



# Welcome!

Thank you for your interest in becoming a member of Great Lakes Energy Cooperative (GLE).

At GLE you're more than a customer - you're a member. We're different than other electric utilities. We're a cooperative and that means we're owned by our members. It also means GLE's rates and fees are cost-based and our margins (profits) are returned to members as a capital credit refund on your bill.

Enclosed is information you requested to start your new service with GLE. Please read over the documents carefully and contact us with any questions or concerns at 888-GT-LAKES (888-485-2537) or [glenergy@glenergy.com](mailto:glenergy@glenergy.com).

We look forward to serving you. For more information about the products and services we offer please visit [gtlakes.com](http://gtlakes.com).

We're looking out for you,

Great Lakes Energy Cooperative

# GLE New Service Checklist

Please use this checklist to guide you through the new service process. We are happy to help answer questions along the way.

## 1. Submit Required Forms

Complete and return the forms listed here within 90 days to avoid cancellation of your order.

- ☐ Application for New Service/Change in Service
- ☐ Electric Service Information
- ☐ Load Schedule Sheet
- ☐ Electric Service Site Plan
- ☐ Member Responsibilities
- ☐ Products and Services Request
- ☐ Easement – Notarized and Recorded
- ☐ Copy of recorded property deed with complete legal description
- ☐ Copy of property survey (if possible)

## 2. Mark Site Plan Form & Property

- ☐ Using the Electric Service Site Plan form, mark the corners of existing and proposed facilities listed on the form.
- ☐ Clearly mark or expose the facilities at the job site itself using stakes.
- ☐ Notify your Member Service Coordinator when staking is complete.
- ☐ **This must be done before a Great Lakes Energy site planner visits your site.**

## 3. GLE Site Visit

- ☐ A GLE site planner visits your site and marks the route of the new power line.
- ☐ The site planner will determine if there is additional need for easements or special permits. Special permits such as road crossing or state permits will be obtained by Great Lakes Energy.
- ☐ After site visit, the cost to extend electric service to your site is determined. The cost may include right-of-way tree clearing work, as determined by the site planner. You will receive an invoice, please pay promptly to avoid delays

## 4. Meter Base Installation

- ☐ Meter bases are provided by GLE at no cost. Pick up a meter base and install it on the dwelling or a service pole. See enclosed directory of pick-up locations or pick up at a GLE office.
- ☐ Arrange for the appropriate governing electrical inspector to approve meter base installation. A directory of electrical inspectors is enclosed.
- ☐ Electrical inspector will notify GLE when inspection is approved.

## How long will it take?

Time varies depending on length of time to complete the steps above. Delays may occur due to weather, tree-clearing and other circumstances. Once all steps are completed, most installations occur within 15-20 business days.

Please contact me at 888-485-2537 if you have any questions or concerns.

Thank you,

Your Member Service Coordinator, Extension \_\_\_\_\_

## Application for New Service/Change in Service

For office use only

Acct #:

Please complete and return. If you have any questions, contact your Member Service Coordinator between 7:30am and 4:00pm Monday through Friday, excluding holidays.

Applicant legal name (Last, First, M.I.)	Social Security number - -	Driver's License Number	State
Joint Applicant legal name (Last, First, M.I.)	Social Security number - -	Driver's License Number	State
Applicant Date of Birth	Joint Applicant Date of Birth	Primary Phone	
Current Mailing Address	City	State	Zip      Cell Phone

If applicable, Business owner's identification information: ↓

Business's legal name		
Owner's complete legal name (Last, First, M.I.)	Business Tax ID. Number	Owner's Social Security Number - -

Have you ever had service with GLE before? ☐ Yes ☐ No

A non-refundable application fee of **\$75.00** is required. All other charges will be invoiced separately. Please include this payment when returning the completed application.

A previous history with Great Lakes Energy or utility credit check will be run to determine if a security deposit will be required.

This personal information is required by federal laws and is kept confidential by Great Lakes Energy.

Please complete and return.

Updated 4-2017.

# Electric Service Information

Please complete and return with your application.

Please print clearly in the boxes below.

