

Dry Utilities Service Guidelines

For Developers and Builders



For a better quality of life.



HOME BUILDERS
ASSOCIATION
of
METRO DENVER®

Foreword About This Publication

Welcome to the Dry Utilities Service Guidelines for Developers and Builders. This booklet has been designed for developers and builders working in the metro Denver area. It is the result of a collaborative effort between the Regulated Utilities Committee and local dry utilities providers to offer uniform guidance on the processes involved with residential development.

It is the responsibility of the developer/builder to properly identify the correct dry utilities service providers for their project area. Maps are included to aid in this process.

As the developer/builder, you are the owner of the process. In order to initiate and manage the process efficiently, the unique guidelines for each individual provider have been compiled into a single document for quick reference and ease of use. This resource is being created as a living document, with up-to-date contacts and process information updated periodically.

These Guidelines were developed by the Home Builders Association of Metro Denver (HBA) Regulated Utilities Committee. For more information, please contact the HBA of Metro Denver at 303-778-1400.

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Dig Safe

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Dry Utilities Contact Information

Comcast

Comcast Corporation is the nation's leading provider of cable, entertainment and communications products and services with 23.9 million cable customers, 15.3 million high-speed Internet customers and 7.0 million Comcast Digital Voice customers.

Northern Colorado Construction, ex. Broomfield/Weld: Maj-Lis Goecke, 303-242-1263 maj-lis_goecke@cable.comcast.com

Metro Denver Construction: Stanley Evans, 720-900-8639 stanley_evansII@cable.comcast.com

Southern Colorado Construction, Co. Springs to New Mexico: Ben Edwards, 719-237-9286 Benjamin_Edwards@cable.comcast.com
www.comcast.net

Intermountain Rural Electric Association

Intermountain Rural Electric Association (IREA) is a nonprofit electrical distribution utility cooperative owned by the customers that it serves. The service territory of IREA includes nearly 5,000 square miles encompassing areas east, south and southwest of Denver. IREA's headquarters are in Sedalia, with district offices located in Woodland Park, Strasburg, and Conifer.

5496 North US Hwy 85

Sedalia, CO 80135-0220

303-688-3100

www.IREA.coop

Century Link

Builder/Developer Customers 720-578-3723 (Gretchen Meyerrett)

New Residential Customers 1-800-244-1111

Servicio Al Cliente en Espanol 1-800-564-1121

www.centurylink.com

United Power

United Power, your Touchstone Energy Partner, is a member-owned electric cooperative headquartered in Brighton, CO that provides electricity to more than 64,000 homes, businesses and farms on Colorado's northern front range.

New Construction Project Coordinators: <http://www.unitedpower.com/new-construction-project-coordinators/>

Instruction for Service Laterals: <http://www.unitedpower.com/meteringlateralsinspections/>

Automated Construction Line: 303-637-1323

Main: 303-659-0551

www.unitedpower.com

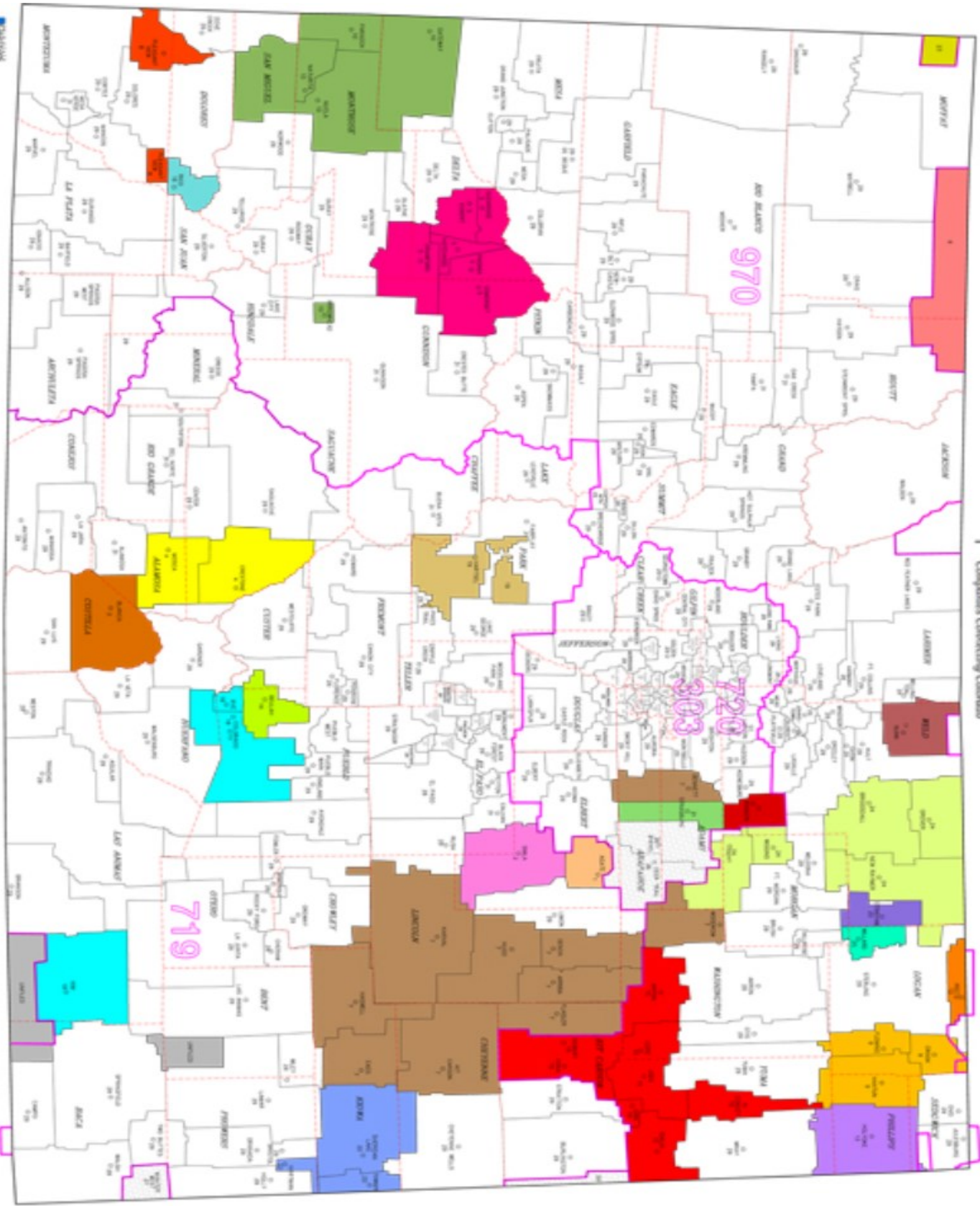
Xcel Energy

Xcel Energy is a major U.S. electric and natural gas company that serves customers in eight Western and Midwestern states. Public Service Company of Colorado is a wholly-owned subsidiary of Xcel Energy that serves electric and natural gas customers in Colorado.

