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# DEVELOPER'S PACKAGE



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Delivering more.

**ELECTRICITY**

Internet | AC/Heating | Electrician Services | Solar & Battery | Community

# WELCOME TO GVEC!

The Guadalupe Valley Electric Cooperative (GVEC) was founded in 1938 by a group of rural residents in the Cost area who needed electricity for their farms. On April 5, 1939, the Rural Electrification Administration approved the first loan to the Cooperative to be used in building rural electric lines. Construction began in May 1939, and eight months later, the first GVEC lines went into service.

GVEC provides affordable, reliable electric service to more than 90,000 rural, residential, commercial and industrial meters in South Central Texas. With headquarters in Gonzales and four area offices in the cities of Schertz, Seguin, La Vernia and Cuero, GVEC's service area spans 3,500 square miles across 13 counties. Through technological advancements, well-maintained systems and progressive planning, our goal is to continue to exceed member expectations—a goal we have focused on for over 80 years.

**GVEC provides this packet to all developers and their agents, and it should be used as a guide in planning the installation of electrical equipment for receiving electrical power from GVEC's distribution system.**

The information presented is subject to change and will be revised periodically to reflect any changes that may develop. Please refer to our website at [gvec.org](http://gvec.org) for additional information as well as an online version of this packet.

We look forward to working with you as your electricity provider. If you are looking to provide your customers with the most value from your developments, talk to us about our beyond the meter services including AC/Heating, solar and battery storage, electrician services, and high speed internet. We would appreciate the opportunity to help you beyond electricity!

Thank you,  
The GVEC Development Group

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# STEP 1

To begin electric design, these items must be submitted to GVEC by developer:

- ▶ Preliminary Plat to [plats@gvec.org](mailto:plats@gvec.org) for review.
- ▶ Application for Residential or Commercial Development.
- ▶ Development Master Plan (if applicable) as PDF or DWG file.
- ▶ Digital copy of Unit Plat (PDF & DWG) showing layout of property, lot-lines (with dimensions), georeference information, drainage, street names, dedicated easements and any other underground facilities.
- ▶ Digital copy of the Utility Plans (PDF & DWG). Plans should include wet utilities and any other utilities planned for the development.
- ▶ Digital copy of Civil Construction Plans (PDF) to GVEC showing grading, street and sidewalk typicals, and drainage structures throughout the unit.
- ▶ Digital copy of the property boundaries (KMZ) for mapping.
- ▶ Information concerning location and load requirements for any non-residential subdivision facility such as signage, sewer lift stations, HOA Amenity Centers and landscaping pedestals.
- ▶ \$4,500 Engineering Deposit (to be applied toward final invoice).
- ▶ Most current files for unit if any component of design changes. (Failure to do so may result in a re-design fee. These non-refundable fees will be at the discretion of GVEC on a case-by-case basis.)

**\*Note: Please refrain from recording Unit Plat with associated municipality until GVEC has verified that all easements are acquired for overhead and underground installation.**

# STEP 1

# APPLICATION FOR RESIDENTIAL OR COMMERCIAL DEVELOPMENT

## Development Information

Proposed Subdivision Name: \_\_\_\_\_ Unit No.: \_\_\_\_\_ (if applicable)

Location Description / Nearest Intersection: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ School District: \_\_\_\_\_

Location in City Limits:  Yes  No Total Number of Buildable Lots: \_\_\_\_\_

Single Family Mobile Homes Allowed?  Yes  No

Avg. Home Size (sq. ft.): \_\_\_\_\_ Size of Service Requested: \_\_\_\_\_

Multi Family Type: \_\_\_\_\_ No. of Proposed Units: \_\_\_\_\_

Commercial Type of Business: \_\_\_\_\_

Type of Electric Service Requested (check one):  Underground  Overhead

GVEC Construction Target Date: \_\_\_\_\_ Date for Service Requested: \_\_\_\_\_

Other Utilities to be included: (check all that apply)

Water Company Name: \_\_\_\_\_  Comms Company Name: \_\_\_\_\_

Sewer Company Name: \_\_\_\_\_  Comms Company Name: \_\_\_\_\_

Gas Company Name: \_\_\_\_\_  Other Company Name: \_\_\_\_\_

Sewer lift station service needed in development: Yes / No If yes: 3ph / 1ph Unit of lift station site: \_\_\_\_\_

Amenity Center service needed in development: Yes / No If yes: 3ph / 1ph Unit of Amenity Center lot: \_\_\_\_\_

Existing overhead line in conflict with unit: Yes / No Retaining walls in unit (location): \_\_\_\_\_

