



A PHI Company

Centreville District Office  
2600 Centreville Road  
PO Box 159  
Centreville, Md. 21617  
Phone (410) 758-4102  
Fax (410) 758-4140

**ATTENTION: CUSTOMERS REQUIRING NEW ELECTRIC SERVICE TO A NEW  
RESIDENTIAL STRUCTURE:**

In order for Delmarva Power to meet your need for electric service when you want it, your application for electric service and site plan need to be received at least 60 days prior to your need for electric service. (Please NOT 60 days prior to your anticipated settlement/move-in date).

Thank you, we appreciate your cooperation.  
Delmarva Power



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Centreville, MD 21617

## APPLICATION FOR ELECTRIC SERVICE

Dear Valued Customer:

This is the first step in getting electric service to your new home. Please complete and return the enclosed application with a detailed site plan showing the desired meter location **as soon as possible**. The site plan should include the house location on the lot and any future additions, i.e. decks, pools, garages, etc., sewer line/septic reserve area and water/well locations. Delmarva Power needs approximately **(60) sixty days advance notice** to process & schedule work. To complete your electrical service, **WE WILL ALSO NEED THE 911 ADDRESS FOR THE PROPERTY TO ENSURE PROPER SERVICE ADDRESS LOCATION**. Please do not delay sending in your application because you are missing this information. **However, the 911 address is required before the final meter can be set.** Upon receipt of this application, we will enter your request in our engineering & design schedule and you will be contacted concerning service path and service cost. **If you should need temporary service (when available), there is a minimum charge of \$150.00 in advance.**

A self-addressed envelope is attached for your convenience as well as a single page document entitled "Guide To Installing Residential Electrical Service" that may answer some of your questions. In addition, you may also fax the APPLICATION and SITE PLAN to (410) 758-4140. If you have any questions, please contact our Distribution Engineering Department at (410) 758-4102.

Respectfully,

A handwritten signature in cursive script, appearing to read "Glenn H. Ankenbrand".

Glenn H. Ankenbrand  
Supervisor of Distribution Engineering  
Centreville District



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## Guide to Installing Residential Electrical Service

### Address Requirements:

To complete your electrical service, WE WILL NEED THE 911 ADDRESS FOR THE PROPERTY. Do not delay your application for this information; however, the 911 address is required before the final meter can be installed.

### Site Plan Requirements:

- Show the following details on the site plan or plat (drawing should be to scale).
- Building layout and location on the property
- Property lines and street locations
- Desired meter location (the location will require approval)
- Obstructions such as driveway, parking areas, water lines, septic lines or septic tank and drain fields (including septic reserve area), trees, ditches or other utilities.

### Electrical Requirements:

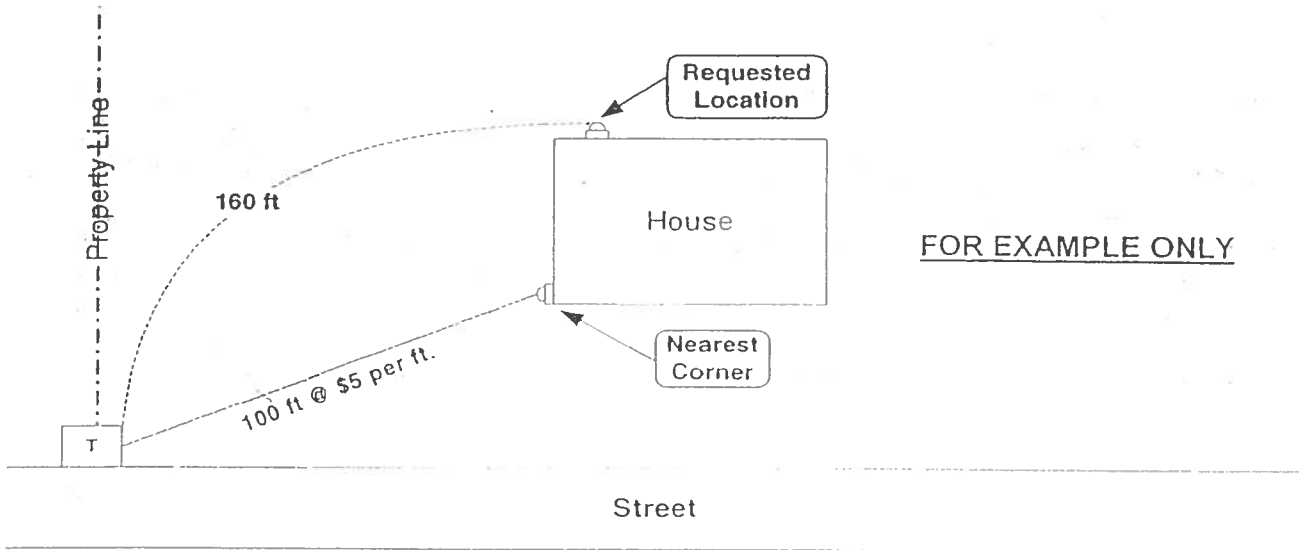
- Discuss your electrical needs with a licensed electrician before submitting your Completed service application. The electrician can answer questions on the application form concerning the number and type of electrical loads as well as general service requirements.