Builders Call Line: 1-800-628-2121; Fax Line: 1-800-628-2521

Online Application: www.xcelenergy.com/Partners/Builders Click on: Service Activation > Get Started

www.xcelenergy.com

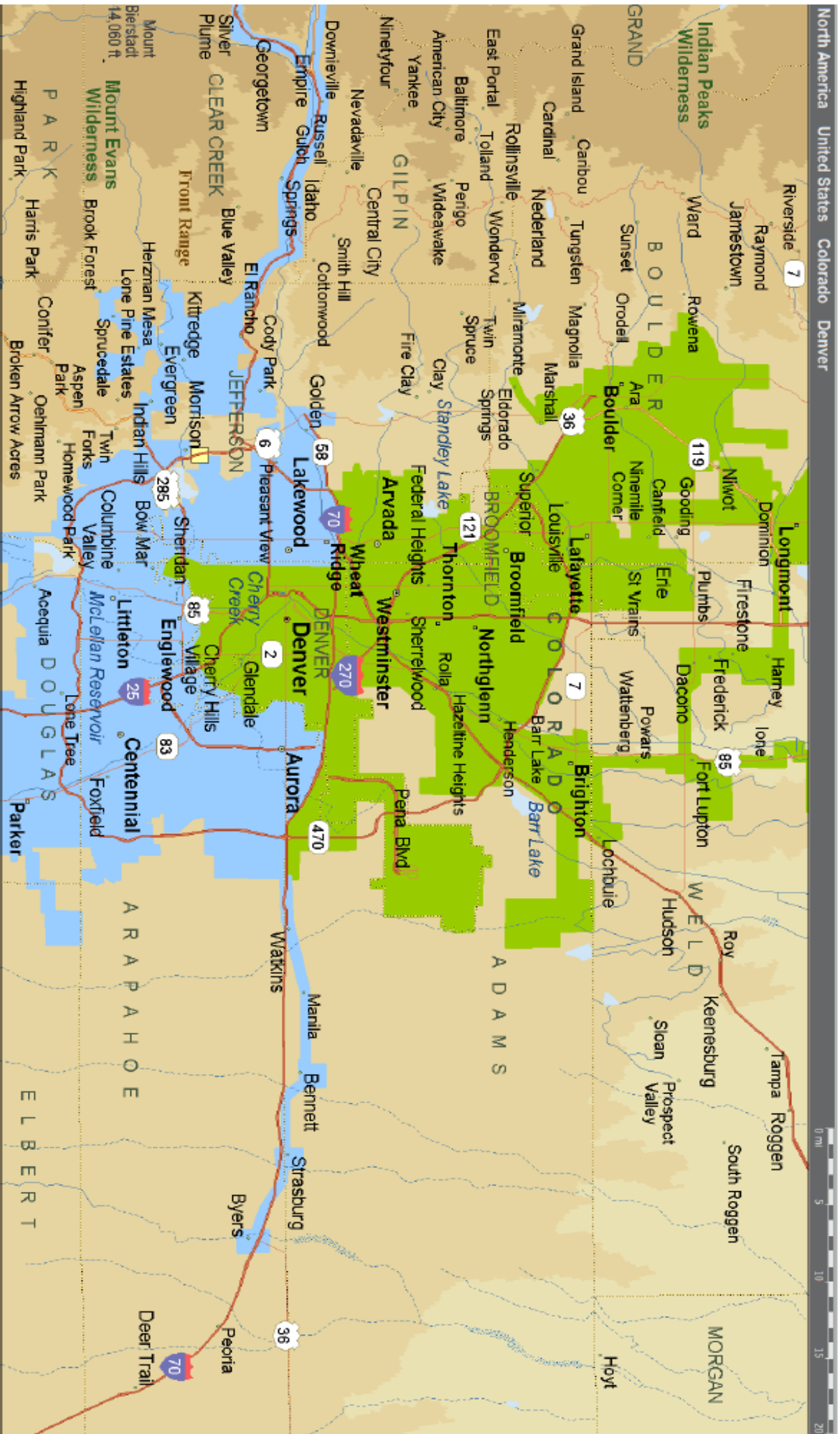


MEMBER COMPANIES

- 1. AUSTIN TELEPHONE COMPANY
 - 2. B&O BROADBAND TELECOMMUNICATIONS, INC.
 - 3. B&O BROADBAND TELECOMMUNICATIONS, INC.
 - 4. COLORADO TELEPHONE COMPANY
 - 5. COLORADO TELEPHONE COMPANY
 - 6. DENVER TELEPHONE COMPANY, INC.
 - 7. DENVER TELEPHONE COMPANY, INC.
 - 8. DENVER TELEPHONE COMPANY, INC.
 - 9. DENVER TELEPHONE COMPANY, INC.
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 - 24. DENVER TELEPHONE COMPANY, INC.
 - 25. DENVER TELEPHONE COMPANY, INC.
- NON-MEMBER COMPANIES**
- 26. DENVER TELEPHONE COMPANY, INC.
 - 27. DENVER TELEPHONE COMPANY, INC.
 - 28. DENVER TELEPHONE COMPANY, INC.
 - 29. DENVER TELEPHONE COMPANY, INC.
 - 30. DENVER TELEPHONE COMPANY, INC.

