PUBLIC SERVICES-ELECTRIC UTILITY

The purpose of this package is to create a user-friendly environment for you as our stakeholder (customer). The San Marcos Electric Utilities (SMEU) department has carefully included these step-by-step instructions for you to follow to request the type of utility services needed for your project. These instructions and guidelines are based on the City of San Marcos Ordinances, SMEU's electrical requirements, and other standards.

Electrical Engineer Service Manager-Electric Utility — Date: 2-12-2019

Assistant Director-Electric Utility — Date: 2-12-2019

PUBLIC SERVICES-ELECTRIC UTILITY

Developers and Property
Owners within the
City of San Marcos Electric Utility
Service area

REQUIREMENTS TO ESTABLISHING ELECTRIC SERVICE

Residential up to 320 amp 120/240 Service:

1. Easement document signed and recorded if San Marcos Electric Utilities' (SMEU) primary line is extended within the property.
2. Payment; if the upgrade requires an increase in the transformer size and service. *(Please contact SMEU).*
3. Residential properties get up to $1,500.00 credit toward a new service, if that property has never had an electric service.

Residential Three Phase Service:

1. Please coordinate with SMEU.

Commercial & Industrial:

1. Completing and submitting the Electric Service Application form. If the service is over 800 amps this form will need to be stamped by a P.E. *(See attached Form)*
2. Electric Utility easement signed and recorded before returning it to SMEU.
3. SMEU Multi-Family Commercial Plan Requirement. *(See attached document).*
4. Payment in advance for labor and materials to build the necessary infrastructure. *(Need to coordinate with SMEU).*
5. Property will get up to $1,500.00 credit toward a new service, if that property has never had an electric service.
6. One line electrical diagram.
7. Electrical load calculations showing both the connected and demand load.
8. Signed and Returned Terms and Condition Packet

PUBLIC SERVICES-ELECTRIC UTILITY

MULTI-FAMILY & COMMERCIAL DETAILED PLAN REQUIREMENT INFORMATION

This checklist contains the standard information required by San Marcos Electric Utility for submittal of multi-family and commercial construction projects. Plan reviews expire 180 days after the date the Electric Service Application is submitted if a building permit has not been issued, design has been changed after review, or project construction has not commenced. If the application expires, a new submittal to the Electric Utility will be required.

- **Electric Service Application**
  - The application must be **completely** filled out. Incomplete applications are not accepted.

- **Electric Utility Easement Form**
  - The form must be **completely** filled out, notarized, and filed in Hays County. Incomplete forms are not accepted.

- **Site Plan**
  - 1" = 20' or 1" = 30' scale recommended.
  - Site Plan to include:
    - Existing easements
    - Roads, adjacent to and within property
    - Buildings and associated structures
    - Proposed padmount transformer location(s)
    - Proposed secondary enclosure location(s)
  - Autodesk AutoCAD (.dwg) file(s) **required** with the following spatial reference and layer specifications:

Coordinate System:	State Plane
Projection:	Lambert Conformal Conic
Units:	US Survey at grid coordinates
Zone Name:	Texas South Central Zone
FIPSZONE:	4204
ADSZone:	5401
UTM Zone:	14
Datum:	1983 (NAD83)
Spheriod:	GRS1980

OBJECTS AND DATA REQUIREMENTS FOR AUTOCAD FILES		
Objects & Data Features	**AutoCAD Layer Name**	**AutoCAD Layer Color**
Lot Lines	Background	8
Property Lines	Prop Line	5
All Easements	Easements	6
Sidewalks	Sidewalks	9
Driveways	Background	8
Water Lines	Water	144
Water Valves, F.H., etc.	Water	144
Waste Water Lines	WW	60
Waste Water Valves, etc.	WW	60
Storm Sewer Lines	SD	200
Storm Inlets, etc.	SD	200
Storm Drain Lines	SD	200
Gas Lines	Gas	30

Objects & Data Features	AutoCAD Layer Name	AutoCAD Layer Color
Electric OH Lines	Elec OH	1
Electric UG Lines	Elec UG	1
Electric Manholes, Pullboxes	Elec MH	1
Electric OH Transformers	Elec Transf OH	1
Electric Padmount Transformers	Elec Transf UG	1
Electric Poles	Elec Pole	1
Topo Contours Lines	Topo	31
B.O.C.	BOC	8
F.O.C.	FOC	8
Bldgs, existing	Bldg, Exist	8
Bldgs, proposed	Bldg, Prop	40
Trees	Trees	3
Dimensions	Dim	5
Street Names	Text	7
Lot Numbers	Text	7
Fence	Fence	8
Dumpsters	Background	8

AutoCAD file(s) which do not adhere to the spatial reference and layer specifications will not be accepted.

