



## NEW SERVICE PROCESS & CHECKLIST

### Paperwork:

- Membership application – social security number required for credit check  
**(A deposit may be required before service is energized)**
- Easement – **all property owners' signatures** must be notarized, legal description and parcel identification number provided from land record
- Release Form – **only one signature required**
- Wiring Affidavit completed

### On-site Appointment Requirements:

#### Prior to appointment, the following must be completed:

- Meter site determined
- Foundation, septic, and/or well sites determined
- All paperwork completed (please bring enclosed paperwork, completed in full, to scheduled appointment)  
**After November 1, if frost conditions exist, landowner will be required to pay the associated cost to install the service due to frost**

### Costs:

- Improved lot (well or septic) is a cost of \$500 plus \$5.00 per foot
- Unimproved lot (vacant land) is \$800 plus \$8.00 per foot
- Services requiring paved road or driveway crossings will be charged an additional \$400 per crossing  
**The cost is the same whether an overhead or underground service is selected**

### New Service Installation:

#### Prior to installation, the following must be completed:

- Paperwork signed, completed, and returned
- All fees paid – installation fees and deposit (if required)
- Meter socket ready, lever bypass required/Must remain accessible to cooperative employees at all times
- Wiring affidavit completed and signed by wireman and returned
- UDC inspection signed and returned (if required)
- Necessary conduit
- Ground rods and ground wire
- Basement must be backfilled within 3 inches of final grade
- Cable route is clear of all obstructions
- To view your account online, sign up for SmartHub  
**Note: Residential rates are available on SmartHub**  
**All new services must be wired according to National Electric Code**

Please notify Barron Electric Cooperative when all the above requirements are fulfilled.  
If you have questions, please contact our office at 1-800-322-1008 or e-mail [operations@barronelectric.com](mailto:operations@barronelectric.com).  
We look forward to working with you.



1434 State Highway 25 North • PO Box 40 • Barron, WI 54812  
 Phone: 800-322-1008 • Fax 715-637-1906 • For Outages Only: 866-258-8722

**Office Use Only:**

Map Location \_\_\_\_\_ Account # \_\_\_\_\_ Customer # \_\_\_\_\_

**APPLICATION FOR MEMBERSHIP AND ELECTRIC SERVICE**

The undersigned applies for membership in, and electric service from, the Barron Electric Cooperative, and does hereby agree:

- a) To secure a membership in the Cooperative as prescribed by the Bylaws.
- b) To purchase from the Cooperative, when the Cooperative makes energy available to the member, and to pay monthly or as otherwise specified, for such energy used upon the premises now owned or occupied by the member in accordance with the rate schedules established by the Cooperative. Member also agrees to pay the minimum charge as established from time to time by the Board of Directors while a member.
- c) To comply with and be bound by the Articles of Incorporation and the Bylaws of the Cooperative, as well as such rules and regulations as may from time to time be adopted by the Cooperative's Board of Directors.
- d) That this application constitutes a contract by and between the member(s) and the Cooperative, which includes (c) above.
- e) That service shall continue in force from the date service is made available by the Cooperative to the member and thereafter until cancelled by withdrawal of membership in the Cooperative.
- f) Upon request of the Cooperative based upon reasonable terms and conditions, to grant to the Cooperative one or more right-of-way easements for extending and furnishing service to the Applicant or any other Cooperative member or for any other need of the Cooperative in constructing, operating, and maintaining its electric system. Further, applicant agrees and acknowledges the presence of existing service lines are subject to easement and routine maintenance.
- g) No person can have more than one (1) Cooperative membership for voting purposes.