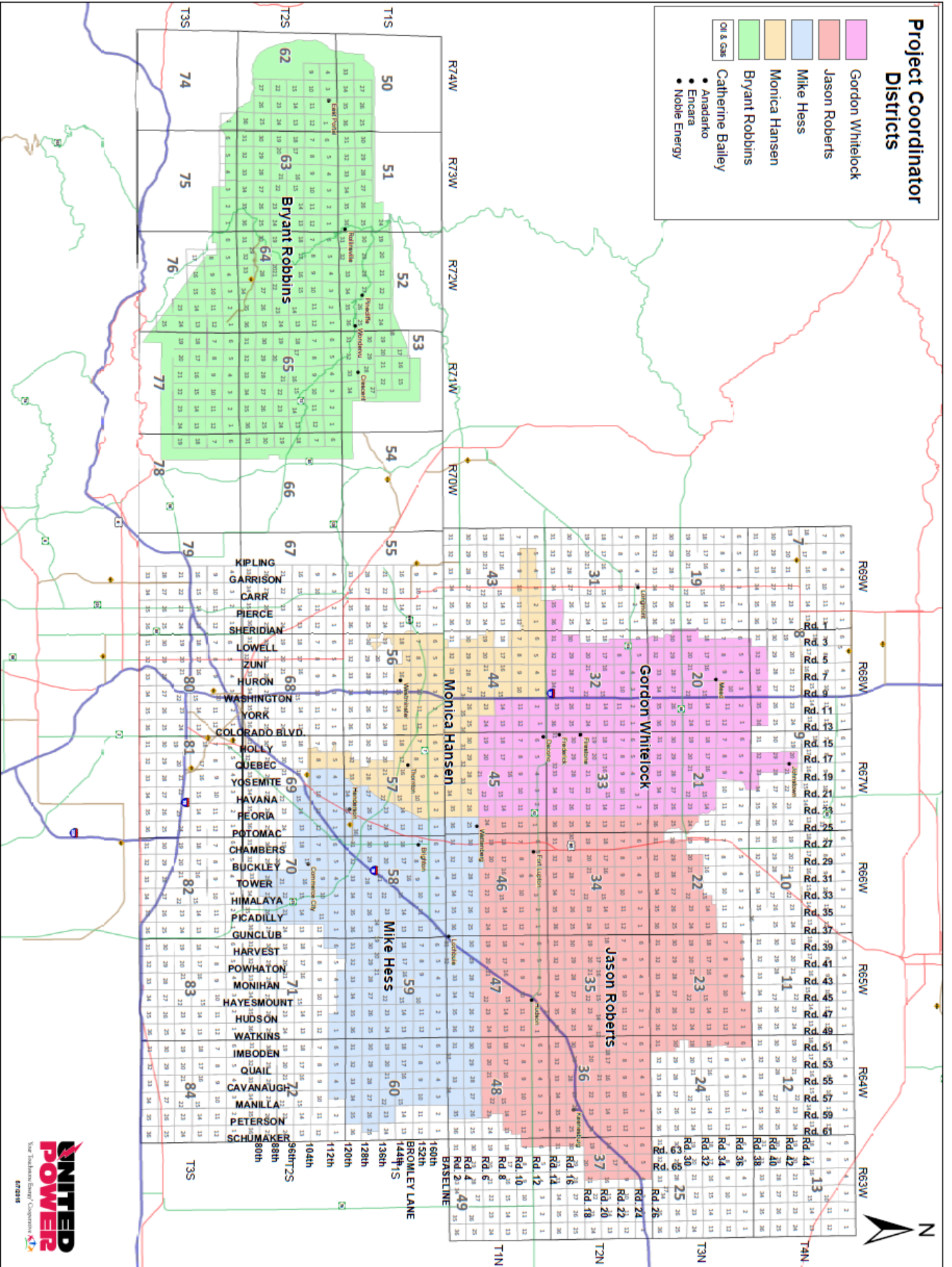


Mountain West Region (CO Counties ~ Adams, Arapahoe, Boulder, Denver)



