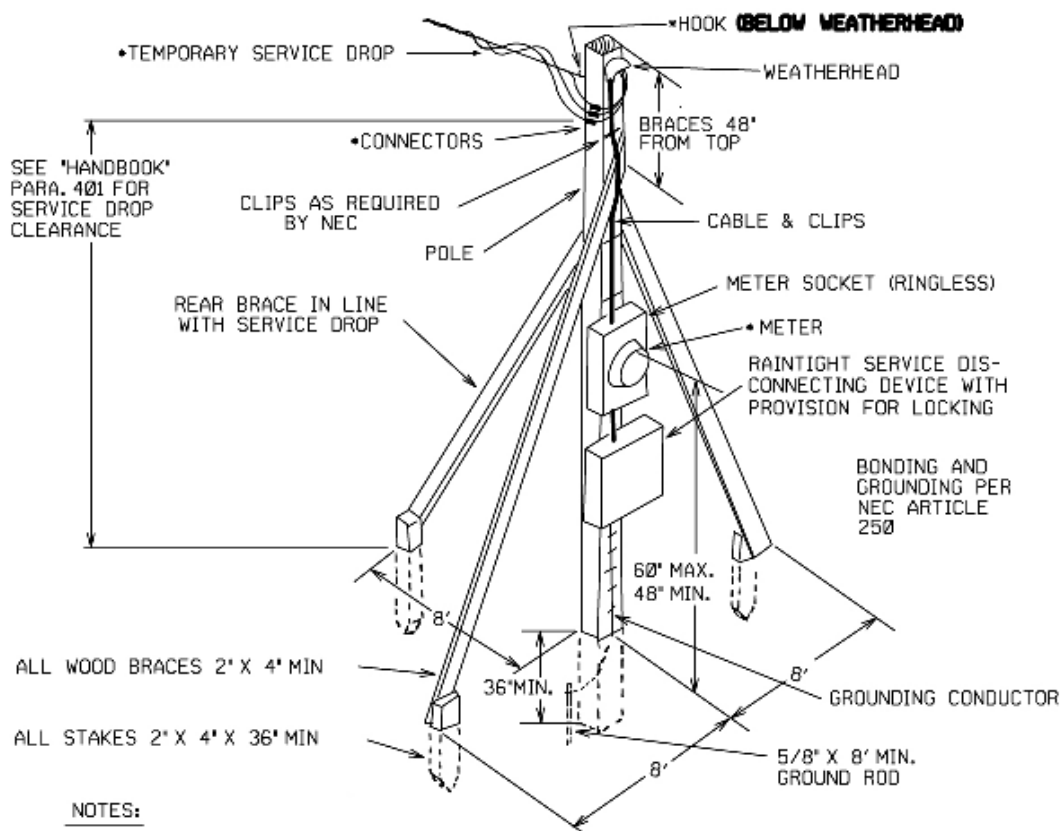
4. Other comments? Please let us know.

If you would like to talk to someone about your line extension experience, please complete the following information and a CMP representative will call you.