### Site Preparation:

- The cable path on your property must be clear of all obstructions for a width of ten (10) feet and be within six (6) inches +/- of final grade. Water lines, sewer lines, septic systems, and septic reserve areas must be staked and marked along the cable path. Any private underground facilities (sprinkler system, drainage pipes, security systems, landscape lighting, etc.) should **NOT** be installed until Delmarva Power's equipment installation is complete.
- Paving, final grading and landscaping should not be completed until Delmarva Power has installed our facilities. If any paving, grading, seeding, sodding or landscaping is damaged during installation, Delmarva Power will not be responsible for any damages or repairs. As an alternative, the customer may install conduit under any obstructions. Delmarva Power must approve the size and location of the conduit before installation.

**Meter Location and Charges:**

- Meter boxes are supplied by the customer (procured by an electrician) and must be mounted on an outside wall. The box should be mounted at least three (3) feet and not more than six (6) feet above ground. Delmarva Power must approve the location of the meter box before installation. The meter location will affect the final cost Delmarva Power charges for the new service.
- Maryland service charges are calculated at \$5 per foot using a straight line from the nearest Delmarva Power equipment located on your property to the nearest corner of your house. Any additional service length will be charged at \$7 per foot (see example below). Your actual service charge amount will be provided in a written service agreement in the near future.



**Service Charge**

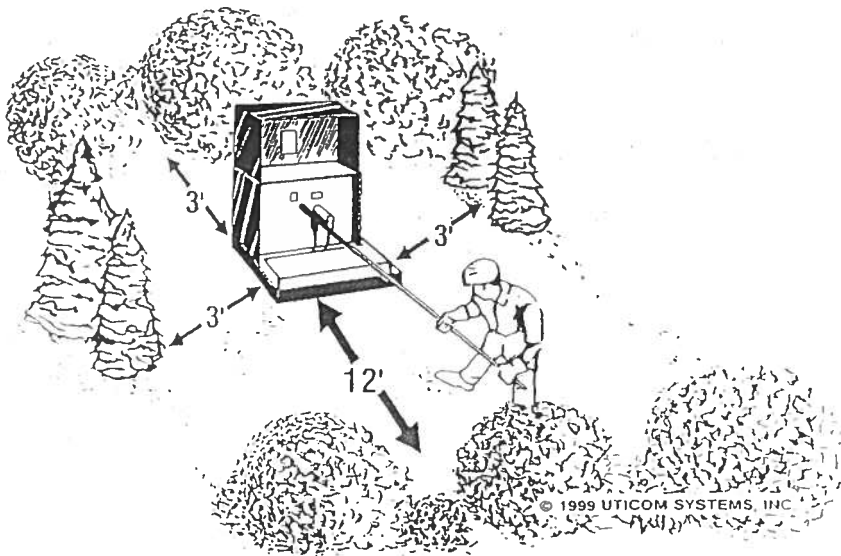
100 ft Times \$5 / ft	=	\$500
160 -100 = 60 ft Times \$7 / ft	=	\$420
<b>Total cost to Requested Location</b>	=	<b>\$920</b>