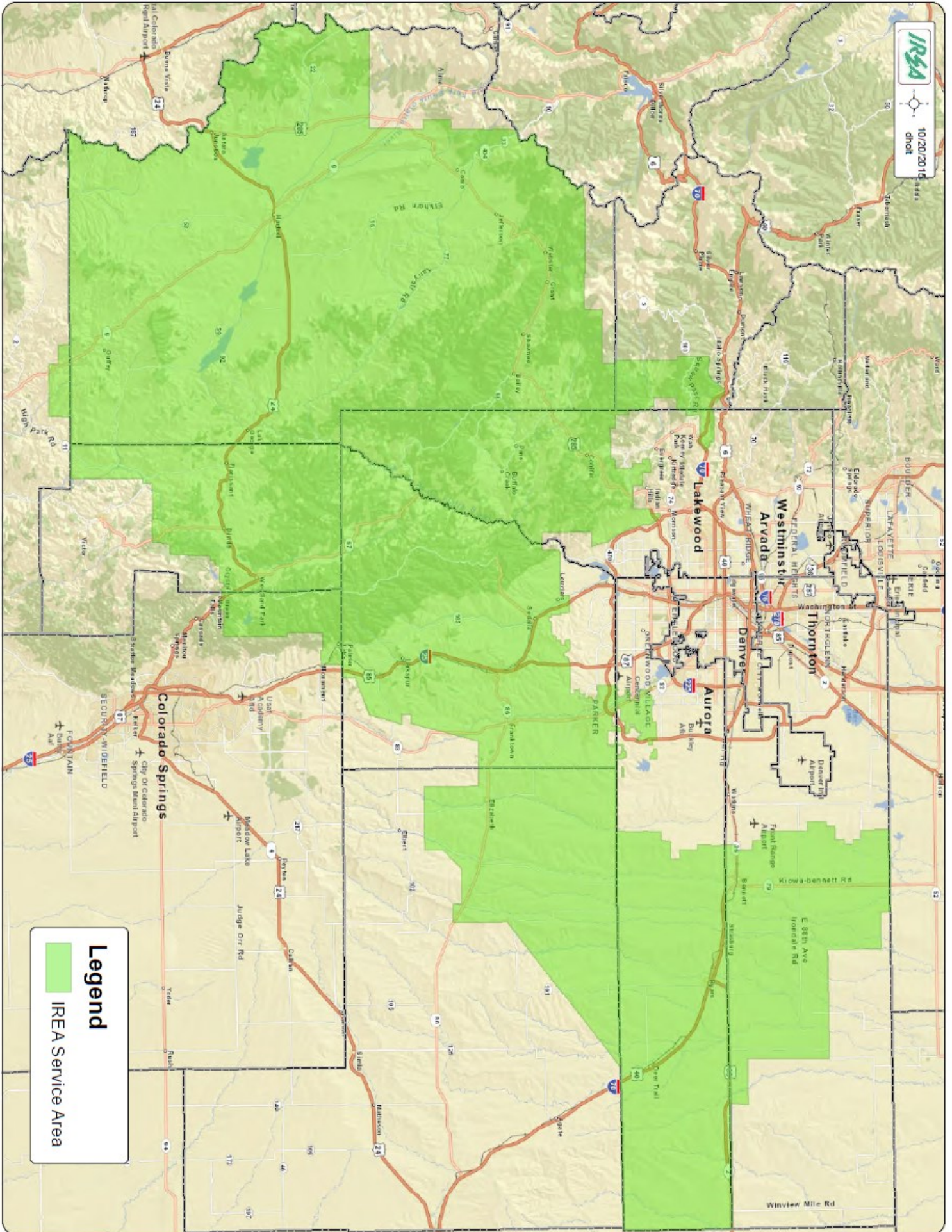
Project Coordinator Districts

- Gordon Whitelock
- Jason Roberts
- Mike Hess
- Monica Hansen
- Bryant Robbins
- Catherine Bailey
- Anadarko
- Encarta
- Noble Energy





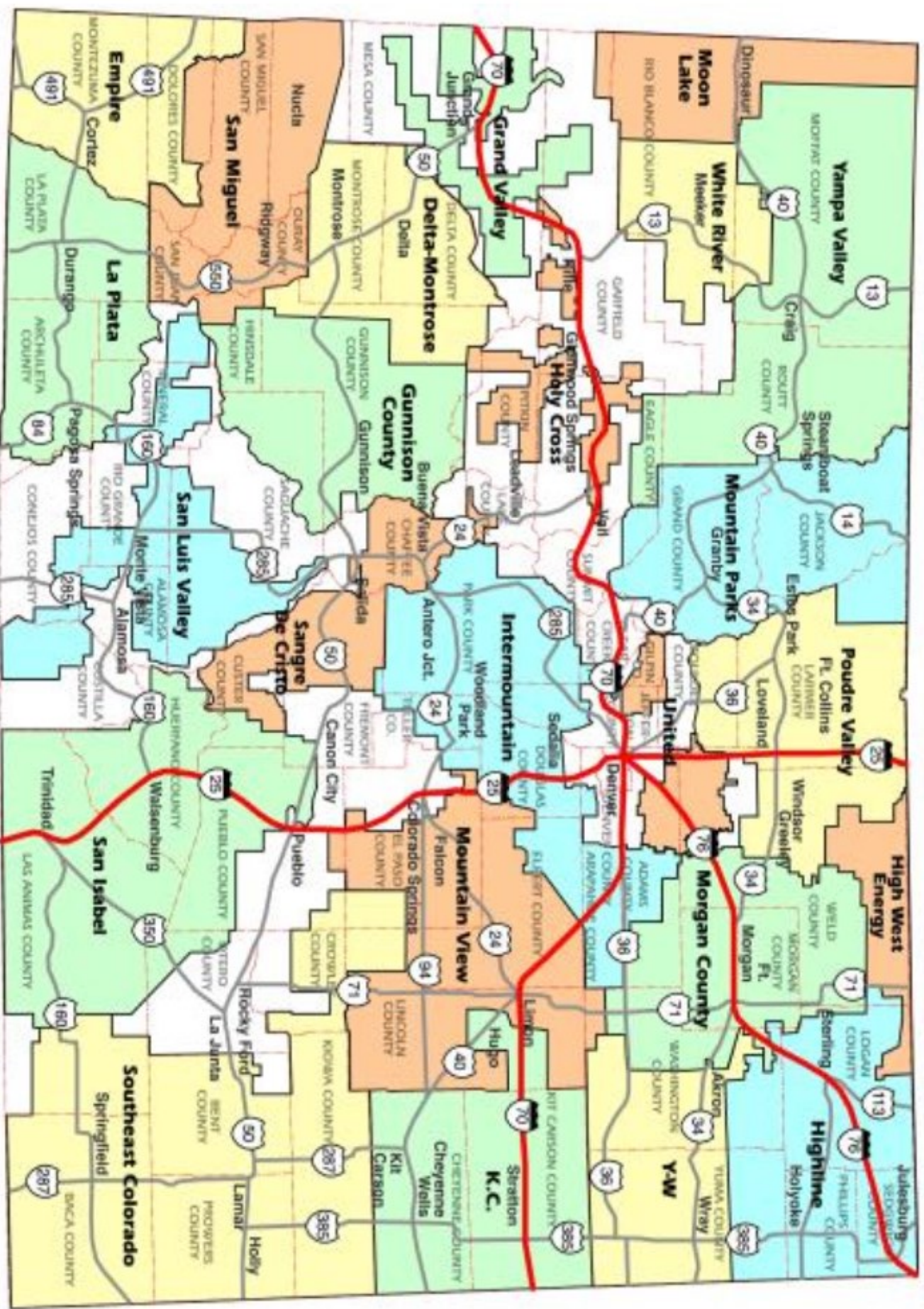
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Legend

IREA Service Area

Colorado Electric Cooperatives Map



ABOVE: Map of Colorado's electric cooperatives. Mountain Parks Electric is located in North Central Colorado and appears in blue on this map.

Dry Utilities Service Guidelines for Developers and Builders

Step I Application (Example)

APPLICATION
COLORADO



Application For Gas And Electric Services

Please photocopy both sides of this page for multiple use.