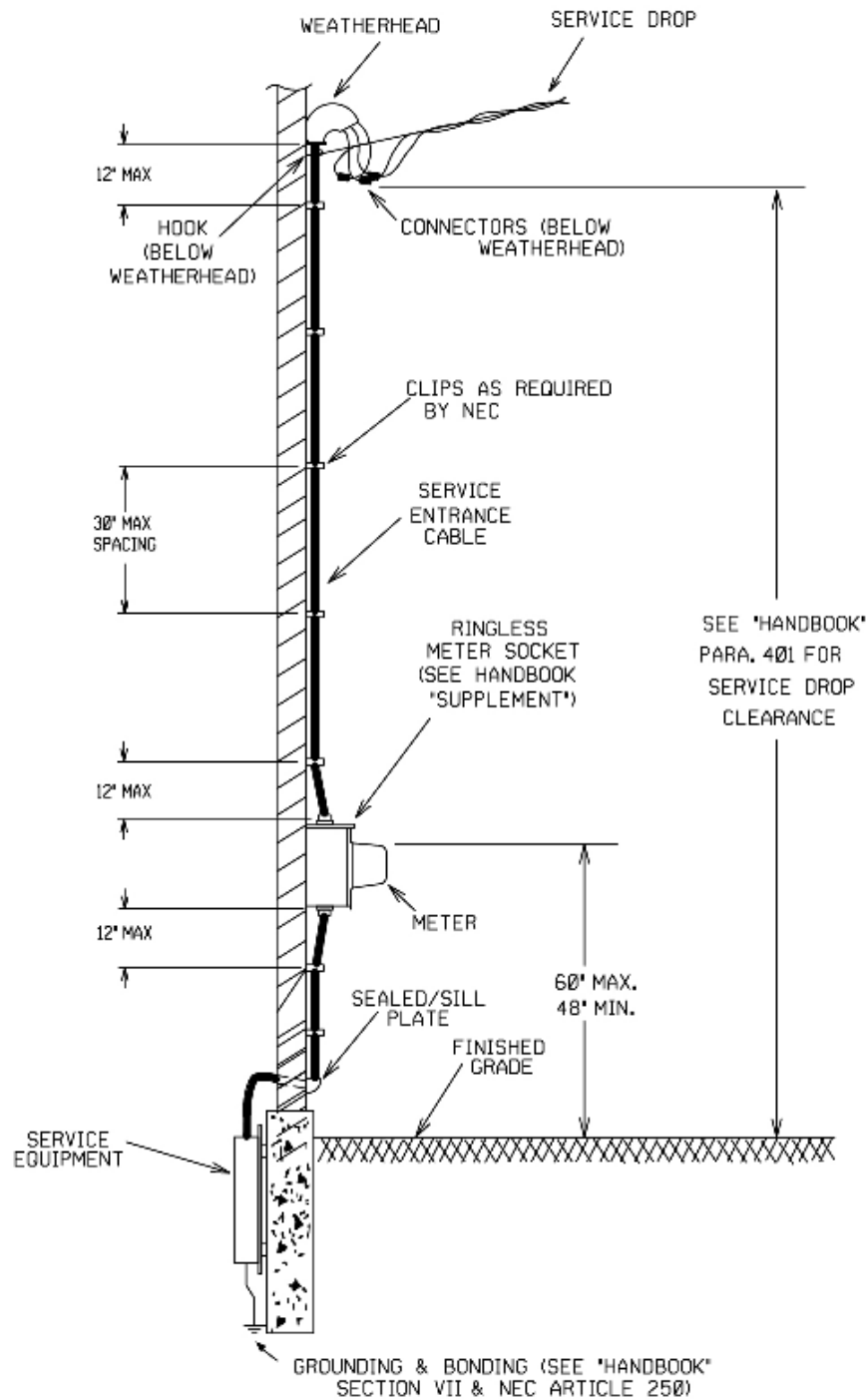
Name _____

Phone _____

Best time to call _____

TEMPORARY SERVICE STRUCTURE - FOR USE DURING BUILDING CONSTRUCTION**NOTES:**

1. SERVICE LOCATION AND TYPE OF CONSTRUCTION MUST BE APPROVED IN ADVANCE BY A CMP REPRESENTATIVE. THE TYPE OF STRUCTURE SHOWN HERE MAY BE USED ONLY WHERE THE TEMPORARY SERVICE DROP LENGTH DOES NOT EXCEED 75 FEET. SEE METERING STANDARDS 980-31.1.6.1 & 980-31.1.6.2 ("HANDBOOK" ILLUS. NO.4) FOR GREATER DISTANCES OF TEMPORARY SERVICE OR FOR PERMANENT SERVICE.
2. THE POLE MUST BE AT LEAST 5' IN DIAMETER AT THE TOP, OR BE A 6" X 6' TIMBER (A 4" X 4' TIMBER MAY BE USED WHEN DISTANCE TO THE CMP POLE IS LESS THAN 25 FEET.)
3. THE POLE MUST BE TALL ENOUGH TO PERMIT THE ATTACHMENT POINT TO BE AT LEAST 12 FEET ABOVE GROUND WITH A MINIMUM OF 36' IN GROUND. ADDITIONAL HEIGHT MAY BE REQUIRED FOR PROPER CLEARANCE WHEN THE TEMPORARY SERVICE IS ON THE OPPOSITE SIDE OF THE STREET OR HIGHWAY FROM THE CMP POLE. (SEE "HANDBOOK", PARA. 401 FOR SERVICE DROP CLEARANCES).
- 4. ALL EQUIPMENT, EXCEPT THE SERVICE DROP, HOOK, CONNECTORS AND METER, ARE TO BE SUPPLIED, INSTALLED AND MAINTAINED BY THE CONTRACTOR.
5. INSTALLATION OF A TEMPORARY SERVICE ON A CONSTRUCTION SHACK, MAY BE PERMITTED WITH THE APPROVAL OF A CMP REPRESENTATIVE. PER NEC 230.10, TREES SHALL NOT BE USED FOR SUPPORT OF OVERHEAD SERVICE CONDUCTORS.



Items Supplied and Installed by CMP:

- a. Service drop
- b. Service drop connectors
- c. Service drop hook
- d. Meter

Items Supplied by Customer and Installed by CMP:

- e. (2) Preformed or equivalent guy grips 5/16"
- f. Guy wire 7 strand 5/16" EHS x required length (allow for bonding to NEUTRAL)
- g. Guy marker PVC 8ft.

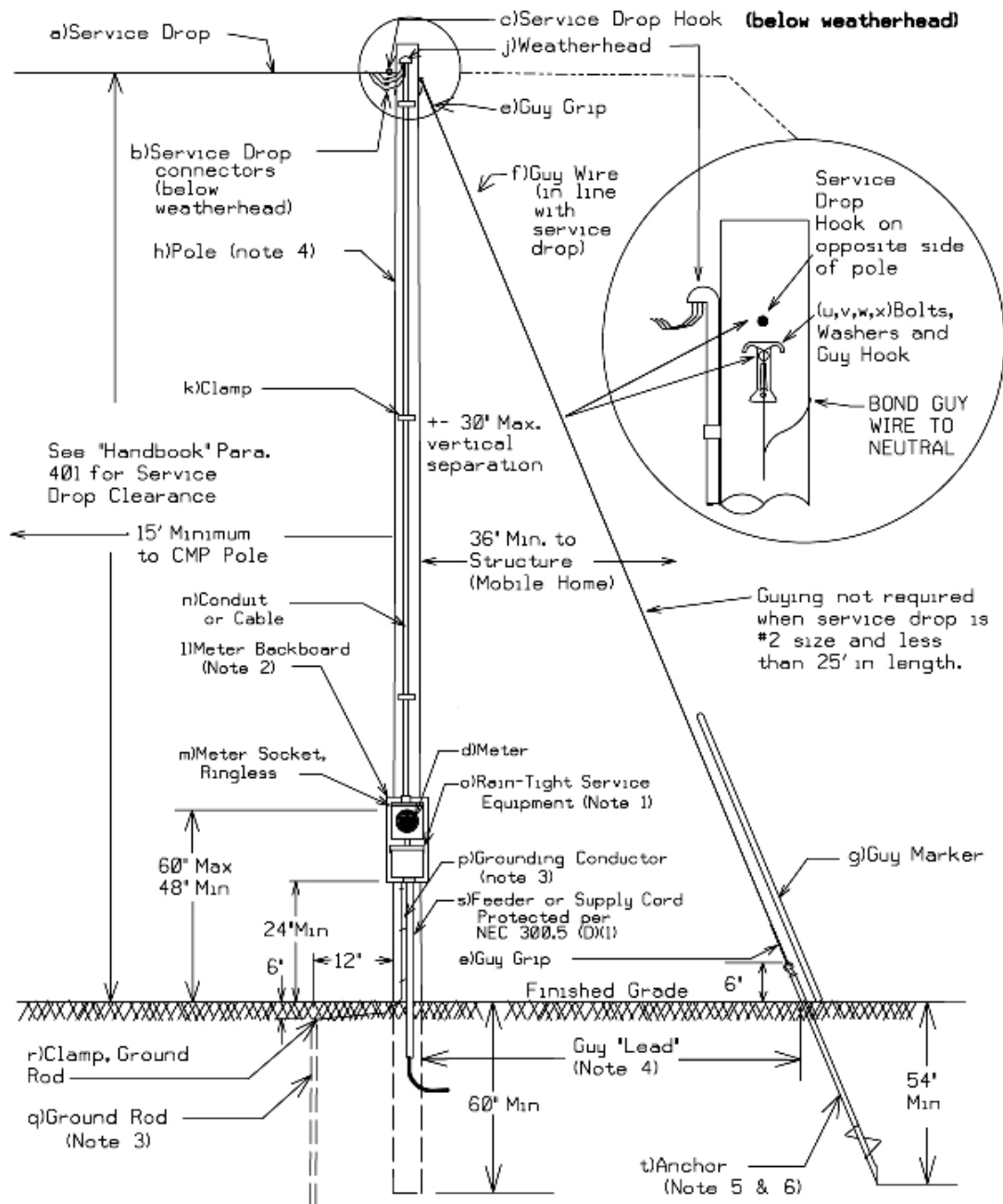
Items supplied and installed by Customer:

