



12-1692-RR-FED

Dear Construction Customer:

Enclosed you will find your DP&L Electric Construction Packet. This packet provides you with the information needed to obtain your new electric service or electric service change (i.e. service upgrade, relocation of electric lines, etc.).

Please note that the following documents must be completed, signed and returned to DP&L in their entirety before the processing of your request can begin:

- ☐ Permanent Electric Service Application
- ☐ Permanent Electric Data Sheet
- ☐ Final Site Plans and/or Electrical Prints

Please return information to:**Construction Control Center**

Dayton Power & Light
1900 Dryden Rd.
Dayton, OH 45439
Toll free: 800-424-5578
Phone: 937-331-4860
Fax: 937-331-4272

PUCO

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RECEIVED-SOCKETING DIV

Or you may email the information to: constructioncontrol@dplinc.com

Please understand if your project involves the construction of a new facility or the relocation of an existing service, a final site plan ***is required*** before engineering can be scheduled. We will contact you regarding your project construction date and construction charges if applicable.

If you have any questions or concerns regarding your new electric service or service change, please contact us at the appropriate Control Center listed above.

We look forward to serving you!

This is to certify that the images appearing are an accurate and complete reproduction of a case file document delivered in the regular course of business.

Technician JD Date Processed AUG 07 2012



Non-Residential Pre-Construction Guidelines

Customer Responsibilities:

- **All electrical work must follow the DP&L Electric Service Standards Handbook which can be found at www.DPandL.com**
- Payment of construction fees if applicable.
 - Your construction project *will not be scheduled* until Dayton Power & Light has received payment in full for all applicable construction and estimate charges.
- Easements and/or right-of-way for utilities signed by property owner (*when applicable*).
- Obtain the appropriate electric service installation requirements from DP&L. DP&L's Electric Service Handbook installation diagrams and standards will outline fundamental service delivery requirements.
- Clearance provided for unobstructed access for DP&L to install facilities, including tree trimming and tree clearing if necessary.
- By law, everyone **MUST** contact the Ohio Utilities Protection Service, 8-1-1 or 1-800-362-2764, at least 48 hours but no more than 10 working days (excluding weekends and legal holidays) before beginning ANY digging project.
- Have grading within 6" of final grade with unobstructed access for DP&L to install facilities. **Sign and return to DP&L the "Authorization to Install Underground Facilities."**
- Local and/or State inspection requirements must be met before DP&L will set the meter (please confirm inspection requirements with your local inspecting authority). In the absence of an inspecting authority a waiver needs to be signed by a licensed electrician. Please call the Construction Control Center to obtain a waiver if required.

Permanent Electric Service Application

Construction Control Center
1900 Dryden Road
Dayton, OH 45439
Toll Free # 1-800- 424-5578
Local # 937-331- 4860
Fax # 937-331-4272

PLEASE NOTE: When constructing a new facility or relocating an existing service, to avoid unnecessary delays, a FINAL SITE PLAN must be included along with this form.

[illegible]

