


SUBDIVISION BACKBONE

our mission is our members



Inland Power

Your Touchstone Energy® Cooperative 

Dear Applicant:

Thank you for contacting Inland Power and Light and inquiring about a new subdivision backbone. We have provided the following checklist to assist you in providing the correct documentation required to process your application. Additional information can be found in Inland Power's Electric Service Handbook at www.inlandpower.com.

- 1. **\$500.00 Non-refundable Engineering Fee**
We accept cash, check or money order.

- 2. **Completed Subdivision Request for Backbone Application/4 or more lots**
Enclosed in packet.

- 3. **Copy of one of the following legal descriptions:**
 - Recorded Warranty Deed
 - Schedule A of Final Title Insurance Policy
 - Quit Claim DeedPlease attach to the enclosed easement; this will be used as Exhibit A.

- 4. **Notarized Easement**
Corporate Easement for Washington enclosed in packet. Additional easements are available at www.inlandpower.com or call (509) 252-4564. All legal property owners must sign this document **exactly as it appears on the property deed**. IPL has a Notary available. Any third party easements are the responsibility of the applicant to obtain and submit to Inland Power and Light. Inland Power will assist in the process of providing a blank easement for signature; however it is the applicant's responsibility to work with land owners. All easements will be recorded by Inland Power and Light.

- 5. **Plat of Project**
 - Electronic (Auto-CAD format required, email to craign@inlandpower.com)
 - Paper
 - Easement area depicted on plat map along with easement dedication language.

Physical Address:
10110 W Hallett Rd.
Spokane, WA 99224

Please mail application to:
PO Box A
Spokane, WA 99219

Email:
newservice@inlandpower.com

Design Dept. Phone:
(509) 252-4564
FAX (509) 789-4229

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Please submit with this form an **Electronic CAD file** of your preliminary plat. CAD file can be emailed to craign@inlandpower.com

Member Information

* ALL FIELDS ARE REQUIRED

Office use only

* Applicant/Owner Name: _____

WO#: _____

* Development Name (if applicable) _____

* Mailing Address: _____

* Phone Numbers Work _____ Cell _____ * Email: _____

* Contractor: _____ * Contractor Phone#: _____

Excavator's Name: _____ Phone: _____

Engineering Co.: _____ Phone: _____

Site Information

* Site Address: _____ * City/State/Zip: _____ * County: _____

* Nearest Intersection: _____ * Parcel: _____

* IPL Pole Number (3" metal numbers/letters): _____ * Number of lots/parcel size: _____

Service Requested

Backbone Backbone w/ transformer Line extension in excess of one mile Natural Gas Yes No

Notice to Developer

- A pre-design meeting is required on all developments.
- Inland Power requires a minimum of eight weeks to process a design and complete an invoice after CAD drawing of final plat is received in our office. (Revisions made to original design will incur additional fees.)
- Quoted fees are good for thirty (30) days unless the initial design of the job changes.
- Line extension fees and required easements will be received by Inland Power before installation of facilities can be scheduled. Allow plenty of notice for scheduling as Inland may need to order material for your specific job, which can take several weeks to arrive.
- A pre-construction meeting with a developer, excavator and Inland Power is required before electric facilities are installed.
- * _____ (initial) I have reviewed and signed the attached excavation requirements and final grade certification.

I have read the above information and wish to request that Inland Power proceed to design and invoice me for the installation of electric facilities on the above referenced property.

Developer

Date

Authorized Representative

Date

For office use only

Location: _____ TWP _____ RGE _____ SEC _____ WHS _____

IPL# _____ County _____ Deposit Paid: _____

Engineer: _____ Appointment Date: _____

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PURPOSE

This document is an agreement between Inland Power & Light (“IPL”) and the owner/representative and/or developer (“developer”) _____ who is providing excavation for the installation of IPL’s facilities. This document does not provide an easement for operating rights. If IPL determines that a recordable easement on the developer’s property, or other property, is necessary, it shall be the developer’s responsibility to obtain such easement in a form acceptable to IPL prior to construction.

EXCAVATION REQUIREMENTS

The requirements and conditions outlined below apply when you provide the excavation for IPL’s electrical facilities as a condition of receiving electrical service for your project. If you need additional information, please call the IPL contact person listed below.