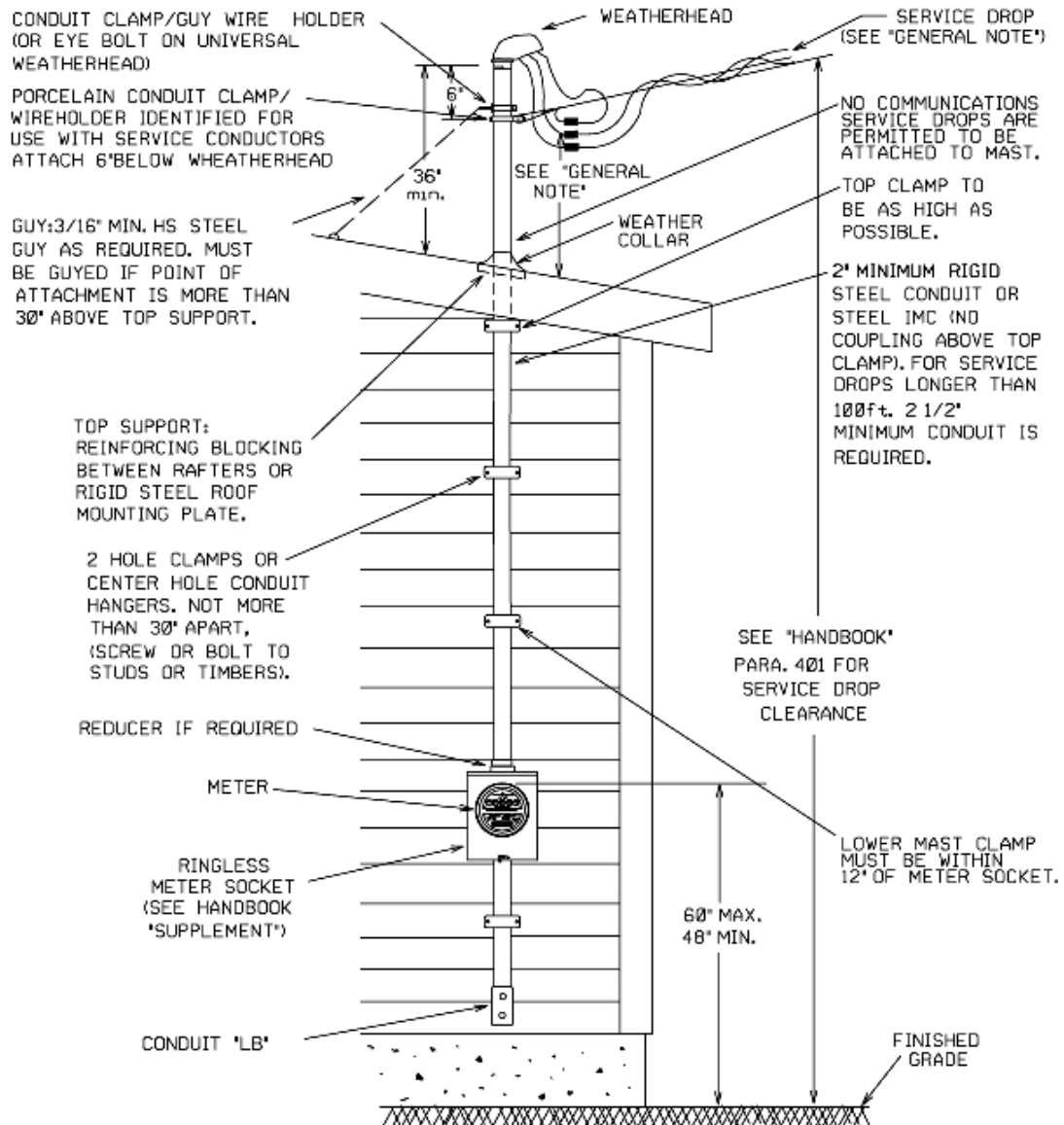
- h. Pole, pressure treated (see Note 4)
- j. Weatherhead
- k. Clamps, (two hole on a round pole), spaced as required by NEC.
- l. Meter backboard (see Note 2)
- m. Meter socket, ringless (See Handbook "Supplement")
- n. Conduit (highly recommended) or cable.
- o. Rain-tight service equipment (see Note 1)
- p. Grounding conductor (see Note 3)
- q. Ground rod, 5/8" x 8' copperweld or galvanized steel (minimum)
- r. Ground rod clamp
- s. Feeder or Supply cord per NEC (see note 1)
- *t. Anchor, No-wrench screw type, one piece, 3/4" rod, 6' helix, 66" overall length
- **or t. Anchor, expanding with a minimum area of 70 sq. in. when expanded. Anchor must be expanded!
- **or t. Anchor, steel crossplate with a minimum area of 150 sq. in.
- u. (2) Washers 2-1/4" x 2-1/4" x 3/16"
- *v. Guy hook for 5/16" stranded guy
- *w. Bolt, machine square galvanized 5/8" x required length
- *x. Bolt, toe 1/2" x 4"

(Items v, w and x may be replaced by using an angle type thimbleye bolt.)

