



## RESIDENTIAL DEVELOPMENT APPLICATION

Have you already scheduled a Utility Preliminary Plan Review meeting with CPS Energy? To request a meeting prior to application, go to: [Utility Preliminary Plan Review \(UPPR\) Request](#)

Developers have the option to complete and submit this application via the Construction web portal at [Construction web portal](#) or **in person** at 17281 N. Green Mountain Rd., San Antonio, Texas 78247. Assistance can be received by phone at [\(210\) 353-4050](#). Use this application for the listed **Project Types** below. To better assist you, please fill in all fields (enter N/A if not applicable). An incomplete application may delay your project.

### GENERAL INFORMATION

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

Anticipated Customer Construction Start Date (site work): \_\_\_\_\_

Subdivision/Project Name: \_\_\_\_\_

Location/Nearest Intersection: \_\_\_\_\_

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 LOTS OR MORE)

(Please choose one)

- Residential Development     Manufactured Homes Development     Duplexes     Triplexes  
 Mixed Residential Development Use (duplexes, triplexes, quadplexes, etc. all together)

**SUBDIVISION LOCATION**

Subdivision Zip Code: \_\_\_\_\_ Total Number of Lots: \_\_\_\_\_  Zero lot line

County: \_\_\_\_\_ Average Square Feet per Dwelling: \_\_\_\_\_

Total Quantity of Dwellings: \_\_\_\_\_

Is the subdivision within a municipality?  Yes  No If so, which municipality? \_\_\_\_\_

**SUBDIVISION INFRASTRUCTURE REQUEST**

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

Soil condition present at 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

**STREET LIGHTS**

Requesting streetlights?  Yes  No If yes, type of streetlights:  Overhead  Underground

Type of streets in subdivision/project:  Public  Private If both, please explain: \_\_\_\_\_

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

Billing Address: \_\_\_\_\_ Billing Tax ID: \_\_\_\_\_

**APPLICATION ATTACHMENT CHECKLIST**

The following attachments are required to be submitted with the application to initiate design. Please check below accordingly. **Note:** CAD file 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) <sup>1</sup>
- Habitat Compliance Form

<sup>1</sup>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.

**ADDITIONAL COMMENTS**

*(Enter information)*

**INDIVIDUAL SUBMITTING APPLICATION**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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



## 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 (RD), Multi-Family (MF), Large Commercial (padmount transformers) (LC)*

Service Request Type	Environmental Category	Environmental Form <i>(To be submitted <u>after</u> the application)</i>	Applicable	Not Applicable
RS, SC, RD, MF, LC	<b>Storm Water Pollution Prevention</b> <i>(Soil disturbance for all aspects of the development is <b>greater than 1 acre</b>)</i>	<b>PDF and CAD file</b> with existing erosion controls when CPS Energy work is within an existing “Common Plan of Development”	<input type="checkbox"/>	<input type="checkbox"/>
RS, SC, RD, MF, LC	<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"/>
RS, SC, RD, MF, LC	<b>Cultural and Historic Resources</b> <i>(Work within the Mission District, a River Improvement</i>	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>	<input type="checkbox"/>	<input type="checkbox"/>
	Overlay District, Historic Landmark, <b>or</b> a Historical District)	<a href="https://qagis.sanantonio.gov/ohpsearch/viewer/view.html">https://qagis.sanantonio.gov/ohpsearch/viewer/view.html</a>		
RD, MF, LC	<b>Endangered Species Act</b> <i>(Karst Zones 1, 2, 3 and 4)</i>	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"/>
RD, MF, LC	<b>Endangered Species Act</b> <i>(Songbirds)</i>	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"/>
RD, MF, LC	<b>Waters of the US</b> <i>(CPS Energy work requires trenching within a drainage way <b>or</b> 100-year flood plain)</i>	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

\*The following items will be required at a later time, determined by your designer. If they have been completed, they can accompany 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 that must be presented to the CPS Agent (Agent) before energizing the meter

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