

# LINE MODIFICATION - EXISTING

our mission is our members



Dear Applicant:

Thank you for contacting Inland Power & Light and inquiring about a modification to your existing electric service. 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 & Light's Electric Service Handbook at [www.inlandpower.com](http://www.inlandpower.com).

## **BEFORE ENGINEER MEETING**

- The following fees: (We accept cash, check or money order or credit/debit card)**
  - \$250.00 Non-refundable engineering fee
  
- New service application, New membership agreement & site drawing worksheet (Lack of signed form by all applicants will stop the application process—the job will not move forward without this form).**

## **AFTER ENGINEER MEETING - PRIOR TO SERVICE INSTALLATION**

*Check with your engineer to see if these documents will be needed*

- Copy of one of the following legal descriptions:**
  - Recorded warranty deed
  - Schedule A of Final Title Insurance Policy
  - Quit Claim Deed

*Please attach to the enclosed easement; this will be used as Exhibit A.*
  
- Notarized Easement**
  - Individual Easement(s) enclosed in packet.
  - All legal property owners need to sign this document **exactly as their name(s) appear on the property deed**. IPL has a Notary available.

*\*\*\*Member shall not begin job prep prior to the engineer meeting.\*\*\**

## **AFTER SERVICE INSTALLATION - PRIOR TO ENERGIZING SERVICE**

- Electrical permit and proof of approved state inspection**
  - Proof of passed state inspection can be either a meter base inspection sticker or an emailed approval notice from state inspector.
  
- Caution tape must be added to ditch per Inland Power specifications** (unless overhead service)
  
- Ditch must be completely back-filled by the member** (unless overhead service)

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

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

Email:  
[newservice@inlandpower.com](mailto:newservice@inlandpower.com)

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

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## Member Information

\* ALL FIELDS ARE REQUIRED

\* Applicant's Name(s): \_\_\_\_\_ \* Email: \_\_\_\_\_

\* Mailing Address: \_\_\_\_\_

\* Phone Numbers \_\_\_\_\_ Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

\* Schedule on-site engineering appointment with:  Applicant  Contractor  
Phone Number \_\_\_\_\_

## Service Information

\* Site Address: \_\_\_\_\_ \* Tax Parcel ID#: \_\_\_\_\_

\* City, State, Zip: \_\_\_\_\_

Gate Code: \_\_\_\_\_ \* County: \_\_\_\_\_

\* Closest IPL pole#/Distance: \_\_\_\_\_

## Building Contractor Information

\* Name: \_\_\_\_\_ \* Phone#: \_\_\_\_\_ \* Email: \_\_\_\_\_

\* State Licensed Electrician: \_\_\_\_\_ \* Phone#: \_\_\_\_\_ \* Email: \_\_\_\_\_

## Type of Service Requested

Overhead to underground \* Electric Panel Size:  200  400  Other \_\_\_\_\_

Relocate

Upgrade Service Size

Other

Comments: \_\_\_\_\_

I affirm that the above information is correct to the best of my knowledge. I understand that any changes I makes could result in additional costs and delays in the installation of service.

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Application date

For office use only

Engineer: \_\_\_\_\_ Area: \_\_\_\_\_ Appt: \_\_\_\_\_

WO# \_\_\_\_\_

Fee Paid \_\_\_\_\_

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- The cost quote is valid for thirty (30) days from the date issued.
- All electrical services need to comply with the requirements of IPL Electric Service Handbook, current IPL policies and procedures and all state electrical codes.
- Unusual or unforeseen conditions may increase the project cost substantially. The applicant or member shall solely assume the risk of any and all increased costs resulting from any such unusual or unforeseen conditions. Should such circumstances arise during construction, the applicant will be notified of their options and cost to complete construction.

**To the best of my knowledge, information and belief, the information set forth within this application packet including, but not limited to the contribution and aid of construction option, is true, accurate and correct. In the event any such information is later deemed to be inaccurate or incorrect, Inland Power and Light reserves the right to recover the full amount of any resulting increase in costs and/or damages from the Applicant and Applicant agrees to pay the same.**

