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.

[Signature]
Electrical Engineer Service Manager – Electric Utility

4-20-21
Date

[Signature]
Assistant Director – Electric Utility

5-18-21
Date
Customers within the City of San Marcos Electric Utility (SMEU) Service area.

REQUIREMENTS TO ESTABLISHING ELECTRIC SERVICE

Residential up to 200amp 120/240 Service:
1. Complete and submit the Electric Service Application form.
2. Submit plans to show meter location. (based on service route, SMEU may require location change)
3. Is temporary service required? (Yes or No)
4. Easement document signed and recorded if San Marcos Electric Utilities’ primary line is extended within the property.
5. Payment: If any upgrades require an increase in the transformer, pole, or service wire size, the SMEU representative will issue an estimate for payment, and payment must be made before the permit is approved and issued.
6. After payment, account set up, and city inspection of meter can, please call 512-393-8313 to set up meter installation.
7. Ordinance No. 2014-39 Section 1.: The city’s electric utility line extension policy is hereby amended to read as set forth in Exhibit A attached to this ordinance and incorporated herein by reference. As a result of this change, customers will bear the responsibility for payment of all costs above $1,500 for line extensions.
8. Anything above 200 amp and below 600 amp, will require a Transocket. This will need to be purchased from SMEU. Any 200 amp meter can is standard and can be purchased through any electric supply store.
9. Set up a meeting with SMEU representative to discuss project by calling 512-393-8302.

Residential Three Phase Service:
1. Set up a meeting with SMEU representative to discuss project by calling 512-393-8302.

Commercial & Industrial:
1. Complete and submit the Electric Service Application form. If the service is 800 amps or greater, this form will need to be stamped by a P.E. (See attached Form).
2. Electric Utility easement form shall be signed and recorded before returning it to SMEU.
3. Send AutoCAD file to SMEU representative email and must reflect SMEU Multi-Family Commercial Plan Requirements. (See attached document).
4. Submit the One-line electrical diagram. (See attached Form).
5. Submit an Electrical load calculation, showing both the connected and demand load.
6. Submit a Preliminary Construction Schedule for SMEU coordination. (Schedule to show demolition, site prep, construction, temporary power, and permanent power).
7. Ordinance No. 2014-39 Section 1.: The city’s electric utility line extension policy is hereby amended to read as set forth in Exhibit A attached to this ordinance and incorporated herein by reference. As a result of this change, customers will bear the responsibility for payment of all costs above $1,500 for line extensions.
8. Anything above 200 amp and below 600 amp, will require a Transocket. Anything 800 amps or greater will require CT’s. These will need to be purchased from SMEU.
9. The permit will not be reviewed by SMEU until all documents from the SMEU Customer checklist have been submitted to the Permit Department.
10. Set up a meeting with SMEU to discuss the project details and particulars.
11. After SMEU design, a Terms and Condition with Cost and Design Packet will be sent out. This must be signed and returned to SMEU, and payment made before the permits are approved and issued.
12. Payment must be made in advance for materials to be ordered and labor to be scheduled to build the necessary infrastructure. (Need to coordinate with SMEU).
For New City of San Marcos Public Streets (including Outside SMEU Service Territories)

For Outside SMEU service territories, SMEU only reviews Street Lighting on Public Streets.

SMEU’s residential light system is **120v single phase**. Design should reflect this voltage.

SMEU will require the following **for residential only** (you can request an example from SMEU):

1. A photometric lighting plan (that follows AASHTO standards) for all public streets, at 100% lighting coverage and sealed by a P.E.
2. An electrical riser diagram.
3. A design showing source location.
4. SMEU will determine on a case-by-case basis if a pedestal with a potential (meter) 4-6 circuits will be installed.
5. The permit will not be approved by SMEU until all documents listed above have been submitted to the Permit Department and payment has been made for lights and fuse kits.
6. SMEU will inspect the light base and conduit installation (need to coordinate with SMEU).
7. SMEU will inspect the light kit installations at final walk through (need to coordinate with SMEU).

**NOTE:** All installations (including underground civil) will be done by the customer.

The Customer will need to purchase:

1. Poles, from SMEU approved manufacturer according to SMEU specs.
2. Lights with fuse kit and photocell, from SMEU.

**For Solar Panel Installations**

SMEU will upload documents no. 1 and 3 of list to permit.

2. Submit Sketch Diagram showing both PV and SMEU meter connection with disconnect in between.
3. Contractor must follow Solar Set Up Rev 2 sketch per SMEU specifications.
4. SMEU must have access to equipment, at all times (make sure to have “note” of this on drawings).
5. The permit will not be approved by SMEU until all documents listed above have been submitted to the Permit Department and payment has been made for the second meter.
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 90 days after the date the Electric Service Application is filed 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” = 30’
  - 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)
    - Other utilities design on layer to coordinate potential crossings issues for electric design
  - 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

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

- **Electrical Plan**
  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 __________________________

Service Length _________________ (feet) Conductor __________________________ (type & size)

Square Foot Per Unit ________ # of Units ______ ☐ All Electric ☐ Electric & Gas

Total Connect Load ____________________ Total Demand Load ______________________

Additional Comments: ______________________________________________________

Load schedule with TX licensed P.E. stamp required for secondary services 800 amps and over.

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

SMEU

PV 12470Y-7200VAC

XFMR SZ.

XFMR QTY.

SV

A) 480V Y-277VAC
B) 208Y-120VAC
C) 120V/240VAC

LOAD

kVA

NOTE:
Pv = Primary Voltage
SV = Secondary Voltage (required)
XFMR SZ = Required XFMR Size
XFMR QTY = Number of Transformers Required
KVA = Total Kilovolt Amps Required

REFER TO DWGS:

________________________
________________________

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

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:


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