## Owner Contact Information

Individual / Company Name: \_\_\_\_\_

Main Point of Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_ Fed. Tax ID#: \_\_\_\_\_

## Engineer / Surveyor Contact Information

Individual / Company Name: \_\_\_\_\_

Main Point of Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**\*Note: Please return application along with final approved plat, CAD file, full civil plans and nonrefundable \$4,500 engineering deposit to initiate service. Deposit will be applied to final invoice.**





# SCOPE OF WORK SUMMARY FOR GVEC INSTALLATION OF UNDERGROUND ELECTRIC IN SINGLE FAMILY RESIDENTIAL SUBDIVISIONS

## Inclusions

- ▶ Design and engineering of GVEC electric utility infrastructure.
- ▶ Prepare construction drawing(s) for installation of facilities.
- ▶ Trenching and backfill for installation of all conduit and equipment for electric distribution infrastructure within utility easements.
- ▶ Material and labor for installation of:
  - All primary and secondary electric conduit and wire to GVEC equipment.
  - All electric distribution equipment: including transformers, switchgear, sectionalizing enclosures, switches, risers, secondary pedestals etc.
  - Service conduit (up to 60' total length) to meter location from transformer or secondary pedestal location (if longer distance required, additional fee will apply). A twenty foot (20') secondary service conduit stub-out will be installed in the initial installation for future extension to meter location on structure or dwelling.
  - Streetlights (as required by city franchise agreement).
- ▶ Overhead line extension to site, as required.
- ▶ Scheduled inspections of road crossing conduit installation.

## Exclusions

- ▶ Material and labor for the installation of any conduit or sleeves for utility infrastructure under roadways, or under any permanent drainage structure.
- ▶ Material and labor for the installation of any conduit or sleeves for utility infrastructure under existing underground pipelines or transmission facilities.
- ▶ Select backfill (flowable fill) or specialized compaction.
- ▶ Compaction density testing.
- ▶ Boring under any roadways, drainage improvements, or existing utilities (if required, additional fee will apply).
- ▶ Excavation in rock (if required, additional fee will apply).
- ▶ Establishing final grade of site prior to installation of facilities.
- ▶ Survey and staking of site to identify property corners, offsets, easements and other required points as required for installation of underground and overhead facilities
- ▶ Joint trench and/or installation of any facilities for other utilities such as phone, CATV, communication, or gas.
- ▶ Customer meter base and/or installation.
- ▶ Removal of vegetation or any other obstruction in easement area(s) encumbering installation of GVEC facilities.
- ▶ Reinstallation of raceways or releveling of equipment due to changes in grade after installation of facilities.
- ▶ Relocation of existing overhead electric facilities in conflict with proposed development (Additional fee for relocation will apply).

## STEP 2

**Upon receipt of approved design from GVEC, developer's responsibilities include:**

- ▶ Submit signed and notarized copy of contract.
- ▶ If applicable, complete Pre-Curb Agreement if GBRA is sewer provider for unit.
- ▶ Submit payment for installation as noted on agreement letter.
- ▶ Install all road crossings as displayed on GVEC "Approved for Construction" design.
- ▶ After placement of crossings, but before backfilling, developer must contact GVEC for road crossing inspection by emailing [ugcrossings@gvec.org](mailto:ugcrossings@gvec.org).
- ▶ Revision/replacement of road crossings, as needed, per inspection. Contract and invoice for GVEC installation will be provided at this stage of construction.
- ▶ Complete Developer's Checklist with signature.

## STEP 2

# UNDERGROUND SUBDIVISION INSTALLATION CHECKLIST

## Sign and return to acknowledge pre-construction requirements.

Subdivision Name: \_\_\_\_\_ Unit No. \_\_\_\_\_

- \_\_\_\_\_ All roads are to final grade.
- \_\_\_\_\_ All easements are to final grade and clear of all obstructions.
- \_\_\_\_\_ All property corners are marked with identifying lot markers. Staking of property corners and offsets are complete.
- \_\_\_\_\_ Builders have been notified to keep utility easements clear of building materials and other obstructions.
- \_\_\_\_\_ Water meter boxes or stub ups must be installed prior to underground electric installation.
- \_\_\_\_\_ Water and sewer connections to home must not be installed until after electric installation is complete.
- \_\_\_\_\_ Developer acknowledges that if any homes are started and water and sewer are connected prior to electric installation, GVEC and/or its assigned contractor will not be held liable for any damages that may occur. Developer also acknowledges that GVEC and/or its assigned contractor will not be responsible for damages of any building materials or other obstructions that may be placed in the easement.
- \_\_\_\_\_ Developer acknowledges that installation of other dry utilities or connection of wet utilities to structures may entail added per-lot charges due to added labor charges during construction.
- \_\_\_\_\_ If GVEC elects to begin construction prior to curb installation, they must agree to second page of requirements prior to pre-construction meeting.
- \_\_\_\_\_ Completion and energization of system is subject to final inspection by GVEC representative.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Company & Title: \_\_\_\_\_





# UNDERGROUND SUBDIVISION PRE-CURB INSTALLATION CHECKLIST

Sign and return to acknowledge pre-curb construction requirements.

