



MULTI-FAMILY DEVELOPMENT APPLICATION

Applications and attachments may be submitted online via the [Customer Web Portal](#). Developers may receive assistance with the Customer Web Portal by phone at [\(210\) 353-2450](tel:2103532450) or by email at csiwebaccess@cpsenergy.com. Developers also have the option to complete and submit this electronic application and attachments **by email** to MultiFamily-CE@cpsenergy.com, or print and submit application **by mail** to CPS Energy, Attn.: Multi-Family Development-Customer Engineering, P.O. Box 1771, San Antonio, Texas 78296-1771, or **in person** at 17281 N. Green Mountain Rd., San Antonio, Texas 78247.

To better assist you, please provide as much requested information as possible (please enter N/A if not applicable).

GENERAL INFORMATION

Application Date: _____ Requested CPS Energy Energize Date: _____

Project Name/Location: _____

Owner Name: _____ Phone: _____ Email: _____

Developer Name: _____ Phone: _____ Email: _____

Engineer Name: _____ Phone: _____ Email: _____

SERVICE ADDRESS

Please note that a service address must be assigned prior to the installation of an electric or gas service.

Incorporated cities that assign their own addresses are: Alamo Heights, Balcones Heights, Castle Hills, Hill County Village, Hollywood Park, Leon Valley, Live Oak, Lytle (Medina County), Olmos Park, San Antonio, Schertz, Terrell Hills, Universal City (commercial only) and Windcrest.

Street Address: _____

County: _____ Total Number of Units: _____ Average Square Feet per Unit: _____

Is development within a municipality? Yes No If so, which municipality? _____

SERVICE REQUEST

Project type (choose applicable): Apartments Mobile Homes Townhomes Elec. Vehicle Charging

Type of Service(s) requested (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

Billing Name: _____ Phone: _____

Billing Address: _____ Billing Tax ID #: _____

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 #: _____

ADDITIONAL COMMENTS

(Enter information)

APPLICATION ATTACHMENT CHECKLIST

The following attachments are required to be submitted with the application to initiate design.
Please check below accordingly:

- Customer Environmental Requirements Checklist (attached)
- Electric/Gas Utility Site Plan – Signed & Sealed (CAD & PDF files)
- Electric/Gas One-Line Diagram – Signed & Sealed (PDF file)
- Panel Schedules – Signed & Sealed (PDF file)
- Mechanical Plan – Signed & Sealed (PDF file)
- Unit Matrix
- Plat & Address Plat
- Buildings, Edge of Pavement, Building Numbers/Letters (CAD file)
- Site Plan with Easements Identified (PDF file)

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"	<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/southwest/es/AustinTexas/Maps_Data.html	<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

Print Name: _____

Date: _____