



# CITY OF Sturgis MICHIGAN

130 N. Nottawa St.  
Sturgis, MI 49091  
[www.sturgismi.gov](http://www.sturgismi.gov)  
(269) 659-7287

## ELECTRIC DEPARTMENT PRE-APPLICATION FOR ELECTRIC SERVICE

Please complete this application form for each service requested. If the service size being requested is 400 amps or less, please complete developer information, service location and service information only and sign under step 1.

### STEP 1:

#### Developer Information:

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/ZIP: \_\_\_\_\_

#### Electrical Contractor Information:

Name: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/ZIP: \_\_\_\_\_

#### Service Location:

Address: \_\_\_\_\_  
City/State/ZIP: \_\_\_\_\_  
Subdivision/ \_\_\_\_\_ Lot: \_\_\_\_\_  
Project Name: \_\_\_\_\_

#### Return Pre-Application to:

City of Sturgis  
130 N Nottawa Street  
Sturgis, MI 49091  
Attn: Electric Department

#### Service Information (select only one):

\_\_\_\_\_ 120/240 Volts/Single Phase      \_\_\_\_\_ 120/208y Volts/Three Phase      \_\_\_\_\_ 277/480y Volts/Three Phase

Amperage Size \_\_\_\_\_

#### Project Information:

Initial Electrical Demand, (kW): \_\_\_\_\_ Estimated Start Date: \_\_\_\_\_  
Final Electrical Demand (kW): \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_

The Electric Department will determine the electric system's ability to deliver the capacity and energy as requested in the Application. If a system study is required to determine if electric system improvements are needed to meet the capacity and energy requirements at the site, the City will provide a cost estimate for the study and, if authorized below, the Developer shall pay for the study, in full, before the study is commenced. If electric system improvements are needed to meet the capacity and energy requirements at the site, the City will provide a cost estimate for those improvements. The Developer can then (a) agree to pay the cost for the system improvements, or (b) install on-site generation. On-site generation is subject to the requirements of the City's Utility Terms and Conditions.

By signing this form, I affirm the information on this application is correct to the best of my knowledge. I understand that any changes made to this information or attached documents may affect the time and cost required for the City of Sturgis Electric Department to provide requested service and electric demand will only be allocated based on the issuance of a current permit/license in good standing. If permit/license expires a new application must be completed and approved.

\_\_\_\_\_  
Developer/Agent  
Type or Print

\_\_\_\_\_  
Signature (required)

\_\_\_\_\_  
Date

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**STEP 2:**

Estimated cost of study: \$\_\_\_\_\_ (City to complete)

Developer response to estimated study cost: (1)\_\_\_\_\_ accept and agree to pay; (2)\_\_\_\_\_ reject and withdrawal of Pre-Application

\_\_\_\_\_  
Developer/Agent  
Type or Print

\_\_\_\_\_  
Signature (required)

\_\_\_\_\_  
Date

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**STEP 3:**

Estimated cost of system improvements: \$\_\_\_\_\_ (City to complete)

Developer response to estimated system improvement cost (Initial next to selection):

- (1)\_\_\_\_\_ Accept and agree to pay cost of system improvement or;
- (2)\_\_\_\_\_ Reject and install on-site generation or;
- (3)\_\_\_\_\_ Reject and withdrawal of Pre-Application

\_\_\_\_\_  
Developer/Agent  
Type or Print

\_\_\_\_\_  
Signature (required)

\_\_\_\_\_  
Date

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*FOR CITY USE ONLY*

**Notes: \_**

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- Approved
- Approved as Noted
- Denied

\_\_\_\_\_  
Name of City Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date