Electric and natural gas installation guide for subdivisions

Your step-by-step process for electric and natural gas facilities installation in subdivision developments

Energy you can depend on

Application and planning

Application form: Complete the application form, then mail, email or fax it to us as soon as possible to ensure timely installation of your distribution facilities.

- Set up face-to-face design meeting for preliminary route layout and equipment locations.

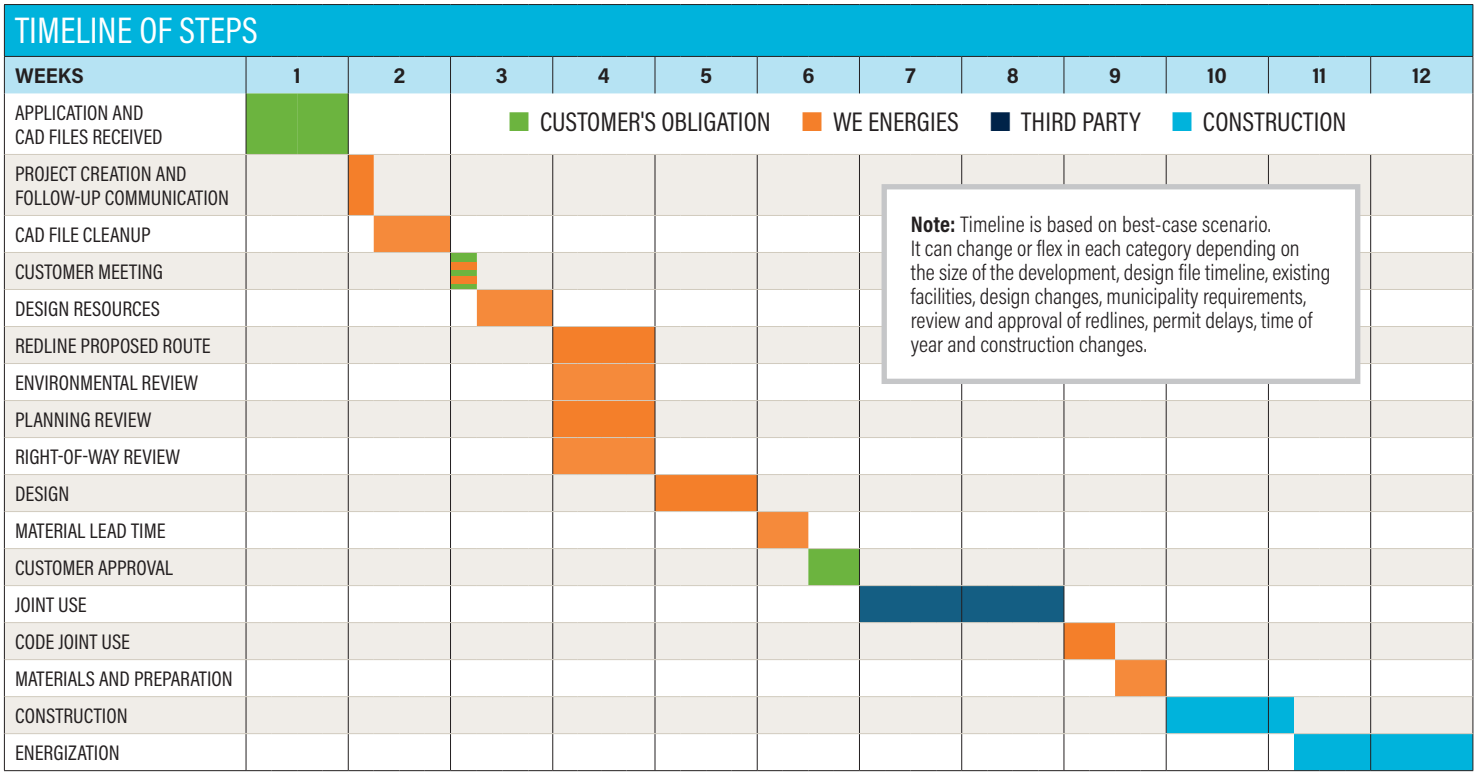
Multiphase developments: One application is needed for each development phase or for each group of phases being built at one time.