DATE	BCLCO@xcelenergy.com	PHONE: 1-800-628-2121	FAX: 1-800-628-2521
SERVICE ADDRESS (PLEASE PRINT)			
House or Fire Number	Full Street Name		
City	State	Zip	
Urban Subdivision Name	Rural County	Direction to service location (Rural required)	
Lot Number	Township		
Block Number	Range		
County	Section		
<input type="checkbox"/> Unincorporated	<input type="checkbox"/> Incorporated	Cross Street/Road	
CONSTRUCTION INFORMATION (PLEASE PRINT)			
Owner Information (Party to be billed during construction)		Contractor Information (include phone number)	
Owner/Builder Name		Builder	
Mailing Address		Phone Number	
City State Zip		Email	
Phone Number		Heating Contractor	
Contact during construction		Phone Number	
Address		Email	
City State Zip		Electrical Contractor	
Email		Phone Number	
Daytime phone		Email	
Fax		A & E Firm	
Cell		Phone Number	
		Email	
Required services: <input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> New <input type="checkbox"/> Relocate <input type="checkbox"/> Conversion <input type="checkbox"/> Demolition			
SERVICE INFORMATION (COMPLETE ALL SECTIONS)			
Electric Service		Gas Service (For gas service, please fill out second page of application.)	
<input type="checkbox"/> overhead <input type="checkbox"/> underground Service size (amps)		Is this service being used for primary heat? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Air conditioning tonnage: ton		Total gas load (BTUs/hour):	
<input type="checkbox"/> single phase <input type="checkbox"/> three phase Voltage		Pressure <input type="checkbox"/> 6 or 7 inch <input type="checkbox"/> 2 lb <input type="checkbox"/> Other	
Is temporary electric service needed? <input type="checkbox"/> Yes		Date needed / /20	
<input type="checkbox"/> single phase <input type="checkbox"/> three phase <input type="checkbox"/> at pole		Foundation backfill / To grade / /20	
<input type="checkbox"/> at transformer <input type="checkbox"/> pedestal <input type="checkbox"/> other			
Date needed / /20			
Foundation backfill / To grade / /20			
FACILITY INFORMATION (COMPLETE ALL SECTIONS)			
Building Type <input type="checkbox"/> single home <input type="checkbox"/> duplex <input type="checkbox"/> multi-dwelling/no. of units <input type="checkbox"/> commercial bldg. <input type="checkbox"/> mobile			
Building Class <input type="checkbox"/> residential <input type="checkbox"/> commercial <input type="checkbox"/> farm			
Building square footage		Building setback from property line (feet)	
Electric Meter location preference (when you are facing the front of the house from the outside) <input type="checkbox"/> on house <input type="checkbox"/> on garage			
<input type="checkbox"/> right side <input type="checkbox"/> left side <input type="checkbox"/> front <input type="checkbox"/> other		Feet from front corner	
Gas Meter location preference (when you are facing the front of the house from the outside) <input type="checkbox"/> on house <input type="checkbox"/> on garage			
<input type="checkbox"/> right side <input type="checkbox"/> left side <input type="checkbox"/> front <input type="checkbox"/> other		Feet from front corner	
For Commercial			
Total motor load HP		Largest HP Code BTU input	
			See second page of form

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Step I Application » *Example of how this might be filled out*

The first step of owning the process is completing the required application for service.

How to get started...

First...identify your service provider by referring to the map section of this guideline. There are multiple providers for electricity, gas, phone and cable, so make sure you have identified a provider for each service. In some cases, two services may be provided by the same provider (i.e. gas and electricity with Xcel Energy). If your area appears to be un-served, call the nearest service provider for your project area.

Use the space below to write down the providers for your area.

Electricity:

Contact Info.:

Gas:

Contact Info.:

Phone:

Contact Info.:

Cable:

Contact Info:

You may obtain an application directly from the provider (FAX or pdf.) or you may be able to obtain the application online. The contact information gathered above should point you in the right direction. Remember, if you have ANY questions you may always contact the service provider directly.

Second...now that you have obtained an application you will need to gather information for submittal. In order to make the application process timely and efficient, gather all the necessary information BEFORE you submit the application. Applications with incomplete information will be rejected, which can add considerable time to the process. Remember...you own the process, so take charge of it.

Make sure that you have checked off each box BEFORE completing your application

What type of product are you building?

- Single Family Detached
- Single Family Attached
- Duplex
- Multi-Family (condos/apartments/townhomes)
- Master planned/mixed use community

GIS Information _____

Copy of preliminary plat _____

Land development construction documents

- Wet Utilities, Streets, Landscaping (with controller and monument lighting info) - even preliminary information is satisfactory
- Phasing Plans
 - » Identify model lots and sales trailers
 - » Identify location for construction trailers
 - » Identify timing of phases
- Stormwater Management Plans

Loading Requirements

Will air conditioning (AC) be _____ standard or _____ an option?

Range of square footage for product _____ s.f. to _____ s.f.

NOTE: Larger product may dictate a different process

Permits for offsite facilities (i.e. offsite transmission lines may require separate permits from governing jurisdiction)

Stormwater permit

Land development schedule with anticipated dates of completion for wet utilities, curb & gutter and paving

Street Light Layout (May require input/approval from local municipality)

If photometric or other study is required, developer/builder shall provide

Now that you have gathered your information and submitted an Application, you are ready to proceed with the **preliminary design**.

NOTE: Electrical distribution design will dictate the design for phone and cable. Therefore, be prepared to submit applications for all utility providers, but do not expect the design for phone and cable to follow until they have received a copy of your preliminary design. For this reason, the preliminary design for gas and electricity always precedes phone and cable. It is the developer's responsibility to contact the utility providers to allow for joint trenching.

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Step 2 Preliminary Design

Now that your applications for electricity and gas have been submitted, the preliminary design phase for electricity and gas distribution can get underway.

Based on the information you provided during the application process, the utility provider will begin sketching out a distribution plan for the electric and gas facilities. Some providers charge a "design fee" for this phase, but, assuming the project is built, it will be credited against the cost of installation of the distribution system (See Step 4 for Determination of Cost).

