



## MULTI-FAMILY APPLICATION

To help us process your application efficiently, please provide all requested information. Missing information may result in delays.

Electronically (Preferred)	By Mail	By Hand Delivery
<ul style="list-style-type: none"> <li>Submit your application and monitor the status of it and any associated work requests at <a href="#">Construction web portal</a></li> <li><b>OR</b></li> <li>Send this form as an email attachment to <a href="mailto:Multifamily-CE@cpsenergy.com">Multifamily-CE@cpsenergy.com</a></li> </ul>	CPS Energy Attn: Multi-Family Development Customer Engineering PO Box 1771 Mail Drop #260105 San Antonio, TX 78296-1771	<ul style="list-style-type: none"> <li>17281 N. Green Mountain Rd San Antonio, Texas 78247</li> <li><b>OR</b></li> <li>7814 S. Zarzamora Street #3 San Antonio, Texas 78224</li> </ul>

If you have any questions or need assistance you may call (210) 353-4050.

### GENERAL INFORMATION

Application Date: \_\_\_\_\_ Anticipated Customer Construction Start Date: \_\_\_\_\_

Requested CPS Energy Energize Date: \_\_\_\_\_

**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.**

Apartment/Project Name: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Developer: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\*Primary Contact will receive status updates as the work progresses and will be contacted in the case that additional information is needed.

Have you already had a Utility Preliminary Plan Review meeting with CPS Energy? \_\_\_\_\_ To request a meeting, go to:

<https://cpsenergy.com/content/dam/corporate/en/Documents/CustomerEngineering/UPPR%20Memo%20and%20Form.pdf>

## 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](mailto:dsd.addressing@sanantonio.gov). For further information, please contact their Land Entitlements Addressing Team at (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 you are outside San Antonio city limits, you may still be within San Antonio's ETJ. It is suggested that you contact the Development Services Department of the City of San Antonio prior to obtaining any other releases for electrical service. Please contact the City of San Antonio at the Business and Development Services building, 1901 S. Alamo St. (210) 207-1111.

Provide new address for service request:

Address: \_\_\_\_\_ Total Number of Units: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Average Square Feet per Unit: \_\_\_\_\_

Is development within a municipality? \_\_\_\_\_ If so, which municipality? \_\_\_\_\_

**NEW SERVICE REQUEST**

Please select all applicable installation options from the following categories.

Service Voltage Requested	Requested Service Type	Soil Conditions
<input type="checkbox"/> 120/240 V (1-phase)	<input type="checkbox"/> Permanent Electric Service	<input type="checkbox"/> Dirt
<input type="checkbox"/> 120/208 V (3-phase)	<input type="checkbox"/> Temporary Electric Service	<input type="checkbox"/> Sand
<input type="checkbox"/> 277/480 V (3-phase)	<input type="checkbox"/> Gas Service	<input type="checkbox"/> Rock

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

Infrastructure to be installed by:  CPS Energy  Developer

Will installation be:  Overhead  Underground

**ADDITIONAL COMMENTS**

(Enter information)

**BILLING INFORMATION**

Billing Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Billing Address: \_\_\_\_\_ Apt/Unit #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Billing Tax ID # \_\_\_\_\_

Tax Exempt (If Tax Exempt attach form 01-339 from the Texas Comptroller  
(<https://comptroller.texas.gov/forms/01-339.pdf>)

**STREETLIGHTS**

Requesting Streetlights?  Yes  No      Requesting All Night Security Lights (ANSLS)?  Yes  No

If yes, type of streetlights or ANSLs:  Overhead  Underground

Billing Name for Streetlights/ANSLS: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Billing Tax ID# \_\_\_\_\_

Tax Exempt (If Tax Exempt attach form 01-339 from the Texas Comptroller  
(<https://comptroller.texas.gov/forms/01-339.pdf>)



**APPLICATION ATTACHMENT CHECKLIST**

The following attachments are required to be submitted with the application to initiate design.

\*Note: CAD file needs to be 2007 version or older.

- Electric/Gas Utility Plan - Signed & Sealed (CAD & PDF Files)  Yes  No
- Electric/Gas One-Line Diagram - Signed & Sealed (PDF File)  Yes  No
- Panel Schedules- Signed & Sealed (PDF File)  Yes  No
- Unit Matrix  Yes  No
- Plat & Address Plat  Yes  No

\*The following items will be required at a later time, determined by your designer. If they have been completed, they can accompany application.

- Customer Environmental Requirements Checklist  Yes  No
- Mechanical Plan  Yes  No
- Buildings, Edge of Pavement, Building Numbers/Letters (CAD File)  Yes  No
- Site Plan with Easements Identified (PDF File)  Yes  No
- A surveyed drawing signed and sealed metes and bounds of the proper easement size, as specified by the facility design.  Yes  No
- Property owner's contact information (phone number and email address)  Yes  No
- 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  Yes  No

**AUTHORIZATION**

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

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Date**

## 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. Additional information may be required depending on the project scope of work.*

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

Service Request Type	Environmental Category	Environmental Form <i>(To be submitted <u>after</u> the application)</i>	Applicable	Not Applicable
<b>RS, SC, RD, MF, LC</b>	<b>Storm Water Pollution Prevention</b> <i>(Soil disturbance for all aspects of the development is <b>greater than 1 acre</b>)</i>	PDF and CAD file with existing erosion controls when CPS Energy work is within an existing "Common Plan of Development"	<input type="checkbox"/>	<input type="checkbox"/>
<b>RS, SC, RD, MF, LC</b>	<b>Edwards Aquifer</b> <i>(Excavation within the Recharge Zone <b>or</b> 5 acres of disturbance within the Contributing Zone)</i>	Texas Commission on Environmental Quality (TCEQ) <b>approval letter</b> of the project's Water Pollution Abatement Plan (WPAP for the Recharge Zone) <b>or</b> the TCEQ Contributing Zone Plan (CZP) <b>approval letter</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RS, SC, RD, MF, LC</b>	<b>Cultural and Historic Resources</b> (Work within the Mission District, a River Improvement Overlay District, Historic Landmark, <b>or</b> a Historical District)	Cultural and Historic Resources <b>Letter and Certificate</b> of Appropriateness  <a href="https://www.sanantonio.gov/historic/About-Us">https://www.sanantonio.gov/historic/About-Us</a>  <a href="https://qagis.sanantonio.gov/ohpsearch/viewer/view.html">https://qagis.sanantonio.gov/ohpsearch/viewer/view.html</a>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RD, MF, LC</b>	<b>Endangered Species Act</b> (Karst Zones 1, 2, 3 and 4)	Habitat Compliance <b>Form</b> <a href="https://www.fws.gov/southwest/es/AustinTexas/Maps_Data.html">https://www.fws.gov/southwest/es/AustinTexas/Maps_Data.html</a>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RD, MF, LC</b>	<b>Endangered Species Act</b> (Songbirds)	Habitat Compliance <b>Form and Tree Permit or Tree Affidavit</b> <a href="http://tpwd.texas.gov/gis/rtest">http://tpwd.texas.gov/gis/rtest</a>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RD, MF, LC</b>	<b>Waters of the US</b> (CPS Energy work requires trenching within a drainage way <b>or</b> 100-year flood plain)	Individual or Nationwide <b>Permit and Flood Plain Development Permit</b>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

Date: \_\_\_\_\_