Plans and survey plats: Send plans, plats and profile to us via email*. Electronic versions are preferred in DGN, DWG, DXF, PDF or CAD format. The information should include:

- Drainage, easement and retention ponds
- Sanitary and storm sewer
- Water
- Paved areas
- Wetlands
- Buffer zones and preservation areas
- Topographic lines that establish final grade
- All other areas and easements that our utility work must avoid

** If plans and plats are not available electronically, please send two sets of each to your We Energies representative.*

TIMELINE OF STEPS



1. Change in CAD files/layout returns the process back to working day 7.
2. Redesign results in return to start of design period on schedule, and late addition of special services/street lights is viewed as redesign.
3. Facility relocations: Additional time is needed if existing facilities need relocation.
4. Street lights: Add five business days of design work for DB cable layout, overhead poles and fixtures. Locations should be set at customer meeting (day 1).
5. Special services: Lift stations, pond services, signage, etc., add additional design time to working days 17 to 26.
6. Right-of-way: Easements needed that extend outside your department boundaries can result in additional time between design and construction (6 to 8 weeks).
7. Municipal permits, if required, may add 30 days or more, depending on municipality.

Application and planning

Lead time: Submit application and plans at least 90 days prior to date natural gas or electric facilities are required. This allows time for facility design and layout; obtaining easements, permits, approvals and payments; and scheduling crews and materials.

Your Natural Gas/Electric Application for New Development is complete when you:

- Submit a completed, signed Natural Gas/Electric Application for New Development form as soon as development information is available.
- Submit a plat of survey and development plans with profile and appropriate layers.

Pre-design: Invite us to your preliminary meetings and share your development plans with us as early as possible. Once all application requirements have been received, we will schedule a pre-design meeting to discuss special or unique subdivision control ordinances – both municipality and developer driven.

Inform us about home setback requirements so we can place our electrical equipment (transformers and pedestals) in safe locations.

- This equipment must be placed on a level site with stable soil conditions in an area away from traffic that is not affected by snowplowing or piling operations.
- A minimum 3-foot clearance must be maintained around the equipment perimeter for installation and maintenance purposes, and a minimum 8-foot clearance in front of equipment for operating procedures.
- To minimize energy losses, pad-mounted transformers should be located as close as practicable to the load they will serve.

We will attend your planning and pre-design meetings to ensure we understand your needs in designing distribution facilities. We also will provide information on our facilities located near the development.

Location of existing facilities: During development planning, contact Diggers Hotline (Wisconsin) or Miss Dig (Michigan) at 811 at least three days before project start to request a planning locate. Such requests are used to locate existing facilities on the site when excavation is not intended in the near future. You have three options for location response:

- Field location at job site.
- Location prints of buried facilities at proposed job site.
- Markup of existing facilities on requester's drawings.

Contact us if the site's existing facilities, such as natural gas or electric lines to an abandoned building, need to be removed or retired. Removal requires a minimum of 10 days.

Joint construction: You are responsible for contacting cable and phone companies to request installation of their facilities. They may have their own application form and connection fees.

Where possible, we will coordinate joint installation of our facilities with other utilities, such as cable and phone. We will send the cable and phone companies preliminary electric design drawings and preliminary electric road crossing designs. Designs become final when the communications companies respond. If they install their facilities with ours, we coordinate installation.

Easements

Electric and natural gas distribution:

Subdivision control ordinances require certain electric, natural gas, phone and cable facilities to be available in each new development. Typically, these facilities must be installed underground. To coordinate each facility placement, a utility easement is required for the companies serving your area.

