



# CITY OF NAPOLEON

## ELECTRIC METER BASE RELEASE FORM

### THIS DOCUMENT ENTITLES THE HOLDER TO "ONE" ELECTRIC METER BASE

(Please pickup at the City Operations Garage 1775 Industrial Drive)

**Permit # EL2005**

**Date Issued: 06/15/05**

**Job Location: 10437 County Road V**  
**Work Description** out of town new house

**Owner: Blake & Heather Garretson**  
**Address: S502 County Rd 9**  
**Owner Phone: 419-262-7375**

**Contractor : K. Hovnanian Homes**  
**Contractor Phone:**

Electric Service Upgrade: \_\_\_\_\_ New Service Installation:   x  

Industrial: \_\_\_\_\_ Commercial: \_\_\_\_\_ Residential:   x   1 Phase: \_\_\_\_\_ 3 Phase: \_\_\_\_\_

**Size of Service:** 100 Amp: \_\_\_\_\_ 150 Amp: \_\_\_\_\_ 200 Amp:   x   400 Amp: \_\_\_\_\_ Other: \_\_\_\_\_

**Hub Size:** 1 1/4" \_\_\_\_\_ 1 1/2" \_\_\_\_\_ 2"   x  

**Desired Voltage:** 120/240:   x   Other: \_\_\_\_\_

Underground Service:   x   Overhead Service: \_\_\_\_\_

Date Completed: \_\_\_\_\_ Approved By: \_\_\_\_\_

Old Meter Number: \_\_\_\_\_ New Meter Number: \_\_\_\_\_

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

**Site Plan for New Electrical Service**

Address of new home:

10437 County Road V  
 Liberty Center, Ohio 43532

Home owners and contact info:

Blake and Heather Garretson

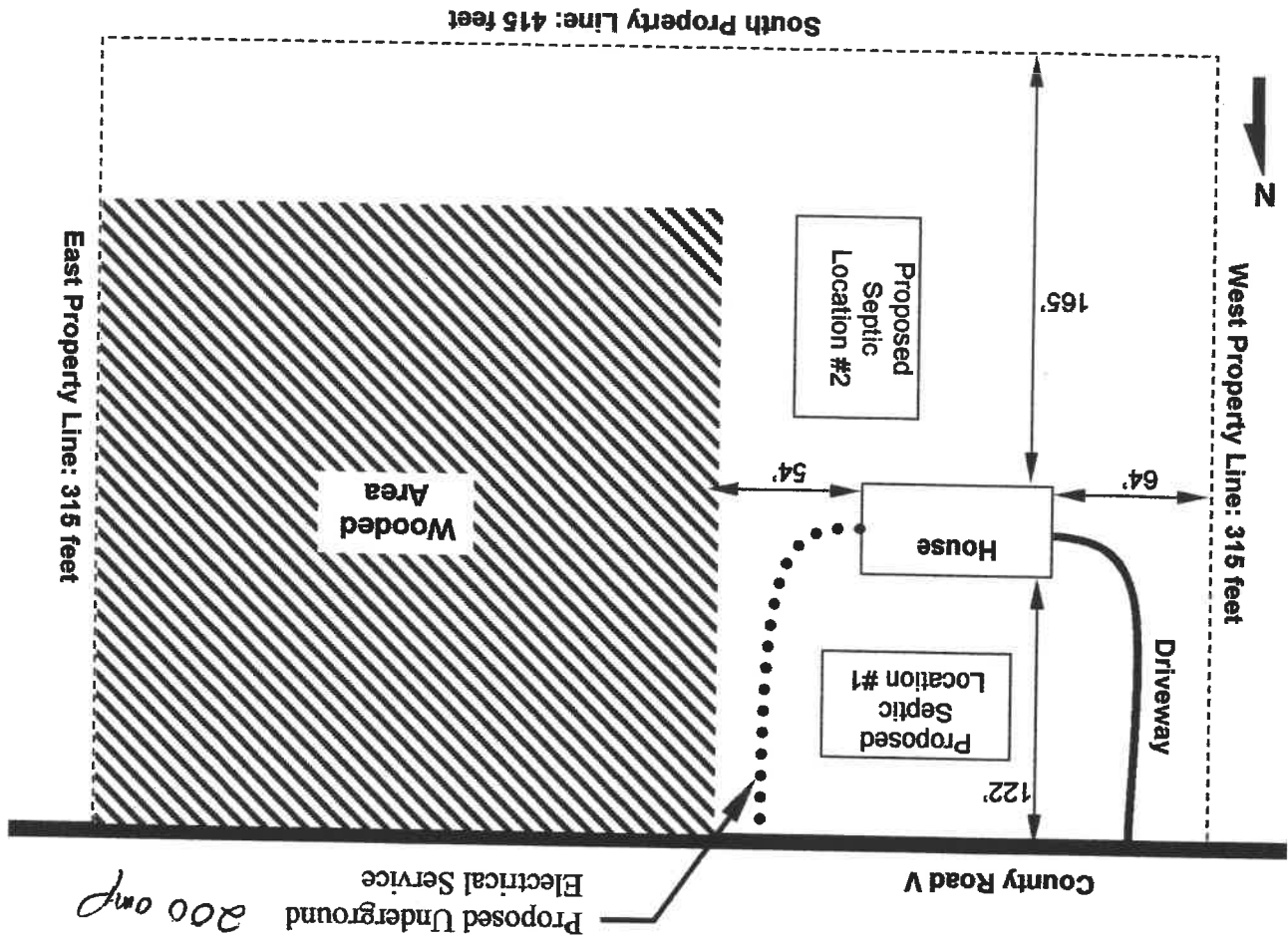
Work Phone: 419-887-3150

Home Phone: 419-533-3349

Current Address: S502 County Road 9, Liberty Center, OH 43532

The exact location of the leach field/septic system is undetermined, but the two possible locations are marked below.

The exact location of the well is undetermined, but the general area proposed is behind the house to the south side.



# Application for Upgrade or New Electrical Service Outside City Limits

Location of new service 10437 COUNTY ROAD V LIBERTY CENTER 43532  
Street address City Zip

BLAKE + HEATHER GARRETSON S502 COUNTY ROAD 9  
Owner name Current address

LIBERTY CENTER 43532 419 533 3349  
City Zip Daytime phone

**Please provide the following if this is a new electrical service or a re-location of an existing service:**

A dimensioned building site plan showing lot size, building setbacks from property lines, dimensioned building footprint, location of new electric service meter and appurtenances, location of all existing and proposed underground utilities (septic tank, leech field, gas lines, electric lines, telephone lines, cable TV lines and all other).

**Please check the applicable areas below:**

1. Size of service desired: 100 amp \_\_\_\_\_, 200 amp , 400 amp \_\_\_\_\_, other \_\_\_\_\_
2. Type of service desired: Single phase \_\_\_\_\_, Three phase \_\_\_\_\_.
3. Installation type desired: Underground , Overhead \_\_\_\_\_.

Once you have completed this form and provided the requested information, submit it to the City Building Department for processing. Once processed, we will print a "no-fee" permit and an electric meter base release form. You will receive a copy of these documents along with a copy of the City of Napoleon Electric Service Entrance Minimum Specifications. The City will provide a new electric meter base. To obtain one you will need to present the meter base release form to the City Electrical Department @ 1775 Industrial Drive Napoleon.

**It is very important to understand the installation specifications and install the electric service entrance accordingly. Services not meeting the City minimum standards and the National Electric Code will not be connected.**

The Building Department will forward a copy of the electric meter base release form and site plan to the City Electric Department. The City Electrical Construction Inspector will contact you within a reasonable time to make arrangements to meet with you on the matter. The City will discuss your options and associated costs for electric service to your site. If you desire, a formal estimate can be drafted and forwarded to you outlining the associated costs. Once you have decided which option (if any) you desire, you must inform the City Electrical Department. The City will then generate an invoice for the proposed service installation. The invoice must be paid in full before the initiation of the installation will occur.

For questions regarding this procedure please contact the City engineering department at (419) 592-4010. For questions regarding estimates, electric service entrance layout/routing or costs associated with installation, please call the electric department at (419) 592-9116.

**\*It is against the law to tamper with the City electrical equipment or wires. You may not disconnect or re-connect an existing or new electrical service yourself.**