Permanent Electric Data Sheet



Non-Residential - Electric Construction Packet

CONSTRUCTION ADDRESS:			
DESIRED DATE FOR PERMANENT SERVICE:			
INVOICE ADDRESS FOR CONSTRUCTION FEES:			
IMPORTANT: Please contact your engineer or electrician if you need assistance completing this form.			
Classification of Service Requested (please select all that apply)	<input type="checkbox"/> Non-Residential	<input type="checkbox"/> Single Unit <input type="checkbox"/>	
		<input type="checkbox"/> Multiple Tenant <input type="checkbox"/>	
		Other (ex. Barn, garage, lighting):	
	<input type="checkbox"/> Industrial	1, 2, or 3 shifts:	
		5, 6 or 7 day operation:	
		Other:	
Type of Service Requested (please select all that apply)			
<input type="checkbox"/> New Construction		<input type="checkbox"/> Underground	<input type="checkbox"/> Overhead
<input type="checkbox"/> Service Upgrade/ Change: From ____ Amps @ ____ Volts TO ____ Amps @ ____ Volts			
<input type="checkbox"/> Service Conversion: (Describe)			
<input type="checkbox"/> Service Relocation: (Describe)			
Facility Size: ____ Sq. Ft.		Transformer Ownership: ____ Customer OR ____ DP&L	
(Required) Size and number of service conductors to be installed at the pedestal/ transformer:			
(conductor/wire size) (# per phase) (type of conductor)			
Single Phase Permanent Service	Service Size: ____ amps	Three Phase Permanent Service	Service Size: ____ amps
	Voltage: ____ 120/240		Voltage: ____ 120/240 ____ 120/208
	Other (Please specify):		____ 277/480
			Other (Please specify):
Please list connected loads in kilowatts (kW) only; Do not list amps, watts or horsepower.	Existing Loads Required if upgrading Service		New Loads List New Load only. Do not total with existing load.
	Lighting	kW	kW
	Air Conditioning	kW	kW
	Heating	kW	kW
	Motors	kW	kW
	Other	kW	kW
Total:	kW	kW	
Specific Motor Information	The largest motor is ____ horsepower. This is a ____ soft start or ____ "across the line" start.		
	This motor is ____ single phase or ____ three phase. Number of motor starts per hour ____.		
	What is the operating voltage? ____ Describe motor use: ____.		
If the information supplied to DP&L on this form is incorrect, the party signing below is responsible for all re-engineering costs and additional construction costs that may result from engineering charges. You are responsible for informing DP&L of changes to this Electric Service Application. Your signature below confirms your understanding of the responsibilities. This request for service will not be processed without the signature of the responsible party.			
Signature of customer requesting service:		Date:	
_____		_____	
Information completed by (please print): _____			

REMINDER: HAVE YOU INCLUDED THE SITE PLAN? HAVE YOU SIGNED THE FORM?



Authorization to Install Underground and/or Overhead Electric Facilities

PLEASE READ CAREFULLY

Do not submit this authorization form until the excavation grading is within six inches of final grade and there is unobstructed access for DP&L to install facilities.

This letter authorizes the Dayton Power & Light Company (DP&L) to proceed with the installation of the underground utilities located at:

(Please fill in the complete address)

This confirms that:

1. Excavation to within six inches of final grade has been established over the underground or overhead electric construction routing.
2. All staking and street crossing ducts requested on DP&L project prints have been installed.
3. There is unobstructed access for DP&L to install facilities.

In advance of DP&L construction, please make sure you agree with our equipment locations. You will be responsible for any additional expenses incurred by DP&L as the result of grade changes, improperly identified property lines, street crossing ducts not installed, or facility relocation.

I, _____, _____ have read and
(Name) (Title)
understand this authorization.

X

Signature: _____ **Date:** _____

FOR DP&L USE ONLY

SO #: _____



Site Plan

Customer must provide a detailed site plan noting the following:

- ☐ North Direction
- ☐ Property Lines
- ☐ Location of new and existing structures
- ☐ Location of all new and existing customer owned facilities (i.e. well/water lines, septic/sewer lines, septic fields, drain tiles, etc)
- ☐ Location of proposed and/or existing driveways
- ☐ Distance (feet) to the road & property lines
- ☐ Location of electric panel(s) and proposed meter(s) location

A large, empty rectangular box with a thin black border, intended for the customer to draw and provide a detailed site plan.



New Service Checklist

Please use this checklist to track the progress of your new service installation or construction project.

DONE

1. ☐ I submitted my completed construction packet and site plan to the Construction Control Center.
Date Complete: __/__/__
2. ☐ I received confirmation post card from Construction Control Center with my project reference number.
S.O. # _____
Date Received: __/__/__
3. ☐ A Design Tech will visit your site to determine the facilities needed to provide you electric service. The project will go through an approval process before an invoice is generated. Please allow several weeks for processing. Contact our Construction Control Center for the status of your project.
Date Complete: __/__/__

Design Tech will determine items below that apply.