**Please select the description of membership:**

- |  |   |
|--|---|
| <input type="checkbox"/> Individual Membership                       | <input type="checkbox"/> Partnership                                    |
| <input type="checkbox"/> Married couples as tenant in common members | <input type="checkbox"/> Association membership, other than corporation |
| <input type="checkbox"/> Joint tenant members other than spouses     | <input type="checkbox"/> Corporate membership, other than municipality  |
| <input type="checkbox"/> Common tenant members other than spouse     | <input type="checkbox"/> Government entity                              |
| <input type="checkbox"/> Limited Liability Company                   |   |

(Association, Partnerships, Corporations, Businesses, Governmental bodies must produce two (2) signatures or power of attorney).

**Primary Member**

First Name \_\_\_\_\_  
 Last Name \_\_\_\_\_  
 Organization/Business \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 Social Security # or FEIN# \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date \_\_\_\_\_

**Secondary (if applicable)**

First Name \_\_\_\_\_  
 Last Name \_\_\_\_\_  
 Organization/Business \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 Social Security # or FEIN# \_\_\_\_\_  
 Signature \_\_\_\_\_  
 Date \_\_\_\_\_

## **HOW TO CORRECTLY COMPLETE YOUR EASEMENT**

- A) Use **BLACK ink**
- B) Print name(s) of **ALL** current Landowners below  
"The Undersigned"
- C) Fill in the **County** where property is located
- D) Enter in **Full Legal Description** taken from the deed or tax receipt. **Must include:** Section, Town, Range; ¼-¼; CSM Volume and Page numbers; CSM Map number; Document number; any other information on deed or tax receipt. **Call your county's Register of Deeds or visit their website if you need help finding this information.**
- E) Print **all** Parcel Identification Numbers, may be called Computer Number on tax receipt
- F) **All names** of landowners on the deed **must be signed** in the presence of a notary
- G) If property is in a company name, it is necessary that **two officers sign** and **specify the office they hold**

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### **Acknowledgement to be completed by NOTARY PUBLIC**

- 1) Fill in county and state
- 2) Enter name(s) of people signing easement
- 3) Signature of notary
- 4) Enter date commission expires
- 5) Stamp with notary seal

**IF EASEMENT IS NOT FULLY COMPLETED  
IT WILL BE SENT BACK TO YOU FOR  
COMPLETION. THIS CAN DELAY WHEN  
WORK WILL BE SCHEDULED.**

This Instrument was Drafted by Aaron Torud  
for Barron Electric Cooperative  
ELECTRIC LINE - RIGHT-OF-WAY EASEMENT

Must be Completed in Black Ink Only

KNOW ALL BY THESE PRESENTS that the Undersigned [(Print Landowner's Name(s))

\_\_\_\_\_  
("Grantor") whether individually or collectively, for good and valuable consideration,  
receipt of which is hereby acknowledged, (do) (does) hereby grant unto BARRON  
ELECTRIC COOPERATIVE, a Wisconsin cooperative ("Grantee"), its successor  
and assigns, the right to enter upon the lands of the undersigned, situated in  
\_\_\_\_\_ County, Wisconsin, and more particularly described as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



By & Return to:



PO Box 40 • Barron, WI

(the "Property") to construct, operate, repair, maintain, relocate and replace thereon, and  
under the surface thereof, and upon or under all streets, roads, or highways, on or abutting  
said lands, a line for the transmission and distribution of electric energy, and voice and data  
communication line system(s) or any combination thereof, including without limitation all  
appropriate cable, wire, transformers, manholes, concrete pads, poles, crossarms, duct, conduit  
ground connections, attachments, equipment, accessories and supporting devices (which if  
necessary, may be located outside of the Right-of-Way strip) necessary and appropriate for the  
transmission and distribution of energy, either above or beneath the ground as Grantee deems  
necessary for the purposes of exercising the rights herein granted.

\_\_\_\_\_

Parcel Identification Number (PIN)  
(Computer Number)

MUST COMPLETE

**Easement Width:** Except as otherwise stated, the Right-of-Way shall be 10 feet wide for lines placed underground and 40 feet wide for lines located above ground.

