



CPS Energy Utility Preliminary Plan Review (UPPR) Meeting

INFORMATION

A UPPR meeting provides an opportunity to ask questions specific to a project and 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. *The UPPR meeting is optional to the customer.*

REQUEST:

- ✓ Utility Preliminary Plan Review Request can be found in the CPS Energy website, Construction & Renovations tab, in the Step-By-Step Processes listings, **to be** emailed to UPPR@cpsenergy.com. For any assistance or questions, please contact the UPPR Coordinator, Raquel Martinez, (210) 353-6109.
- ✓ You can also make your request through our Construction & Renovation Web Portal. If you are not currently enrolled in our web portal, please register at <https://secure.cpsenergy.com/crportal/#/>. Once submitted, we will process your enrollment request within 24-48 hours.
- ✓ You will receive a call from the UPPR Coordinator to discuss your request and a meeting date once it is received.

MEETING:

- ✓ At a **minimum** a site plan should be submitted to the UPPR Coordinator prior to the meeting. This will assist the appropriate CPS Energy business areas to prepare for the meeting.
- ✓ Meetings are held weekly on Tuesdays (Residential Services/Small Commercial) and Thursdays (Large Commercial/Multi-Family/Residential Development).
- ✓ Meetings are scheduled for 1 hour and will begin promptly so attendees are requested to arrive a few minutes earlier.
- ✓ Meeting location is: **17281 N. Green Mountain Rd., San Antonio, TX 78247**
- ✓ A notice of **48 hours** is requested if meeting will need to be rescheduled or cancelled.



UTILITY PRELIMINARY PLAN REVIEW REQUEST

Preliminary plan reviews provide an opportunity to ask questions specific to a project and 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. *The UPPR meeting is optional to the customer.*

Please complete the following information and submit to email address: UPPR@cpsenergy.com. For any assistance or questions, please contact the UPPR Coordinator, Raquel Martinez, (210) 353-6109.

At a minimum, a site plan should be submitted with the request so appropriate business areas can prepare for the meeting.

HELP US ASSIST YOU QUICKLY

Please select: *Single-Family Duplex/Multiplex Subdivision Office Infill Development
 Apartments/Multi-Family Commercial Retail Warehouse Mixed Use
 Industrial Manufacturing Other

*If Single-Family, No. of Lots: _____

What is being built?

(e.g., restaurant, hotel, house)

PROJECT INFORMATION

Proposed Project Name: _____

Proposed Project Address/Location: _____

Will use Gas Only, Electric Only, or Both: _____

What questions/concerns do you have regarding this project?

CONTACT INFORMATION

Full Name: _____

Email Address: _____

Phone Number: _____