



Project Initiation Checklist for Commercial, Industrial, Government and all non-residential customers

Introduction

This document outlines the project information that needs to be provided by a customer or developer in order for APS to complete an electrical design. After review of the project information, APS will provide preliminary copies of a one-line diagram indicating proposed equipment placement and service entrance section locations.

Requirements for preliminary design/discussion.

Plans not containing the following elements will be rejected until the required items are submitted or until the customer has verified that the requirements (outlined below) are not available for this particular project.

The following must be provided by the customer.

- Preliminary site plan
- Preliminary building square footage
- Preliminary type of load (retail, medical, office, etc.)
- Preliminary NEC connected code load
- Anticipated certificate of occupancy
- Anticipated temp power requirements

Governmental and non-profit organizations are often required to seek approval from their respective elected officials (i.e.: City Council, Board of Supervisors, Board of Directors, etc.) before proceeding with any and all work that will obligate the organization legally or financially. Please define the specific approval processes required for this project:

Name of Project:	Location of Project:	Address/Modifiers
Project Manager <i>(Name, Title, Address, Phone #):</i>	Site Rep. - Field Contact <i>(Name, Phone #, Email):</i>	Authorized Signatory of APS Agreements <i>(Name, Title, Address, Phone #):</i>

Customer/Developer Planned Construction Schedules:

	Start	Finish		Start	Finish
Grading			Dry Utilities		
Wet Utilities			Curb & Pavement		

Customer/Developer Requested APS In-Service Date:

Temporary Power for Construction:	Date for Certificate of Occupancy:
Permanent Power for Startup in Building:	

Will this project be phased? Yes No

Square Footage: Smallest:	Largest:	% Largest:
Type of Use (office, retail, restaurant, etc):		

Requirements for FINAL APS design.

Customer must provide approved municipal 2nd submittal plans/files. Including;

- Two complete sets of city/county approved construction plans
 - Civil plans
 - Grading/drainage
 - Landscape
 - Water/sewer
 - Fire
 - On site/off site
 - Site plan
 - Roadway
 - Electrical
 - One lines
 - Panel schedule
 - Load summary
 - Architectural
 - Meter room specifications
 - Mechanical
 - Chillers
 - Large motors
 - Elevators
- ◆ Two sets of stamped, City/County approved street light layout plans or a letter from the respective governmental agency indicating that they will not require street lights
- ◆ Dedication showing water and sewer easements
- ◆ Building permit
- ◆ One copy of the recorded deed with exhibits
- ◆ Alta survey showing corner pins in
- ◆ List of all proposed addresses for the site
- ◆ Vicinity map
- ◆ Disc or electronic file (those with external references shall be bound to the drawings) with AutoCAD 2004 containing: Existing and proposed underground utilities and easements (civils), grading and drainage plans, site plans and proposed electrical

To facilitate a quicker turnaround for APS design and engineering, please submit an electronic file (APS Utility Submittal) with your civil plans. The APS Utility Submittal is a set of specifics (layers) set within the AutoCAD file generated by a Civil Engineer that shows only the pertinent information required to generate APS design drawings. **Please include the following listed items in the Utility Submittal:**

◆ Property lines	◆ Lot Dimensions
◆ Metes & bounds for lots/parcels/right-of-ways	◆ Stationing callout (arterial & collector roads only)
◆ Street centerline	◆ Right-of-way
◆ PUE	◆ Other easements (water, etc.)
◆ Street names	◆ Lot numbers
◆ Water mains and services	◆ Sewer mains & services w/ manholes
◆ Storm drains/drainage	◆ Box culverts/culvert crossings
◆ Fire hydrants	◆ Fire Loop
◆ Communications	◆ Cable TV
◆ Sidewalks/Curbs/Gutter	◆ Vicinity map

Please provide all CAD elements in designated Bluestake colors:

Electric: **Red** Gas: **Yellow** Communications: **Orange**
 Water: **Blue** Sewer: **Green** Reclaimed water: **Purple**