NOTES:

1. This Standard is typically for a mobile home service (Handbook, para. 408A.) but may be applied anywhere that overhead service conductors terminate on a customer owned service/meter pole (Handbook, para. 404). The service disconnect and overcurrent device under the meter may not be required for all applications, but it is highly recommended in order to allow the customer to disconnect and maintain their underground conductors without the cost of a CMP line crew visit. See "Handbook" illustration No. 31 for allowable customer owned residential service lengths.
2. The meter backboard horizontal framing shall be 1-5/8" X 1-5/8" 12 ga. minimum galvanized or 'goldguard' (or equivalent) steel channel (strut type is acceptable) mounted to the back of the post either directly or by using a standoff bracket. Shim as required to plumb the enclosure.
3. Service bonding and grounding shall be as required by "Handbook" section VII and NEC article 250. For meter only (no disconnect) installations, the meter enclosure shall be grounded (at a minimum) to a 'supplementary' ground rod (5/8" X 8').
4. The pole shall be pressure treated full length (or untreated cedar), have a minimum diameter of 8" at ground line and 6" at top, and be of sufficient height to provide proper service drop clearance. A 6" X 6" (or larger) pressure treated timber is acceptable. If timber is selected, attached service cable length is limited to 150'. The guy 'lead' dimension shall be a minimum of 10 feet or 1/3 the height of the pole (above ground), whichever is greater.
- *5. The anchor and rod are a one piece galvanized unit. To manually install anchor, place a turning bar through the rod eye and rotate anchor clockwise. If full-depth installation cannot be achieved by this method, then a hole may be dug to full-depth, anchor placed and the hole backfilled and tamped with stones and dirt.
- **6. For the expanding anchor and the crossplate anchor, an anchor rod with a minimum diameter of 5/8" and a minimum length of 6 feet must be ordered separately in addition to the anchor.





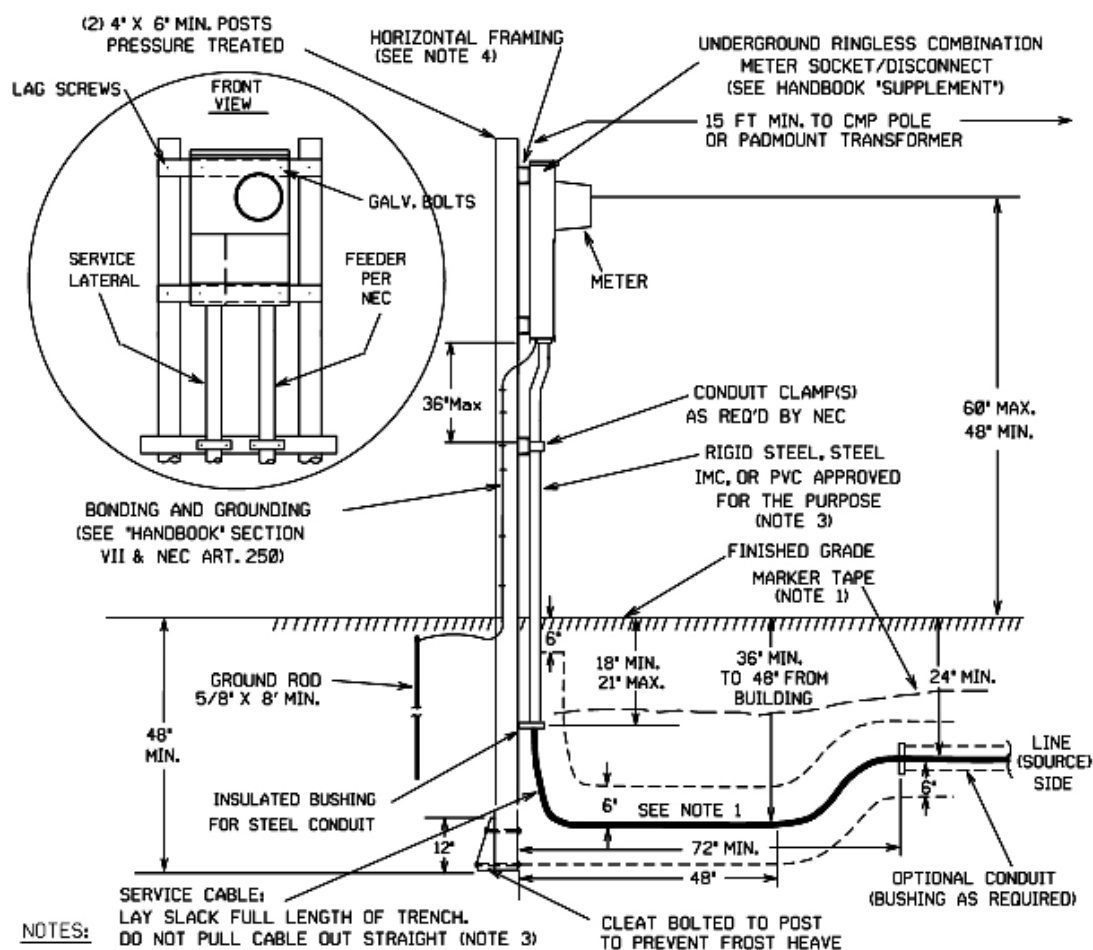
GENERAL NOTE: WHERE THE VOLTAGE BETWEEN CONDUCTORS DOES NOT EXCEED 300V AND THE SERVICE PASSES ABOVE ONLY THE OVERHANGING PORTION OF THE ROOF AND FOR A DISTANCE OF NOT MORE THAN 4 FEET HORIZONTALLY, THEN THE MINIMUM CLEARANCE IS 18". FOR ALL OTHER CONDITIONS, REFER TO NEC 230.24(A).

ATTACHMENT NOTE:

THE SERVICE MAST IS FOR SUPPORT OF THE POWER SERVICE DROP ONLY (NEC 230.28).

GROUNDING NOTE:

FOR SERVICE GROUNDING & BONDING (NOT SHOWN) SEE "HANDBOOK" SECTION VII & NEC ARTICLE 250.