Applicant legal name (Last, First, M.I.)	Address where service is to be provided	City
Primary Phone	Cell Phone	E-mail address
Joint Applicant name	Joint Applicant daytime phone	Joint Applicant cell phone
Subdivision where service is to be provided (if any)	Lot Number(s) of Subdivision	Secondary phone
County where service is to be provided	Township	Section #
Nearest Neighbor name or Nearest Pole #	Neighbor's Address	Distance from nearest pole or UG cabinet
Builder's name	Builders business phone	Builders cell phone
Electrician's name	Electrician's business phone	Electrician's cell phone
		Service – Circle One <b>Temporary</b> or <b>Permanent</b>

Intended use for new electric service (Check one)

- ☐ Primary Residence ☐ Non-Primary or Seasonal Residence  
☐ Commercial ☐ Agricultural  
☐ Pole Barn or Garage with Residence on the same property  
☐ Pole Barn or Garage without Residence on the same property  
☐ Other \_\_\_\_\_

Is meter base installed? ☐Y ☐N

Or is meter location clearly marked at property? ☐Y ☐N

# Load Schedule Sheet

Please complete the information below.

For office use only

Acct #:

SO#:

**Applicant Name:** \_\_\_\_\_

Please select the type of service needed and fill in the loads for the electrical equipment to be installed.

Your electrician can assist with this document.

## Select One:

- ☐ Single Phase Underground 120/240 (Standard Residential Service)
- ☐ Single Phase Overhead 120/240 (Standard Residential Service)
- ☐ Single Phase Underground 240/480
- ☐ Single Phase Overhead 240/480
  
- ☐ Three Phase Underground 120/208
- ☐ Three Phase Overhead 120/208
- ☐ Three Phase Underground 277/480
- ☐ Three Phase Overhead 277/480

Service Size (circle one): 100 Amp      200 Amp      400 Amp      Other \_\_\_\_\_

Lighting Load: \_\_\_\_\_ amps      Electric Heat Load: \_\_\_\_\_ kW

Electric Water Heater Load: \_\_\_\_\_ kW      Geothermal Heat Pump: \_\_\_\_\_ Ton

Central AC/Heat Pump: \_\_\_\_\_ Ton      Electric Oven?    Yes    No

Electric Dryer?    Yes    No      On-demand water heater?    Yes    No

Type of electric motors (list below):      HP      # of phases      soft start (yes/no)

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Please complete the load data as best as possible to avoid extra charges.

Applicant Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Electrician Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Please complete and return.

Updated 4-2017.

# Electric Service Site Plan

For office use only

SO#:

**Please stake/mark property and draw below.**

Symbol

- Existing Electric Pole if applicable
- △ Existing Electric Transformer if applicable
- X Proposed Meter location
- Member Preferred Electric routes

Include all: ☐ Property lines ☐ Lot dimensions ☐ Buildings ☐ Septic and Drain Field  
☐ Water and Irrigation Lines ☐ Driveway ☐ Roadways ☐ Other (dog fences, landscape lighting wires, private electric lines)

N ↑

**Is the job site marked according to this site plan? \_\_\_\_ yes \_\_\_\_ no**

Nearest intersection to your building site:

Directions to your site:

Please complete and return.

*Updated 4-2017.*

# Member Responsibilities

For office use only

Acct #:

The undersigned hereby applies for membership with Great Lakes Energy Cooperative.

## **I understand and agree:**

- A. I am responsible for marking all property lines and locations of underground facilities on the property (see enclosed site plan). **Great Lakes Energy is not liable for damages to your facilities that are not marked or are marked incorrectly.**
- B. For underground service, I am responsible for ensuring there is a 15-foot wide path along the cable route free of dirt piles, debris, construction material, etc. The rough grade must be within 6 inches of the finished grade along the cable route. I am responsible for final site restoration.
- C. I understand I must obtain electric inspection approval before my electric service can be connected.
- D. In addition to the fees listed, a line extension charge may be required as a Contribution in Aid of Construction as stated in the Cooperative rules and regulations governing the sales of electric service, approved by the GLE Board of Directors and on file with the Michigan Public Service Commission. The amount of applicable line extension charges will be determined after a field inspection and billed by a separate invoice. All fees must be paid before line construction work can begin.
- E. A non-refundable Contribution in Aid of Construction (winter charges) in the amount of 30 percent of total construction cost shall be required in addition to all other underground charges when construction work is performed between December 1 and March 31.
- F. All fees and charges must be paid and permits obtained within 90 days of this application. After 90 days, fees are subject to change and/or the order may be canceled.
- G. The undersigned understands that he/she shall have all the rights and privileges granted to members under the Articles of Incorporation and By-Laws of the Cooperative or any amendments thereto and agrees to comply with and be bound by such Articles of Incorporation and By-Laws and all tariffs, rules and regulations as may from time to time be adopted by the Board of Directors of the Cooperative.

