



City of Highland
Building and Zoning

Utilities Connection Application
Light and Power – Building and Zoning

First Time City of Highland Utility Customer? ☐ Yes ☐ No (If Answered yes Please fill out Additional Form)

*** Will need Copy of Driver License (First Time City of Highland Customer) ***

Applicant Information

Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

Initial Utility Billing Information

Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____

Service Address

Address: _____ City: _____ State: _____ Zip: _____

Subdivision: _____ Lot #: _____

Parcel ID Number: _____

Use of Subject Property: ☐ Residential ☐ Commercial ☐ Industrial

Associated with a Building Permit? ☐ Yes ☐ No Permit #: _____

Is the Property within Highland City Limits? ☐ Yes ☐ No



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Electrical Service Residential: ☐ Yes ☐ No Temporary Service: ☐ Yes ☐ No

Service Type: ☐ Aboveground ☐ Underground (possible upcharge)

Total AMPs: ☐ 120/240 Volt Single Phase Service up to 200-Amp

☐ 120/240 Volt Single Phase Service over 200-Amp or over 240 volt single phase service

***** The City will run a maximum of 125 feet of service from the City's connection point. For any service runs greater than 125 feet, the owner is responsible for all costs incurred by the city for runs greater than 125 feet are borne by the property owner. For redundant services, the property owner is responsible for all costs*****

Actual Footage: _____

Electrical Service Commercial/ Industrial: ☐ Yes ☐ No Temporary Service: ☐ Yes ☐ No

Service Type: ☐ Aboveground ☐ Underground (possible upcharge)

☐ All secondary voltage three phase services 120/240 volt, 120/208 volt, 277/480 volt

☐ All primary voltage three phase services, 7,620; 13,200 volt and 2400/4160 volt

_____ Size of Service

_____ Conductor Size

_____ Number of Parallel Run

Declaration

I, the applicant, of the above legally described property on which the utility/service change is proposed, has provided answers to the questions herein that are true to the best of my knowledge. I have been granted permission by the property owner(s) of the above legally described property to apply for utility/service on said property. I have read and understand the aforementioned information. By virtue of my application, I do hereby declare that the appropriate City Officials responsible for the review of my application are given permission to visit and inspect the property proposed in order to ensure all City Ordinances are adhered to and all proposed improvements are installed correctly.

Applicant Signature: _____ Date: _____

For Office Use Only

Electric AMP: _____ Rate: \$ _____

Payment Type: Check / Cash / CC

Received by: _____ Date: _____



City of Highland Building and Zoning

New Service Connection Fee Chart*

***All fees are subject to verification by the City of Highland Electric**

120/240 Volt Single Phase Service up to 200-Amp	\$375
120/240 Volt Single Phase Service over 200-Amp or over 240 volt single phase service	\$575
All secondary voltage three phase services 120/240 volt, 120/208 volt, 277/480 volt	\$825
All primary voltage three phase services, 7,620; 13,200 volt and 2400/4160 volt	\$1,000

General Information

Electrical Service – The applicant agrees that the City has the right to specify the location of where the electrical meter base is to be located and to specify the total amount of service conductor to be utilized for the project. The applicant agrees that should they desire to locate the electrical meter base in a different location than where the city requires, the applicant will be responsible for all the cost differences associated with their location versus the City's required location. All material installed by the City in accordance with this contract shall remain the property of the City. All electrical work requires a release from the electrical inspector prior to requesting connection to the City of Highland electrical services for the above location.

*** Contact Public Works for water connection, sewer connection, and driveway construction. (618-654-6823)***

Inspection Information

Electrical Service – Contractor must notify Light and Power to submit a work order request for electrical hook-up. The department shall have at least 72 hours after work order submittal to add the project into the department job schedule. Timely completion of electrical hook-up will be dependent upon department work load, employee availability, ground conditions and weather conditions. (618-654-7511)

APPLICATION FOR CITY OF HIGHLAND UTILITIES

TODAY'S DATE: _____

APPLICANT(S) NAME: _____ PHONE: _____

_____ PHONE: _____

LOCATION OF SERVICE: _____ MOVE IN DATE: _____

MAILING ADDRESS: _____ EMAIL _____

(if different) _____

DRIVER'S LICENSE NO. _____ DRIVER'S LICENSE NO. _____

SOCIAL SECURITY NO. _____ SOCIAL SECURITY NO. _____

DATE OF BIRTH _____ DATE OF BIRTH _____

DO YOU RENT ☐ OR OWN ☐? IF RENT, LANDLORD'S NAME: _____

ARE YOU CURRENTLY A CITY OF HIGHLAND UTILITY CUSTOMER? YES NO (circle one)

IF YES - DATES OF SERVICE: FROM _____ TO _____

LOCATION OF SERVICE: _____

IF NO - PREVIOUS ADDRESS: _____

PREVIOUS UTILITY SUPPLIER: _____

EMPLOYED BY: _____

name

address

phone

PLEASE LIST ANY OTHER PERSON(S) THAT ARE AUTHORIZED TO OBTAIN INFORMATION ON
ACCOUNT. Name _____ Name _____

To the best of my knowledge, the above information is correct.

SIGNED _____ SIGNED _____

TO BE COMPLETED BY OFFICE

APPLICATION RECEIVED BY _____ ACCOUNT NUMBER: _____

UTILITY DEPOSIT REQUIRED? YES NO (circle one)

CREDIT LETTER RECEIVED : _____

DATE DEPOSIT RECEIVED: _____ \$ _____

VERIFY NO BAD DEBT: _____ VERIFY COPY OF DRIVER'S LICENSE: _____

COMMENTS: