MULTI-FAMILY APPLICATION

Use this application to request construction service for a residential complex with 5 or more meters on a single address/ property.

To help us process your application efficiently, please provide all requested information. Missing information may result in delays. If you have any questions or need assistance you may call (210) 353-4050.

Electronically (Preferred)		Or By Hand Delivery
• Register and apply online: Construction & Renovation Web Portal ***OR*** • Email this completed form to: Multifamily-CE@CPSenergy.com	CPS Energy Attn: Multi-Family Development Customer Design & Delivery PO Box 1771 Mail Drop #RT0401 San Antonio, TX 78296-1771	Southside Customer Service Center 660 SW Military Dr. Suite X San Antonio, Texas 78221

Do you have an existing meter that needs to be energized? (ex: move-in, establishing monthly usage account)?

If you selected YES, do not proceed with application. Call Customer Service for assistance at 210-353-2222.

Is this a request for new build, service upgrade, or meter relocation? ☐ YES ☐ NO

Do you have an existing meter to be temporarily turned off while you perform work? ☐ YES ☐ NO

Have you already had a Utility Preliminary Plan Review meeting with CPS Energy? ☐ YES ☐ NO

Federal, Joint Base San Antonio (JBSA), or Port of San Antonio Project: ☐ YES ☐ NO

If yes, specify which location _____

To request a meeting, use the Construction & Renovation Web Portal or UPPR Meeting Request Form

PROPERTY OWNERSHIP TYPE

Please indicate the intended use of the dwellings within this development:

☐ Rental Property (the units will be rented to tenants)
☐ For Sale (the units will be sold separately to individual buyers)

GENERAL PROJECT INFORMATION

Application Date:_____ Start Date (site work): _____ *Requested Energize Date: _____

Apartment/Project Name: _____

* *Note: Your service start date will depend on the complexity of this selected object and completion of your responsibilities described in the Construction & Renovation Step by Step Process.*

SERVICE ADDRESS

Please read the following information before proceeding:

- A complete and accurate service address is required before service may be installed.
- The **City of San Antonio** assigns addresses within city limits. A service address must be assigned prior to the installation of an electric or gas service. An Address Verification Letter may be required if service address is not verifiable. This letter is supplied by the City of San Antonio.
- For an assignment of a new address or for an Address Verification Letter, you can submit the form by clicking on the following link: https://docsonline.sanantonio.gov/FileUploads/dsd/RequestforAddress.pdf and submitting to the City of San Antonio's Development Services Addressing Team, either in person at 1901 S Alamo or via email at dsd.addressing@sanantonio.gov. For further information, please contact their Land Entitlements Addressing Team (210) 207-1111.
- **Incorporated cities** that assign their own addresses are: Alamo Heights, Balcones Heights, Castle Hills, Hill Country Village, Hollywood Park, Leon Valley, Live Oak, Lytle (Medina County), Olmos Park, Schertz, Terrell Hills, Universal City (commercial only), and Windcrest.
    - **Important:** For addresses in an incorporated city, an Address Verification Letter may be required if service address is not found in our system. This letter is supplied by the incorporated city.

  For additional information, click on link:
  https://www.cpsenergy.com/content/dam/corporate/en/Documents/CSI/General%20Addressing%20Information.pdf
- **Bexar County** - CPS Energy assigns addresses outside of city limits
    - **Important:** If the address is outside of city limits one of the following documents are required to assign your address:
        - Property survey ***OR***
        - Plat with legal description
        - **EXTRATERRITORIAL JURISDICTION (ETJ) APPROVAL / CERTIFICATE OF DETERMINATION**: If your site is outside San Antonio city limits, you may still be within San Antonio's ETJ. Please confirm your site location as per City of San Antonio ETJ boundary map: Extraterritorial Jurisdiction (ETJ) - City of San Antonio.

          If your site is within the ETJ, contact the City of San Antonio Business Services Center (One Stop) prior to obtaining any other releases for electrical service:
          1901 S. Alamo St., San Antonio, TX 78204 (210) 207-1111

Provide new address for service request:

Address:_____

City:_____ Zip Code:_____

Is development within a municipality? ☐ Yes ☐ No If yes, which municipality? _____

CONTACTS

***Primary Contact Name**: _____ Company / Title:_____

**Primary Contact will receive status updates as the work progresses and will be contacted if additional information is needed.*

Phone: _____ Email: _____

Property Owner Name (if different from applicant): _____

Phone: _____ Email: _____

Engineer: _____

Phone: _____ Email: _____

Electrician: _____

Phone: _____ Email: _____

Plumber:_____

Phone: _____ Email: _____

NEW SERVICE REQUEST

Please select all applicable installation options from the following categories:

Service Voltage Requested

- ☐ 120/240 V (1-phase)
- ☐ 120/208 V (3-phase)
- ☐ 277/480 V (3-phase)

Requested Service Type

- ☐ Permanent Electric Service
- ☐ Temporary Electric Service
- ☐ Gas Service

Soil Conditions

- ☐ Dirt
- ☐ Sand
- ☐ Rock

Avg Sq Ft per Unit: _____ Total number of Units:_____

Additional power needed for: ☐ Entry Gate ☐ Amenity Center ☐ Electric Vehicle Charging

Requesting Streetlights: ☐ Yes ☐ No

If yes: ☐ Solar ☐ Underground ☐ Overhead Number of Lights_____

Please click on Distributed Generation and Rooftop Solar links for additional information if considering for your project.

