



## REQUESTING NEW SERVICE FROM FELPS

Here are the steps and the requirements for getting **new or upgraded** service from the Floresville Electric Light and Power System (FELPS).

- CUSTOMER:** Fill out the attached *New Service Application* and submit it with these documents:

  - NEW SERVICE APPLICATION*
  - Copy of the Property Deed
  - Tax Exempt form if you are claiming tax exemption from the state.

by **Email:** [newconstruction@felps.us](mailto:newconstruction@felps.us) and include all attachments  
**In Person** at the FELPS office at 187 State Highway 97 E, Floresville, TX,  
**Mail:** FELPS, Attn: Customer Service, 187 State Highway 97 E, Floresville, TX 78114
- FELPS:** A FELPS Line Designer will contact you to set up an appointment to meet you at the property to finalize requirements, determine the location for our lines, and equipment and identify right-of-way clearing requirements.
- FELPS:** The FELPS line designer will provide you the Line Cost for your new service and the easement requirements for placing our equipment on your property. FELPS requires a 30 foot property easement to allow us to install and maintain our equipment, which includes trimming trees around our lines. **Easements may also be required from adjoining property owners if the new line will run through, or along their property line. You will be responsible for working with your neighbor(s) to get the easements signed by them.** Your FELPS Line Designer will provide you the required easement documents along with your Line Cost.
- CUSTOMER:** To proceed with getting new service, you must pay your portion of the line cost and return all signed and notarized easements, including those from adjoining property owners, before we can begin construction. At this time, you will also need to set up your electric account. A security deposit may be required.

  - Line Cost Payment
  - All signed and notarized easements
  - Meter Application
  - Security Deposit
- CUSTOMER:** You or your electrician may pick up your meter can from the FELPS office any time after your LCP is paid. Our office hours are Monday-Friday from 8:00-4:15.
- FELPS:** The FELPS line designer will finalize the design, and stake the locations on the property.
- FELPS:** The job will be scheduled with our construction crew, and will generally be started within two weeks of the date the customer made payment and provided all easements.
- CUSTOMER:** Once your electrician has completed your meter loop, call the FELPS Customer Service at 830-216-700 sub-option 1 to have the meter loop inspected and service connected.

# NEW SERVICE APPLICATION

THIS FORM MUST BE COMPLETED AND RETURNED WITH THE FOLLOWING ITEMS:

- Tax Exempt form if claiming tax exemption
- Copy of landowner's deed

WHAT TYPE OF SERVICE ARE YOU REQUESTING?

- Residential
- Security Light Only
- Commercial / Non-residential

DO YOU HAVE SERVICE WITH FELPS OR HAVE YOU EVER HAD SERVICE WITH FELPS?

- Yes Under what Name? \_\_\_\_\_
- No

## CUSTOMER INFORMATION

Customer Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
\_\_\_\_\_

E-mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Who should we contact \_\_\_\_\_  
to meet at the location? (Name and phone number)

*Tax ID number or Social Security number will be required when the electric account is established.*

## ELECTRICIAN

Electrician Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**PROPERTY INFORMATION**

New Service Address: \_\_\_\_\_  
\_\_\_\_\_

Subdivision/Lot #: \_\_\_\_\_

Are you the owner of the property?  Yes  No

If not, please provide the owner's name and address.

\_\_\_\_\_  
\_\_\_\_\_

**TYPE OF SERVICE**

**COMPLETE THIS SECTION FOR RESIDENTIAL SERVICE**

Do you currently have electric service at this location?  Yes  No

If yes, are you?  Replacing  Upgrading

What will you be serving at this location?

- House Square Feet? \_\_\_\_\_
- Workshop/Garage adjacent to home Square Feet? \_\_\_\_\_
- Mobile Home Square Feet? \_\_\_\_\_
- Residential Irrigation Pump Pump Size? \_\_\_\_\_

Are any other services to be connected to this meter (pool, outbuilding, RV service, etc.)?  Yes  No

Do you intend to have Underground Electric Utilities or Overhead?  Underground  Overhead

**COMPLETE THIS SECTION FOR COMMERCIAL OR NON-RESIDENTIAL SERVICE**

Do you currently have electric service at this location?  Yes  No

If yes, are you?  Replacing  Upgrading

**What type of building will this service?**

- Apartments  Industrial/Manufacturing
- Retail building  Large non-industrial Building; what type? \_\_\_\_\_
- Restaurant  Hotel  Other \_\_\_\_\_

Building Size (SqFt) \_\_\_\_\_

**Or other type of service?**

- Oil Field       Irrigation       RV/Camper Park

Do you intend to have Underground Electric Utilities or Overhead?     Underground       Overhead

**TYPE OF LOAD**

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**Please check one of the following to identify the total amperage of what your service entrance will be wired for. If you're a three phase customer please select the amperage and voltage.**

**Residential Customer**

- Residential 100 Amp Single Phase (Typical)       Residential 200 Amp Single Phase (Typical)  
 Residential 320 Amp Single Phase (Non Typical)       Residential 400 plus Amp Single Phase (Non Typical)

**Commercial/Industrial Customer**

- Commercial 200 Amp Single Phase Phase       Commercial 200 Plus Amp Single Phase  
 Commercial 200 Amp Three Phase Three Phase       Commercial 225 Amp to 800 Amp  
     120/240     120/208     277/480       120/240     120/208     277/480  
 Commercial 800 Plus Amp Three Phase  
     120/240     120/208     277/480

**REMITANCE INSTRUCTIONS**

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**Please submit the New Service Application back to FELPS in one of the following formats:**

- Email: [customerservice@felps.us](mailto:customerservice@felps.us) and include all attachments
- In Person: at our office in Floresville (187 State Highway 97 E, Floresville, TX 78114)
- By Mail: FELPS, Attn: Customer Service, 187 State Highway 97 E, Floresville, TX 78114



**FLORESVILLE ELECTRIC LIGHT & POWER SYSTEM**

**Release of Liability for Floresville Electric Light & Power System (FELPS) to  
Complete Work on Private Property at Request of the Property Owner**

The property owner (Grantor) located at \_\_\_\_\_ (Physical Service Address) warrants that, to the best of their knowledge, the proposed electric distribution line route or Easement is free of underground structures and/or utilities, including but not limited to water, sewer, gas, telephone, cable, etc. The property owner will locate, or cause to be located, and reasonably mark all known underground structures and/or utilities along the proposed electric distribution line route or Easement where excavation of the ground is needed for the purposes of setting poles, anchors, conduits, or other electric distribution materials. This Release of Liability also applies to FELPS' vehicles and equipment traveling across customer's property. Should FELPS damage or otherwise excavate an incorrectly marked or unmarked underground structure, utility, or similar unmarked facility, the Grantor shall assume all liability and agree to save and hold harmless FELPS from any and all damages except those arising out of gross negligence of FELPS.

SIGNED AND AGREED TO THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

X \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Floresville Electric Light & Power System

By: \_\_\_\_\_