**Scheduling:**

- If Delmarva Power’s facilities are on the opposite side of the road or must be extended along the roadway to your property, it will be necessary for Delmarva Power to apply to county or state highway departments for written permission to cross or use the roadway. This permission usually requires a minimum of six (6) weeks for approval.
- Before your service can be installed and power turned on, your electrician must apply for and Delmarva Power must receive an Independent Authorized Inspection of the electrical wiring (called a “cut-in-card”).
- Once the above requirements are met and the cut-in-card has been received, Delmarva Power will schedule construction of your new service to be completed within ten (10) working days.

IF YOU HAVE ANY QUESTIONS OR IF WE CAN BE OF ASSISTANCE, PLEASE CONTACT US AT: (410) 758-4102.

# NOTICE



**We need room to work safely  
on this device.**

**Please keep shrubs and structures  
12 feet away from front side  
and 3 feet from other sides.**

**Obstructions will cause delays  
when restoring electric service.**



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# APPLICATION FOR ELECTRIC & GAS SERVICE

To expedite your service request, please fill out the application online at: <https://webapps.delmarva.com/newservices>

To help avoid delays in processing your application, you *must* also submit a site plan or sketch showing all facilities and obstructions. Incomplete information on the paper application may result in a delay in processing your request for service.

The company reserves the right to cancel this request if no further communication is received from the customer *within 90 days* of Delmarva Power response date.

APPLICANT INFORMATION	ADDRESS OF PROPERTY TO BE SERVED
Name _____	Project Name (if applicable) _____
Owner <input type="checkbox"/> Electrician <input type="checkbox"/> Builder <input type="checkbox"/> Developer <input type="checkbox"/> Other <input type="checkbox"/>	Street Address _____
Mailing Address _____	Apt. No. _____ City _____
City _____ State _____ Zip _____	State _____ Zip _____ Lot and Block No. _____
Phone _____ Alt. Phone _____	Owner's Name _____
Fax _____ E-mail _____	Existing Account No. _____

TYPE OF REQUEST	BILLING ADDRESS (if different from above)
New Service <input type="checkbox"/> Temporary <input type="checkbox"/> Lighting <input type="checkbox"/> Facility Relocation <input type="checkbox"/>	Street Address _____
Upgrade/Heavy-Up <input type="checkbox"/> Other <input type="checkbox"/> _____	Apt. No. _____
Proposed In-Service Date ____/____/____	City _____ State _____ Zip _____
<input type="checkbox"/> Net Energy Metering (Apply separately at <a href="http://www.delmarva.com/netenergy">http://www.delmarva.com/netenergy</a> )	

TYPE OF SERVICE	VOLTAGE
Overhead <input type="checkbox"/> Underground <input type="checkbox"/> Customer-Owned Underground <input type="checkbox"/>	120/208 single phase, three wire <input type="checkbox"/> 120/240 three phase, four wire <input type="checkbox"/>
Other _____	120/240 single phase, three wire <input type="checkbox"/> 277/480 three phase, four wire <input type="checkbox"/>
	120/208 three phase, four wire <input type="checkbox"/> Primary Voltage <input type="checkbox"/>

SERVICE TERMINATIONS					
Service	Service Equipment Type*	Capacity (amps)	Service	Service Equipment Type*	Capacity (amps)
Existing Service _____	_____	_____	New Service #1 _____	_____	_____
New Service #2 _____	_____	_____			

\*May include Switchboards w/BIL, Mainline Switches, CT Cabinets, Transockets or Meter Sockets