Subdivision Name: \_\_\_\_\_ Unit No. \_\_\_\_\_

- \_\_\_\_\_ All affected soil must be graded to +/- 2 inches of final grade.
- \_\_\_\_\_ All underground crossing marker pipes must be visible and properly placed before work begins.
- \_\_\_\_\_ Staking of property lines and 30' offsets must be placed once soil is to proper grade.
- \_\_\_\_\_ Property lines must be staked every 10' along curved edges (i.e., cul-de-sacs).
- \_\_\_\_\_ Relocation or repair of facilities due to improper grading will be completed at the expense of the developer.
- \_\_\_\_\_ Relocation or repair of facilities due to improper staking or re-platting will be completed at the expense of the developer.
- \_\_\_\_\_ Completion and energization of system is subject to final inspection by GVEC representative.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Company & Title: \_\_\_\_\_



## REQUIREMENTS FOR ELECTRIC UTILITY ROAD CROSSINGS

All road crossings must be installed according to GVEC's electrical design.

All road crossings must be inspected by a GVEC representative before being backfilled.

- ▶ All road crossing conduit material is supplied by developer.
- ▶ Only 2 ½-inch or 4-inch (as called for on approved design) Schedule 40 gray electrical conduit is to be used.
- ▶ All joints of placed conduits must be glued during installation.
- ▶ All road crossing conduits must be covered with red burial warning tape 12 inches above conduit.
- ▶ Road crossing conduits must be installed with minimum of 48 inches of cover at final grade.
- ▶ Conduits should be laid flat in the trench, side by side, as shown in the typical—*not* stacked or twisted. If more than two pipes are in a trench, they must be numbered on the inside, bottom of each pipe (ex: 1, 2, 3, etc.).
- ▶ 4-inch conduit, when called for, will be laid flat, side-by-side in the bottom of the trench. If more than two pipes are in a ditch, you must number the inside, bottom of each pipe (ex: 1,2,3, etc.). The 2 ½-inch may be stacked on top of the 4-inch with a minimum of 4 inches separation between them, but still require 48 inches of cover at final grade to the top set of crossing pipes.
- ▶ When electrical crossings are required to cross water mains, they must be 2 feet below or 2 feet above water mains. Conduits still require 48 inches of cover at final grade. (Pit sand may be required by some water utilities.)
- ▶ All other utilities must maintain a minimum of 3 feet of separation from the electrical crossing trench.
- ▶ No other utility crossings may be stubbed out in front of electric transformers or switches.
- ▶ No other utilities may share the same trench as the electric conduits.
- ▶ All crossings are to be installed at the property line unless water meters are at the crossing location. At locations where water meter conflicts exist, the electrical crossing must be moved 7 feet from the property line to avoid water meters. All other utility crossings must be located 3 feet on opposite side of property line.
- ▶ Crossings must be installed at all drainage channels.
- ▶ Property pins/stakes must be set at both ends of crossing for verification of correct location.

**ALL CROSSINGS MUST BE INSPECTED BY A GVEC REPRESENTATIVE BEFORE THEY ARE BACKFILLED.  
PLEASE PROVIDE ONE WEEK NOTICE AS TO WHEN INSPECTIONS WILL BE NEEDED.**

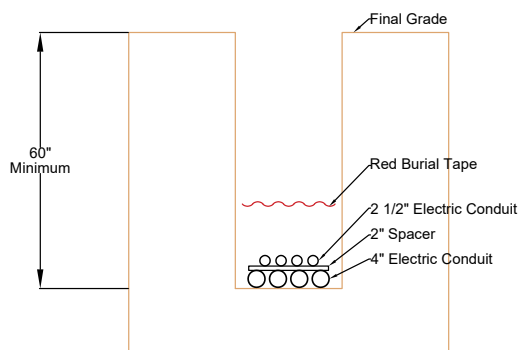
**SEND EMAIL TO [UGCROSSINGS@GVEC.ORG](mailto:UGCROSSINGS@GVEC.ORG) TO SCHEDULE INSPECTIONS**

