



## 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. (*\*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 provide a cost estimate for services nor 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)) or use the [Construction & Renovation Web Portal](#).

### \*UPPR REVIEW QUALIFYING CRITERIA:

Large Commercial / Multi-Family	<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>
Residential Subdivision Development	<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>

### To submit a request for a UPPR review:

- Submit 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 form 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). 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, please provide notice within 48 hours of appointment to reschedule or cancel.

### \*\*Minimum required documents for a UPPR request:

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



## UTILITY PRELIMINARY PLAN REVIEW (UPPR) REQUEST FORM

A UPPR is optional for Large Commercial, Multi-Family, and Residential Subdivision Development but qualifying criteria must be met prior to requesting a meeting (*see page 1*).

Submit 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 form 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). The UPPR request will be processed in the order received within two business days.

A **site plan, site map**, and the **estimated Gas (in BTU) and Electric (in kVA) connected load** are 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: \_\_\_\_\_

Number of Lots: \_\_\_\_\_

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) \_\_\_\_\_

Federal, Joint Base San Antonio (JBSA), or Port of San Antonio Project:      Yes      No

If yes, specify which location \_\_\_\_\_

What questions or concerns do you have to be discussed at the UPPR Meeting? (input required)

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: \_\_\_\_\_