Applicant Name (please print)\_\_\_\_\_ Date\_\_\_\_\_

Applicant Signature\_\_\_\_\_ Date\_\_\_\_\_

Joint Applicant Name (please print)\_\_\_\_\_ Date\_\_\_\_\_

Joint Applicant Signature\_\_\_\_\_ Date\_\_\_\_\_

## Product and Service Request Form

Your Name	Phone Number - -	Account Number
Email Address	Cell Phone Number - -	

Please check all that apply to receive more information.

☐ **The People Fund**

- Yes! I want to enroll my account(s) in the People Fund to help charitable organizations in my community by having my bill rounded to the nearest dollar each month.

☐ **Energy Optimization** – energy efficiency programs and rebates to save money. Cash incentives for high efficiency heating and cooling equipment, water heaters, appliances, lighting, TVs and more. Programs subject to change. Incentives range from \$5 to \$500 for residential and even more for businesses. Find more information, visit [michigan-energy.org](http://michigan-energy.org).

☐ **Efficient Electric Heat** - Install a qualifying high efficiency electric air-source or ground-source (geothermal) heat pump and receive a \$250-\$500 rebate and an electric rate discount of 3 cents per kWh. Additional Energy Optimization rebates, up to \$500, for qualified systems.

☐ **AutoPay** - Save checks, stamps and time when your bill is automatically deducted from your checking or savings account.

☐ **Co-op Owners for Political Action** – Learn more about this voluntary grassroots network to support political campaigns of candidates who support electric co-ops. No rate dollars are used

☐ **Generators** – Receive information on generator installation and safety

☐ **Other:** \_\_\_\_\_

**Thank you! We will contact you with more information.  
More information on these programs is available at [gtlakes.com](http://gtlakes.com)**

Once your new service is complete, visit us at **[gtlakes.com](http://gtlakes.com)** to access your account online and enroll in paperless e-billing!



# Meter Base Pick-Up Locations

Standard meter bases, including 200 amp capacity, may be obtained at any Great Lakes Energy service center or one of the following locations. Three-phase or special meter bases may be obtained only from our service centers at prearranged times.

Alden Alden Lumber (231) 331-4600	846 Carpenter (989) 732-2485	Muskegon Barnes Hardware 7170 Apple Ave (231) 788-2197
Allendale True Value (616) 895-5400	Standard Electric Company 1815 Dickerson Rd (989) 732-2466 (800) 368-4129	Newaygo Cronk's Hardware 8126 Mason Dr. (M37) (231) 652-6047
Atwood Atwood Lumber US 31 (231) 599-2551	Grant Rosenberg True Value Hardware 12535 Mason Dr. (M37) (231) 834-5651	Petoskey All Phase Electric 919 Charlevoix Ave. (231) 347-1050
Baldwin Baldwin Ace Hardware 384 Michigan Ave (231) 745-4511	Grayling McLean's Ace Hardware 209 S. James Street (989) 348-2931	Standard Electric Company (231) 348-3090
Beaver Island Powers Ace Hardware 26259 Main Street (231) 448-2572	Hamilton Gill Roy's Hometown Hardware 4658 Washington Ave. 269-751-1050	Reed City Reed City Hardware 114 W Upton Street (231) 832-5302
Boyne City Ace Hardware 200 E. Water (231) 582-6532	Hastings Barry Co. Lumber (269) 945-3431	Stanwood Big L Corporation 19051 8 Mile Rd (231) 823-2088
Central Lake Alden Lumber (231) 544-8058	Kalkaska McLean's Ace Hardware 109 Oak St (231) 258-9136	Tustin Hoaglund Hardware 107 E Church St (231) 829-3331
Cloverdale Knapp's Ace Hardware (269) 623-5381	Leroy Leroy Hardware (231) 768-4483	White Cloud Rosenberg True Value Hardware 1164 E Wilcox (231) 689-1001
Ewart Hometown Hardware 104 S Main St (231) 734-5831	Lovells Caid's Grocery 6510 County Rd 612 E (989) 348-2283	
Smith Lumber Co 202 River St (231) 734-5513	Ludington Home Depot 3865 W US Hwy 10 (231) 843-9108	
Fife Lake Fife Lake True Value 119 E. State Street (231) 879-4094	Marion Lumber Yard 606 N Mill St (231) 743-2416	
Gaylord Advance Electric		

