



Lincoln Electric System

May 30, 2001

To: (See the attached distribution list.)  
From: Rob Schmidt/Lincoln Electric System  
Subject: Procedure for New Residential and Commercial Developments

Over the past several months, Lincoln Electric System has been working with various developers, engineers, City personnel, and other utilities to produce a procedure which will help expedite the installation of electric, phone, and TV facilities in new residential and commercial developments. The procedure has been completed and a copy has been attached for your use. A copy has also been placed on the LES web site at:

[http://www.les.com/les\\_news/Procedure\\_For\\_New\\_Developments.asp](http://www.les.com/les_news/Procedure_For_New_Developments.asp)

We hope you find the procedure to be a helpful resource. If you desire further information, please feel free to contact me via phone or email.

Sincerely,

A handwritten signature in black ink that reads "Rob Schmidt". The signature is written in a cursive, flowing style.

Rob Schmidt  
Engineering Services  
402-467-7629  
rschmidt@LES.com

Enclosure

Copies: Dan Pudenz  
Emil Turek  
Stan Wostrel

Distribution List

Procedure for the Design and Construction of Electric, Phone, and TV Facilities in New Residential and Commercial Developments

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**Residential and Commercial Developments**  
**Procedure for the Design and Construction of Electric, Phone, and TV Facilities**

1. The developer sends the preliminary plat (or CUP/PUD) to the City for approval.
  - a. The developer sends an electronic copy of the plat to LES (AutoCAD format), Alltel (MicroStation format), and Time Warner (MicroStation format) which can be used to design the underground cable system. The developer will also send drawings which identify the existing and proposed grade, existing and proposed underground facilities, site drainage, proposed fences, landscaping, signs, or other structures which may conflict with the LES trench route. Hard copy drawings will be sent if the developer is unable to send copies electronically. Also, the developer will inform the utilities of which version of the preliminary plat to use for design.
2. The City sends the preliminary plat to LES to mark easements on the drawing.
3. The developer sends the final plat to the City for review and approval.
  - a. As the developer splits the preliminary plat into multiple final plats, the developer will consider how the electric, phone, and TV facilities will be extended from one final plat to the next.
  - b. The developer sends an electronic copy of the plat (showing lot dimensions, angles, etc.) to LES, Alltel, and Time Warner which can be used for design purposes. The developer will also send drawings which identify the existing and proposed grade, existing and proposed underground facilities, site drainage, proposed fences, landscaping, signs, or other structures which may conflict with the LES trench route.
4. The City sends the unapproved final plat to LES to mark easements on the drawing.
5. LES begins the final design, informs Alltel and Time Warner of the trench route, and prepares the work order. The service agreement is sent to the developer if it is a residential development. Copies of the LES construction drawing will be sent to the developer and the developer's design engineers to make them aware of the proposed LES trench route. This drawing will be used by the developer to ensure that silt fence, new trees, etc. are not placed in conflict with the proposed electric, phone, and TV facilities. The trench route normally follows the rear lot lines for residential construction and the front lot lines for commercial construction. (Drawings will be sent via email whenever possible.)
  - a. If the developer requests LES to begin construction prior to the plat being approved, signed, and filed, an easement will be required from the developer.
  - b. The LES Construction & Maintenance (C&M) Department begins coordinating with Alltel and Time Warner.
6. The developer maintains close contact with the LES C&M Department (Steve Wallingford) regarding the construction schedule.
 

Residential Developments: The developer executes the service agreement, signs the easement, and returns the documents with the aid-to-construction to LES.

Commercial Developments: LES will begin construction when there is a need for power in the development.
7. When the site is ready for LES to begin construction, the developer notifies the LES C&M Department. The site is ready when the following items have been completed:
  - a. Final grade has been established along the LES trench route.
  - b. A clear path has been provided along the LES trench route (above and below grade).
  - c. Property pins have been installed along the LES trench route. These include front and rear lot pins and pins associated with curves or angles of deflection. The developer may also be required to provide additional staking along curves or for other special circumstances.
  - d. The water, storm sewer, and sanitary sewer lines have been installed.
8. LES receives a copy of the signed final plat from the City.

9. LES stakes the project, lines up a contractor to bore the street crossings, and begins construction as soon as a crew becomes available. (Subject to LES approval, this step may be performed prior to Step #8 when requested by the developer. See Item #5a.)
10. The developer will be responsible for any costs associated with the relocation of electric, phone, and TV facilities due to changes in grade, relocation of lot lines, etc. If relocation is required, the developer will contact the utilities. The current utility contacts are:
 

<u>Alltel:</u>	Al Schroeder	436-5507
<u>LES:</u>	Stan Wostrel	467-7627
<u>Time Warner:</u>	Lou Kipper	435-1302

#### Additional Notes

1. The City requires some type of screening along arterial streets for residential developments. In the past, the developers typically installed a privacy fence. Some developers are now considering the use of earthen berms with trees and shrubs to provide the necessary screening.
2. The developers will consider installing silt fence 15 feet inside the property line to provide room for the installation of electric, phone, and TV facilities. Some developers are considering the use of earthen berms to control erosion instead of silt fencing. The earthen berm could also be installed 15 feet inside the property line. As the building construction is completed on each lot, the builder would then level out the earthen berm across the lot.
3. At the developer's request, LES will backtamp a portion or all of the trench for an additional fee (contact the LES C&M Department to obtain the current rate). The developer may also hire a private contractor to backtamp the trench. The developer will notify the LES C&M Department if a private contractor is going to backtamp the trench.
4. The developer may also request that LES trench across streets prior to paving. This may be coordinated with the LES C&M Department. Installing the street crossings ahead of time may save time by not having to bore the streets later.
5. Residential Developments: LES typically installs all of the cable in a new development, sets the transformers and pedestals, terminates the cables in the transformers and pedestals, and finally energizes the entire circuit. However, if the developer requires service to a specific lot ahead of time, it may be possible to energize a portion of the circuit.  
  
Commercial Developments: LES typically installs all of the cable in a new development, but a transformer is not installed until building plans are available and the electric service for the building has been designed. Generally, Time Warner does not install their facilities in commercial developments.
6. After grading the site, the City requires the developer to seed the area to help control erosion. Electric, phone, and TV crews will attempt to minimize damage to the seeded areas.
7. Rebar with highly visible plastic tape is preferred for marking property pins. (Flags are easily removed by vandals and otherwise tend to blend in with all of the other flags used on a construction site.) Electric, phone, and TV crews will replace pin markers adjacent to the property pin, if temporarily removed during construction.
8. The developer coordinates grade elevations with the City (or County) along existing streets to prevent future changes in grade.
9. The developer may contact the LES Land Management Department to request the release of unused easements in a development. Some easements may be needed for future use and will not be released. (Approval will also be required from Alltel and Time Warner.)