1. Developer is responsible for acquiring utility located by calling One Call (811) at least 48 hours (two full work days) prior to digging. The excavation must meet the requirements of the Washington Administrative Code and Safety Standards.
2. Developer shall call the IPL contact person noted below for trench and route approval prior to starting excavation.
3. The electrical primary trench shall be excavated to provide a minimum of 36 inches of facility coverage, to a maximum trench depth of 42 inches. The electric service trench shall be excavated to provide a minimum of 36 inches of facility coverage. A 12 inch horizontal separation is required between IPL electrical facilities and other utilities within a joint trench. ***See SPEC for Member Supplied Trench.**
4. All backfill must be free of sharp objects and construction debris. Developer shall provide and install bedding and shading material for electrical facility protection as directed by IPL’s line extension standards. Developer is responsible for any damages caused by improper backfill or compaction.
5. Developer agrees to maintain a minimum of 10 feet of clearance between the electrical trench and buildings or other improvements on developer’s property, as required by IPL’s line extension standards.
6. Developer shall provide the excavation for IPL’s electrical facilities within the designated easements. Developers shall provide final grade and staking of property lines and setbacks prior to installation of IPL’s electrical facilities.
7. Developer will be financially responsible for the relocation of IPL’s electrical facilities, which are inadequately covered, and/or any damages resulting from dig-ins due to changes or variations in grade that are made after the installation of IPL’s electrical facilities.
8. Parcel corner stakes with 20’ or 30’ offsets. Finished grade elevations.

FINAL GRADE CERTIFICATION

By signing below, I certify that the electrical facilities work area shall be at final grade prior to excavation. I assume full responsibility for my excavation work and the resulting location of these facilities. I also agree to indemnify, defend, and hold harmless Inland Power and Light from all liability arising out of, or in connection with my work, including, but not limited to, all claims, losses, damages and expenses, including reasonable attorney’s fees, which result from my failure to excavate within easement areas or right-of-ways, or from digging without adequate rights on adjoining properties.

9. Road crossing PVC Provided by DEVELOPER. 4” gray SCH. 40 PVC at locations provided by IPL Design.

Date: _____

Owner/Developer _____

Signature: _____

Project Address: _____

IPL Contact Person _____

IPL Work Order: _____

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DESIGN AND INSTALLATION

Dear Developer,

Inland Power and Light is pleased to be your electric service provider. In addition to serving your electric needs, Inland also offers a street lighting program that will add security and value to future homeowners.

The construction phase of your development is the ideal time to install area lighting as your excavator and our crews are already on-site with materials and equipment. Our engineering staff can include a proposal for area lighting with your line extension design based on provided light locations.

Once lighting or irrigation accounts are installed in a development, the homeowners association/developer will be responsible for all monthly charges for area lighting and irrigation accounts.

Thank you for your consideration. We look forward to sharing in your continued success.

I wish to have a proposal prepared for area lighting in my development. I understand that if I choose to install area lighting or irrigation services in my development all monthly charges will be paid by a homeowners association/developer. A copy of the homeowners association charter establishing responsibility for these monthly charges will be provided to Inland Power & Light.

IPL Work Order: _____

Name of Development: _____ Phase: _____

Will this phase have a different homeowners association charter? Yes No

Developer/Authorized General Contractor Signature _____

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Please include the following language on your final plat along with the map designating the location of the utilities easements (10' on each side of a road if facilities will be located on both sides of road and 20' between parcels or lots).

Utility easements shown on the herein described plat are hereby dedicated for the use of serving utility companies for the construction, reconstruction, maintenance, protection, inspection and operation of their respective facilities, together with the right to prohibit changes in grade that will reduce the existing coverage over installed underground facilities and the right to trim and/or remove trees, bushes, landscaping and to prohibit structures that may interfere with the construction, reconstruction, reliability, maintenance and safe operation of same.

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REVIEW

- CAD file of preliminary plat.
- Pre-design meeting or site visit with Inland Power field engineer is required.
- Allow a minimum of eight weeks for Inland to process design and invoice.
- Inland will honor fees quoted for thirty (30) days from date of invoice unless original design changes.
- Easement and dedicated easement language will be approved by Inland and recorded on final plat or a blanket easement will be required.
- Line extension fees and required easements and membership will be received in Inland's office before scheduling installation of facilities. Allow plenty of notice for Inland to order materials that may be required for your specific job.
- A pre-construction meeting with developer, excavator and Inland will be required before Inland installs facilities.

ADDITIONAL DISCUSSION TOPICS FOR PRE-CONSTRUCTION MEETING

- Road crossings 4" PVC Grey Schedule 40 - quantity and location based on IPL design. Run separate conduit for other utilities. Contractor to supply conduit.
- Transformer set - depending on area - sand or small gravel.
- Ditch depths (42" primary; 36" secondary) - consult electric service handbook on Inland's website to determine if bedding is required.
- Developer staking requirements:
 - 1) stake property corners
 - 2) stake side property lines 20' and 30' offset from front property corners
 - 3) stake location for area lighting
 - 4) finished grade elevations
- Curbs - set backs - primary and secondary units - when will curbs/sidewalks be in?
- Sharing ditch w/ other utilities - electric facilities go in first - install separate conduit when needed - allow distance between utilities.
- Backfill - careful of stub up.
- Scheduling - How soon will they be ready?
- Map showing actual street address assigned by County or Post Office.
- Area lighting - confirm type.
- Name of homeowner association for area lighting and pump station billing.

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NEW SERVICE APPLICATION

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In order to prevent delays in scheduling your new service job and to avoid problems with recording your easement with the county, please read the following easement instructions.