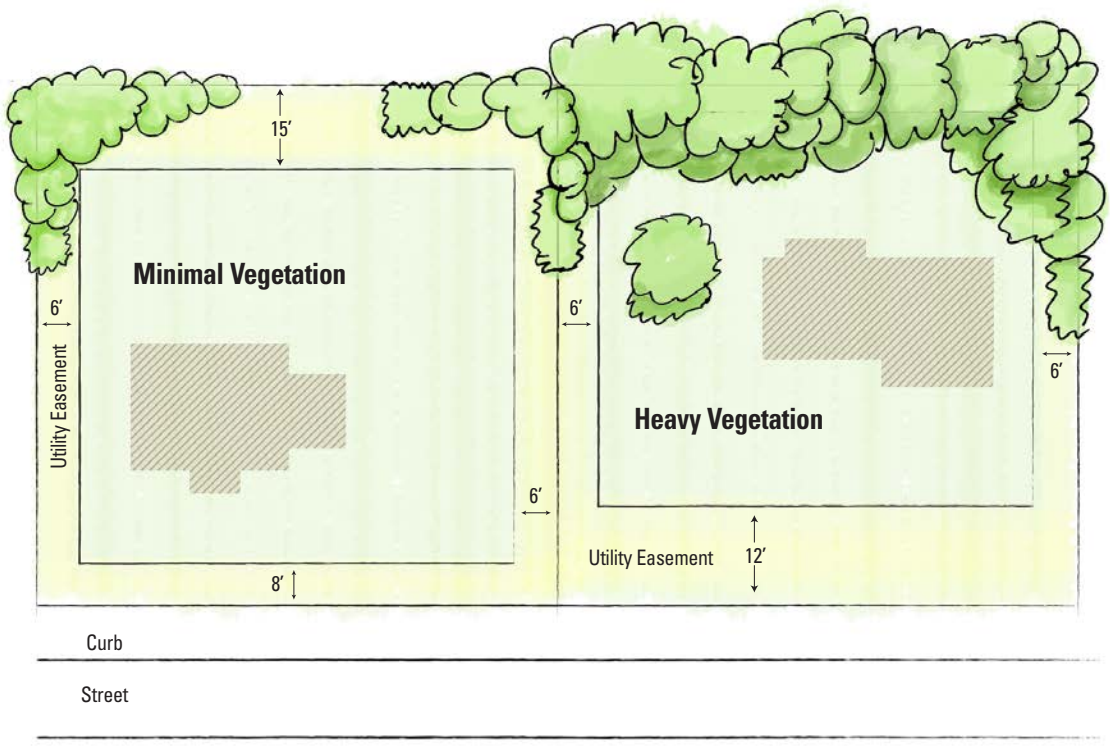
Electric and natural gas utility easement guidelines

- Lots with minimal vegetation along lot lines and relatively even terrain should have a utility easement of an 8-foot-wide strip along each side of each lot and a 15-foot-wide strip along the rear of each lot.
- Lots with heavy vegetation along the perimeter and/or significant terrain differential should have a utility easement of a 6-foot-wide strip along each side of each lot and a 12-foot-wide strip along the front of each lot. Large lot sizes or heavy vegetation make facility installation along rear lot lines difficult. Under these conditions, buried electric and natural gas facilities may be installed along the front lot lines, so we suggest the utility easement include the front and sides of each lot. If rear-lot orientation is requested, then a wider easement area is required depending upon facilities to be installed and the amount of vegetation.
- In some cases, a 15-foot-wide strip also may be required to accommodate large pad-mounted equipment for electric, phone and cable needs.
- The required easement width allows room for multiple utilities (electric, phone, cable) plus equipment.

Natural gas facilities tend to be installed in the road right-of-way in those developments where electric, phone and cable are installed along rear lot lines. However, where we install electric, phone and cable in the front of the lot, we prefer to install all utilities, including natural gas, within our easement on private property to avoid multiple trenches for the installation.

When we use a joint installation technique, where natural gas facilities as well as electric, phone and cable are installed together, a 15-foot-wide or larger easement is required.

