



**GREAT LAKES
ENERGY**



► Great Lakes Energy (GLE) is committed to delivering hometown service. We're ready to make your new construction service installation as simple and efficient as possible.

YOUR NEW CONSTRUCTION TEAM

GLE offers a skilled team of service coordinators and design technicians committed to your success. Your calls and emails will be returned within two business days.

- **Office hours are 7:30 a.m. - 4 p.m. Monday through Friday. Contact information is listed below.**

YOU'RE MORE THAN A CUSTOMER, YOU'RE A MEMBER.



1-888-485-2537, ext. 1910



memberservicecoordination@glenenergy.com



gtlakes.com

truestreamfiber.com

ENERGY INSTALLATION

Important Things to Know

*Keep this page for reference.

► Before We Start:

Please stake all facilities. These include:

- ▶ Property lines
- ▶ The four corners of the home and other proposed buildings
- ▶ Desired meter location(s)
- ▶ Underground member-owned facilities (well, septic, propane lines, sprinklers, dog fence, etc.)
- ▶ Coordinate with neighboring parcel owners, as needed.



Things to Know About Our Work

- ▶ We may dedicate separate crews to complete installation depending on project size and complexity.
- ▶ Site readiness, supply chain delays, seasonal demands, and adverse weather may delay installation.
- ▶ We'll use large trucks and heavy equipment, so please use caution near the construction area.
- ▶ When trenching, we'll backfill dirt in the trench without leveling.
- ▶ Final restoration is your responsibility.



1. APPLYING

- ▶ A \$150 non-refundable application fee is required. The job will not proceed to the next step in the process until this fee is received. Please submit a check or discuss payment options with our office.
- ▶ GLE will contact you with any questions or follow up.



2. DESIGN STEPS

- ▶ Failure to mark the desired location of service will result in job delays and/or additional charges.
- 1. Property owner must stake all facilities listed above in the *Before We Start* section.
- 2. Next, GLE will perform a site visit and design the most economical route for electric service installation, place flags marking the proposed route, and determine a cost estimate. Upon request, you can be on-site to discuss options.
 - ▶ Major changes to this design may result in job delays and extra fees.
 - ▶ This step may take 2-6 weeks depending on our waiting list and seasonal demands. Jobs are typically performed on a first come, first serve basis.
 - ▶ Your application fee includes one site visit. A \$150 trip charge will be billed for all subsequent visits if they are due to member requests/design changes.



3. PRE-CONSTRUCTION STEPS

- ▶ GLE will supply easement and other forms, but member is responsible for gathering signed easements for surrounding parcels as required for the installation, as well as other supporting documents.
- ▶ GLE may require some tree clearing be performed by GLE contractors for safety.
- ▶ GLE is not responsible for damages to any unmarked facilities. (See *Before We Start* list above.)
- ▶ GLE will contact MISS DIG to mark all underground public utilities such as electric, gas, phone, etc.



4. CONSTRUCTION/INSTALLATION

- ▶ Installation typically takes up to 15 business days after step 3 is completed. **Outages or weather may increase this time.**
- ▶ GLE construction crews will come to the site and install facilities as designed and leave the site ready for final restoration by the member.



5. CONFIRMATION

- ▶ We will contact you after the meter has been set and energized.

ENERGY INSTALLATION

Member Checklist

*Keep this page for reference.

Place this checklist side by side with the "Important Things To Know" page to ensure you have all the information you need.



1. APPLY

- Complete application for service.
- Include electric load information.
- Indicate service size.
- Draw a site map.
- Review information and sign form.
- Submit application online or to any GLE office with \$150 application fee. This fee includes one site visit for staking. Additional visits requested by the member will incur a trip charge of \$150.



2. DESIGN

- Mark your proposed meter location.
- Please stake all facilities.** These include:
 - ▶ Property lines
 - ▶ The four corners of the home and other proposed buildings
 - ▶ Underground member-owned facilities (well, septic, water lines, propane lines, sprinklers, dog fence, etc.)