During the preliminary design, the provider will determine the following:

- ◆ Easements to be obtained
- ◆ Compaction requirements will be defined
- ◆ Locations of crossings and/or borings so utilities can cross streets
- ◆ Necessity for offsite infrastructure (i.e. feeders necessary for service)
- ◆ Permitting requirements (i.e. stormwater)
- ◆ Identification of "Point of Presence" for phone service

Once the preliminary design is complete, you must REVIEW the design. Your review should include checking the location of various proposed facilities such as:

- ◆ Trench alignments
 - ◇ CAUTION: Check the alignments of the proposed trenches (both vertically and horizontally) to make sure they do not conflict with water/sewer service or other infrastructure (existing or future)
- ◆ Street Lights
 - ◇ CAUTION: Pay particular attention to lot widths where side lot easements may be required. Most easements will not allow encroachment from architectural elements, so make sure the remaining lot width can accommodate your product without encroaching into the easement. If not, work with your design engineer to get the street light relocated BEFORE design is finalized
 - ◇ CAUTION: Make sure the street light is not located within a site triangle, even at alleys. If a street light is located within a site triangle, work with your design engineer to get it relocated BEFORE the design is finalized
- ◆ Transformer/Switch Cabinets/Pedestals/Vaults
 - ◇ CAUTION: This equipment can be unsightly, so pay attention to its proposed location. Does location conflict with proposed landscaping, entry monuments, driveway locations or site triangles? If yes, work with your design engineer to get it relocated BEFORE the design is finalized.
- ◆ Have connection needs for irrigation controllers, monument lights and trail lights been incorporated into the design? If not, work with your design engineer to get it added BEFORE the design is finalized
- ◆ Lot Constraint Information
 - ◇ CAUTION: Make sure that the proposed facilities and trench alignments do not conflict with:
 - _____ Retaining Walls
 - _____ Street Trees
 - _____ Drainage Swales
 - _____ Fencing
 - _____ Driveway Locations (especially if electric/phone/cable is "front loaded")
 - _____ Counterforts and other architectural elements

If a conflict is identified, work with your design engineer to get it resolved BEFORE the design is finalized

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Step II Preliminary Design (Continued)

Now that you have reviewed the preliminary design, request a meeting with the design engineer to discuss your concerns. Once your concerns have been addressed and the preliminary design has been revised, you will be asked to sign-off on the design. This is another opportunity to take ownership of the process and your signature on the plans confirms owner approval.

Once you have signed off on the preliminary plan, it must be forwarded to your telephone provider, so their design process can commence. The owner should complete the same review as detailed above for the preliminary design of the phone distribution. Cable television typically follows the same distribution as the telephone, so they do not typically provide their own design. For more information check with the provider. However, make sure you keep in communication with the cable provider so they are not caught off guard when you provide them with your schedule.

Use the following checklist to make sure that you are ready to proceed to the next phase, Final Design:

You have reviewed the preliminary design to identify any conflicts or issues

You have met with the design engineer to address your concerns

You have signed off on the preliminary design

You have forwarded a copy of the preliminary design to the telephone and cable television provider

You have reviewed the crossing information, including sleeving depth and diameter

You may want to forward the crossing information to your civil engineer to create a "sleeving plan" for use during installation

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Step III Final Design

Now that the preliminary design has been approved, the design engineer will finalize your plans.

Once finalized, you will be provided with a set of construction drawings for installation of the distribution system. Check the final design against your preliminary design confirm that all of your earlier concerns have been addressed and that nothing significant has been added to your design.

At this point, you must forward a copy of your address map or plat to the service provider. This will help them get the accounts set up for each address.

Use the following checklist to make sure you are ready to proceed to the next phase, Determination of Cost and Contracting:

Final design has been checked against the preliminary design

A copy of the address map/plat has been forwarded to each service provided

CAUTION: If any changes arise after the final design has been finalized, contact your service provider immediately. Changes may result in delays or additional costs.

Step IV Determination of Cost and Contracting

Once your distribution design has been finalized, your service provider will provide you with a contract for the extension of services. The contract will include a determination of cost to be paid by owner for the installation of your facilities. The cost may be lump sum or broken out by component (i.e. Transformers, street lights, services, etc.)

Review the contract to answer the following:

Is there a design fee

How long is the contract in effect?

How long will the price be honored:

What happens if the project is delayed or terminated? Will payments be refunded?

Will any rebates/reimbursements be paid to you when the service is connected to an end user?

If so, how much?

How are they paid?

Do they need to be requested?

Is there an allowance for service laterals?

If so, how much?

CAUTION: Most providers give an allowance based on an average lineal footage of service. If you have large or pie shaped lots, this allowance may be exceeded and additional costs may be billed to the builder

Do rock or frost charges apply?

If so, how much will rock/frost add to the contract price?

Is there a defined change order process?

Cost for trench compaction in excess of 80%

If compaction greater than 80% is important to you, this should have been addressed during the preliminary design, but now is the time to address it so you know the cost implications

Some municipalities require 95% compaction. Make sure you know where you are doing business so extraordinary costs can be factored into the total cost

Most dry utility providers require FULL PAYMENT in advance of construction. This means they will not schedule your project for construction until full payment and the signed contract have been received. The service provider must also be provided with a recorded final plat and necessary easements.

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Step V Schedule for Construction

Use the following checklist to make sure your project can be scheduled:

- The contract has been signed and returned to provider
- Full payment has been made
- Recorded final plat has been delivered to provider
- Easements are identified, granted and delivered to utility for recordation

Once you have satisfied the requirements for scheduling of construction, you will be given a tentative start date that will be 4-10 weeks from the time everything is received by the provider. Make sure all service providers are assuming the same tentative start date. Communication is critical if delays are to be avoided.

In the meantime, there are several things that you will need to do to ensure that the site is ready. See Step 6, Construction/Installation, for more information.

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Step VI Construction/Installation

Once the contract is signed and payment is made, you should be provided with a tentative start date for construction. However, there are several factors within your control that will ultimately dictate the schedule. Better preparedness = fewer delays.

In advance of construction, your job site needs to be ready. Use the following checklist to determine whether your site is ready and dry utility construction can begin.

Your site is ready if:

- Curb and gutter is installed and backfilled
- Lot corners are pinned
- Final grades have been established to within +/- .20'
- For multi-family, pedestal and transformer locations have been staked
- Permit necessary for offsite installations have been obtained
- Pre-construction meeting has been scheduled
- All developer-installed underground facilities are located

A pre-construction meeting will need to be scheduled with your providers TWO WEEKS ahead of your tentative start date to discuss concerns and verify job readiness. If necessary, the schedule may be adjusted to account for insufficiencies. Develop/Applicant is responsible for coordinating attendance by all service providers.