SPANISH VERSION AVAILABLE UPON REQUEST

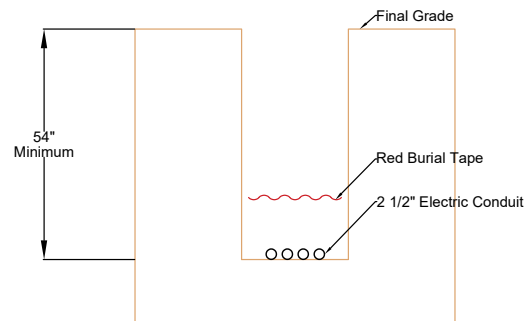


# GVEC TRENCH TYPICALS

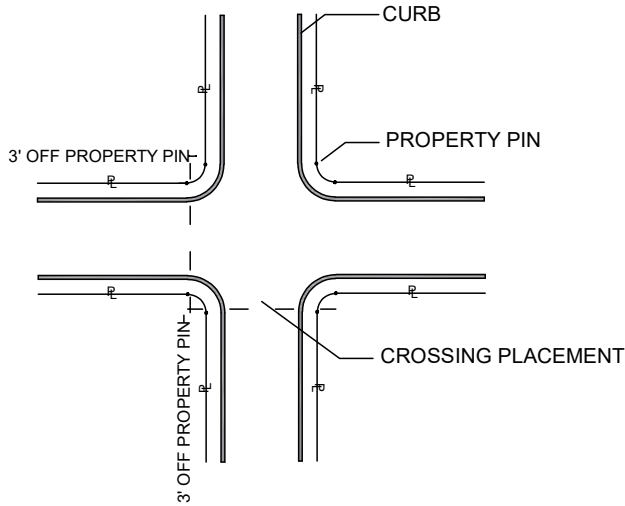
Typical Trench With  
2 1/2" and 4" Conduits