3. PRE-CONSTRUCTION

- Pay the invoice provided. Invoices are valid for 45 days.
- Sign and record required easements.*
- Have readily accessible meter base and disconnect installed and inspected by the county electrical inspector. GLE requires inspection on all installations without exception.
- Provide a path 15 foot wide to accommodate installation work.
- Site has been leveled or sloped, path is clear of all obstructions, and is ready for top dressing or sod, with no additional dirt added or removed.
- Make sure all stakes for member-owned facilities (listed above) have good stakes/markings or are exposed.
- Notify GLE when all the above have been completed.

* As outlined for electric services in the GLE Rate Book, an easement is required to install and maintain electric facilities on your property. If a valid easement is not on file, work will not proceed. If the power installation crosses neighboring parcels it will be your responsibility to acquire any required documents, including but not limited to an easement. Accurately marking all privately-owned facilities to identify any potential hazards is required on all parcels impacted by the installation.

Members are required to maintain clearance from GLE facilities as a condition of service. All buildings, structures, and other obstructions are subject to the following setbacks: **1. 15'** on either side of the center line for overhead single phase, **2. 20'** on either side of the center line for overhead three-phase, and **3. 7.5'** on either side of the center line for underground.

Rules and regulations related to construction are available online in the GLE Rate Book at gtlakes.com/account-information/. Visit Section III - Construction Policy to see the full list of terms and conditions that each member must adhere to.

- ▶ After these steps are completed, our construction crews will come to the site and install the facilities as designed and leave the site ready for final restoration by the member. We will contact you after the meter has been set and energized. **Please note, outages and weather may cause delays.**



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Updated October 2025

RESIDENTIAL ELECTRICAL SERVICE Application

Thank you for contacting GLE with your request for electrical service. Please complete this Electrical Service Application and return it to GLE as soon as possible.

Upon receiving the completed application a member service coordinator will contact you to establish your electric account and start your work order.

Name: _____

► Return completed pages 1-3 to GLE,
1323 Boyne Avenue, Boyne City, MI 49712
or scan and email to
memberservicecoordination@glenenergy.com.

Mailing Address: _____

City, State, Zip: _____

A \$150.00 non-refundable application fee is required. Please submit a check or discuss payment options with our office.

ACCOUNT INFORMATION

New Member Current/Prior Member Trustream Subscriber | Interested in Trustream? Yes No

Primary Phone: _____ Email Address: _____

Mobile Phone: _____ Preferred Contact Method: _____

TYPE OF SERVICE (Check all that apply)

New Service Relocate Service Upgrade Service Temporary Service Temporary to Permanent Other Structure RV Service Outdoor Light

SERVICE INFORMATION

SERVICE LOCATION New Service Address, City/Zip: _____

Nearest Electric Pole #: _____ Nearest Neighbor (name, if known): _____

Do you currently own the property? Yes No

Builder/Elec. Contractor Name: _____ Phone: _____

NOTE: Failure to complete load information will result in a returned form and job delay.

Service Size:	<input type="checkbox"/> 200 amps <input type="checkbox"/> 400 amps* <input type="checkbox"/> Other: _____ amps	Building Total Sq Ft: _____
Service requests of 400 amp or larger will require a load schedule completed by a licensed electrician.		
Single Phase:	<input type="checkbox"/> 120/240 Volts	Conditioned Sq Ft: _____
Please complete a commercial application for all other voltages.		
Three Phase:	Please complete a commercial application for three phase service.	
		Well & Septic: <input type="checkbox"/> Installed <input type="checkbox"/> Not Installed

ELECTRICAL LOAD (do not apply demand factors)		HEATING AND COOLING LOAD	
Washer/Dryer	Water Heater	Type of Heating:	<input type="checkbox"/> Electric <input type="checkbox"/> Heat Pump <input type="checkbox"/> Nat. Gas/Propane
<input type="checkbox"/> Gas <input type="checkbox"/> Electric	Fuel: <input type="checkbox"/> Electric <input type="checkbox"/> Gas	Electric Heat (Include Backup, Baseboard, and Furnace) _____ kW	
Range/Oven	Type: <input type="checkbox"/> Tank <input type="checkbox"/> On-Demand*	Air Conditioner	Heat Pump
<input type="checkbox"/> Gas <input type="checkbox"/> Electric	Largest Unit _____ tons _____ tons		
EV Charging	Total Units _____ tons _____ tons		
<input type="checkbox"/> Yes <input type="checkbox"/> No	*If On-Demand and Electric, what is kW? _____ kW		

OTHER LARGE LOADS (Hot tub, Sauna, etc.)		MOTOR LOADS (Excluding Heating & AC)	
	kW	Description	# of Motors
	kW		HP
	kW		

CONT'D. ELECTRICAL SERVICE APPLICATION

Account Number:

WO Number:

ADDITIONAL PRODUCTS & SERVICES

Please check all that apply to receive more information. All programs subject to eligibility, change, and cancellation.