If the development includes mound systems for wastewater treatment, their placement could restrict utility easement placement. The State of Wisconsin specifies that vehicular traffic, excavation and soil compaction are prohibited within the basal area of the mound system (the mound) and 15 feet down the slope of the basal area. Our standards specify no vehicular traffic or trenching in the area of soil extending 25 feet beyond the downslope and side edges of the mound system.



REVISED PLAT PLANS?
IT COULD AFFECT COST AND TIMING

Customer/developer responsibilities

- Include on the face of your plat the easement provisions that appear on the We Energies Utility Easement Provisions sticker, along with a key that identifies the utility easement areas on each lot. This accommodates the electric, natural gas, phone and cable installations.
- Include We Energies and names of local phone and cable companies serving your area on the easement face. We may file our own easements in the area to avoid easement notification.
- Work with your engineering firm to include easement information appearing on the enclosed easement sticker on your plat template so that it appears on all of your developments. This enables you to simply add specific utility names to each subdivision or development to arrange for your utility easements.
- Communicate any revisions in the development's plat or plans to a We Energies representative as soon as they occur. Revisions can have an impact on the easements being obtained for the development, which can affect both cost and timing of utility installation.

Note

- *If additional easements are required from adjacent property owners, the time to obtain easements for your development may be exhausted. If an easement is not allowed, a route change will be necessary, potentially delaying the project and causing additional costs.*
- *If a sticker easement or a specific easement is not granted prior to lot sales, an additional easement charge will apply for each lot sold.*
- *A utility easement is set aside for utility construction only; drainage or other facilities cannot be constructed on the utility easement. Likewise, utilities cannot install facilities on drainage, berm, landscape or other types of easements.*

We Energies responsibilities

- Our right-of-way agent works with you to verify proper use of sticker easement and obtain all necessary easements to construct electric facilities within your development.
- Upon request, we can provide final easement location when it is needed for insertion into a final plan for municipal subdivision approval.
- We record easements with the county register of deeds if additional easements are required.

Pricing and embedded credits/refunds

Electric distribution: Pricing for subdivisions will be done on a time and material line extension basis for all subdivisions. Preliminary estimates are available within a two-week timeframe for budgeting purposes only. Final estimates are prepared when we are in receipt of final plans or plat of survey.

Additional charges

- Cost to obtain all easements and permits will be included in the cost of the distribution system.
- If a sticker easement or a specific easement is not granted prior to lot sales, an additional easement charge will apply for each lot sold.
- Excess distribution facility charges may be added to the estimated price based on circumstances unique to the development. If these are encountered during installation, additional charges will be assessed after the installation is complete. Examples where excess charges could occur include:
  - Abnormal soil conditions.
  - Extremely rocky conditions requiring blasting.
  - Difficult accessibility.
- When extra services are needed for the development (lighting, pump stations, etc.), an additional application may be needed, and related installation costs are separate from the development costs.
- Relocation of existing electric facilities at the entrance of, or within, the development may be charged separately from the distribution system installation cost and requires payment prior to relocation. If relocation results in permanent removal of distribution facilities, additional forms must be submitted for approval by your state's public service or public utilities commission.
- Route and major plan changes occurring during installation may result in delays and additional charges.

Natural gas distribution: Natural gas distribution pricing is based on total natural gas main footage installed. Distribution facilities are extended to developments with up-front payment of the facilities' full cost. Quoted price for natural gas distribution system and associated work is valid 90 days from the quote date.

Additional charges

- The cost to obtain all easements and permits will be included in the cost of the distribution system.
- If a utility easement is not granted prior to the sale of lots, an additional easement charge will apply to each lot sold.
- Demolition of natural gas facilities needed to prepare a parcel for development is charged separately from the development costs.

