



TO: Customer Engineering Customers

SUBJECT: Utility Preliminary Plan Review (UPPR) Meetings

REVISED: October 16, 2018

Purpose:

In response to requests from our customers to establish a defined process for preliminary utility plan reviews, CPS Energy provides a Utility Preliminary Plan Review (UPPR) process for developers. UPPR meetings provide customers with the opportunity to meet with CPS Energy staff to discuss the provision of electric and gas utilities related to future development projects. The meeting is comparable to the preliminary development plan review meetings offered by the City of San Antonio, but focuses on the provision of electric and gas service to the project. This meeting will assist the owner and design team to identify items that need to be addressed or modified prior to submitting a complete work request application to CPS Energy. It is requested that, prior to the meeting, the applicant provide a site plan, conceptual elevations, photographs, survey, and estimated electric and gas loads.

Procedure:

The following procedure has been developed for the UPPR process:

1. To schedule a UPPR, submit this form via email to UPPR@cpsenergy.com or hand-deliver to:

CPS Energy
Attn: Utility Preliminary Plan Review (UPPR)
17281 N. Green Mountain Rd., San Antonio, TX 78247
2. The customer shall indicate on the UPPR Request Form which CPS Energy Departments that the customer would like to attend this meeting. There is no fee for the designated Customer Engineering department(s) to attend.
3. A CPS Energy representative will contact the applicant via email with the scheduled date and time for the meeting along with any proposed additions or deletions from the requested departments.
4. UPPR meetings are scheduled for one (1) hour and customers are requested to arrive promptly at the schedule time for the meeting as the meeting will not be extended past the original end time due to the customer arriving late
5. Customer are responsible with managing the meeting agenda and discussion to meet the time frame allotted. If it is anticipated that more time is needed, additional UPPR meetings may be requested.

6. Customers are asked to provide **at least 24 hours of advance notice** if they wish to reschedule or cancel a UPPR meeting.
7. Customers are asked to submit a meeting agenda, project site plan, estimated electric and gas loads, aerial photographs or any other supporting materials for the UPPR meeting to the CPS Energy representative **at least five (5) days in advance** of the UPPR. The proposed agenda is to be submitted via email at UPPR@cpsenergy.com and clearly reference the assigned UPPR Number and provided Project Name.
8. All UPPR meetings will be held at the CPS Energy Office located at **17281 N. Green Mountain Rd., San Antonio, TX 78247**, unless designated otherwise in writing.
9. Please note that CPS Energy staff **will not** grant formal approval for the final design of any part of the development project during the UPPR meeting.

Should you have any questions regarding the Utility Preliminary Plan Review (UPPR) meeting process, please contact Kenneth Gunn at (210) 353-2615 or email at UPPR@cpsenergy.com.

Note: Utility Preliminary Plan Review Request Form on next page