- **Electrical Plan**

For total connected service load below or above 800 amperes, all electrical sheets require an actively licensed Texas registered Engineer's Seal with signature and date.

- Provide service load calculation for new and upgraded service
- Distribution secondary riser diagram for new, upgraded and/or relocated services
- Provide a one-line drawing of the complete electrical system showing:
  - Voltage, ampacity, phases and overcurrent devices

PUBLIC SERVICES-ELECTRIC UTILITY
ELECTRIC SERVICE APPLICATION

Person Responsible for Service Request:_____Title:_____

Phone:_____Fax:_____Email:_____

Signature:_____

Project Name:_____ ☐ New Construction ☐ Remodeling

Project Address:_____

☐ Overhead Service ☐ Underground Service ☐ Single Phase ☐ Three Phase: Voltage_____

Service Main Size(s)_____(amps) Number of Meters_____

Square Foot Per Unit_____ # of Units_____ ☐ All Electric ☐ Electric & Gas

Total Connect Load_____ Total Demand Load_____

Additional
Comments:_____

Electric Service Application Completed By:_____Signature:_____

TECL#_____ or ENGR#_____ Date:_____

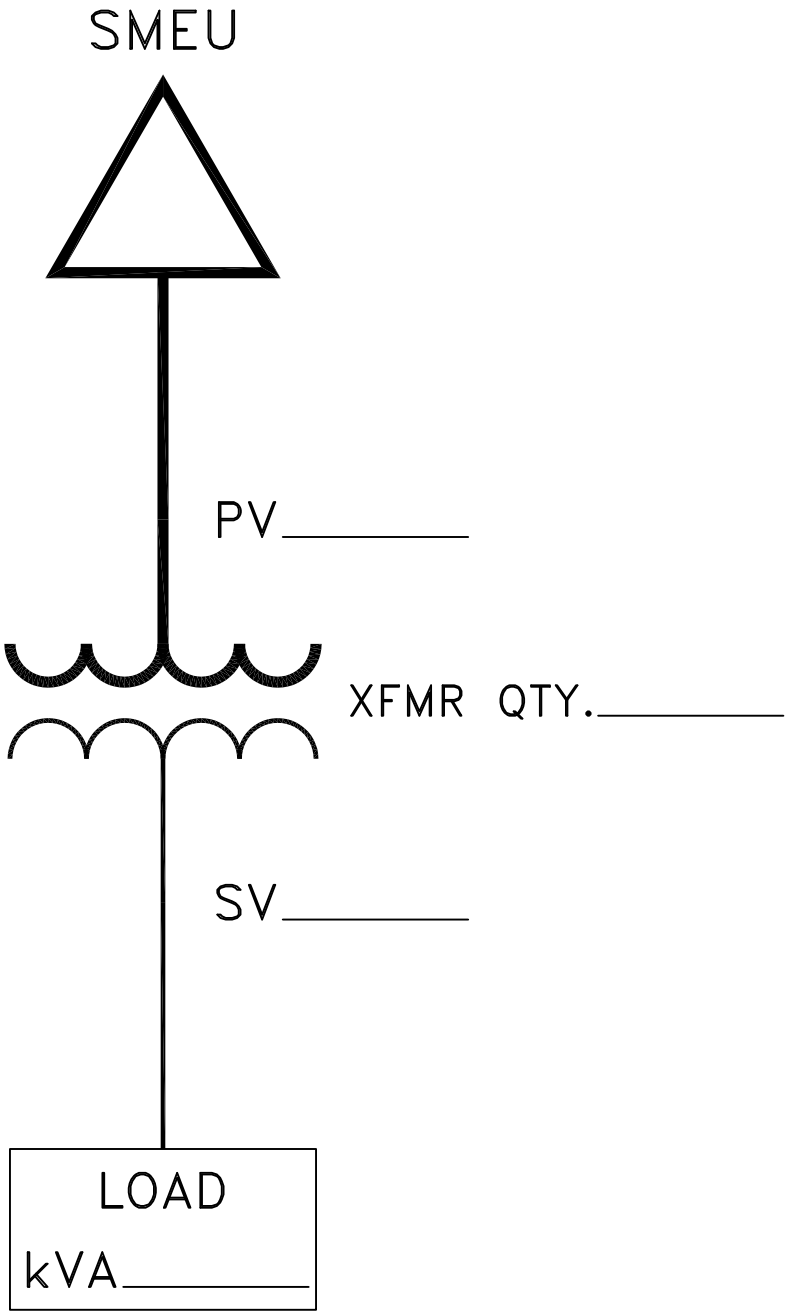
Phone:_____Fax:_____Email:_____

Electric Utility Representative:_____Signature:_____

Date:_____ Approved: ☐ Yes ☐ No

Application expires 90 days after date of approval

ONE-LINE DIAGRAM



REFER TO DWGS: _____
_____
_____

PLEASE FILL OUT AND INCLUDE ON
LOAD ANALYSIS OR RISER DIAGRAM DRAWING.