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*Signature*

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*Date*

---

*Signature*

---

*Date*

For office use only

SO#: \_\_\_\_\_

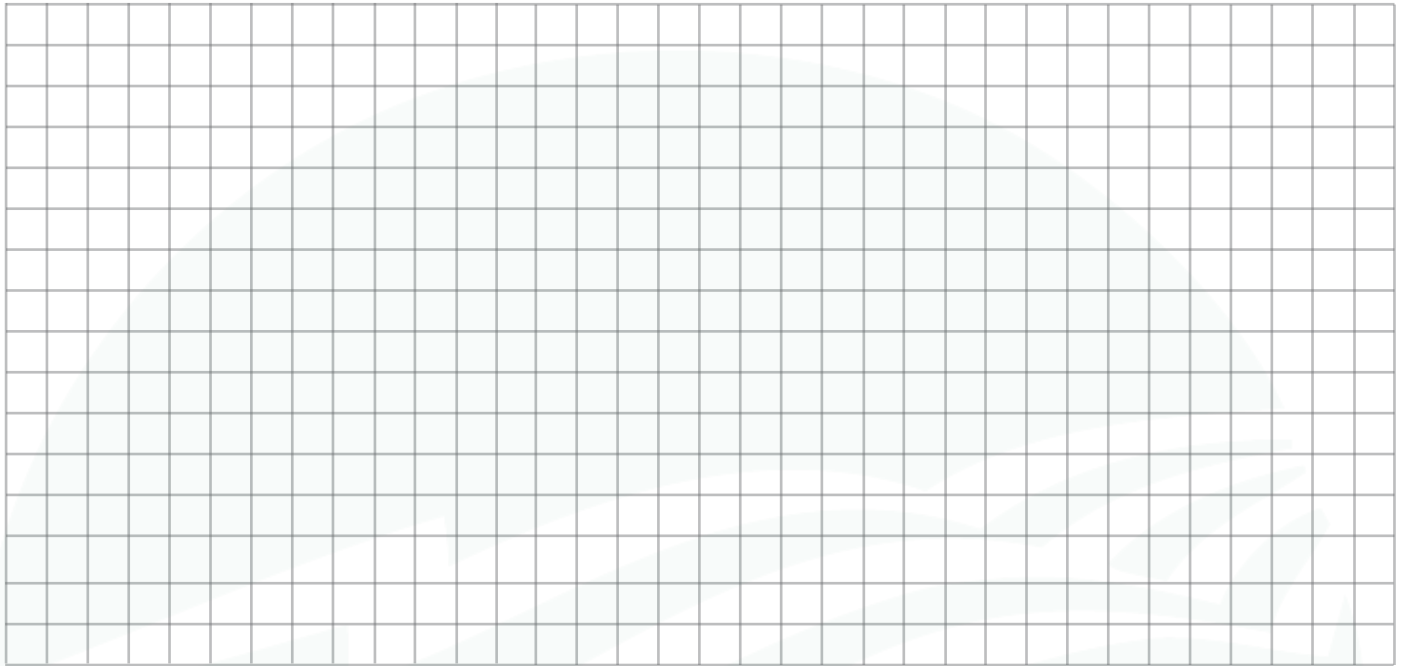
WO#: \_\_\_\_\_

Member#: \_\_\_\_\_

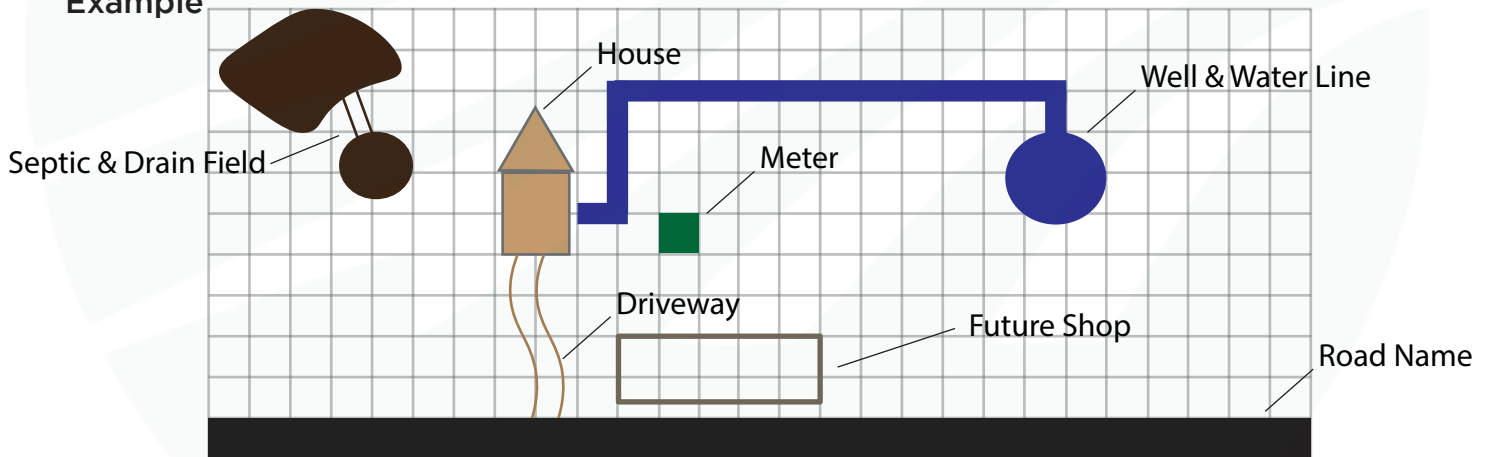
Service Location: \_\_\_\_\_

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## Example



Please use the above area to provide a drawing your construction site.

Include all of the following in your drawing if applicable:

- Nearest public road or driveway and distance to proposed home site.
- Proposed or existing home site and meter base location
- Proposed or existing drain field and septic tank
- Proposed or existing well and/or waterline location
- Location of any other existing or future structures on property

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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 or Quit Claim Deed is required to show proof of property or ownership. The documents must include the tax parcel number and 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 your job will not be released to construction for scheduling until a proper easement is received.**

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**PLEASE RETURN TO:**  
Inland Power & Light Co.  
PO Box A  
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
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STATE OF \_\_\_\_\_ }  
 COUNTY OF \_\_\_\_\_ } SS

On this day personally appeared before me

_____ Grantor's Name/Printed	_____ Grantor's Name/Printed
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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**