

New Service Flowchart

Connect Order

New Service order generated by Customer Service Representative: \_\_\_\_\_ Ext# \_\_\_\_\_.

An appointment for a field visit is scheduled for:

Date: \_\_\_\_\_ Time \_\_\_\_\_ with \_\_\_\_\_ the Staking \_\_\_\_\_.

**Field Visit By Staking Supervisor or Staking Agent**

Upon completion of field visit, Staking Supervisor or Staking Agent will generate a cost estimate. If applicable, line extension fees to be paid in full prior to Releasing Work Order for Construction.

**Electrical Permit**

All permits required by the State of New Mexico and Kit Carson Electric must be received by the Cooperative before the new service order can be released from the Engineering Dept.

Note: Meter loop will not be energized until the meter loop has been approved by the Electrical State Inspector. Permits should be remitted with the name of the consumer who has requested the service.

**Other Permits(if applicable)**

Taos & Picuris Pueblo

Service Line Agreement. Must be signed by the Governor.

Rio Arriba

Permit applicable for consumers located in Rio Arriba County. Must be signed by the Planning & Zoning Dept.

Municipal and County Permits

Consumer is responsible for all required trenching for underground electric service. All trenching and backfill must be done in accordance with Kit Carson Electric specifications. Highway crossing permits may also be necessary.

**Right of Way Easements ( if applicable)**

All necessary and required Right of Way Easements will be obtained by the consumer. Each easement must be signed with the proper legal signature and mailing address of the person granting the easement. Easements must contain the correct property description, including the tract number, map number, and survey number. A survey plat should also be made available to the Cooperative. Each easement must be properly notarized.

**Contracts (if applicable)**

Large Commercial Contract - Applicable for consumers who qualify for a Large Power Rate Schedule  
Developer Contract - Applicable for Subdivisions.

**Final Staking Sheet by Staking Supervisor**

**Fees: Collected prior to construction and /or meter hookup.**  
**Deposit \$ 100.00 (if applicable) Service Charge \$ 15.00**

**Release Work Order to Construction**

Estimated schedule date is 15-20 days from release, varies on season.

**Notes**

Consumer will be contacted by Customer Service Representative for each activity as it occurs. If you have any questions, your Customer Service Representative will be your contact .