

SRP CHECKLIST AND REQUEST FOR DESIGN

Rev. 04/06/2020

Project Name: _____ **SRP Ticket Number:** _____

Site address/location: _____

Commercial **Residential Subdivision** **Apartments** **Townhomes** **Condos** **Individual Residence**
 (5 lots or less)

Number of lots or units: _____ **Residential units' square footage range (min to max):** _____

SES Amps: _____ **Service Phase:** 1PH **SES Voltage:** 120/240V
 3PH 120/208V 277/480V

Customer Construction Schedule	Anticipated Dates
1 st Jurisdictional Reviewed Plans Available:	___ / ___ / ___
Redline/Bidding Documents:	___ / ___ / ___
Begin Civil Site Construction (trench and conduit):	___ / ___ / ___
Completion Curb and Gutter (Blue Top):	___ / ___ / ___
ENERGIZE NEED DATE:	___ / ___ / ___

Required Items Necessary for SRP to Begin Design

1. A Preliminary Design Fee is required when requesting a design without a product identified and/or without ownership of the property. Refer to the "Preliminary Design Services Contract" for applicable fees.
2. Completed SRP Plan Review Request Form and SRP Checklist and Request for Design.
3. Electronic (Microstation or CAD) civil base file.
4. Full set of plans (PDF) after 1st jurisdictional review including:
 - Dimensioned site plan or final plat (for subdivisions) to include all existing and proposed easements and Public Utility Easements (PUEs)
 - If not shown on site plan or final plat, provide building setbacks
 - Civil plans including: sewer, water, paving, grading and drainage for both on-site and off-site improvements (Including Areas that SRP needs to perform work within)
 - Electrical plans including: panel schedules and one-line diagram
 - If not shown in electrical plans, provide a map showing locations of additional services (landscape controllers, security gates, etc.) including Amps/Voltage/Phase
 - If applicable, provide preferred SES locations – to be reviewed and approved by SRP Distribution Design
 - Landscaping, both on-site and off-site improvements
 - Streetlight plans (public and/or private) – City approved preferred
5. Plans and documents submittal:
 - Upload to SRP's plan submittal portal. Access plan submittal portal at: <https://srp.net/planportal>
 - USB drive delivered to SRP Project Leader or Design Consultant

Project Scope Review (reviewed during the Project Scoping Meeting)	Yes	No
How many phases are planned for this project? _____		
How many model home lots (if any)? _____		
Will there be a Home Owner's Association (HOA)?	<input type="checkbox"/>	<input type="checkbox"/>
Are there existing or proposed gas lines? (please reflect this on your CAD and submittal plans)	<input type="checkbox"/>	<input type="checkbox"/>
Are there plans for other utilities to be installed as joint trench with electric?	<input type="checkbox"/>	<input type="checkbox"/>
Are off-site improvements required?	<input type="checkbox"/>	<input type="checkbox"/>
Will project impact transmission poles/lines/easements?	<input type="checkbox"/>	<input type="checkbox"/>
Will the Authority Having Jurisdiction (AHJ) require conversion of overhead lines?	<input type="checkbox"/>	<input type="checkbox"/>
Is relocation of existing SRP equipment required? (may involve additional costs)	<input type="checkbox"/>	<input type="checkbox"/>
Are any unmetered services being converted (bus shelters, cable TV, lighting, traffic signals, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>
Municipal and Dusk to Dawn (private) Streetlights	Yes	No
New Dusk to Dawn (private) streetlights? - Requires Dusk to Dawn Lighting Form	<input type="checkbox"/>	<input type="checkbox"/>
New municipal streetlights?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any streetlight relocations, modifications (lumen change) or removals?	<input type="checkbox"/>	<input type="checkbox"/>

Additional Electric Requirements	Yes	No
Please list all other meters required: _____		
Is temporary power for construction being requested: If yes, SES Size: _____ Voltage: _____ Phase (1 or 3): _____	<input type="checkbox"/>	<input type="checkbox"/>
Is solar planned or offered as an option?	<input type="checkbox"/>	<input type="checkbox"/>
Tankless Water Heaters? Electric <input type="checkbox"/> Gas <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Vehicle Chargers? If yes, Quantity: _____ Style/Level: _____ SES Requirements if stand-alone (Amps/Voltage/Phase) _____ Electrical Vehicle Charger Access Type: (Private/Public/Both) _____	<input type="checkbox"/>	<input type="checkbox"/>
Service entrance equipment (SES) purchased? If yes, SRP equipment selection or review assistance available upon request. Submit shop drawings to shopdraw@srpnet.com for approval of SES's 400A or above.	<input type="checkbox"/>	<input type="checkbox"/>
Are backup generators being installed or currently in use?	<input type="checkbox"/>	<input type="checkbox"/>
Plan Review	Yes	No
<i>NOTE: Accessibility is evaluated by adherence to clearance requirements as per Section 5 and Section 9 of SRP's Electric Service Specifications https://www.srpnet.com/electric/business/specs/ess.aspx</i>		
Are the SES's accessible by SRP truck?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any meter rooms? If yes, check truck accessibility and pull section alignment with door.	<input type="checkbox"/>	<input type="checkbox"/>
Is proposed transformer location accessible by SRP truck?	<input type="checkbox"/>	<input type="checkbox"/>
Are Manual gates onsite that restrict access? Ex. Equipment Yards (SRP equipment and SES's)	<input type="checkbox"/>	<input type="checkbox"/>
Is a Restricted Access Switch (RAS) required? (electrically gated site)	<input type="checkbox"/>	<input type="checkbox"/>
Is SRP truck access affected by covered parking on-site? (SRP equipment and SES's)	<input type="checkbox"/>	<input type="checkbox"/>
Are the existing and proposed PUE's shown on the plans?	<input type="checkbox"/>	<input type="checkbox"/>
Will SRP electrical be crossing Roosevelt District property? (RWCD or RID)	<input type="checkbox"/>	<input type="checkbox"/>

Additional information

- Customer is responsible for all trenching, conduit and 3-phase transformer pads, as well as purchase and installation of Service Entrance Sections
- SRP builds a 'loop' system. Customers may be required to provide conduit stub-out(s) to the project property line. Design will evaluate each project, make this determination, and provide directions to customer

Jobs may be reviewed for cancellation for failure to perform any of the following (as specified in the contract):

1. Contract must be executed and invoice must be paid within 30 days of issuance.
2. Customer must schedule a pre-construction meeting within 120 days after SRP provides the customer with construction prints.
3. Customer must begin construction within 180 days after SRP provides the customer with construction prints.

Distribution Construction Standards and Electric Service Specifications are available at <https://www.srpnet.com/electric/business/specs/ess.aspx>