Conditions may arise after the contract has been signed that warrant a change order to the contract. Review your contract to determine the change order process. Examples of conditions that may lead to a change order (and usually more cost) include:

- ◆ Changes to required compaction (in excess of 80%)
- ◆ Presence of rock or frost
- ◆ Change in scope of work
 - ◇ Additional streetlights/pedestals/transformers
 - ◇ Grade changes
 - ◇ Borings
 - ◇ Sleeves under retaining walls

Once the dry utilities have been installed, make sure to schedule a post-construction walk-through. This will identify any outstanding issues that need to be addressed before your crews are demobilized. This will also ensure that the facilities are ready for service. Failing to get this confirmation could lead to delays for model homes, sales offices, construction trailers and homeowners getting service.

Use the following checklist to make sure you facilities have been installed and service is ready to be provided:

- ◆ Job site is ready
- ◆ Pre-construction meeting held
- ◆ Change orders have been finalized
- ◆ Post-construction walk-through with evidence that your system is ready for service

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Step VII Requesting Services for Individual Addresses

Now that your backbone infrastructure has been installed, inspected and “charged” for service, you will need to request service for individual addresses.

The service provider needs to be contacted by the builder requesting service. Typically, this is handled by a field superintendent or permitting manager in the office. Services will need to be extended from the pedestal/transformers as well as the gas mainline to the home. The contracted price for the distribution may have included an allowance for the extension of service laterals. Check the contract to confirm the details of the allowance.

All meters, temporary or permanent, will require electrical inspections prior to being installed. Once all necessary municipal and/or state inspections have been passed, the permanent meter will be set. This will allow service to be provided to the individual addresses and a billing account to be created. Usually the accounts are set up in the builder’s name and then transferred over to the homeowner at the closing.

ATTENTION BUILDERS

The following items are to assist you in getting your service laterals placed for Single Family Homes and Town Homes, not for Commercial projects. Always consult your local utility company at the start of your first homes to make sure that you fully understand all the Procedures and Standards for each utility.

General Requirements

Foundation is in and fully backfilled; water/sewer service have been installed. Rough grade within 6", including swales.

Correct address is posted so it can be seen from the street. (Spray paint foundation.)

Keep dig path clear from meter location to pedestals/transformers, gas mains. Stop any materials from being dropped off in dig areas. Do not grade out locate marks; help protect them.

On lots where the service will go under driveways, retaining walls, concrete slabs, decks, etc. you must place a 3" schedule 40 PVC pipe for each facility. If gas is in the same area as the other facilities it must be at least 12" away from other facilities. These conduits must be clearly marked for easy locating when placing service. DO NOT USE LB's or 90's—Use a 23" or 26" sweep, if one is needed.

If you have any private facilities, like power, phone, water, sewer, sprinklers, etc. please make sure that you mark these, and let the utility company know about them.

Electric Requirements

Foundation is marked with a 6" E, to indicate the location as to where the proposed electric service is placed. Keep in mind that this is where the house common ground will be. Call your electric representative to determine the location meter banks feeds on Condos; this will require builder placed PVS. Note: In IREA areas, meter location must be on the front 25% of the house and it cannot be fenced in.

Electric location needs to be on the same side of the house as the utility pedestal/transformer. (Remember your house ground). Look at your power plan to help with meter location.

Gas Requirements

Foundation has been marked with a 6" G, to mark the location of the gas service. Gas location must be approved by the gas company following all specifications. Gas serve must be at least 3 feet radically from any source of ignition or electric facilities and relief vents to building openings (doors, windows, dryer vents, etc.) and must be at least 20' from a power ventilation or mechanically induced combustible air intake.

Gas meter location is always on the side of the house, located on the front 25% of the house. Note: the gas feeds from the left side of the meter to the right; keep this in mind for gas stub out. (On condos talk to your gas representative on meter bank locations.)

Phone Requirements

Phone stub out will be 18" to the left of Power.

Builder is required to place a 1" schedule 40-poly pipe from the phone pedestal to the phone stub out, 18' to the left of power. Talk to your phone representative on buildings with 3 or more units or areas with common ground. These might require a 2" or 4" PVC to feed a box.

Phone stub out (prewire) must be by the common ground and the phone stub wire must be at least 24" in length.

CATV Requirements

1. CATV stub out must be 18" to the right of power
2. CATV must be by common ground and have 24" of wire stubbed out
3. Call your CATV Representative on buildings with 3 or more units. These buildings may require a 2" or 4" PVC pipe, placed from the pedestal to the building lock box location.

* These are general requirements and do not reflect the complete standard requirements.

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Glossary of Terms

Address Plat—Displays street addresses on plat, with lot and block or unit numbers applicable, required by the utilities for their use in setting up accounts. Should be distributed to providers as soon as available.

Amplifier—A piece of equipment used by Comcast or cable TV provider to push signal through their systems. Commonly known as a doghouse.

Application for Service—This is the first step once a utility provider is identified. The service provider has a specific document that needs to be filled out in its entirety in order to start the process for the request for service. The documents vary according to the type of service requested.

Backbone Infrastructure—Refers to subdivision installation of electric, phone, cable TV, and gas main installation. Can also refer to main feeder installation for master planned communities.

Builder—The entity building the vertical structures or homes. Focused on electric, phone, cable TV, gas service laterals, temporary power, meter sets, dial tone, TV service, etc.

Compaction—The degree of backfill compaction needed to meet the requirements by either the developer or municipality. Wheel roll is used in rear lot and in front lot easements unless requested otherwise. Ninety-five percent of compaction is used in all rights-of-way. This is a significant cost to the developer.

Conduit/Duct—Provides a protected raceway for electric, phone, and cable TV where required. Usually provided by or paid for by the developer.

Construction Allowance—The portion of the extension policy/contract that allows for a refund towards construction by the utility provider. These vary from utility to utility. These refunds take place after the meters are set.

Construction Plans—Set of plans that show all wet utilities such as water, sanitary sewer and storm sewer, grading plans, street profiles, and cross sections. Required by electric and gas utilities for engineering the respective systems.

Developer—The master planner and developer of the infrastructure within the subdivision or master planned development. Focus is on offsite improvements, backbone infrastructure for electric, phone, cable TV, and natural gas, sleeving plans, above-ground equipment placement, and easements.

Doghouse—Common term used by Comcast for their amplifier equipment, above 2' - 3' above-ground box usually identified by the louvered cover.