Is there any existing CPS Energy Infrastructure to be removed from the project site? ☐ Yes ☐ No

If Yes: ☐ Remove ☐ Relocate ☐ Electric ☐ Gas ☐ Temp Electric ☐ Lights

Infrastructure to be installed by: ☐ CPS Energy ☐ Developer

Install: ☐ Overhead ☐ Underground

ADDITIONAL COMMENTS

BILLING INFORMATION

*Billing Name:_____

(Party responsible for invoice payment)

Phone:_____ Email:_____

Billing Address: _____ Apt/Unit # _____

City:_____ State:____ Zip Code _____

Billing Tax ID #: _____ ☐ Tax Exempt – attach form:

(*EIN/SS/TDL number)* *https://comptroller.texas.gov/forms/01-339.pdf)*

STREETLIGHTS BILLING INFORMATION (*if different*)

*Billing Name:_____

(Party responsible for invoice payment)

Phone:_____ Email:_____

Billing Address: _____ Apt/Unit # _____

City:_____ State:____ Zip Code _____

Billing Tax ID #: _____ ☐ Tax Exempt – attach form:

(*EIN/SS/TDL number)* *https://comptroller.texas.gov/forms/01-339.pdf)*

AUTHORIZATION

The undersigned is submitting a completed application and requests CPS Energy to provide electric and/or gas service.

_____ _____

Name Date

APPLICATION ATTACHMENT CHECKLIST

The following attachments are required to be submitted with the application. Please note that your application will be "on hold" until all required documents are received.

***Note:** CAD file* (.dwg) *needs to be 2007 version or older.*

- Electric/Gas Utility Plan - Signed& Sealed (CAD & PDF Files)
- Electric/Gas One-Line Diagram- Signed & Sealed (PDF File)
- Panel Schedules- Signed & Sealed (PDF File)
- Unit Matrix
- Plat & Address Plat

*The following items may be required at a later time, determined by your designer. If they have been completed, please submit with the application.

- Customer Environmental Requirements Checklist
- Grading Plans
- Buildings, Edge of Pavement, Building Numbers/Letters (CAD File)
- Site Plan with Easements Identified (PDF File)
- A surveyed drawing signed and sealed metes and bounds of the proper easement size, as specified by the facility design.
- Easement document, signed by the property owner or authorized representative and notarized that must be presented to the CPS Agent (Agent) before energizing the meter

CUSTOMER ENVIRONMENTAL REQUIREMENTS CHECKLIST

All construction work performed by CPS Energy in providing service to our customers must comply with all applicable environmental regulations. *This checklist should be completed and submitted with the appropriate service application in order to avoid any potential delays in processing your request.* Please note that your application will be "on hold" until all required documents are received.

Project Address: _____

Please check the box that applies for each Environmental Category based on your Service Request Type:

Service Request Types:
Residential Services (RS), Small Commercial (overhead transformers) (SC), Residential Development (RD), Multi-Family (MF), Large Commercial (padmount transformers) (LC)

Service Request Type	Environmental Category	Environmental Form *(To be submitted after the application)*	Applicable	Not Applicable
RS, SC, RD, MF, LC	**Storm Water Pollution Prevention** *(Soil disturbance for all aspects of the development is **greater than 1 acre**)*	***PDF and CAD file*** with existing erosion controls when CPS Energy work is within an existing "Common Plan of Development" **Bexar County Storm Water Quality (SWQ) Permit** when project is within the unincorporated areas of Bexar County. SWQ Permit should include CPS Energy onsite and offsite work (electric and gas)	☐	☐
RS, SC, RD, MF, LC	**Edwards Aquifer** *(Excavation within the Recharge Zone **or** 5 acres of disturbance within the Contributing Zone)*	Texas Commission on Environmental Quality (TCEQ) ***approval letter*** of the project's Water Pollution Abatement Plan (WPAP for the Recharge Zone) ***or*** the TCEQ Contributing Zone Plan (CZP) ***approval letter***	☐	☐
RS, SC, RD, MF, LC	**Cultural and Historic Resources** (Work within the Mission District, a River Improvement Overlay District, Historic Landmark, ***or*** a Historical District)	Cultural and Historic Resources **Letter *and* Certificate** of Appropriateness https://www.sanantonio.gov/historic/About-Us https://gis.sanantonio.gov/OHP/explorer/index.html	☐	☐
RD, MF, LC	**Endangered Species Act** (Karst Zones 1, 2, 3 and 4)	Habitat Compliance **Form** https://www.fws.gov/library/collections/terrestrial-karst-invertebrates	☐	☐
RD, MF, LC	**Endangered Species Act** (Songbirds)	Habitat Compliance **Form *and*** Tree **Permit *or*** Tree **Affidavit** http://tpwd.texas.gov/gis/rtest	☐	☐
RD, MF, LC	**Waters of the US** (CPS Energy work requires trenching within a drainage way ***or*** 100-year flood plain)	Individual or Nationwide **Permit and** Flood Plain Development **Permit**	☐	☐