NOTES:

1. A 6" BEDDING OF SOIL CONTAINING NO ROCKS SHALL BE PLACED BELOW AND ABOVE THE CABLE BEDDING AND BACKFILL SHALL BE FREE OF ROOTS, STUMPS AND OTHER DEBRIS. A PLASTIC "ELECTRIC" MARKER TAPE SHALL BE INSTALLED APPROXIMATELY 12" BELOW GRADE (AND AT LEAST 12" ABOVE THE CABLE PER NEC SECTION 300.5).
2. THIS STANDARD IS TYPICALLY FOR A MOBILE HOME SERVICE (HANDBOOK, PARA. 408A.) BUT MAY BE APPLIED ANYWHERE THAT UNDERGROUND SERVICE LATERALS TERMINATE ON A CUSTOMER OWNED METER PEDESTAL. THE SERVICE DISCONNECT AND OVERCURRENT DEVICE ON THE PEDISTAL MAY NOT BE REQUIRED FOR ALL APPLICATIONS, BUT IT IS HIGHLY RECOMMENDED IN ORDER TO ALLOW THE CUSTOMER TO DISCONNECT AND MAINTAIN THEIR UNDERGROUND CONDUCTORS WITHOUT THE COST OF A CMP LINE CREW THE COST OF A CMP LINE CREW VISIT. ANY CABLE INSTALLATION ON THE LINE (SOURCE) SIDE OF THE DISCONNECTING MEANS MUST MEET ALL THE REQUIREMENTS OF THE "HANDBOOK" AND THE NEC FOR UNDERGROUND SERVICE.
3. SEE "HANDBOOK" PARA. 905 FOR AVAILABLE CMP STANDARD UNDERGROUND SERVICE OPTIONS. SEE "HANDBOOK" ILLUSTRATION NO. 31 FOR ALLOWABLE CUSTOMER-OWNED RESIDENTIAL SERVICE LENGTHS AND MINIMUM CONDUIT SIZES. IF PVC IS USED AND IT IS SUBJECT TO PHYSICAL DAMAGE, SCHEDULE 80 IS REQUIRED.
4. THE HORIZONTAL FRAMING SHALL BE 1-5/8" X 1-5/8" 12 GA. MIN. GALV. OR "GOLDGUARD" (OR EQUIVALENT) STEEL CHANNEL (STRUT TYPE IS ACCEPTABLE) MOUNTED TO THE BACK OF THE POST EITHER DIRECTLY OR BY USING A STANDOFF BRACKET, SHIM AS REQUIRED TO PLUMB ENCLOSURE.

1. Seal top of conduit with polyurethane sealer. Top of conduit must extend 4' above the neutral. If all steel, top of conduit must have an insulated grounding bushing.

2. If top section of riser is less than 5 feet in length, it must be supported with at least one steel U clip with 5/16th inch holes. If top section of riser is PVC and greater than 5 feet in length, it must be supported with no less than two steel U clips with 5/16th inch holes.

3. Coupling of same material as upper conduit is not required if using conduit with belled end installed down over lower conduit.

4. If steel conduit, a conduit ground connector made of either copper alloy or galvanized steel material of suitable design shall be used. Install pole ground if one doesn't exist.

5. Two hole steel U clips with 5/16" holes are required at top and middle of each section of PVC conduit that is over 60 inches in length. If the riser is all steel, two hole U clips with 5/16th inch holes are required at the bottom and top of first section and at the top of each section, there after. The steel U clips shall be secured to the pole with 5/16th X 3 inch lag screws.

Bottom Section: (2) clips if steel conduit,

(3) clips if schedule 80 pvc conduit

Middle Section: (1) clip if steel conduit,

(2) clips if pvc conduit

Top Section: (1) clip if steel conduit,

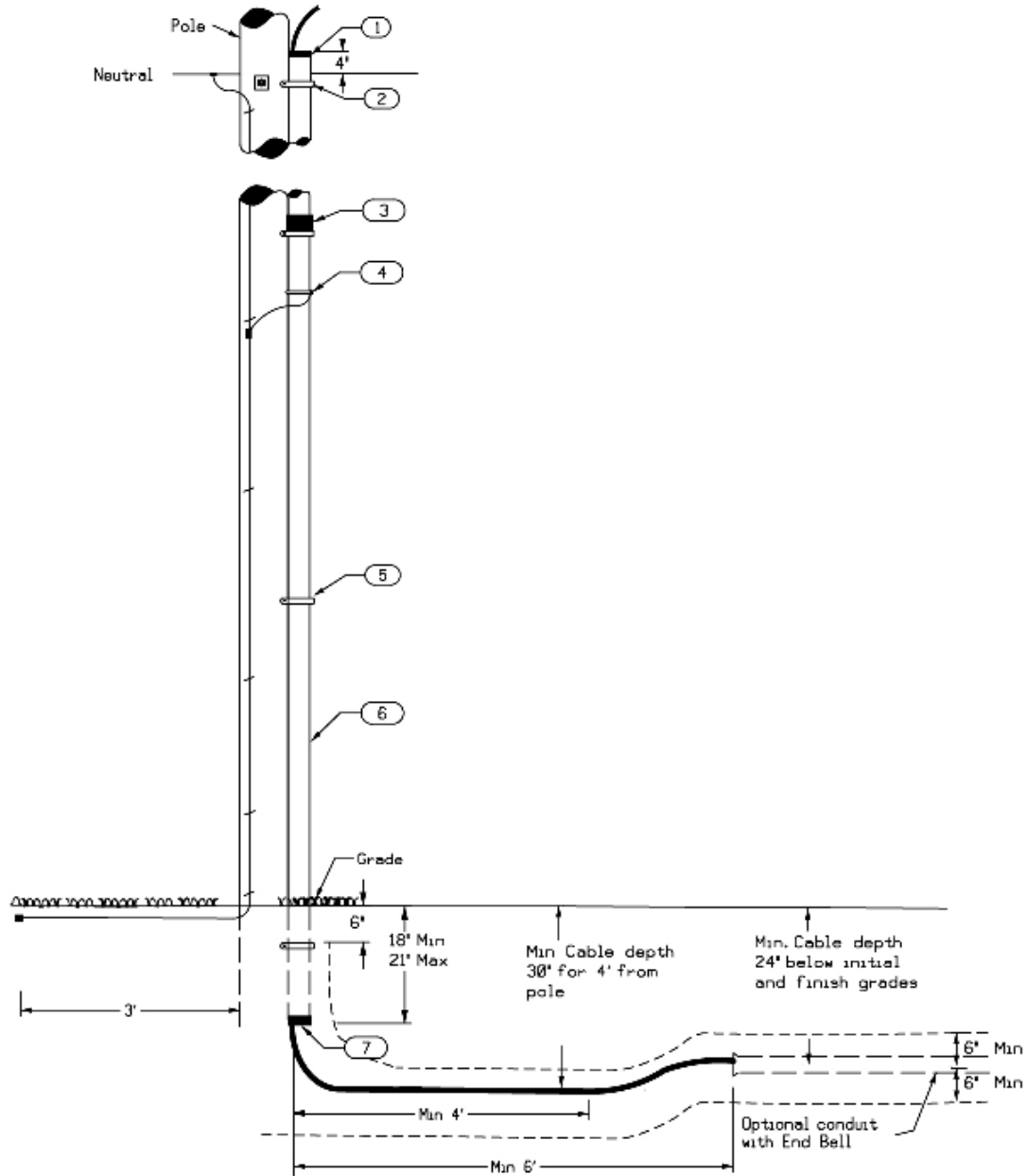
(1) clip if pvc conduit less than 5ft.,

(2) clips if pvc conduit greater than 5ft.

