

## ELECTRIC POLICIES AND PROCEDURES FOR CITIZENS

### **Tree Clearance on private property**

In no case shall the Marlow Electric Department remove trees on private property. The cutting of limbs for creating a proper clearance (up to 15 foot) of service lines that have been tied to a power outage shall be part of the department's scope. There are limitations pertaining to each case, and the cutting of a tree on neighboring property must have approval of that property owner prior to that type of maintenance. Limitations can include the ability to enter a property. In most cases, major tree trimming shall be handled by the property owner at the owner's expense. The Marlow Electric Department shall go on private property to remove limbs or other foreign objects from service lines in an effort to restore power, or to prevent an outage.

### **Tree-trimming perimeter in easement**

The Marlow Electric Department requires tree trimming to continue reliable service. In utility easements, including streets and alleys, Marlow Electric employees, or contract labor designated by the city, will trim up to 15 foot around power and distribution lines in an effort to prevent limb-based outages. In no case will Electric employees, or the designated contract labor, remove excess limbs or cut down trees outside of the stated requirement.

Should citizens desire a tree to be cut down and removed, it shall be the responsibility of the citizen to complete that task, and it shall be at the citizen's expense.

### **Three-Phase Service**

In most cases, single-phase service is available throughout the Marlow Electric Department service area. The connection to this service shall be provided at no cost.

If three-phase service is required or requested, the connection will be provided at cost of materials to include poles, wire, transformers, and other items necessary, plus a 25% upcharge to cover labor. This cost will be determined and paid before service is built.

### **Services outside of city limits**

Establishment of service to any customer located out of the corporate city limits of Marlow shall pay the cost of the service connection including poles, wire and transformers, plus a 25% upcharge to cover labor costs. Any determination of city limits shall rest with the city, and annexation may be required according to city ordinances.

No service will be installed until payment is made. Payment or approval for annexation must be made before service is installed.