



# Delaware Electric Cooperative, Inc.

Thank you for contacting us about your new development. It is our desire to meet your needs and comply with your building schedule. Therefore, in order to process your request for an electric design in a timely manner, we require **both (1) Hard Copy\* and (1) Electronic Copy\*\*** of the “County Approved”

**Subdivision Drawings.** Please note the following important details that must be included in your package to Delaware Electric Cooperative (DEC):

**\*County Recorded and Stamped Plan Hard Copy Drawings to include:**

-Subdivision Name and Location -Tax Map & Parcel Numbers -Lot Numbers & Lot Lines -Lot Depths & Frontages -Radii -Sewer, Water, or Gas Lines -Stamp of Approval from Specific County

**\*\*AutoCAD Drawing Format in DE State Plane Coordinates NAD 83 System Format**

***Layers to be included & limited to:***

-Streets, Road, Sidewalks -Lot Numbers & Lot Lines -Ponds & Permanent Landscaping Fixtures  
-Buildings other than single family residences -Sewer, Water, or Gas Lines-color coded per Miss Utility:Sewer(green),Water(blue),Gas(Yellow)

**Can be emailed to: Tdickerson@decoop.com**

**Mailing Address: P.O. Box 600, Greenwood, DE 19950 (Attn: Engineering Dept) UPS/Parcel Post: 14198 Sussex Highway, Greenwood, DE 19950 (Attn: Engineering Dept) Website: [www.delaware.coop](http://www.delaware.coop)**

It is also important that we have a **contact name** and **daytime telephone number** to contact you regarding this project. For your convenience DEC’s Engineering Dept. contact names and

Once the property markers are placed and the grading is within six inches (6”) of final grade, please contact us

telephone numbers are as follows:

**DEC Engineering Dept.: Ext. 258      DEC Engineering FAX: 302-349-5891 1-800-282-8595**  
**302-349-9090 (Sussex) 302-398-9090      (New Castle, Out of State)**  
**(Kent)**

in order to schedule the field engineer to stake the equipment locations in the field and prepare the necessary paperwork for construction. A flat, stump free cleared path ten (10) feet from the top back slope of the swale must be supplied before construction can start.

Prior to installing the services to the individual lots in your development, please forward a list of the 911 service addresses with lot number reference. If your project includes gang meter sockets, please be advised that we require the sockets (meter pans) be **permanently** marked with the **911 address** if available or the **unit number** to correctly identify the meter placement.

Thank you for your help. We look forward to working with you in this project.