PRIMARY SITE USE		
<b>RESIDENTIAL</b> <input type="checkbox"/>	<b>SUBDIVISION</b> <input type="checkbox"/>	<b>COMMERCIAL</b> <input type="checkbox"/>
Single House <input type="checkbox"/> Apartment <input type="checkbox"/>	No. of Single Family Homes _____	Store <input type="checkbox"/> Total Conditioned sq. ft. _____ No. of units _____
Duplex <input type="checkbox"/> Mobile <input type="checkbox"/>	No. of Townhomes _____	Restaurant <input type="checkbox"/> Total Conditioned sq. ft. _____ No. of units _____
Townhouse <input type="checkbox"/> Condo <input type="checkbox"/>	No. of Apartments/Condos _____	Office <input type="checkbox"/> Total Conditioned sq. ft. _____ No. of units _____
Other _____	No. of Other Units _____	Warehouse <input type="checkbox"/> Total Conditioned sq. ft. _____ No. of units _____
No. of Units _____	Total Units/Lots _____	Condo <input type="checkbox"/> Total Conditioned sq. ft. _____ No. of units _____
Conditioned Square Footage/Unit _____ sq. ft.		Apartment <input type="checkbox"/> Total Conditioned sq. ft. _____ No. of units _____
		Other <input type="checkbox"/> _____
		Total Conditioned sq. ft. _____ No. of units _____



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# APPLICATION FOR ELECTRIC & GAS SERVICE

(page 2)

**PRIMARY SITE USE** *(continued)*

**INDUSTRIAL**  (Please provide a description of your project.) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**LOAD INFORMATION**

Lighting _____ kW	Water Heating _____ kW	Largest Motor _____ hp
Air Conditioning _____ tons	Elevators _____ kW	Misc. Power _____ kW
Electric Heat Pump _____ tons	Number of elevators _____	
Electric Resistance Heating _____ kW	Total hp Motors _____ hp	

**GAS LOAD** *(New Castle County, Del. only)*

Gas House Heater _____ BTU/HR	Gas Pool Heater _____ BTU/HR	Gas Generator _____ BTU/HR
Gas Range _____ BTU/HR	Gas Fireplace _____ BTU/HR	Gas Boiler _____ BTU/HR
Gas Water Heater _____ BTU/HR	Gas Other _____ BTU/HR	Propane _____ BTU/HR

Pressure Requested:  City or 5.5 Water Column  @ 2PSIG  @ 5PSIG  @ 10PSIG  Line Pressure 12-60PSIG

Additional information for design consideration (Special site considerations, additional load info, etc.): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Return completed application to Delmarva Power at:

**Christiana District**  
 New Castle County, DE  
 Delmarva Power  
 P.O. Box 9239  
 Newark, DE 19714 9239  
 Phone (302) 454-4343  
 Fax: (302) 454-4262

**North East District**  
 Cecil & Harford Counties, MD  
 Delmarva Power  
 North East Commerce Ctr  
 2 Center Drive  
 North East, MD 21901  
 Phone (800) 375-5619  
 Fax (410) 287-7149

**Centreville District**  
 Delmarva Power  
 P.O. Box 159  
 Centreville, MD 21617-0159  
 Phone (410) 758-4102  
 Fax: (410) 758-4140

**Millsboro District**  
 Delmarva Power  
 P.O. Box 637  
 Millsboro, DE 19966-0637  
 Phone (302) 934-3384  
 Fax (302) 934-3306

**Salisbury District**  
 Delmarva Power  
 P.O. Box 1739  
 Salisbury, MD 21802-1739  
 Phone (410) 860-6357  
 Fax: (410) 860-6077