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 EFFICIENCY

Energy efficiency programs and rebates help save money. Rebates for appliances, battery back-up systems, and more can be found at gtlakes.com.

TRUESTREAM INTERNET AND VOICE SERVICES

Residential and business packages are available. Please check if you are interested, and a representative will contact you.

GENERATORS

Receiving information on generator installation and safety.

AUTOMATIC BILL PAYMENT

Save checks, stamps and time when your bill is automatically deducted from your checking or savings account. You will be automatically enrolled in paperless billing.

PAPERLESS BILLING

Save paper and stamps by enrolling in paperless billing. A \$1 monthly charge applies for mailed statements or reprints. Email address is required on page 1.

OTHER: _____

For all governmental agencies, trusts, powers of attorney, or other applicant acting as representative for the member to be served, please complete the below information:

I _____, acting as a _____ of _____ designate _____ to vote, sign petitions and otherwise represent the interests of _____ as a member of Great Lakes Energy Cooperative.

Date: _____

Once your new service is complete, visit us at gtlakes.com to access your account online.

- ▶ View and pay your electric bill
- ▶ Sign-up for paperless billing
- ▶ Track your electricity use
- ▶ Set-up or modify Auto Pay
- ▶ Update your personal information
- ▶ Report a power outage

YOU CAN ALSO DOWNLOAD OUR APP FOR ACCOUNT ACCESS. SEARCH FOR "GLE" IN THE APP STORE.

CONT'D. ELECTRICAL SERVICE APPLICATION

WO Number: _____

SITE DRAWING AND MEMBER RESPONSIBILITIES

1. Sketch property/building site, including well and septic.
2. Indicate the desired location for your meter.
 - Try to place it on the side nearest the GLE electrical pole. Be aware that GLE may require that the meter be placed in an alternate location.
3. If there is no building on the property, please stake the 4 corners of the proposed building.
4. Check off any of the following underground facilities you may have and **clearly mark or flag them on your site.**
 - Routes of buried water and propane gas lines
 - Buried electric lines to personal buildings
 - Septic tanks and drain field, or sewage system
 - Survey markers and satellite/antenna wires
 - Well location

- GLE requires a 15 foot wide path route that is free from dirt piles, debris, and construction material.
- The rough grade of the site must be within 6-inches of the finish grade.
- Member is responsible for final site restoration.

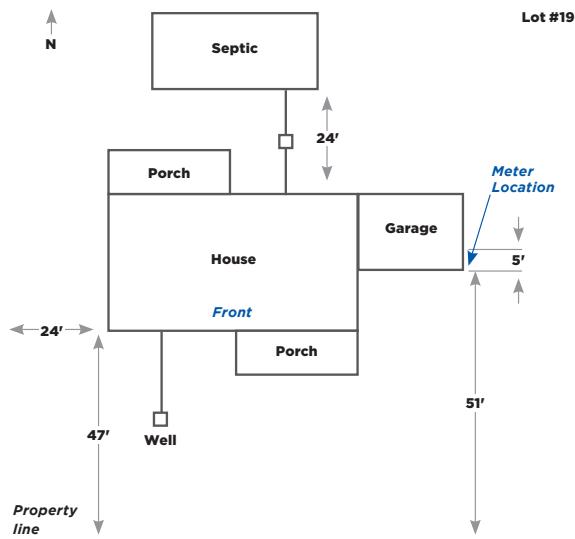
By signing this document, I agree and understand this list of responsibilities. Failure to complete responsibilities may result in delay.

Applicant's Signature: _____

Date: _____

GLE will not be liable for damages resulting from applicant's failure to mark locations or from incorrect marking.

EXAMPLE OF SITE DRAWING



Street Address: 13810 E Main Street

MEMBER SITE DRAWING (REQUIRED)

Street Address: _____

MEMBER DRIVING INSTRUCTIONS:



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