**Ownership of Property:** All facilities erected or installed shall remain the property of the Grantee. This shall include, but not be limited to, poles, wires, manholes, conduits, cables, connection boxes, transformers, transformer enclosures, ducts, ground connections, attachments, equipment, accessories and appurtenances necessary and appropriate for the transmission of energy either above or below the ground. Grantee shall have the right to remove all such property, at its option, upon termination of service.

**Inspection, Removals, Alterations:** Grantee has the right to inspect, rebuild, remove, repair, improve and make changes, alterations, substitutions and additions in and to its facilities as it may from time to time deem advisable, including the right to increase or decrease the number of conduits, wires, cables, and appurtenances, and to change from an overhead to an underground system or vice-versa.

**Tree Trimming and Brush Removal:** The Grantee shall at all times have the right to cut, trim and control the growth by chemical means, mechanical means or otherwise, of trees and shrubbery located within said Right-of-Way or that may interfere with or threaten to endanger the operation and maintenance of said line(s) or system(s), including any control of the growth of other vegetation within the right-of-way, which may incidentally and necessarily result from the means of control employed. All trees and limbs cut shall remain the property of the Grantor.

**Grantor's Use of Easement:** Grantor, successors and assigns, may use the Right-of-Way strip for any purpose not inconsistent with the rights hereby granted provided such use does not interfere with or endanger the construction, operations or maintenance of Grantee's facilities. Grantor agrees to keep said easement clear of buildings, structures, flammable material, trees or other obstructions. Grantor further covenants and agrees that the elevation of the existing ground surface within the Right-of-Way strip will not be altered by more than one (1) foot without the written consent of Grantee, and that no fences, gates, signs, posters, or other attachments shall be placed on or attached to Grantee's supporting structures.

**Access Rights:** Grantee shall have the right of ingress to and from said Right-of-Way strip along a route which will cause the least possible interference with existing land uses, together with the right and privilege of using those portions of the Property abutting on same as may be necessary for the purpose of placing thereon materials excavated from said Right-of-Way strip and for the purpose of bringing upon said line of construction such machinery, conduit, conductor and other equipment as may be necessary for construction, repair, maintenance and replacement of Grantee's facilities.

**Joint Use:** Grantee shall have the right to license, permit or otherwise agree to apportion the rights granted herein to third parties, including the joint use or occupancy of the line(s), system(s) or, if any of the said system is placed underground, of the trench and related underground facilities, by any other person, association or corporation.

**Binding Agreement:** This agreement is binding upon the parties hereto, their heirs, personal representatives, successors and assigns.

**Grantors Warranty:** Grantor covenants and warrants that Grantor is lawfully seized and possessed of all the property described above and has good right and lawful authority to convey this easement for the purpose herein expressed, and there are no mortgages, liens or encumbrances except as noted and attached hereto.

State of \_\_\_\_\_

County of \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared

proved to me through satisfactory evidence of identification, to be the person(s) who executed the foregoing instrument and acknowledged the same.

Notary Signature: \_\_\_\_\_

Commission Expiration: \_\_\_\_\_



Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Notary  
Seal  
Here



## Barron Electric Cooperative - Wiring Affidavit

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Owner of Premise	Premise Street Address	City
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Section	Town	Range	Map Location
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UDC Inspector Name (Print)	License#
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Commercial Inspector Name (Print)	License #
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Wireman's Name (Print)	Phone #
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Contractor # or Electrician License # \_\_\_\_\_

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Signature of Wireman \_\_\_\_\_ Date \_\_\_\_\_

The wireman signing this affidavit swears or affirms that he/she/they were retained, engaged, or hired by the homeowner, not by Barron Electric Cooperative. The wireman signing this affidavit further swears or affirms that any and all inspections done are the responsibility of the homeowner and/or the wireman, not Barron Electric. The wireman and homeowner signing this affidavit further swear or affirm that Barron Electric shall not be responsible for any damage or injury that may result from any inspection or any damage or injury that may result from any defect that could or should have been discovered by the inspection.