For Office Use Only

Applicant's Name \_\_\_\_\_

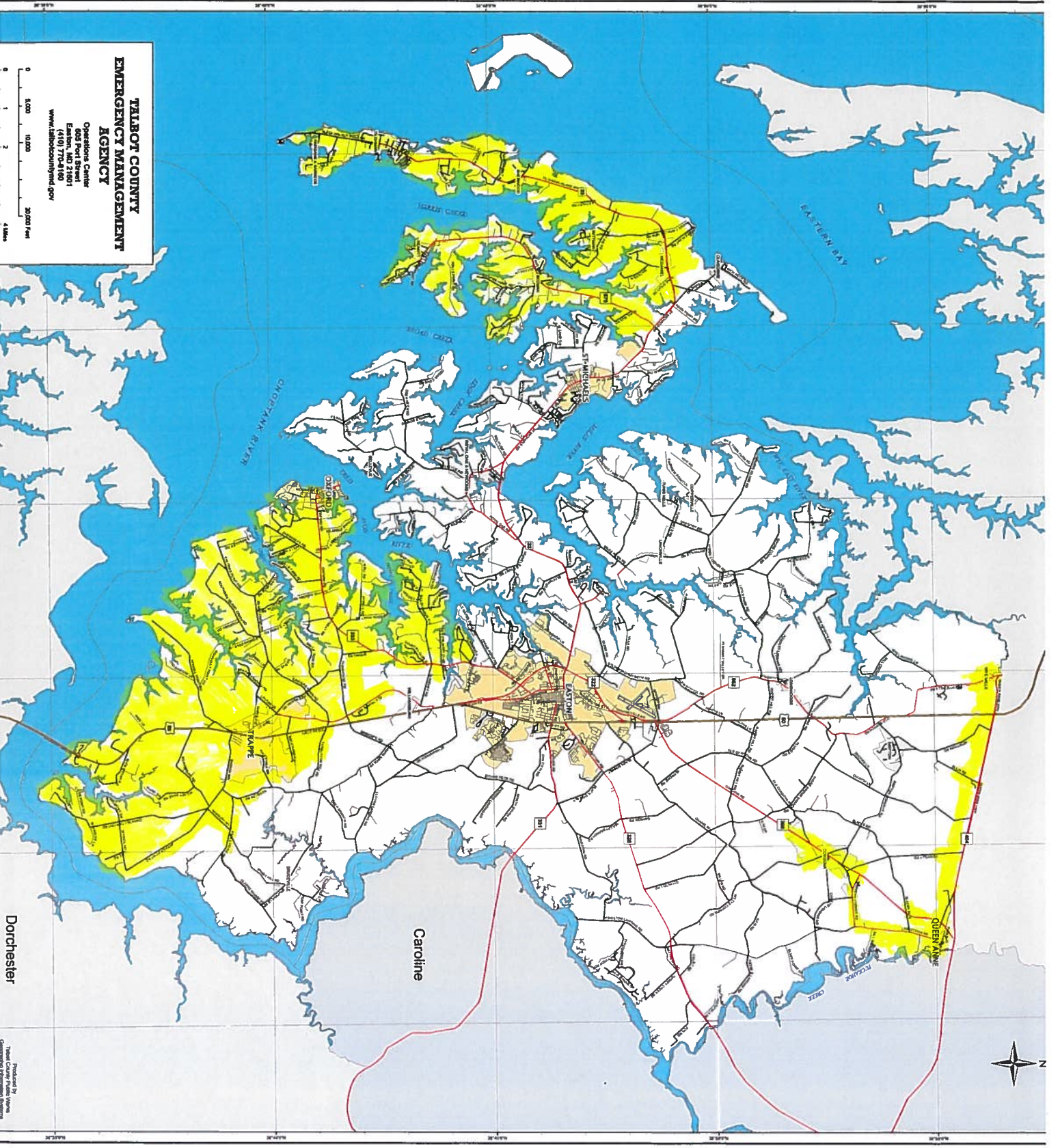
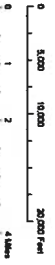
Date \_\_\_\_\_

Signature \_\_\_\_\_

Company Name \_\_\_\_\_

**TALBOT COUNTY  
EMERGENCY MANAGEMENT  
AGENCY**

Operations Center  
600 Port Street  
Easton, MD 21821  
(410) 326-1100  
[www.talbotcountymd.gov](http://www.talbotcountymd.gov)



Dorchester

Caroline



Talbot County, MD  
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