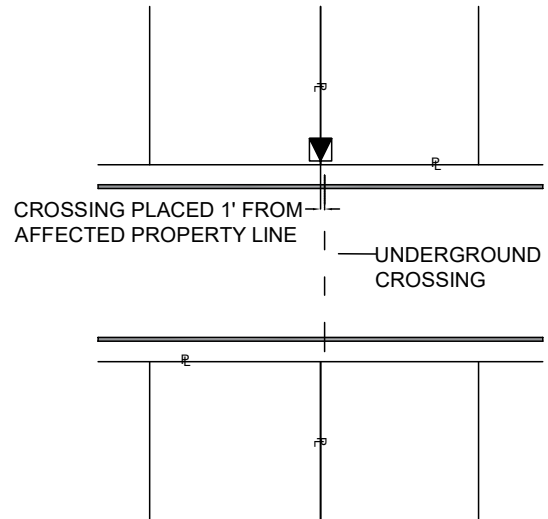
Typical Trench With  
2 1/2" Conduits



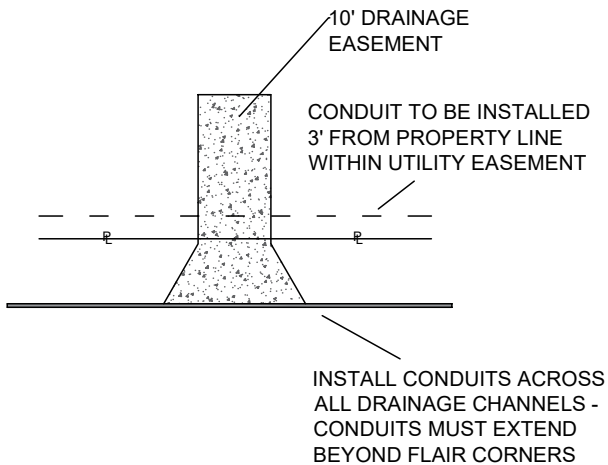
TYPICAL CROSSING  
PLACEMENT AT  
INTERSECTION



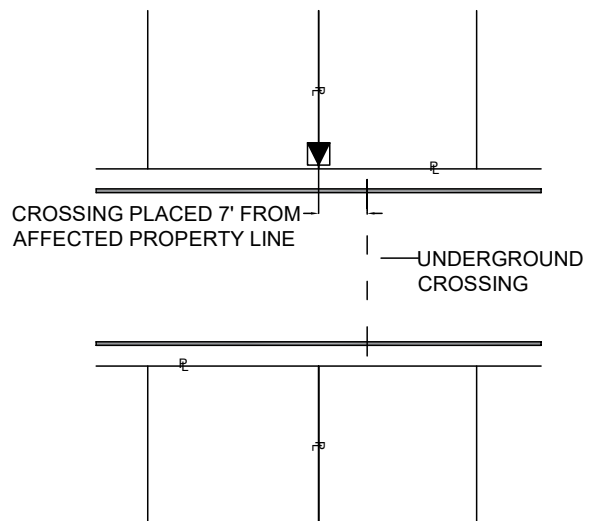
TYPICAL CROSSING  
AT PROPERTY LINE WITH  
NO WATER METERS OR FIRE PLUG



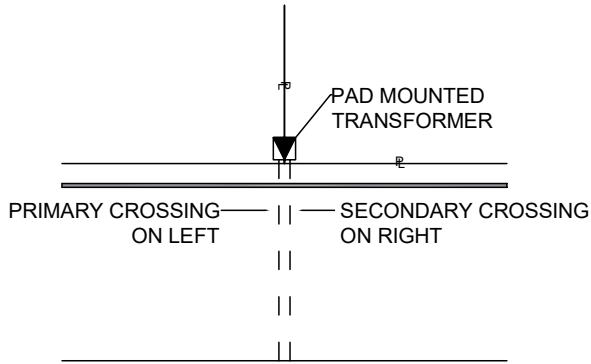
TYPICAL CROSSING  
PLACEMENT AT  
DRAINAGE OUTLET



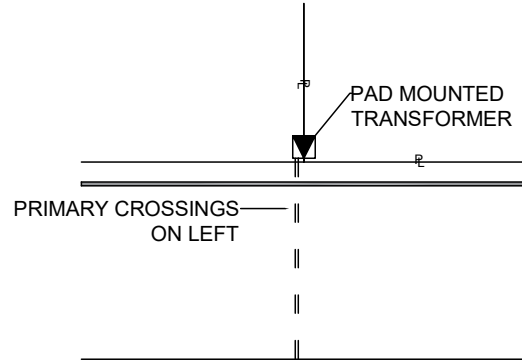
TYPICAL CROSSING  
AT PROPERTY LINE WITH  
WATER METERS OR FIRE PLUG



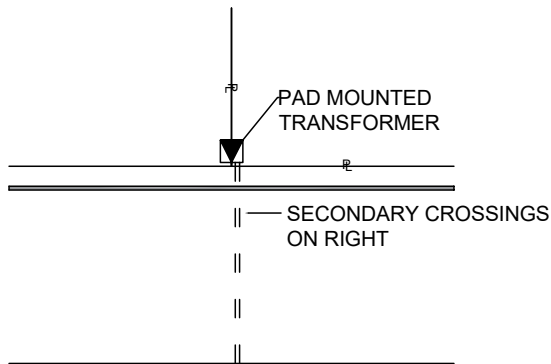
TYPICAL CROSSING  
AT PROPERTY LINE WITH  
PRIMARY AND SECONDARY CONDUITS



TYPICAL CROSSING  
AT PROPERTY LINE WITH  
PRIMARY CONDUITS



TYPICAL CROSSING  
AT PROPERTY LINE WITH  
SECONDARY CONDUITS



## STEP 3

**To begin electric installation within the unit, developer must:**

- ▶ Correspond with GVEC Project Coordinator to schedule pre-construction meeting with all stakeholders (30 days' notice required).
- ▶ Provide lot staking with labeled laths that mark:
  - Front property line corners.
  - 30' offsets from property line corners.
  - Side lot/back lot corners as specifically requested.
  - Radius markers on curves (i.e., cul-de-sacs) as specifically requested.
- ▶ Provide suitable, daily access to construction site for GVEC and its contractors.
- ▶ Hold on-site pre-construction meeting with GVEC representatives and other stakeholders, as necessary.

## STEP 3



## STEP 4

### Developer/builder responsibilities to complete the project:

- ▶ Submit address list/address plat to GVEC Project Coordinator when issued by municipality.
- ▶ Acknowledge notification of energization by email and/or phone call.
- ▶ Submit digital copy of recorded plat to GVEC Project Coordinator when filed with municipality (for plat signatures, email [plats@gvec.org](mailto:plats@gvec.org) to coordinate signature).
- ▶ Follow installation of Secondary Electric Conduit and Wire Requirements (as listed on page 17).
- ▶ Developer include the following in Home Owners' Association Bylaws:
  - *“Developer has requested and Utility has agreed to provide underground electrical distribution facilities, with Developer having approved the system design. Any request to subsequently relocate any portion of the underground facilities shall be consistent with the Utility’s design and operating practices and the requesting party shall bear all costs associated with such relocation. All pad-mounted transformers shall have no less than ten (10) feet of unencumbered space in front of the transformer doors for operation and maintenance of the equipment. Utility is hereby granted access across property as necessary for maintenance and/or replacement of transformers and underground power lines. Utility shall only be required to fill, grade and restore ground cover back to original grade as a result of any excavation. Utility shall not be liable for payment or for repair of any damage to landscaping, shrubbery, fence, walk, patio, or driveway in connection with the installation, maintenance, or relocation of the underground electric system.”*
- ▶ Contact GVEC Fiber to pre-wire new homes for fiber internet.