*Updated 9-2017.*

## County Contact Information – Electrical Inspector and Register of Deeds

- Contact your county’s electrical inspector for electrical permits and meter base inspections.
- Contact the Register of Deeds for easement recording information.

County	County Building Address	Electrical Inspector	Register of Deeds
Allegan	113 Chestnut St, Allegan, MI 49010	269-877-2000	269-673-0390
Antrim	205 E. Cayuga St, Bellaire, MI 49615	231-533-8373	231-533-6683
Barry	220 W. State St, Hastings, MI 49058	269-948-4088	269-945-1289
Charlevoix	301 State St, Charlevoix, MI 49720	231-547-7236	231-547-7204
Cheboygan	870 S. Main St, Cheboygan MI 49721	231-627-8865	231-627-8866
Clare	225 W. Main St, Harrison, MI 48625	989-539-2351	989-539-7131
Crawford	200 Michigan Ave, Grayling, MI 49738	989-348-3233 Grayling Twp: 989-348-4361 Lovells Twp: 989-344-3233 Frederic Twp: 989-348-8778	989-348-2841
Emmet	200 Division Street Petoskey, MI 49770	231-348-1735 Bear Creek Twp: 231-347-0592	231-348-1761
Grand Traverse	400 Boardman Ave, Traverse City, MI 49684	231-995-6049	231-922-4753
Kalkaska	605 N. Birch St, Kalkaska, MI 49646	231-258-3365	231-258-3315
Kent	300 Monroe St, Grand Rapids, MI 49503	Nelson or Solon Twp: 616-696-7741 Spencer Twp: 616-874-0035 Tyrone Twp: 616-696-9606	616-632-7610
Lake	800 10 <sup>th</sup> St, Baldwin, MI 49304	231-745-2722	231-745-4641
Manistee	415 3 <sup>rd</sup> Street, Manistee, MI 49660	231-723-6041	231-723-2146
Mason	304 E. Ludington Ave, Ludington, MI 49431	231-757-9345	231-843-4466
Mecosta	400 Elm St. #136, Big Rapids, MI 49307	231-592-0105 Morton Twp: 231-972-7138	231-592-0148
Missaukee	205 Prospect, PO Box 800, Lake City, MI 49651	231-839-7264	231-839-4967
Montcalm	211 W. Main, Stanton, MI 48888	989-831-7394	989-831-7337
Montmorency	12265 M-32, Atlanta, MI 49709	989-356-2908	989-785-8079
Muskegon	990 Terrace St, Muskegon, MI 48442	Contact your township	231-724-6271
Newaygo	1087 E. Newell St, White Cloud, MI 49349	231-689-7216	231-689-7246
Oceana	100 S. State St, Hart, MI 49420	231-873-5355	231-873-4158
Oscoda	Morenci, Mio, MI 48647	989-826-1164	989-826-1117
Osceola	301 W. Upton Ave, Reed City, MI 49677	231-832-6117	231-832-6113
Otsego	225 W. Main St, Gaylord, MI 49735	989-731-7400	989-731-7551
Ottawa	1220 Fillmore St, Rm 146, West Olive, MI 49460	Contact your city or township	616-994-4510
Wexford	437 E. Division St, Cadillac, MI 49601	231-779-9465	231-779-5352

*Updated 4-2017.*