

LAKE REGION ELECTRIC DEVELOPMENT, INC.
Checklist for New Water Service
(Includes new service on existing water line)

- _____ 1. Physical (911) Address and Billing Address.
911 Address can be obtained from the 911 office in Cherokee County located at 914 S College Ave. Ste. 911, Tahlequah, OK 74464. You can also contact the county at (918) 458-6513.
- _____ 2. Property Deed (Warranty, Quit Claim, etc.) and/or legal survey of all properties that will require easement(s). If you do not have a copy, you can obtain one at the County Clerk's office. If you cannot provide a document with the legal description of the property a \$75.00 fee will be assessed. **Important:** You can deliver a copy of the document with the legal description of the property to any LREC office, to the Staking Engineer at the time of the appointment (item 5 below), or you can create a digital image of the document and email it to our easement department at easements@lrecok.coop. If you email, please provide the name of the applicant and a phone number in the body or subject line of the email.
- Copies of deeds can be acquired at the Cherokee County Clerk's office:
Cherokee County Clerk (918) 456-3171 213 W. Delaware, Rm 200, Tahlequah, OK 74464
- _____ 3. Approved copy of soil percolation test.
- _____ 4. \$1000.00 fee for new water service.
Note: You may have extra construction costs if the line is crossing a road. You will be responsible for payment of extra material or trenching costs if your property line is more than 100 feet from the main water line. LREC will decide where the line will go. We will take the shortest and/or easiest route from our water line to your property. The \$1000.00 fee will never cover more than 100 feet.
- _____ 5. Appointment with Staking Engineer and Water Systems Manager: You must provide a phone number on the application where applicant can be reached. The Staking Engineer will contact the applicant and set an appointment to visit the site to determine the location of the service. They will discuss the need for additional easements, if necessary.
Note: Once everything is installed, the meter, meter loop, and meter box belongs to LRED. Any altering of these elements will be subject to a tampering fee included in with your next bill.
Once the service has been installed, it is your responsibility to provide easy access to the meter box. (Example: Tall grass, a fence, or dogs would inconvenience the meter reading process.)
Upon installation, LRED will perform a pressure test. If the water pressure at the meter is above 70 PSI, but less than 125 PSI, we encourage you to obtain and install a pressure regulator to install on your side of the meter. If the pressure exceeds the legal delivery limit of 125 PSI, LRED will provide a pressure regulator for you to install and assume all responsibility from thereafter.
- _____ 6. Easement from applicant for their own property, and if needed, easement(s) for any other property that the water line will cross. Must be fully completed and include legal description. If owned jointly, both parties must sign (example: husband and wife). The easement must also be notarized. **All easements** from land owner and from neighbor(s) for their property, if applicable, must be turned in before the job is released to construction. Easements will be 20 feet in width.
- _____ 7. Construction costs must be paid in advance of actual construction.

Construction of a new service will be scheduled after **ALL** of the above items have been completed.