PUBLIC SERVICES-ELECTRIC UTILITY

Easement No._____
File No. _____
Address:_____
Initials: _____

ELECTRIC UTILITY EASEMENT

STATE OF TEXAS

COUNTY OF HAYS

DATE:

GRANTOR:

GRANTOR'S ADDRESS:

GRANTEE: CITY OF SAN MARCOS

GRANTEE'S ADDRESS: 630 EAST HOPKINS STREET
SAN MARCOS, TX 78666.

PROPERTY:

GRANTOR for good and valuable consideration, the receipt and sufficiency of which is acknowledged, does hereby grant, sell and convey to GRANTEE an easement and right of way along, over, under, and across the Property (the "Easement") to place, construct, reconstruct, install, operate, repair, maintain, inspect, replace, upgrade or remove (in whole or in part) electric distribution lines and systems, consisting of a variable number of electric lines, transformers, and all necessary or desirable appurtenances and structures (the "Facilities") be placed, constructed, reconstructed, installed, operated, repaired, maintained, inspected, replaced, upgraded or removed (in whole or in part), in the Easement for the purposes stated above.

GRANTEE shall have the right and privilege at any reasonable time or times to enter upon and cross the Property to the extent necessary for the foregoing purposes, and to cut or trim trees and shrubbery and remove obstructions as necessary to keep them clear of the Facilities and permit GRANTEE unimpeded access to the Facilities in the Easement for the purposes stated above.

GRANTOR may not place, erect or maintain in the Easement (a) any permanent structures, including, but not limited to habitable structures such as homes or offices, (b) any structure of any kind, in such proximity to the Facilities as would constitute a violation of the National Electric Safety Code in effect at the time the structure is erected, nor, (c) without GRANTEE's prior written consent, any structure, including, but not limited to drainage, filtration or detention ponds or make changes in grade, elevation or contour of the land which would impair GRANTEE's access to its Facilities.

After final construction and installation of the Facilities, the easement hereby granted shall be limited to an area extending seven and one/half feet on all sides of the actual installed location of the facilities (the "Easement Area") and this easement shall no longer be in force or effect thereafter as to those portions of the Property outside the easement.

GRANTOR reserves the right to replace this Easement with a replacement easement ("Replacement Easement") containing a surveyed metes and bounds description of the Easement Area. The survey and metes and bounds description shall be prepared at GRANTOR's expense. This Easement shall remain in full force and effect until such time as the Replacement Easement has been accepted by GRANTEE and duly recorded.

Upon completion of initial construction or any subsequent work in the Easement, GRANTEE shall repair any material damage to the Property so as to restore same to substantially the same condition it was in prior to commencement of the work, but GRANTEE shall not be required to replace any trees, shrubbery or obstructions which GRANTEE removed due to interference with its use of the Easement.

TO HAVE AND TO HOLD the same unto GRANTEE and to its successors and assigns, together with the right and privilege at any reasonable time or times to enter upon and cross the Property for the purposes hereinabove stated.

GRANTOR does hereby covenant and bind itself and its heirs, successors, assigns and legal representatives to warrant and forever defend all and singular the above described Easement and rights unto the said GRANTEE, its successor and assigns, against every person whomsoever lawfully claiming or to claim the same or any part thereof. Such rights and Easement shall be covenants running with the land and shall be binding upon the GRANTOR, its personal representatives, heirs, executors, administrators, successors, and assigns.

IN WITNESS WHEREOF, the undersigned has executed the foregoing instrument as of the date first above written.

GRANTOR:

_____

PUBLIC SERVICES-ELECTRIC UTILITY

ACKNOWLEDGEMENT

STATE OF TEXAS
COUNTY OF HAYS

This instrument was acknowledged before me on this_____day of_____, 20___, by_____, in the capacity as the_____of _____, a _____, on behalf of said_____.

_____
Notary Public, State of Texas
My Commission expires: _____

ACKNOWLEDGEMENT

STATE OF TEXAS COUNTY OF HAYS

This instrument was acknowledged before me on this_____day of_____, 20____,.

_____
Notary Public, State of Texas
My Commission expires: _____

AFTER RECORDING RETURN TO:

City of San Marcos
Attention: San Marcos Electric Utility-Engineering
1040 Hwy 123
San Marcos, TX 78666