## STEP 4

## REQUESTING SERVICE FOR TEMPORARY CONSTRUCTION METERS

- ▶ Address must be acquired for each location prior to meter request.
- ▶ Contact GVEC Customer Service Representative at 800.223.4832 with billing and address information.
- ▶ Electrician to set approved temporary meter structure in proper location prior to request.
  - Proper location is immediately adjacent to transformer or pedestal providing power.
  - Temporary meter structure must be marked with address.
  - City inspection is required if within city limits.
- ▶ Once GVEC is notified of city inspection (where applicable), GVEC personnel will set temporary meter within 7-10 days.
- ▶ If temporary meter is deemed “out of spec” by GVEC lineman, a \$50 trip charge will be applied to account and meter must begin inspection process again.

## REQUESTING PERMANENT SERVICE

### Underground Secondary

- ▶ Please request an As-built of your specific subdivision unit prior to beginning home construction, these documents will provide service entrance location for each lot.
- ▶ Contact GVEC Customer Service Representative at 800.223.4832 with billing and address information.
- ▶ Electrical service (Meter base and main disconnect switch assembly) must be installed on the side of the home nearest the pad mounted transformer or secondary pedestal that will serve the residence.
- ▶ Meter base shall not be located more than 5 feet back from the front corner of the house and shall not be located within a fenced area. (See typical on next page)
- ▶ Easement area/right-of-way path for installation of service shall be clear of any building materials or obstructions prior to GVEC installing service conduit to the dwelling.
- ▶ Any concrete overpour from foundations must be cleared or chipped away to ensure that the conduit can be placed flat on exterior walls. Requires 12 inches of width clearance on anything above 3 feet deep.
- ▶ If gas service is present in your particular subdivision unit, gas service entrance stub out shall be placed on the opposite side of the dwelling from the Electric and communications service entrances.
- ▶ Failure to comply with the above requirements can result in fees and cancellation of request.
- ▶ Photo of installed electrical service on the home must be submitted to [meterrequest@gvec.org](mailto:meterrequest@gvec.org). Please include service address and contact information with submission.
  - We will accept pictures of the slab with the location of the electrical clearly marked, within 5' of the front of the slab. This coincides with our platted utility easement. If service is not where underground secondary is stubbed up, responsibility will lie with the contractor/electrician to move the service to meet our underground.
  - Requests will not be released to construction until a photo is received.

### Permanent Meter

- ▶ After underground service is installed and customer's electrician has terminated the service wire in the meter base, customer can request inspection based on city or county requirements.
- ▶ Once GVEC is notified of inspection (where applicable), GVEC personnel will set the permanent meter within 7-10 business days.
- ▶ If meter can or service is deemed "out of spec" by GVEC personnel, a \$50 trip charge will be applied to account and necessary repairs or changes will need to be made prior to the permanent meter being set.
- ▶ If damage to GVEC facilities occurs during home construction, repairs must be made, and associated payment received prior to GVEC personnel setting permanent meter.

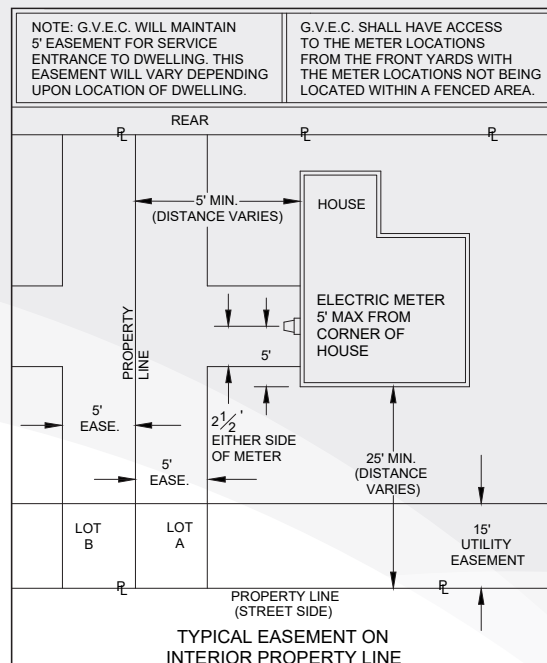
## REQUESTING PERMANENT SERVICE (CONT'D)