Note: *Only cost-feasible line extensions to developments will be constructed per Public Service Commission of Wisconsin regulations.*

Embedded credits

Electric distribution: The installation cost for electric distribution facilities must be paid prior to facility construction. The refundable portion is held in an account for five years. As electric meters are installed, we automatically issue refunds (embedded credits for each meter). We issue the embedded credits to the individual or business that paid for the development's electric distribution facilities for up to five years and up to the maximum amount of the original contribution.

Natural gas distribution: Similar to embedded credits on the electric facilities, payments for natural gas facilities also are held for five years. As natural gas meters are installed, we automatically issue refunds (embedded credits for each meter).

For details on the credits for your development, contact your We Energies representative. A Social Security number or federal tax ID number is required for us to process your refund.

AVOID EXTRA COSTS
BE READY BY
DEC. 1

Additional costs to customers building in the development

- When transformers for lots are not installed with the electric distribution system, individual customers may incur additional costs to install the transformers.
- There could be additional customer charges based on the location of the electric transformer installations within the development.
- Individual electric and natural gas service laterals to residences, buildings and services for the subdivision, (pumps, lighting, etc.) are designed and charged separately from the subdivision distribution system.

Seasonal charges

- Additional costs for construction of electric and/or natural gas service and distribution facilities are charged from Dec. 1 through March 31.
- To avoid seasonal charges, the development site must be ready for utility installation by Dec. 1, and all contingencies on the Ready for Service Card must be complete. A design lead time of at least 90 days prior to construction is needed.
- After March 31, delays can occur due to a backlog of work from winter, wet and unpredictable spring weather, soil conditions in the development and municipal road restrictions.

Design and permits

Preliminary design: If a preliminary distribution system design is needed for municipal plat approval or other development design reasons, we can provide a general layout of the system. The preliminary design could change based on updated or revised development plans, development progress changes or delays, or internal planning or reliability reasons.

- A preliminary design should not be considered the final installation route. The design is based on the current working plat that you or your engineering firm submit to us and is subject to change based on, but not limited to, updates or revisions to the plat, municipality requirements, and review of our planning and reliability group.
- Any cost provided at this time is preliminary. A construction loan or lot costs should not be based on this estimate. Final cost for the development will be included with the final development design.
- You may incur delays in installation and design of the planned distribution system if we do not receive plat revisions from you or your engineering firm, which can cause design changes affecting us and our joint use utility partners (local cable and phone companies).
- You also may incur additional costs due to route and easement changes based on the preliminary design. Should they be a municipality requirement, affidavits of correction are not our responsibility.
- The final design will be submitted to you when you receive your invoice for installation costs and customer letter, which also will require an authorization signature on the sketch to approve the installation route.

Permits: We obtain all federal, state and local permits necessary for installing electric and/or natural gas distribution to your development. Obtaining permits typically takes several weeks. We are unable to begin work until we receive all permits.

Authorization to proceed

Customer approval process

Customer/developer responsibilities

- Review and approve design plans.
- Return a signed sketch approving the route of the electric distribution facilities.
- Return a signed Grade Certification form indicating that the grade within the development is within 4 inches of final grade for electric distribution.
- Verify all information in your cost letter is accurate and fully understood.
- Complete all necessary easement paperwork.
- Submit your full payment for the electric and/or natural gas distribution system.
- Keep us informed of development's status.
- Apply for additional services necessary for development (phone, cable, lighting, etc.).

We Energies responsibilities

- Send you design plans to review and approve.
- Send you a lighting design to review and approve if you're installing street lighting.
- Provide electric and natural gas distribution facilities pricing in separate cost letters.
- Obtain all permits and easements, and order installation materials, once we receive approved plans.
- Finalize joint phone and cable agreements, if applicable.

What things could delay my project?

