

Roadmap to Energizing Your URD Project



Customer Name: _____

Customer Address: _____

DTE Contact Information:

Planner/Office Field Coordinator

Name: _____

Number: _____

Email: _____

Planning Supervisor

Name: _____

Number: _____

Email: _____

Case Manager

Name: _____

Number: _____

Email: _____

Common approval requirements and timeframes*

- Municipality Approvals: 2-4 weeks
- Tree or Shrub Removal: 1 to 2 weeks
- Railway Crossings: 6 to 12 months
- Land Easements: 6 to 8 weeks

*Meeting the deadline for this project depends on completing the requirements of each phase before moving to the next phase. In addition, weather & materials issues can be a factor in changing the schedule. Timelines may vary depending on customer's needs and complexity of project.

	Phase: Getting Started Timeline: 2 Business Days DTE to Contact Developer- DTE Electric Representative	Phase: Collection of Documents/Initial Contact Timeline: 1-3 Weeks DTE Contact: DTE Regional Support Specialist/Planner	Phase: Review Documents Set Site Meet Timeline: 2-10 Days DTE Contact: Planner	Phase: Initial Design 'Green Line Electric Layout' Timeline: 10-20 Days DTE Contact: Planner	Phase: Schedule & Conduct Engineering Meeting Timeline: 20-30 Days DTE Contact: Planner Contact: Joint Use Co's	Phase: Detailed Design/Easement Agreement Timeline: 10-30 Days DTE Contact: Planner Right of Way Facilitator	Phase: Pre Construction Walk URD Contract Agreement Timeline: 5-10 Days DTE Contact: Planner Contact: Joint Use Co's	Phase: Final Construction Walk/10 Day Walk Timeline: 5-15-Days DTE Contact: Planner Contact: Joint Use Co's	Phase: Scheduling & Const. Timeline: Overhead 6-8 Weeks Underground: 4-6 Wks/ Project Size Contact: Case Manager/ Planner	Phase: Meter Installation & Energizing Service Timeline: 3-5 Days DTE Contact: RSR, OFC, Case Manager/Planner
DTE Energy Will Provide	Work Order Number _____ Region Contact Info _____ _____ _____	<input type="checkbox"/> Planner Assignment Date _____ <input type="checkbox"/> Initial Contact w/Customer 24-72 hours Date _____	<input type="checkbox"/> Review All Documents/ Request Additional as Required Date _____ <input type="checkbox"/> Determine Front/Rear Lot Based on Municipality. Review for any Conflicts/Removals. Consider Electric Source Feed Points. Date _____ <input type="checkbox"/> Submit .dawn File to Mapping for URD Base Layout Date _____ <input type="checkbox"/> Schedule Site Meeting w/ Developer & Inquire about Joint Utilities Date _____ <input type="checkbox"/> Customer Need Date/ Negotiated Agreement Date _____	<input type="checkbox"/> Analyze Project to Determine Electrical Load Requirements, # of Transformers, Total kVA Demand & Submit Method of Service to Regional Engineering @15 Day for MOS. Date _____ <input type="checkbox"/> Contact Developer with any Specific MOS Costs Date _____ <input type="checkbox"/> Contact Joint Utilities for Confirmation of Joint Intent & Prepare 'Green Line' Layout Date _____	<input type="checkbox"/> Developer and Joint Use Co's. to Attend Engineering Meeting. Review/Revie/Agree upon Underground Layout. Joint Users to Mark Route. All Parties Sign Off on 'Green Line'. Copies of 'Green Line' provided to all parties. Provide Developer with DTE Underground Constructions Developer Requirements Form. Date _____ <input type="checkbox"/> Pre Construction Walk Date Set Date _____ <input type="checkbox"/> If Relocation or Removal Work Required: Perform Estimate Date _____ <input type="checkbox"/> If Relocation/Removal Work Required: Design & Issue Job(s) to Scheduling/Construction upon Receipt of Contract & Payment Date _____	<input type="checkbox"/> Planner Prepares Easement Drawing, Include Fut. JU Memo Date: _____ <input type="checkbox"/> Right of Way Facilitator Sends Easement Agreement & Drawing to Developer for Signature Approval Date: _____ <input type="checkbox"/> Planner Completes Detailed URD Design Drawing & Submits Request for URD Oper. Map Date: _____ <input type="checkbox"/> Planner Forwards Copy of Detailed URD Design Drawing to Developer in Preparation of Final Construction Walk Date: _____ <input type="checkbox"/> Design & Issue any Overhead Work (Line Extension/CaPo's to Scheduling/Construction Date: _____	<input type="checkbox"/> DTE Schedules Pre Construction Walk w/ Developer, UG Tech, DTE Contractor & Joint Use Co.'s to Determine Site Readiness - All Items Must be Satisfactorily Completed Based upon Underground Construction Developer Requirements Form. Note: Final Walk Date may be Determined Based upon Site Readiness. Date: _____ <input type="checkbox"/> Planner can send Developer URD Contract Agreement for Signature Approval & Payment if Site is Ready for Constructions. (Verify Customer Business Entity That will be Receiving Refunds.) Note: Contract Agreement due No Later than 5 Business Days Before Construction Start Date: _____	<input type="checkbox"/> DTE Planner Schedules Final (10) Day Construction Walk w/Developer, UG Tech, DTE Contractor & Joint Use Co.'s for Final Site Readiness