### Inclusions:

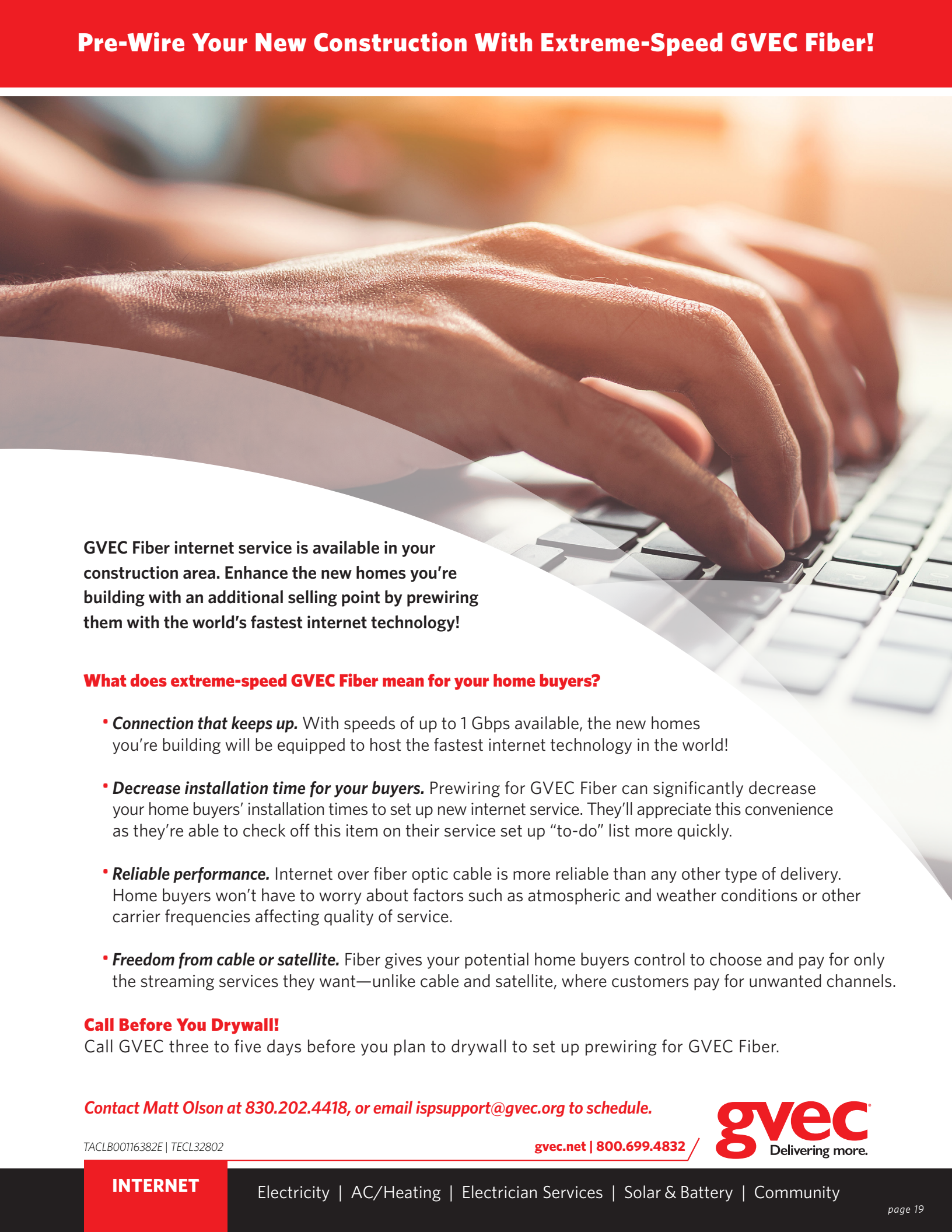
- ▶ Material and labor for installation of:
  - Secondary electric conduit and wire to GVEC equipment
  - Service conduit up to 60' (sixty feet) total length to meter location from transformer or secondary pedestal location (if longer distance required, additional fee will apply).
  - A 20' (twenty foot) secondary service conduit stub-out will be installed in the initial installation for future extension to meter location on structure or dwelling.

### Exclusions:

- ▶ Customer meter base and/or installation
  - Meter base and main disconnect switch assembly.
  - Customer is responsible for providing a slip coupling at the bottom of the meter base to prevent separation: conduit size is 2 ½" SCH 40 PVC.
  - Customer's electrician is responsible for terminating the co-op installed service wire on the line side of the meter base.
  - Please consult Electric Line Layout/Service Location Plan for your specific subdivision.



