



To whom it may concern:

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 one (1) Electronic Copy of the “County Approved” Subdivision Drawings and a copy of the AutoCAD drawings. Please note the following important details that must be included in your package to Delaware Electric Cooperative (DEC):

- **County Recorded and Stamped 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.
- **2007 AutoCAD Drawing Format in Layers to be included & limited to: DE State Plane Coordinates NAD 83 System Format** -Streets, Road, Storm Water Infrastructure, 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). Please note that because of the spatial requirements of NAD 83, please remove any errant tables, blocks, indexes, external references or drawings that are not part of the development layout.

The required information can be emailed to: Ryan Shockley ([rshockley@delaware.coop](mailto:rshockley@delaware.coop))  
Mailing Address: 14198 Sussex Highway, 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 information is as follows: **DEC Engineering Dept.; 855-DEC-9090 ext. 258**; DEC Engineering FAX: 302-349-5891.

Once the property markers are placed, the preferred location of DEC electrical equipment is marked, and the grading is within six inches (6") of final grade, please contact us to 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 available before construction can start. Also, we will no longer begin installing wire until the entire phase as listed in the Development Lot Contract is within six inches of final grade. Please keep this in mind when applying.

Prior to installing the services to the individual lots in your development, please forward a list of the 911 service addresses with a 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.