4. ☐ I received Invoice, *Line Extension Agreement*, and *Authorization to Install* from the Pricing & Invoicing Department (if applicable).
Date Received: __/__/__
5. ☐ I mailed signed *Line Extension Agreement* and *Authorization to Install* with a check to Pricing & Invoicing (if applicable).
Date Sent: __/__/__

Payment (if applicable) must be received prior to the start of construction.

6. ☐ I received Easement Document from Real Estate Services (if applicable) NOTE: DP&L may need to obtain easement from neighboring properties.
Date Received: __/__/__
7. ☐ I mailed signed Easement Document to Real Estate Services (if applicable).
Date Complete: __/__/__

Easement(s) (if applicable) must be received prior to the start of construction.

8. ☐ Once above requirements are met, a Project Manager will schedule your project. If you are responsible for primary trenching, please coordinate with the Project Manager by contacting the Construction Control Center.
Date Received: __/__/__
9. ☐ My service trench is open and I notified the Construction Control Center (I have contacted OUPS at 1-800-362-2764 **before** digging).
Date Complete: __/__/__
10. ☐ Service inspection requirements have been met.
Date Complete: __/__/__
11. ☐ DP&L energized my service and all work is complete.
Date Complete: __/__/__

Questions? If you have questions about your new service that aren't discussed here, please refer to the *Electric Service Handbook* at www.dpandl.com/images/uploads/electricservicehandbook.pdf or call our Construction Control Center at 1-800-424-5578



Non-Residential - Electric Construction Packet

Fill in SIC Code

If SIC code is not known, then please circle one of the following:

Agriculture, Forestry, And Fishing

- 01 Agricultural Production Crops
- 02 Agriculture production livestock & animal specialties
- 07 Agricultural Services
- 08 Forestry
- 09 Fishing, hunting, and trapping

Mining

- 10 Metal Mining
- 12 Coal Mining
- 13 Oil And Gas Extraction
- 14 Mining & Quarrying Of Nonmetallic Minerals, Except Fuels

Construction

- 15 Building Construction General Contractors & Builders
- 16 Heavy Construction (not Building Construction Contractors)
- 17 Construction Special Trade Contractors

Manufacturing

- 20 Food And Kindred Products
- 21 Tobacco Products
- 22 Textile Mill Products
- 23 Apparel & Other Finished Products Made From Fabrics
- 24 Lumber And Wood Products, Except Furniture
- 25 Furniture And Fixtures
- 26 Paper And Allied Products
- 27 Printing, Publishing, And Allied Industries
- 28 Chemicals And Allied Products
- 29 Petroleum Refining And Related Industries
- 30 Rubber And Miscellaneous Plastics Products
- 31 Leather And Leather Products
- 32 Stone, Clay, Glass, And Concrete Products
- 33 Primary Metal Industries
- 34 Fabricated Metal Products
(except Machinery And Transportation Equip)
- 35 Industrial And Commercial Machinery And Computer Equip
- 36 Electrical Equipment And Components
(except Computer Equip)
- 37 Transportation Equipment
- 38 Measuring, Analyzing, & Controlling Instruments
(e.g., photography, medical goods, watches)
- 39 Miscellaneous Manufacturing Industries

Public Administration

- 91 Executive, Legislative, And General Government
(except Finance)
- 92 Justice, Public Order, And Safety
- 93 Public Finance, Taxation, And Monetary Policy
- 94 Admin. of Human Resource Programs
- 95 Admin. of Environmental Quality And Housing Programs
- 96 Administration Of Economic Programs
- 97 National Security And International Affairs
- 99 Nonclassifiable Establishments

Transportation, Communications, Electric, Gas, And Sanitary Services

- 40 Railroad Transportation
- 41 Local/ Suburban Transit and Highway Transportation
- 42 Motor Freight Transportation And Warehousing
- 43 United States Postal Service
- 44 Water Transportation
- 45 Transportation By Air
- 46 Pipelines, Except Natural Gas
- 47 Transportation Services
- 48 Communications
- 49 Electric, Gas, And Sanitary Services