6. Rigid steel, steel IMC, Schedule 80 PVC, or Schedule 40 PVC rated for outdoor use may be used on riser. However first section of riser shall be rigid steel or schedule 80 PVC. All three phase primary risers shall be rigid steel for the first section.

7. Use threaded/non-threaded coupling or insulated bushing at the bottom of riser.

8. Standoff brackets will be required where future customers are likely to be served from the same pole.

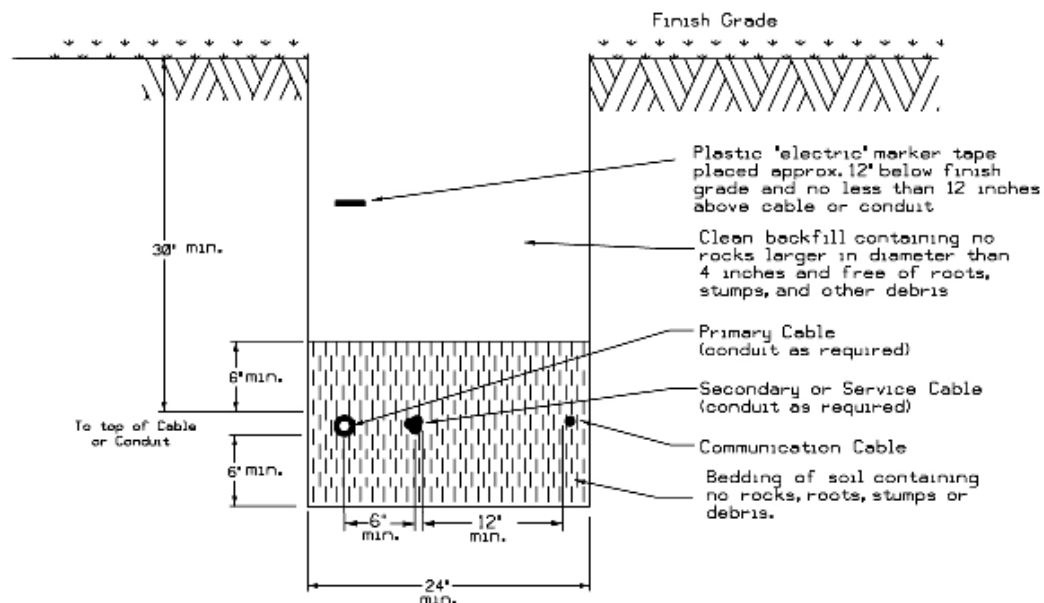


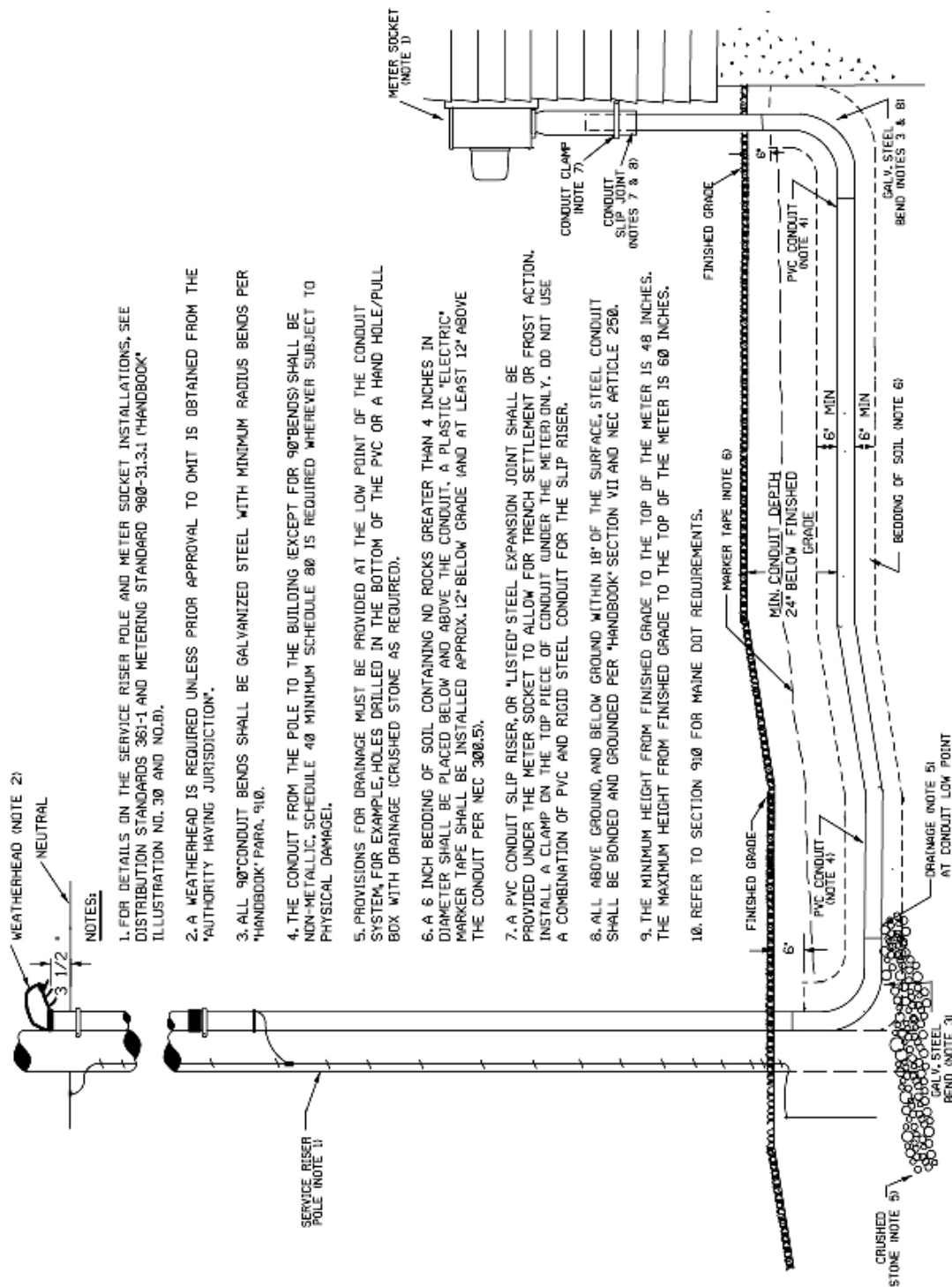
UNDERGROUND CABLE INSTALLATION

JOINTLY USED TRENCH - HORIZONTAL SEPARATION

IN SITUATIONS WHERE THE TRENCH IS TO BE SHARED
AGREEMENT MUST BE OBTAINED BETWEEN JOINT USERS

Trench shall be a minimum of 24" wide





ALLOWABLE SECONDARY AND SERVICE LENGTHS IN
FEET FOR VARIOUS **CUSTOMER OWNED RESIDENTIAL**
SERVICE SIZES AND CONDUCTOR TYPES
(120/240 VOLT, SINGLE-PHASE, 3-WIRE SERVICE)