- ✔ Incomplete application
- ✔ Customer's required CAD files or construction plans
- ✔ Municipality's design approval *(if applicable)*
- ✔ Failure to mark underground utilities
- ✔ Lot corners not staked *(electric facility installation only)*
- ✔ Site conditions or site not ready
- ✔ Rocky terrain
- ✔ Weather
- ✔ Emergency repairs or outages
- ✔ Permitting
- ✔ Environmental or historical considerations

Potential project delays

- ✔ Missing easements
- ✔ Road restrictions
- ✔ Redesign required by municipality or at developer's request

Installation readiness

Electric distribution: Electric facility construction can begin after the following items are completed to make the development ready for installation. We need a minimum three-week installation window.

Customer/developer responsibilities

- Complete brushing in the area where electric distribution facilities will be installed.
- Stake lot corners throughout development.
- Prepare development within 4 inches of final grade and send us a signed Grade Certification form.
- Clear construction route of all construction materials, equipment, topsoil piles and rocks.
- Mark all privately owned underground facilities (tanks, wells, etc.) with paint or stakes.
- Provide us with a final plat or a copy of the preliminary plat approved by local approval agency as well as county approval agency.
- Invite us to your pre-construction meeting.

We Energies responsibilities

- Ensure all federal, state and local permits are received for construction.
- Ensure all necessary easements are obtained.
- Schedule delivery of electric distribution materials to construction site.
- Schedule construction crews.
- Complete final coordination with phone and cable companies for joint installations, if applicable.
- Participate in development's pre-construction meeting.

Natural gas distribution: Natural gas facility construction can begin after the following items are completed. We need a minimum three-week installation window.

Customer/developer responsibilities

- Contact your We Energies representative to determine development status requirements for curb and gutter installation, backfill and rough grade to back of curb.
- Complete sewer and water construction installation.
- Shape and form all ditches within development.
- Complete reference point controls:
  - Lot corner marking throughout development.
  - Center-line marking for all roads where natural gas facilities are being installed.
- Prepare development within 4 to 6 inches of final grade.
- Make sure no topsoil is laid.
- Make sure sidewalks are not installed.
- Invite us to your pre-construction meeting.

We Energies responsibilities

- Keep you informed of curb and gutter requirements at your development.
- Ensure all federal, state and local permits are received for construction.
- Ensure all necessary easements are obtained.
- Schedule delivery of natural gas distribution materials to construction site.
- Schedule construction crews.
- Participate in development's pre-construction meeting.

Construction

Pre-construction: After we receive payment, approvals and notification from you that your development site is ready for installation, we schedule installation. If applying for both electric and natural gas, installations are scheduled separately.