- **Do not alter or write in the margins, this includes your signature.**
- **We cannot accept faxed, copied or emailed easements.**
- **For each easement;** a copy of the recorded Statutory Warranty Deed, Deed of Trust, Quit Claim Deed or Schedule A Final Title Insurance Policy is required to show proof of property or ownership. The documents must include the tax parcel number and full legal description of property.
- **Do not print the easement double-sided.** Please print on two separate pages.
- Any attachments must have 1" margins on all four sides. Maps must be legible, black and white (no color) and not have any lines or dashes that cover the text. All fonts used must be legible.
- All legal property owners must sign the easement. (Those names listed on the Warranty Deed)
- The signatures must be notarized. (IPL has a notary available)
- Please inform your notary that the stamp must be **legible** and not placed over any part of the written document otherwise the county will not record the easement. The bottom 1/4 of the signature page is reserved for the notary stamp.

Please note when printing the easement off our website, your easement will not be accepted if font is less than eight point, if any part of the text is not legible or if the margins do not meet recording specifications.

If the easement is not recordable with the county, your job will not be released to construction for scheduling until a properly executed easement is received. This could cause long delays in the construction process.

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PLEASE RETURN TO:
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Spokane WA 99219

FOR COUNTY RECORDING USE ONLY.

PLEASE DO NOT WRITE IN ABOVE SPACE.

Page 1 of 2

IPL Work Order # _____

RIGHT-OF-WAY EASEMENT

KNOW ALL MEN BY THESE PRESENTS, that the undersigned (hereinafter called "Grantor")

Last, first, middle initial

Last, first, middle initial

for mutual offsetting benefits which are hereby acknowledged, do hereby convey and grant to INLAND POWER & LIGHT CO., a Washington Corporation (hereinafter called "Grantee") and to its successors, assigns, or permittees, the right, privilege and authority, to install, alter, bury, rephase, energize, chemically treat, operate, move, maintain, and remove electric transmission and distribution facilities, consisting of poles, cables, wires, and all other necessary or convenient appurtenances, to make said facilities an integrated electric system, as such specifications now exist and as hereafter changed in accordance with specifications adopted by the Grantee, to the extent necessary to install and maintain said electric system, which is located upon, under, over, and across the following-described lands and/or in or upon all streets, roads, or highways abutting said lands and premises situated in the County of

_____, State of _____, and more particularly described as follows:

Abbreviated legal description

Assessor's property tax parcel _____

Grantee, its successors and assigns is also granted the right, privilege, and authority to clear cut 10 feet each side of an overhead conductor and/or cut, remove and trim trees, brush, shrubbery and other obstructions to the extent necessary to keep them clear of said electric line or system and to cut down from time to time all dead, weak, leaning or dangerous trees that are tall enough to strike the wires in falling, or the branches thereof, to chip and spread branches and other foliage and to pile stack logs as necessary alongside the cleared right-of-way: and to license, permit, or otherwise agree to the joint use or occupancy of the line or system by any other person, association or corporation, for electrification, telephone, or communication needs.

It is agreed that areas over buried vaults, cables, and within the right-of-way shall remain free and clear of structures, barriers, building, trees, shrubbery and/or any other physical encumbrances except by written consent of Grantee.

Free access to all facilities over the Grantors adjacent lands will be allowed at all times. Grantee shall not be responsible for loss, replacement or damage of any improvements or other things below, over or upon such easement necessitated by the Grantee's use of this easement.

The Grantor expressly agrees that non-use or limited use of this easement by the Grantee does not demonstrate intent to abandon this easement. Grantee shall retain all rights, privileges, purpose and scope as conveyed and granted within said easement until such time when Grantee expressly notifies Grantor in writing that Grantee is vacating its electric transmission and distribution facilities.

PLEASE DO NOT WRITE IN ABOVE SPACE OR MARGIN.

Page 2 of 2

IPL Work Order # _____

No monetary consideration or consideration of monetary value has been given for the rights conveyed. The undersigned WARRANT that they have the legal right to grant this easement and agree to hold harmless and to indemnify the Grantee for any damages suffered by Grantee should it later be proven that the Grantor did not possess such legal rights. Said lands are free of encumbrances except: _____

IN WITNESS WHEREOF, the undersigned have set their hands and seals this ____ day of _____ 20__

_____ Grantor's Signature	_____ Grantor's Signature
------------------------------	------------------------------

STATE OF _____ }
 COUNTY OF _____ } SS

On this day personally appeared before me

_____ Grantor's Name/Printed	_____ Grantor's Name/Printed
---------------------------------	---------------------------------

to be known to be the individual described in and who executed the within forgoing instrument, and acknowledged that (Circle one) HE SHE THEY signed the same as (Circle one) HIS HER THEIR free and voluntary act and deed for the uses and purposes therein mentioned.

GIVEN under my hand and official seal this ____ day of _____, 20__

Notary Public Signature _____

Notary Public in and for the State of _____ residing at _____

My commission expires _____

Place Notary Stamp Below