Conductor Size	100 Amp Service		150 Amp Service		200 Amp Service		MAX SPAN LENGTH TO STRUCTURE BETWEEN POLES	
	Aluminum	Copper	Aluminum	Copper	Aluminum	Copper	Aluminum	Copper
#2	135	--	na	--	na	--	135'	135'
1/0	210	--	140	--	na	--	125'	210'
4/0	430	--	290	--	215	--	100'	250'
336.4	630	--	420	--	315	--	75'	200'

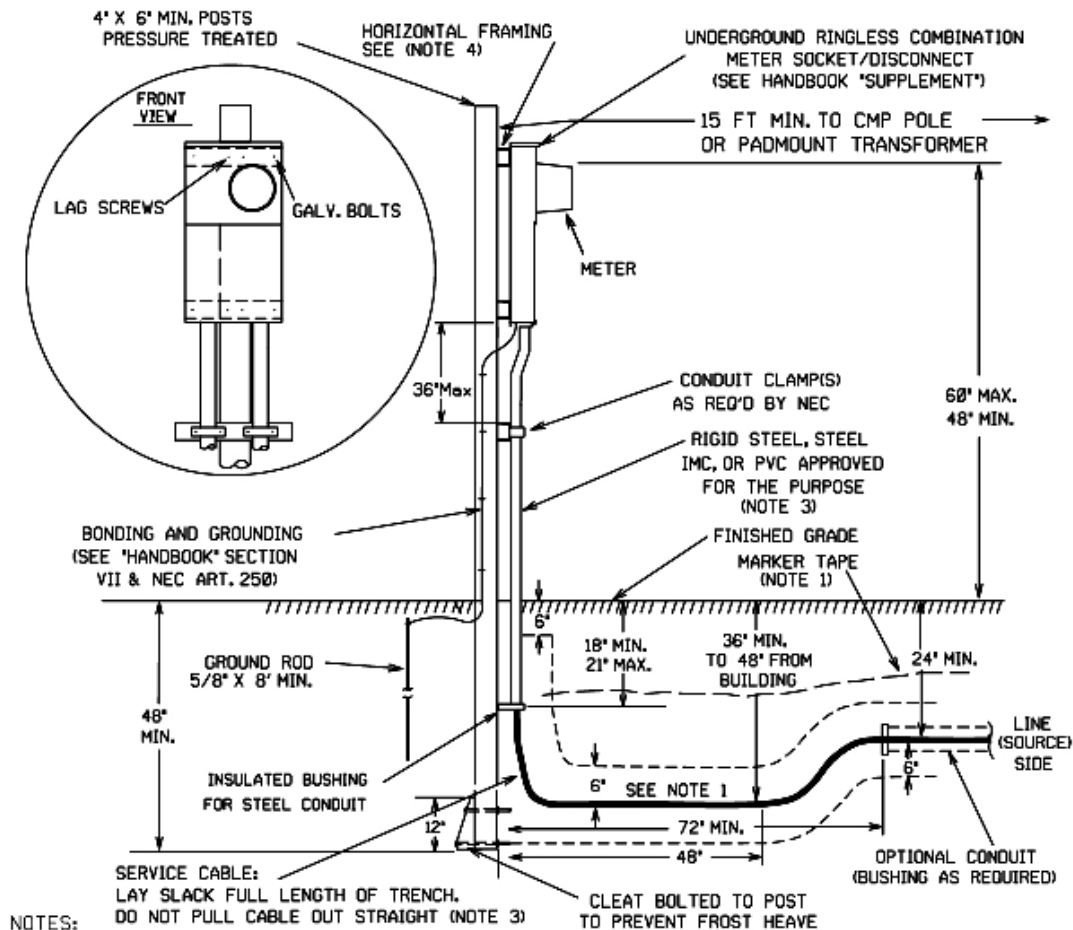
OVERHEAD
CONDUCTORS

Conductor Size	100 Amp Service		150 Amp Service		200 Amp Service		400 Amp Service		Min. Conduit Size
	Aluminum	Copper	Aluminum	Copper	Aluminum	Copper	Aluminum	Copper	
#2	150	235	na	na	na	na	na	na	2"
#1	190	290	na	195	na	na	na	na	2"
1/0	235	350	na	235	na	na	na	na	2"
2/0	295	435	195	290	na	215	na	na	2"
3/0	360	530	240	355	na	265	na	na	2"
4/0	440	650	295	435	220	325	na	na	2 1/2"
250	500	725	340	485	250	360	na	na	2 1/2"
350	660	910	440	605	330	455	na	na	3"
500	875	1150	580	765	435	575	na	290	4"
2 - 4/0	885	1300	585	865	440	650	na *	325	4"
2 - 250	1015	1450	675	965	505	725	255	365	4"
2 - 350	1320	1835	885	1225	660	915	330	460	4"