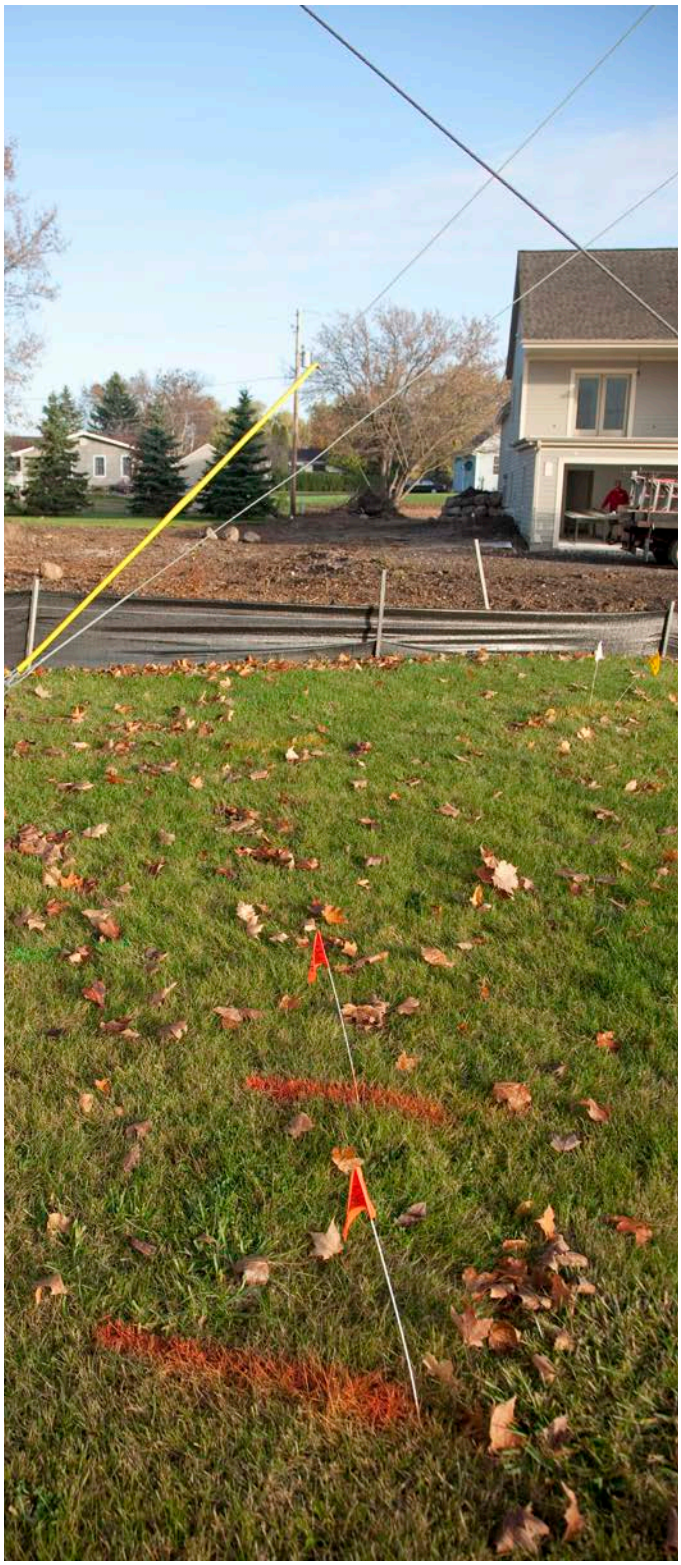
Customer/developer responsibilities

- Locate and mark or expose any privately owned underground facilities, such as wells, septic/sewer lines, etc. We Energies and our agents are not responsible for repair or cost of repair for damage to private underground facilities that were not properly located and marked.
- Remove brush, if required, following notification from our work coordinator.
- Ensure development is within 4 inches of final grade and remains that way throughout construction.
- Provide early notification of when road crossings can be installed. As soon as sewer and water installation is complete, we can begin road crossings for electric distribution. As soon as the road crossings are complete, curbs and blacktop can be started.
- Invite us to your pre-construction meeting. Inform us of these meetings as early as possible, with at least one week's notice, so we can plan to attend.

We Energies responsibilities

- Attend your pre-construction meetings to coordinate utility facility construction. Coordinate installation plan.
- Provide notification of brushing requirements.
- Deliver construction materials. For larger projects, we may ask you to provide a staging area.
- Contact Diggers Hotline (Wisconsin) or Miss Dig (Michigan) to have public underground lines, pipes and other facilities located at entrance and within development site.
- Stake out distribution system trench route.

Note: *Weather can affect timing of utility facility installation. Very muddy and wet conditions can cause installation problems and subdivision damage.*



Construction

Field construction: We need a minimum three-week window for installation of electric or natural gas facilities. Installation time depends on varying factors, including soil conditions, size of development and weather. Electric and natural gas distribution facilities will be installed at separate times by separate crews.

Customer/developer responsibilities

- Understand that changes made during construction phase cause delays and may result in additional charges. Changes can cause delays because of additional costs, equipment or materials needs, easement and/or permit issues, joint construction issues, etc.
- Maintain a 15-foot clear path along entire utility facilities construction route.
- Maintain all markings needed for construction (lot corners, road center lines, etc.) throughout construction area. If any markings are removed or destroyed, they need to be reset immediately.
- Maintain grade along utility construction route.
- Send us the final plat for the development for recording with the county register of deeds. Once you provide us with the final plat, approximately six days are required to record it and energize the distribution system.

