



VILLAGE OF HYDE PARK

PO BOX 400, 167 MAIN STREET
HYDE PARK, VT 05655

(802) 888.2310

ServiceRequest@villageofhydepark.com

Note: If you have questions regarding any service requests, or about the service request process, or initial inquiries, you must call the Business Office at the number shown. We will have staff reach out to you. Please do not call or visit the shop.

SERVICE APPLICATION

- INFORMATION REQUEST (PRE-APPLICATION)
- NOTICE OF NEWLY INSTALLED DEVICES
- NOTICE OF REMOVED INSTALLED DEVICES
- NEW SERVICE
- SERVICE UPGRADE

Village Work Order Number (To be filled by Village Office)

SERVICE ADDRESS: Street, road, avenue:

NAME OF ACCOUNT HOLDER:

ACCOUNT NUMBER: _____ **EMAIL:** _____

BILLING ADDRESS:

CITY, STATE, ZIP:

BEST PHONE #:

TYPE OF SERVICE (CHECK ALL THAT APPLY):

- RESIDENTIAL FARM INDUSTRIAL COMMERCIAL STREET LIGHTS
 HOME AND OFFICE TOGETHER NETMETERING
 OTHER: _____
 ELECTRIC WATER WASTEWATER

SERVICE CHARACTERISTICS (CHECK ALL THAT APPLY):

- UNDERGROUND VOLTAGE: 120 240 OTHER: _____
 OVERHEAD AMPS: 200 400 OTHER: _____
 PHASE(S) NEEDED: SINGLE 3-PHASE
 TODAY'S KW LOAD: _____ PROJECTED KW LOAD: _____

ELECTRICAL EQUIPMENT: Depending upon the site and service request(s), the following equipment can have varying needs and can have an effect on providing adequate service onsite to the customer and for the utility. Applicants need to provide information on the desired needs in order to be appropriately served. Failure to provide information can result in delays in installation and or service.

(CIRCLE ALL THAT APPLY), indicate [(E)XISTING or TO BE (I)NSTALLED or (R)EMOVED]

E	I	R	LIGHTING	E	I	R	ONSITE GENERATION
E	I	R	LAUNDRY	E	I	R	HEAT PUMP
E	I	R	JACUZZI/SAUNA	E	I	R	HEAT PUMP/WATERHTR
E	I	R	DISHWASHER	E	I	R	STORAGE
E	I	R	REFRIGERATION	E	I	R	EV CHARGING
E	I	R	FREEZER	E	I	R	COMPRESSOR
E	I	R	COMPUTER & NETWORKING	E	I	R	MANUFACTURING LINE
E	I	R	PUMPS	E	I	R	OFFICE
E	I	R	OTHER, SPECIFY: _____				

ONSITE GENERATION, when checked above, please complete this section.

- Isolated operation (will not backfeed on the distribution system)
- Net-Metering operation
- Emergency or back up generation (account holder use only)
- Emergency or back up generation (shared use with utility)

Wind Solar Other, specify: _____

HOME/OFFICE: when checked above, please complete this section.

Percent of building footprint for Home use: _____

Office specifications: Retail Multi Person Office Manufacturing

DESCRIPTION OF WORK DESIRED, or OTHER INFORMATION NOT PROVIDED ABOVE:

DESIRED COMPLETION DATE:

DESIGNATE PRIMARY CONTACT: Account Holder

<input type="radio"/>	CONTRACTOR/BUILDER NAME:
	EMAIL ADDRESS:
	PHONE:
<input type="radio"/>	ELECTRICIAN NAME:
	EMAIL ADDRESS:
	PHONE:
<input type="radio"/>	ENGINEER NAME:
	EMAIL ADDRESS:
	PHONE:
FEES & REQUIREMENTS (APPLICATIONS THAT DO NOT MEET REQUIREMENTS ARE CONSIDERED INCOMPLETE AND WILL BE RETURNED SEEKING ADDITIONAL INFORMATION. ONLY WITHDRAWN APPLICATIONS WILL HAVE THEIR APPLICATION FEE RETURNED)	
<input type="checkbox"/> AN APPLICATION FEE OF \$250.00 IS TO BE SUBMITTED BY CHECK FOR ALL NEW OR UPGRADE SERVICE APPLICATIONS	
<input type="checkbox"/> APPLICANTS ACKNOWLEDGE THAT WORK CAN NOT START UNTIL AN APPLICATION IS DEEMED COMPLETE.	
<input type="checkbox"/> APPLICANTS REPRESENT ALL OF THE INFORMATION ABOVE IS TO THE BEST OF THEIR KNOWLEDGE.	
<input type="checkbox"/> APPLICATIONS FOR ADDING OF: ONSITE GENERATION, HEAT PUMPS, HEAT PUMPS/WH, STORAGE, EV CHARGING, COMPRESSOR, MANUFACTURING LINES, OFFICES, AND OTHER MUST PROVIDE EQUIPMENT SPECIFICATIONS OF THE EQUIPMENT TO BE PROVIDED FOR.	
<input type="checkbox"/> ALL APPLICATIONS FOR NEW OR UPGRADED INSTALLATIONS MUST PRESENT A SKETCH OF THE SITE PLAN DEPICTING CURRENT AND DESIRED PLACEMENTS.	
APPLICANT SIGNATURE:	DATE:

SERVICE REQUESTING PROCESS:

- 1 Customer, or designee for the customer, submits a service request to the Village of Hyde Park. Application must be signed by the Account Holder. With the Account Holder's signature included, information pertaining to this application can be shared with the Electrician, Contractor, or Engineer, as designated. The Village reviews the application and determines if it is complete. Completed applications move forward to Estimated Pricing Step. If incomplete, Customer will address any incomplete needs and resubmit.
- 2 Estimated Pricing Step: The Village will present customer with an estimate of the charges for the work being requested. If acceptable, customer pays the estimated amount. Upon payment, the Village will work with customer on a time plan to complete the request.
- 3 Following the payment of the estimated charges, any substantive changes to the request, in the sole determination of the Village, will mean the request is suspended and the process restarts with an updated request.
- 4 At the completion of the work outlined in the request, customer will receive a final statement outlining any additional charges or credits. Such charges or credits will be submitted to the customer on their next monthly bill.