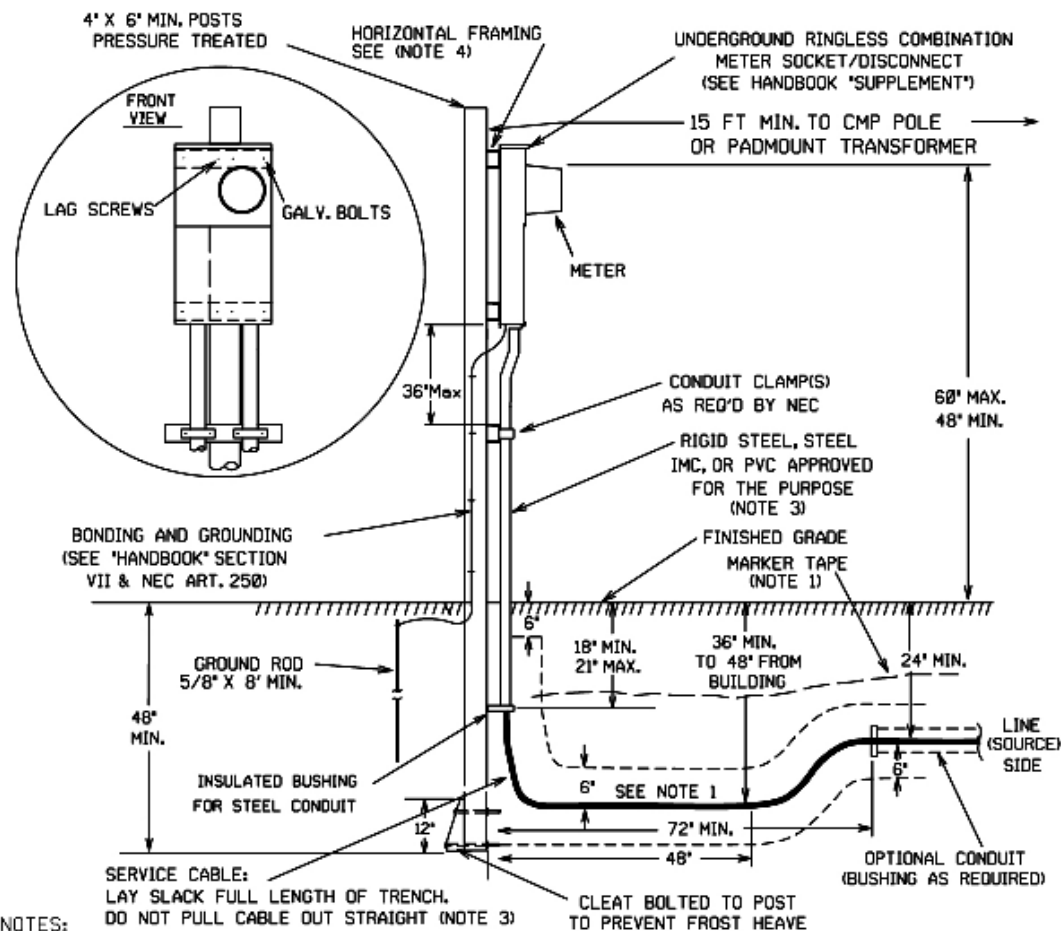
UNDERGROUND
CONDUCTORS

Notes:

- 1 - 'na' indicates conductor not adequate for the load/service:
Refer to NEC Table 310.17 @75°C for overhead conductors;
Refer to NEC Table 310.16 for underground conductors.
- 2 - Calculations are based on 80% loading of service and 3% voltage drop.
- 3 - Distances are total circuit feet from service transformer terminals to customer's service entrance panel.
- 4 - Some conductors may require oversized, or special ordered meter enclosure with 3/8" stud type connections.
- 5 - Overhead secondary conductors run pole to pole are subject to all requirements of the customer owned line extension policy.
- 6 - See Handbook paragraph 905 for CMP Standard underground service sizes and lengths.
- 7 - Refer to Section 905 for splice requirements.
- 8 - 400 amp services shall be installed underground.



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3. SEE "HANDBOOK" PARA. 905 FOR AVAILABLE CMP STANDARD UNDERGROUND SERVICE OPTIONS. SEE "HANDBOOK" ILLUSTRATION NO. 31 FOR ALLOWABLE CUSTOMER-OWNED RESIDENTIAL SERVICE LENGTHS AND MINIMUM CONDUIT SIZES. IF PVC IS USED AND IT IS SUBJECT TO PHYSICAL DAMAGE, SCHEDULE 80 IS REQUIRED.
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ABC Construction
P.O. Box 123
Somewherein, Me.

EXAMPLE PRIVATE LINE WORK SKETCH

Sheet 1 of 6

Customer: John Smith
W/R #: _____
Town: DOBAMINE
Street: 187 CATES HILL Rd.
Takeoff Date: _____

WO #: 1000123456
Date: 11-21-06
Designed By: _____

Remarks: _____

LINE	W/R	COMP	Notes
⑤	W/P	COMP	1 40/4 2 Sets Dead-Ends 2 Anchor Assem
④	W/P	COMP	1 40/4 2 Sets Dead-Ends 2 Anchor Assem
③	W/P	COMP	1 40/4 1 Pole Top 1 Nut B
②	W/P	COMP	1 40/4 2 Sets Dead-Ends 2 Anchor Assem
①	W/P	COMP	

Handwritten notes on the left side of the table:

- Line 5: 250' ANK, 250' ANK
- Line 4: 240' ANK, 240' ANK
- Line 3: 230' ANK, 230' ANK
- Line 2: 260' ANK, 260' ANK
- Line 1: 260' ANK, 260' ANK



ABC Construction
P.O. Box 123
Somewherein, Me

Invoice No.

SAMPLE

INVOICE

Customer

Name John Smith
Address P.O. Box 312
City Somewherein State ME ZIP
Phone

Date 6/28/2006
Order No.
Rep
FOB

Qty	Description	Unit Price	TOTAL
2	POLES 40/4/PSP		\$0.00
2	POWER INSTALLED ANCHORS		\$0.00
825	WIRE 1/0 AAAC PRIMARY WIRE		\$0.00
2	5/16" GUYWIRE ASSY		\$0.00
2	GUY GUARDS		\$0.00
2	MISC POLE HARDWARE		\$0.00
	LABOR & TRUCK		
1	ABC Construction	\$2,822.00	\$2,822.00
2	Bulls Eye Ledge Company	\$140.00	\$280.00

Payment Details

- ☐ Cash
☐ Check

#VALUE!

SubTotal	\$2,902.00
Shipping & Handling	\$0.00
Taxes	
TOTAL	\$2,902.00

Office Use Only

[illegible]

GettingConnected



cmpco.com/GettingConnected