



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 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

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 (CADfile)
- Streetlight Authorization Letter from Municipality (if applicable) ¹
- Habitat Compliance Form

¹ **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 after the application)</i>	Applicable	Not Applicable
RS, SC, RD, MF, LC	Storm Water Pollution Prevention <i>(Soil disturbance for all aspects of the development is greater than 1 acre)</i>	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)	<input type="checkbox"/>	<input type="checkbox"/>
RS, SC, RD, MF, LC	Edwards Aquifer <i>(Excavation within the Recharge Zone or 5 acres of disturbance within the Contributing Zone)</i>	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	<input type="checkbox"/>	<input type="checkbox"/>
RS, SC, RD, MF, LC	Cultural and Historic Resources <i>(Work within the Mission District, a River Improvement Overlay District, Historic Landmark, or a Historical District)</i>	Cultural and Historic Resources Letter and Certificate of Appropriateness https://www.sanantonio.gov/historic/About-Us https://qagis.sanantonio.gov/ohpsearch/viewer/view.html	<input type="checkbox"/>	<input type="checkbox"/>
RD, MF, LC	Endangered Species Act <i>(Karst Zones 1, 2, 3 and 4)</i>	Habitat Compliance Form https://www.fws.gov/library/collections/terrestrial-karst-invertebrates	<input type="checkbox"/>	<input type="checkbox"/>
RD, MF, LC	Endangered Species Act <i>(Songbirds)</i>	Habitat Compliance Form and Tree Permit or Tree Affidavit http://tpwd.texas.gov/gis/rtest	<input type="checkbox"/>	<input type="checkbox"/>
RD, MF, LC	Waters of the US <i>(CPS Energy work requires trenching within a drainage way or 100-year flood plain)</i>	Individual or Nationwide Permit and Flood Plain Development Permit	<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: _____