RESIDENTIAL DEVELOPMENT APPLICATION

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.If project is for RV site development, please use the **Commercial Services** application.

Electronically (Preferred)	***OR* by Mail**	***OR* by Hand Delivery**
• Register and apply online: Construction & Renovation Web Portal ***OR*** • Email this completed form to: Subdivision@CPSenergy.com	CPS Energy Attn: Customer Design & Delivery P.O. Box 1771 Mail Drop #RT0901 San Antonio, Texas 78296-1771	Southside Customer Service Center 660 SW Military Dr. Suite X San Antonio, Texas 78221

INDIVIDUAL SUBMITTING APPLICATION

Application Date: _____

Name:_____ Company:_____

Phone:_____ Email: _____

GENERAL INFORMATION

Subdivision/Project Name: _____

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

Developer Name:_____

Phone:_____ Email:_____

Engineer Name:_____

Phone: _____ Email:_____

Additional Contact Name:_____

Phone:_____ Email:_____

Billing Name:_____ Phone:_____

Billing Address:_____ Billing Tax ID: _____ _____

**Note: Requested Energize Date will depend on the complexity of your project and the completion of your responsibilities described in the Construction & Renovation Step-by-Step Process.*

PROJECT TYPE (5 DWELLINGS OR MORE)

Please choose one:

☐ Residential Development ☐ Manufactured Homes Development ☐ Duplexes ☐ Triplexes

☐ Mixed Residential Development Use (duplexes, triplexes, quadplexes, etc. all together)

Total Number of Lots: _____ Total Number of Dwellings: _____ Avg Sq Ft per Dwelling: _____

Federal, Joint Base San Antonio (JBSA), or Port of San Antonio Project: ☐ Yes ☐ No

If yes, specify which location _____

PROPERTY OWNERSHIP TYPE

Please indicate the intended use of the dwelling within this property:

☐ Rental Property (the units will be rented to tenants)

☐ For Sale (the units will be sold separately to individual buyers)

SUBDIVISION LOCATION

Location/Nearest Intersection: _____

Subdivision Zip Code: _____ County: _____

Subdivision Municipality (if applicable): _____

SUBDIVISION INFRASTRUCTURE REQUEST

Infrastructure to be installed by: ☐ CPS ☐ Developer

Type of Service (please choose one): ☐ Electric & Gas ☐ Electric Only ☐ Gas Only

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

Estimated Service Voltage per Lot: _____

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

Soil condition present at the site (please choose one): ☐ Dirt ☐ Sand ☐ Rock ☐ Hard Rock

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

STREET LIGHTS

Requesting streetlights? ☐ Yes ☐ No

If yes: ☐ Solar ☐ Underground Number of Lights _____

Type of streets in subdivision/project: ☐ Public ☐ Private

If both, please explain: _____

Billing Name for Streetlights: _____ Phone: _____

Billing Address: _____ Billing Tax ID: _____

ADDITIONAL COMMENTS

APPLICATION ATTACHMENT CHECKLIST

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

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

- ☐ Tree Affidavit
- ☐ Customer Environmental Requirements Checklist (attached)
- ☐ Utility Plan (PDF file)
- ☐ Subdivision Plat (PDF file)
- ☐ Subdivision Plat with Easements Identified (CAD file)
- ☐ Streetlight Authorization Letter from Municipality (if applicable) *
- ☐ Habitat Compliance Form

*** For COSA only** - Preliminarily approved utility plan with streetlight type and locations is acceptable to initiate design. An authorization letter is required to be submitted prior to release of contract and invoice.

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

- ☐ A surveyed drawing signed and sealed metes and bounds of the proper easement size, as specified by the facility design.
- ☐ Property owner's contact information (phone number and email address)
- ☐ Easement document, signed by the property owner or authorized representative and notarized, 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**	☐	☐

Federal, Joint Base San Antonio (JBSA), or Port of San Antonio Project: ☐ Yes ☐ No