Wholesale Trade

- 50 Wholesale Trade-durable Goods
- 51 Wholesale Trade-non-durable Goods

Retail Trade

- 52 Bldg Materials, Hardware, Garden Supply, & Mobile Home Dealers
- 53 General Merchandise Stores
- 54 Food Stores
- 55 Automotive Dealers And Gasoline Service Stations
- 56 Apparel And Accessory Stores
- 57 Home Furniture, Furnishings, And Equipment Stores
- 58 Eating And Drinking Places
- 59 Miscellaneous Retail

Finance, Insurance, And Real Estate

- 60 Depository Institutions
- 61 Non-depository Credit Institutions
- 62 Security & Commodity Brokers, Dealers, Exchanges, & Services
- 63 Insurance Carriers
- 64 Insurance Agents, Brokers, And Service
- 65 Real Estate
- 67 Holding And Other Investment Offices

Services

- 70 Hotels, Rooming Houses, Camps, & Other Lodging Places
- 72 Personal Services
- 73 Business Services
- 75 Automotive Repair, Services, And Parking
- 76 Miscellaneous Repair Services
- 78 Motion Pictures
- 79 Amusement And Recreation Services
- 80 Health Services
- 81 Legal Services
- 82 Educational Services
- 83 Social Services
- 84 Museums, Art Galleries, and Botanical & Zoological Gardens
- 86 Membership Organizations
- 87 Engineering, Acctg, Research, Mgmt, and Related Services
- 88 Private Households
- 89 Miscellaneous Services

From: <kaye.oleary@aes.com>
To: <mhardee@xorail.com>
Subject: RE: CSX - OH2012029 - Ridgeway, Ohio - TR-115 - XRL #CXU12-31332 - DPL Service Application
Date : Fri, 3 Aug 2012 10:56:16 -0400

Message Body View HTML

Mike

Thank you for this information. I will get this request processed and forwarded to engineering. Tim Lantzy will be the engineer assigned to this project and can be reached at 937-331-3373.

Kaye

From: mhardee@xorail.com [mailto:mhardee@xorail.com]
Sent: Friday, August 03, 2012 10:12 AM
To: DPL Construction Control Center; Kaye O'Leary
Subject: CSX - OH2012029 - Ridgeway, Ohio - TR-115 - XRL #CXU12-31332 - DPL Service Application
Importance: High

DP&L,

The CSX Transportation & the State of Ohio has authorized for construction of a new crossing signal located on TR-115 in Ridgeway, Ohio.

I have attached a DP&L Non Residential Electric Construction Packet, proposed crossing layout HO-1 & existing layout HO-2, survey form & photos showing location of the new service & crossing gates.

Please note that the new service is located in the "SW" quadrant and will require a 100 amp single phase service. CSX will install there own 30' service pole.

According to our survey (CER), an existing AC transformer is located approx 1600' in the NE quadrant - Pole #375984. Please also see the attached new meter service detail & crossing clearances for your review. The required clearances will need to be maintained for the new OH service crossing tracks & gates.

Please review the information and let me know if there will be any cost associated with providing the new service as designed. Also, if there is cost associated please ensure that it is in accordance with the existing agreements between AEP & the CSX railroad.

Also, if there are any load letters or applications that will be required please forward them to me so we may process.

Service Location:

TR-115
Ridgeway, Ohio
Service Size: 100 Amp, 120/240 volt, Single Phase Overhead

Billing Information:
CSX Transportation
5011 Gate Parkway, Building 100, Suite 400
Jacksonville, Florida 32256
Attn: Mike Hardee
(904) 899-5656

Tax ID: 54-6000720

Construction is scheduled to commence within 30 calendar days.
P.S. Please forward work order # for our records.

Thank you for your assistance.

Mike Hardee
Project Manager

5011 Gate Parkway
Building 100, Suite 400
Jacksonville, Florida 32256

Main: (904) 443-0083

Direct: (904) 899-5656

Cell: (904) 894-8228

Fax: (904) 443-0089

Email: mhardee@xorail.com<mailto:mhardee@xorail.com>

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