Evaluation. Developer has Signed Copy of Underground Construction Checklist and All Requirements Site Verified Date: _____ <input type="checkbox"/> Joint Use Co.'s have Provided Detailed Design & will Arrange Material Delivery to URD Site. Date: _____ <input type="checkbox"/> DTE Contractor gives Developer Tentative Start Date for Construction Date: _____	<input type="checkbox"/> DTE Contractor gave Developer Tentative Start Date of Construction. DTE Case Manager to Proactively Contact Customer if there are any Scheduling Issues Date: _____ <input type="checkbox"/> Case Manager sends Customer Post Design Satisfaction Survey. Date: _____ <input type="checkbox"/> DTE Completes Construction of New URD Date: _____	<input type="checkbox"/> Planner to Issue Services & Meters if Ready at Time of URD Installation, Pending Municipal Inspections of Service Equipment & DTE's Inspection. Services in Subdivisions & Site Condos are Billable. <input type="checkbox"/> PCM's Must be to Spec. All Metering Equipment Per DTE's Specs. <input type="checkbox"/> Apartment/Condo Buildings Must be Addressed at Units & at VMS Prior to Issuing. Services to Apartment & Condo Buildings Require Contract. Date: _____
Customer Will Provide	Customer contacts DTE for URD Service & Construction, Relocations and Removals Call: 800.338.0178 Or Online at: nbrequest@dteenergy.com Information that may be required: - Social Security or Tax Identification Number - Site Address or Location - Project Name - Contact Person's Name, Phone Number, Email - Corporate Name and Address for Contracts & Refunds Developer provide these documents: <input type="checkbox"/> Underground Residential Development Electric Capacity Application Form (No Address) <input type="checkbox"/> Request for New Electric Service (With Address)	Project Information <input type="checkbox"/> Site Plan (Final-Demo, Topo, Utilities, Landscaping, Electrical, *Dawn file, Etc. Date: _____ <input type="checkbox"/> Load Sheet(s)-Clubhouse, Larger Homes, Size Homes- Refer to Developer Documents Date: _____ <input type="checkbox"/> Proof of Property Ownership, Legal Description Date: _____ <input type="checkbox"/> Riser Diagram, Meter Module Manufacturer #'s. Indicate Placement of Equip on Bldgs. Date: _____ *dawn file Microstation/ Auto Cad compatible	Agreed Upon Targeted Completion Date: _____ Customer Signature _____ Planner Signature _____ Date: _____ <input type="checkbox"/> Provide DTE Planner with any Other Power Needs: Street Lighting, Electric Vehicle Charging, Pumps, etc. Date: _____	Joint Use Contact: _____ <input type="checkbox"/> Developer, on Private Projects to Determine Joint Utilities. Agrees to Contact Companies for Work Request & Relay Information to DTE Planner	Engineering Meeting: <input type="checkbox"/> Developer Reviews/ Requires Revision/Agrees with 'Green Line' Electric Layout. Sign Off on 'Green Line'. Receives Copy of 'Green Line' & Underground Developer Construction Requirements Form and will have all Requirements Completed Date: _____ <input type="checkbox"/> Tentative Pre Construction Walk Pending Completion of Developer Requirements Walk Date: _____ <input type="checkbox"/> If Relocation/Removal Work Required. Sign & Return Contract w/Payment Date: _____	Developer Requirements: <input type="checkbox"/> Developer Reviews Easement Drawing and Approves Easement Contract. Returns to DTE Right of Way Facilitator. Date: _____ <input type="checkbox"/> Developer Receives Detailed URD Design Drawing from Planner-Pending no Easement Revision Requests by Developer. Date: _____	Preconstruction Walk/Site Evaluation: <input type="checkbox"/> Developer has Performed All Necessary Items as Indicated on Underground Developer Construction Requirements Form Date: _____ <input type="checkbox"/> Developer Receives URD Contract Agreement. Agreement must be Received by DTE no Later than 5 Days Before Construction Start. Date: _____	Final Construction Walk: <input type="checkbox"/> Developer Provides DTE with Signed Copy of Underground Construction Checklist Date: _____ <input type="checkbox"/> Developer Receives Tentative Construction Start Date. Note: Weather May Be a Factor Affecting Target Start Date. Date: _____ <input type="checkbox"/> If URD Contract Agreement & Payment is not Received within 5 Business Days of Construction Start Date, the Project will be Rescheduled	Maintains Job Site Readiness for Construction: <input type="checkbox"/> Is Informed by Planner or DTE Contractor Regarding that Joint Use Co. has not Provided Design or Materials. Chooses to Proceed Without. Submits Signed Copy of Notice to Proceed with URD Construction to DTE and Joint User. Date: _____	Developer Requirements: <input type="checkbox"/> Service Routes Must be Clear and Kept Ready for Service Installation Date: _____ <input type="checkbox"/> Apartment/Condo Buildings Have Building #'s, Unit #'s/ Addresses & Meters Labeled & Electrical Inspections Approved Date: _____ <input type="checkbox"/> Complete Post Construction Satisfaction Survey Date: _____