# Pre-Wire Your New Construction With Extreme-Speed GVEC Fiber!



GVEC Fiber internet service is available in your construction area. Enhance the new homes you're building with an additional selling point by prewiring them with the world's fastest internet technology!

## What does extreme-speed GVEC Fiber mean for your home buyers?

- **Connection that keeps up.** With speeds of up to 1 Gbps available, the new homes you're building will be equipped to host the fastest internet technology in the world!
- **Decrease installation time for your buyers.** Prewiring for GVEC Fiber can significantly decrease your home buyers' installation times to set up new internet service. They'll appreciate this convenience as they're able to check off this item on their service set up "to-do" list more quickly.
- **Reliable performance.** Internet over fiber optic cable is more reliable than any other type of delivery. Home buyers won't have to worry about factors such as atmospheric and weather conditions or other carrier frequencies affecting quality of service.
- **Freedom from cable or satellite.** Fiber gives your potential home buyers control to choose and pay for only the streaming services they want—unlike cable and satellite, where customers pay for unwanted channels.

## Call Before You Drywall!

Call GVEC three to five days before you plan to drywall to set up prewiring for GVEC Fiber.

Contact Matt Olson at 830.202.4418, or email [ispsupport@gvec.org](mailto:ispsupport@gvec.org) to schedule.

TACLB00116382E | TECL32802

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## NEW COMMERCIAL CHECKLIST

Welcome to the Guadalupe Valley! Below you will find a checklist detailing the order of events required to construct new electric infrastructure to your location. Please feel free to contact your GVEC commercial accounts manager with any questions you may have during this process.

### ORDER OF EVENTS:

- All applicable zoning, surveying, city permits acquired by member
- Member submits to GVEC:
  - Commercial Request for Information
  - Expected load
  - Voltage & electrical requirements
- GVEC provides to member:
  - Cost estimate for construction
  - Required down payment (if applicable)
  - Route design/engineering/easement acquisition (can delay progress)
  - Final invoice & Membership Agreement
- Member submits payment and Membership Agreement to GVEC
- Construction of electric infrastructure
- Member's electrician constructs secondary service (before, during or after construction of GVEC infrastructure)
  - Member requests applicable City inspections
  - City notifies GVEC once inspection passes
- GVEC energizes service

### GVEC RESPONSIBILITIES:

Electric infrastructure to site to include:

- Design, routing, easement acquisition and construction

Ordering and installation of:

- Transformer
- Metering Point/Current Transformer Metering
- Service pole

### MEMBER RESPONSIBILITIES:

- Obtain property address, if needed
- All applicable surveying, zoning, city permits & inspections

Electrician Services:

- Install secondary electrical services as per National Electrical Code Standards beyond metering point
- Metes & Bounds (where underground services are required)





Trust the energy efficiency experts to keep you running as efficiently as possible to save money today and for years to come.

- Commercial AC/heating sales and installation
- AC/heating repair
- Maintenance plans

Providing electricity in the Guadalupe Valley has been the core of who we are for over 80 years. Interested in saving money by generating your own power? Let us help!

- Solar sales and installation
- High-quality, affordable solar panels
- Weather-resistant panels
- 25-year warranty on products

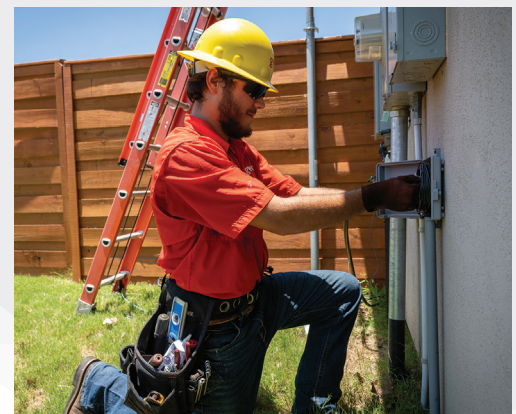


We know the important role safe, reliable electricity plays in our lives. After years of requests from our electric members, we've now extended our 8 decades of expertise to you through our electrician services!

Contact us to discuss your commercial electrical needs.

We offer a variety of Internet plans to fit your business needs. There are no data limits, so you can accomplish the tasks you need to with no worries. Are you a large or industrial business that would benefit from a customized plan? Call us to request a quote!

- Wireless high-speed internet
- Extreme-speed fiber internet
- E-rate program for schools and libraries
- Fiber prewiring for single homes or home developments



833.568.8801 | [gvecACservice.com](http://gvecACservice.com) | [gvecSOLARservice.com](http://gvecSOLARservice.com) | [gvecELECTRICIANservice.com](http://gvecELECTRICIANservice.com)  
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