

# CPS Energy - UPPR Request Form

## Utility Preliminary Plan Review (UPPR)

### UPPR INFORMATION

**What is a UPPR meeting?** A UPPR is optional for Large Commercial, Multi-Family, and Residential Subdivision Development. (*\*see table below for qualifying criteria*). The UPPR meeting provides an opportunity to ask questions specific to a new project and to get clarification on the steps required to get your electric/gas service. It is to be a general discussion, not a pre-design meeting of your project and is held prior to submitting a service application to CPS Energy. CPS Energy staff **will not** grant formal approval for the final design of any part of the development project during the UPPR meeting.

*If you have already submitted your service application, a UPPR meeting is not required. You may work directly with the designer assigned on any questions you may have.*

For **Residential Services** and **Small Commercial Services**, please proceed to submitting your service application and the designer assigned may assist you. [Service Applications \(CPSEnergy.com\)](http://CPSEnergy.com).

#### **\*UPPR REVIEW QUALIFYING CRITERIA:**

<p><b>Large Commercial / Multi-Family</b></p>	<ul style="list-style-type: none"> <li>Estimated Electric connected load greater than 1000 kVA</li> <li>Facility located within an underground electric distribution system</li> <li>COSA Infill Development Zone (IDZ) Project</li> <li>Multi-Family Developments requiring three-phase services</li> <li>Mixed-Use Development (Commercial/Residential Usage within same property)</li> <li>Overhead to Underground Conversion's</li> <li>Development within the Downtown Network territory</li> </ul>
<p><b>Residential Subdivision Development</b></p>	<ul style="list-style-type: none"> <li>Subdivisions with CPS Energy Gas &amp; Electric services</li> <li>Multiple unit subdivision (Master Development Plan)</li> <li>Mixed Residential Development (duplexes, triplexes, quadplexes, etc.)</li> <li>Subdivision units with more than 100 lots</li> <li>Developments with transmission line easement conflicts</li> <li>Multiple home builders within one subdivision</li> <li>Overhead to underground entrance dips</li> <li>COSA Infill Development Zone (IDZ) Project</li> </ul>

**If you have met any of the qualifying criteria as listed above, to submit a request for a UPPR review:**

- Preferred** – The quickest way to request a UPPR meeting is through the [Construction & Renovation Web Portal](#). Once you submit the UPPR request, it is **automatically routed** to the coordinator for processing.

**Note:** *If you are not currently enrolled in our web portal, please register at [CPS Energy Web Portal](#). Once registration is complete, you may submit your request for a UPPR meeting.*

- Secondary** – Submit the UPPR Review Request form to [upprmeetingrequest@cpsenergy.com](mailto:upprmeetingrequest@cpsenergy.com). For assistance or questions, please email [upprmeetingrequest@cpsenergy.com](mailto:upprmeetingrequest@cpsenergy.com). The UPPR request will be processed in the order received within two business days.
- All UPPR meetings are virtual and held weekly on Thursdays.
- Once the meeting is scheduled a notice of 2 business days to reschedule or cancel.

**\*\* Minimum required documents** for a UPPR request: site plan, site map, and if available the estimated Gas (in BTU) and Electric (in kVA) connected load is required when a UPPR request is submitted to allow the business areas to plan for the meeting.



# UTILITY PRELIMINARY PLAN REVIEW (UPPR) REQUEST FORM

**What is a UPPR meeting?** A UPPR is **optional** for Large Commercial, Multi-Family, and Residential Subdivision Development. The UPPR meeting provides an opportunity to ask questions specific to a new project and to get clarification on the steps required to get your electric/gas service. It is to be a general discussion, not a pre-design meeting of your project and is held **prior** to submitting a service application to CPS Energy. CPS Energy staff **will not** grant formal approval for the final design of any part of the development project during the UPPR meeting.

*If you have already submitted your service application, a UPPR meeting is not required. You may work directly with the designer assigned on any questions you may have.*

For **Residential Services** and **Small Commercial Services**, please proceed to submitting your service application and the designer assigned may assist you. [Service Applications \(CPSEnergy.com\)](http://ServiceApplications(CPSEnergy.com)).

Make your UPPR Meeting request through the Construction & Renovation Web Portal. If you are not currently enrolled in our web portal, please register at <https://secure.cpsenergy.com/crportal/#/sso>.

If you are unable to submit your request through the Construction & Renovation Web Portal, please complete the request below and submit to: [upprmeetingrequest@cpsenergy.com](mailto:upprmeetingrequest@cpsenergy.com). For any assistance or questions, please email [upprmeetingrequest@cpsenergy.com](mailto:upprmeetingrequest@cpsenergy.com).

At a minimum, **site plan, site map**, and if available the **estimated Gas (in BTU) and Electric (in kVA) connected load** is required when a UPPR request is submitted to allow the business areas to plan for the meeting.

## PLEASE FILL OUT THE FOLLOWING REQUIRED INFORMATION

Proposed Project Name: \_\_\_\_\_

Project Address/Location: \_\_\_\_\_

What Is being built? (e.g., restaurant, hotel, industrial park): \_\_\_\_\_

- Project Type:  Subdivision       Duplex/Multiplex       Apartments/Multi-Family  
 Office       Commercial Retail       Warehouse       Mixed Use (e.g., Industrial/Residential)  
 Infill Development       Manufacturing       Industrial       Other \_\_\_\_\_

Services:  Gas Only     Electric Only     Gas and Electric

Estimated Connected Load: Gas (Total BTU/h or CFH) \_\_\_\_\_ Electric (in kVA) \_\_\_\_\_

Must include: What questions or concerns do you have to be discussed at the UPPR Meeting:

If Available, please provide the following:

Estimated Project Start Date: \_\_\_\_\_ Estimated Project Completion Date: \_\_\_\_\_

Do you need Temporary Service:  No     Yes, (If Yes, Need by Date)? \_\_\_\_\_

## CONTACT INFORMATION

Full Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_