Easements—Necessary for placement of utilities on private property. Platted front and rear lot easements are common. Pocket easements and easements for side lots, tracts, etc., can be executed by separate documents supplied by the utility provider.

Dry Utilities Service Guidelines for Developers and Builders

Glossary of Terms

Frost Agreement—A document that accompanies contracts stating the agreement or disagreement of paying additional non-refundable charges for excavation in frost over six inches.

Gas Main—The infrastructure installed to provide natural gas to a subdivision. Usually refers to a pounds medium system or 60 psi.

Gas Service—Tapped from the gas main infrastructure located in the easement and, from there, installed to the riser attached to the home. Gas meter is set at this location.

High Pressure Gas Main—Higher pressure gas mains are used for transporting gas to reg stations. Special license agreements need to be in place to work around these lines.

Minimum System—The portion of the distribution system charged to the developer in situations where the utility elects to upgrade a portion of their systems at the utility's expense that is not charged to the developer.

Overall Utility Plan—Shows all wet utilities, sometimes street lights, and streets widths, used by all utility providers when designing their respective systems.

Owner—The person who is signing contracts and funding the construction extensions is generally the entity listed as owner/developer. Legal documents will be made out to this entity.

Pedestal—The attachment point that terminates electric, phone, or cable TV form the home to a pedestal location. May also be splice points for phone or cable TV, street light source for power or irrigation source for power.

Permanent Meter—Final meter set after inspections have been completed. Can be located on the home or building, or in some cases on a meter pedestal, for example an irrigation meter.

Point of Presence—A Century Link term meaning the demarcation point that Century Link will enter the subdivision or property. The developer will be required to take service from that point to the building or subdivision reverse land development agreement (RLDA).

Power Supply—A term used by cable TV or phone provider requesting the placement of a piece of equipment that will supply power to the electronics of the respective system. Generally, it is located within an easement.

Primary Distribution Facilities—High voltage cable that connects transformers in a loop system to the switch cabinets.

Land Development Agreements (LDA) - A request directly from Century Link Central Point of Contact (CPOC). Century Link crews install facilities in electric trench or customer-provided trench. No cost up to \$528.40 per lot. (Tariff at time of publication.)

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Glossary of Terms

Recorded Plat—Required by the utilities prior to the start of construction. Final plat with easements shown and recorded information stamped on a document and signatures noted on cover page on file with the appropriate county.

RT Site— A Century Link location for electronic equipment used to provide voice and data services. Usually a 20' x 30' pocket easement is required.

Site Plan— Displays lots, buildings, walks, retaining walls, parking, and other stuff related to the actual layout of the project. Used mainly with multi-family or commercial sites and distributed to the utilities for use in designing their respective systems.

Secondary Service—120/240 volt house service: 120/208 or 277/480-volt commercial service. Available at the transformer/pedestal location.

Service Lateral/Drop— The individual line connecting the phone, cable TV, electric or gas directly from the main backbone system to the home/business.

Service Provider— The particular utility that has the certificated area that provides electric, gas, phone or cable TV service to the site.

SWMP's— Storm water management permits. Required engineered plans that spell out the erosion control plans for containing dust, mud, and silt, and any other thing needed to keep the EPA happy!

Sectionalizing Cabinet— Above ground equipment installed in conjunction with the electric distribution lines to provide a tap point or junction for the two or more three-phase or single-phase primary cables.

Switch Gear—Electric equipment installed above ground in conjunction with underground feeder lines that serve as a fuse tap point for distributing electric service throughout a subdivision.

Temporary Meter—Usually an electric meter where the utility will provide a temporary meter for up to one year for construction purposes. The developer's electrician sets up the structure for inspection.

Transformer—Above ground equipment installed in conjunction with the electric distribution lines for the purpose of reducing primary voltage in order to provide service directly to a secondary cable, residences, or other facilities requiring electric service.

Transmission Facilities— High voltage lines usually located overhead on towers or larger pole lines, used to transport power supplies to sub-stations.

Utility Provider— The specific utility that supplies the gas, electric, phone and/or cable TV to your project.

Your Safe Digging Project

You must call the Utility Notification Center of Colorado (UNCC) at 8-1-1 if you are the one who will be doing the actual digging. If you have hired a company or contractor to perform the work, they are required to call UNCC.

PREPARATION

1. Determine the day you plan to begin digging.
2. Determine your dig area so that you can be specific when calling for your locate request.
3. Call UNCC three business days in advance of beginning your project. UNCC will notify all companies who may have underground lines in your area.
4. Wait the required amount of time—three business days—to allow utility owners time to mark their underground lines.

Your property must be accessible, including having gates unlocked and animals contained. If there is a problem with access, scheduled meet times are available for your convenience. When you call UNCC be prepared to set a time and date for an appointment.

COMPLETED LOCATE REQUEST

1. Be sure you understand all marks. If you have questions about any of our marks, call 303-448-4800 for assistance.
2. Respect and protect the marks. Marks are good while visible or for 30 days. You must request re-marks if your locates have expired or you have lost your marks.
3. We will leave a yellow copy of your locate request on site on a white flag with a sketch indicating where the underground utility lines run. Be sure to keep this with you at all times while digging.

DIGGING SAFELY

1. Utility lines are within 18 inches in either side of the marks left by utility owners.
2. Always dig with care. Hand dig 18 inches on both sides of the utility marks and expose the utility carefully so you are aware of where it is.

Be conscious of utility lines throughout your digging project.

FACTS ABOUT NATURAL GAS

- In its natural state, natural gas is colorless and non-toxic.
- Natural gas is odorized by the utility to smell like rotten eggs or skunks.
- Natural gas is combustible.
- Natural gas may become explosive when trapped in an enclosed space.
- Some ignition sources are light switches, garage door openers, pagers, cell phones, vehicles and other running equipment.

FACTS ABOUT ELECTRICITY

Electricity always seeks a path to ground. When you become a part of this path you can be injured or killed.

- Examples of good conductors include water, your body, tree branches, poles and ladders.
- Insulators isolate electricity from going to ground, but an insulator can become a conductor if it is contaminated or broken.

CALL 8-1-1 Dig safe. Dig smart.
Know the ground rules.

For a better quality of life.



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