



TO: Customer Engineering Customers

SUBJECT: Preliminary Utility Plan Review Meetings

REVISED: December 1, 2016

Purpose:

In response to requests from our customers to establish a defined process for preliminary utility plan reviews, CPS Energy provides a Preliminary Utility Plan Review (PUPR) process for developers. This new voluntary process provides 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 process is comparable to the preliminary development plan review meetings offered by the City of San Antonio. The meetings 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 recommended that, prior to the meeting, the applicant provide a site plan, conceptual elevations, photographs, survey, and potential electric and gas loads. The hourly fee per requested department is based solely on cost recovery.

Procedure:

The following procedure has been developed for the PUPR process:

1. In order to schedule a PUPR, submit a **PUPR Request Form** via email at ce@cpsenergy.com or hand-delivery to:

CPS Energy
Attn: Preliminary Utility Plan Review (PUPR)
17281 N. Green Mountain Rd., San Antonio, TX 78247

2. PUPR Request Form shall be filled out completely and shall be signed by the person requesting the PUPR meeting.
3. The PUPR Request Form shall include check marks next to all the departments that the customer would like to attend the PUPR.
4. There is a **non-refundable \$130.00 per hour (1-hr minimum/2-hr maximum) fee for each department that attends each PUPR meeting.** For example, if the Distribution Planning, ROW Management and OH Engineering departments are requested to attend, the PUPR fee is \$390.00 (\$130.00 x 3) for one (1) hour. There is no fee for the designated Customer Engineering Section to attend.
5. 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.

6. **Payment of the PUPR fee is required five (5) days prior to the meeting date.** Payment options are through an established ACH open account or in person at, or by mail to any of the following Customer Service Centers:

Southside Customer Service Center
660 SW Military Dr, San Antonio TX 78221

Westside Customer Service Center
803 Castroville Rd Suite 406, San Antonio TX 78237

Northside Customer Service Center
7000 San Pedro, San Antonio TX 78216

Eastside Customer Service Center
4525 Rigsby Rd Suite 112, San Antonio TX 78222

7. Rescheduling a meeting is permitted with no new payment of fees, provided notice is received **at least 24 hours in advance** of the scheduled PUPR meeting date.
8. The customer shall submit an agenda for the PUPR meeting to the CPS Energy representative **at least five (5) days in advance** of the PUPR. The proposed agenda is to be submitted via email at ce@cpsenergy.com and clearly reference the assigned PUPR Number and provided Project Name.
9. All PUPR meetings will be held at the CPS Energy Offices located at **17281 N. Green Mountain Rd., San Antonio, TX 78247**, unless designated otherwise in writing.
10. Each PUPR meeting is a one (1) hour minimum and a two (2) hour maximum. If it is anticipated that more time is needed, additional PUPR meetings are to be requested. It is up to the customer to manage the meeting agenda and discussion to meet the time frame allotted. The customer(s) should plan to arrive at the meeting location approximately ten (10) minutes prior to the PUPR meeting start time. The PUPR meeting will not be extended past the original end time due to the customer arriving late.
11. CPS Energy staff **will not** grant formal approval for the final design of any part of the development project during the PUPR meeting.

We hope this customer service initiative will help you identify and address future development concerns prior to submitting your application for service, which should assist in meeting your development goals.

Should you have any questions regarding the Preliminary Utility Plan Review (PUPR) meeting process, please contact a Customer Engineering representative at (210) 353-4050.



**CUSTOMER ENGINEERING DEPARTMENT
17281 N. Green Mountain Rd., San Antonio, TX 78247**

PRELIMINARY UTILITY PLAN REVIEW REQUEST FORM

Project Name:

**Project Address and
Legal Description:**

Project Acreage/Bld Sq Ft:

Project Description:

PUPR REQUEST BY:

Name:

Company:

Address:

City, State, Zip:

Tel #:

Email:

Signature:

Please check the departments you would like present at the meeting. Note that there is a \$130.00 per hour (1-hr. minimum/2-hr. maximum) fee for each department that attends each PUPR meeting. The fee is to be paid five (5) days prior to the meeting. There is no fee for the designated Customer Engineering Section to attend. A description of the scope of work each department handles are as follows: Gas Engineering(Gas main extensions greater than 1000ft and loads greater than 5000CFH), Overhead Engineering(Reduction or removal of overhead easements), Distribution Engineering(Large master developments, Nonstandard electric facilities installations and duplicate feeds), Transmission Engineering (Any development in conflict with existing transmission facilities), Underground Engineering(Large Master Developments involving three phase underground facilities), ROW Management(Any easement issues or concerns), Downtown Network(Any development located in the downtown network area).

Gas Engineering

Distribution Planning

ROW Management

Transmission Engineering

Overhead Engineering

Underground Engineering

Downtown Network

Note: An agenda, site plan, aerial or any supporting plans for the PUPR meeting is required to be submitted to CPS Energy at the time the application is submitted. Please submit via email to ce@cpsenergy.com