

Rocky Mountain Power

Developer checklist

- Initiate a request by calling Rocky Mountain Power's Builder's Hotline at **1-800-469-3981**. All activities associated with your project will be tracked with the work request number provided. It will be helpful to have a copy of the Electric Service Requirements guidelines. They are available at **rockymountainpower.net/esr**.
- After you have obtained your work request number, you will be contacted within two business days by a Rocky Mountain Power service coordinator. The coordinator will set an appointment with you to meet with the assigned estimator and discuss your project.
- When you meet with estimator, please have the following items; or be prepared to review the process and timing for ensuring delivery of these items to the estimator:
 - Completed commercial customer information load sheet for mixed use commercial/industrial development (see rockymountainpower.net/connect). **Note:** Loads in excess of 1 MW diversified may require a system impact study.
 - Completed streetlight installation/change request form is required if the city/county will be responsible for monthly streetlight billings. Visit rockymountainpower.net/streetlights.
 - Copy of **approved** plat. (Once approved plat is presented, estimator will "stamp" the plat. The stamp shall indicate the plat contains public utility easements, but does not warrant their precise location.)
- Email a copy of the AutoCAD file of your plat map to your assigned estimator. Once your email is forwarded to our mapping department, it will be posted on our mapping system within 10 business days.
- Once the necessary information is received, the estimator will begin the development design process. When your design is completed, you will receive a contract for your signature and for payment of fees. You must submit a signed contract and any required fees within 90 days of the date on the contract or your project may be closed. If it becomes necessary to update, change or redesign your project, you will be responsible for all associated fees.
- Materials are ordered upon receipt of signed contracts and any required payment. Lead times for some materials may be as long as 12 weeks.
- Once material is received you will be contacted by a Rocky Mountain Power representative who will inspect your job site for readiness. The representative will work with you to determine when Rocky Mountain Power crews will commence work. Plat must be recorded with the approved Public Utility Easement (PUE), or a blanket easement recorded for the development prior to scheduling work on your construction site.
- Rocky Mountain Power will begin work on your construction site when it is 100 percent ready for full construction as designed.

If you have any questions, please contact the estimator assigned to your project.

Key points to remember

- City or county may (or may not) require developer to obtain a “will-serve” letter from Rocky Mountain Power. If required, the letter will be provided by the assigned estimator upon developer’s request.
- City or county may (or may not) require “high-level” electric infrastructure conceptual design prior to approving the development plat. In other words, they may not be satisfied that the plat merely identifies a public utility easement space. If “high-level” conceptual design is required prior to city/county plat approval, please work with the assigned estimator to incorporate design into the development plat. **Note: this preliminary conceptual design process is not normal Rocky Mountain Power procedure, and preliminary design costs will be included in the final project costs. A conceptual design on a plat will be stamped:**

Conceptual Design Only

This conceptual design is intended only to communicate preliminary routes for conductor and preliminary physical locations of facilities and equipment for customer review. Design comments or conceptual approval of this design must be returned before final design work will proceed. Construction, including any excavation and/or placement of conduit(s) and vault(s) may not proceed until an agreement has been signed and any advances due have been paid. Further, Construction may not proceed until after meeting with a Rocky Mountain Power inspector. If conduit(s) and vault(s) are placed prior to the above requirements being met, they may not be accepted and, if not accepted, will require reinstallation at customer expense. If no change or comments are needed for this design, please sign below and return to the Rocky Mountain Power estimator; otherwise, please contact the estimator.

Design is only valid for 90 days.

Date Issued: _____

Customer’s Conceptual Approval: _____

Title: _____

Customer Approval Date: _____

- Ensure transformer pads and meter locations meet Electric Service Requirements guidelines.
- Install trenches and road crossings that match job design and are at proper depths.
- Ensure conduit is not plugged or broken and does not have too many bends.
- Install schedule 40, gray conduit with pull rope capable of 500-pound test.
- Clearly mark property lines.
- Ensure that conduit sweeps for surface-mounted equipment are at the required distance from back of the curb.
- Install correct elbows on conduit sweeps (see Electric Service Requirements page 33).
- Establish final grade with curb and gutter so that surface-mounted equipment is installed at proper heights and trenches at proper depths.