



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"> Submit your application and monitor the status of it and any associated work requests at Construction web portal 	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"> 17281 N. Green Mountain Rd San Antonio, Texas 78247 OR <ul style="list-style-type: none"> 7814 S. Zarzamora Street#3 San Antonio, Texas 78224 OR <ul style="list-style-type: none"> Send this form as an email attachment to Multifamily-CE@cpsenergy.com

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, use the [UPPR Meeting Request Form](#)

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. 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 a company 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 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 (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://qagis.sanantonio.gov/ohpsearch/viewer/view.html	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>
RD, MF, LC	Endangered Species Act (Songbirds)	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 (CPS Energy work requires trenching within a drainage way or 100-year flood plain)	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

Print Name: _____

Date: _____