We Energies responsibilities

- Construct electric and/or natural gas distribution facilities.
- Keep you informed of schedule and any issues that arise.
- Install phone and cable facilities along with electric distribution, if applicable.
- Clean up and remove excess utility construction materials.
- Energize your electric distribution system after all construction work is complete and final plat recorded.
- Activate your natural gas distribution system after all construction work is complete.

Note: *We do not restore the site after installing the electric and/or natural gas distribution facilities. The site will be left as level as possible, but excess materials resulting from our excavation during installation of utility services will not be removed.*

Visit www.we-energies.com/surfacerestoration to learn more about our restoration practices.

New development checklist

The checklist below describes your steps and our steps for new electric and/or natural gas facilities installation.

Application and planning

Customer/developer responsibilities

- ❍ Submit completed application with plat of survey, CAD file(s) and pdf of the construction plans.
  - – Include any existing facilities, such as water/sewer/septic, easements, retention ponds, wetlands, historical sites or any other obstructions.

We Energies responsibilities

- ❍ Confirm receipt of completed application.
- ❍ Send invitation to cable and phone companies for joint trench, if applicable.
- ❍ Schedule pre-design meeting prior to design approval.
- ❍ Design new service.
- ❍ Send letter including cost letter/invoice, design sketch and grade verification form.

Installation readiness and construction

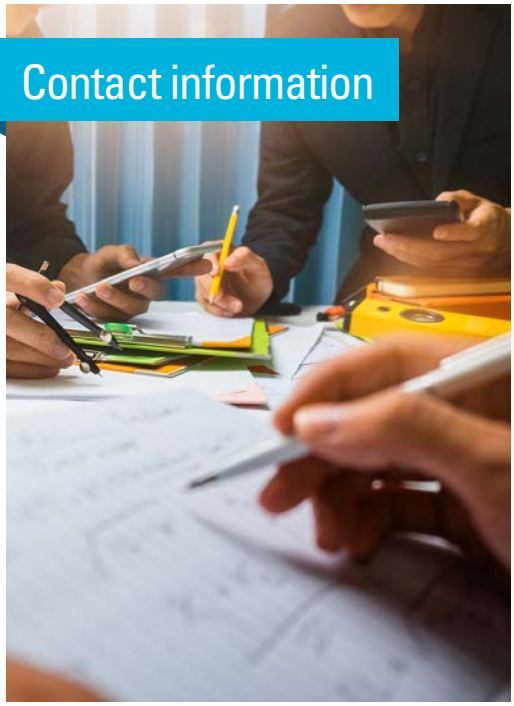
Customer/developer responsibilities

- ❍ Send signed invoice/authorization letter, payment and signed sketch.
- ❍ Prepare building site:
  - – Locate other utilities and stake lot corners.
  - – Clear 15-foot-wide path along the installation route.
  - – Grade to within 4 inches of final elevation along installation route.
- ❍ Maintain site until electric and/or natural gas facilities are installed:
  - – Ensure no obstructions are along route (lumber, equipment or soil piles).
  - – Maintain grade and send grade verification form.

We Energies responsibilities

- ❍ Apply for permit, as needed.
- ❍ Schedule on-site meeting to verify site is ready for installation and to discuss construction schedule and facilities installation process.
- ❍ Schedule electric and/or natural gas facilities installation.

Contact information



To learn more:

Phone
800-753-9509

Online
www.we-energies.com/contractors/builderdeveloper/newdev_servprocess.htm

Email
co-subdivisionsgroup@we-energies.com

Submit your application and certified plat of survey to:

Email
co-subdivisionsgroup@we-energies.com

Mail
We Energies Subdivision Group
500 S. 116th St.
West Allis, WI 53214

Fax
414-944-5552

Digging

Diggers Hotline (Wisconsin)
811 or 800-242-8511

Miss Dig (Michigan)
811 or 800-482-7171