FLOW CHART FOR NEW UNDERGROUND RESIDENTIAL DISTRIBUTION SYSTEMS

REVISION 10: August 03, 2023

Step	Time line	ATCO Electricity	Developer
Application and Preliminary Information	1 - 2 weeks	**Customer Connection Expeditor** > Receive request to develop underground residential development. > Obtain notice of disclaimer and provide URD specifications	**Developer/Consultant** > Request to develop underground residential development > Sign notice of disclaimer for URD specifications
	Mutually Agreed Schedule	**Customer Connection Expeditor** > Review compiled survey legal plan, Developer information, loading requirement, project schedule > Expeditor advise on information required to initiate project and set up meeting to confirm project schedule > Provide service agreement for signing > Receive signed service agreement	**Developer/Consultant** > Provide compiled survey legal plan, developer information, loading requirement, project schedule > Sign off service agreement
Design	Mutually Agreed Schedule	**Customer Connection Expeditor** > Perliminary design review with Consultant to provide relevant information > Review/accept/mark up preliminary design and provide switch numbers and etc. > Review/accept/mark up final design and ensure all applicable documents are received > Accept and sign off IFC drawings > Submit IFC drawing for municipal approval	**Developer/Consultant** > Consultant participate in preliminary design review > Start preliminary design process. > Complete preliminary design and provide for review > Revise preliminary design as per mark up > Complete final design and documents and provide for review > Revise final design as per mark up > Issue IFC drawings
Construction, Commissioning and Energization	Mutually Agreed Schedule	**Operations** Construction > Participate in pre-construction meeting > Inspect materials for compliance > Complete random termination inspections > Inspect trench for proper sand and cable lays and list deficiencies > Complete field inspection of equipment, grounding and cables, labelling, phasing, etc, and list deficiencies > Accept as-built and other final documents and approve for energization > Send out crews to prepare for energization > Energize > Sign construction completion certificate	**Developer/Consultant** > Confirm Construction Schedule > Select Independent Inspector > Schedule pre-construction meeting > Start construction > Request to inspection > Correct any deficiencies > Request for final inspection > Correct any deficiencies from final inspection > Request energization > Sign final as-built and other final documents and send to ATCO Electric > Confirm energization schedule > Correct any final deficiencies
Final Drawings, Documents, and Warranty	30 days from Energization	**Customer Connection Expeditor** > Receive final record drawings and documents > Receive URD assets	**Developer/Consultant** > Complete package of signed-off and authenticated as-builts, Construction completion certificate and all legal documents > Provide ATCO Electric with final record drawings and documents > Transfer URD assets to ATCO Electric
	See Contract	**Operations** > Complete final acceptance inspection and provide deficiencies report if required > Once deficiencies are corrected, sign FAC certificate to release the Developer from obligations	**Developer/Consultant** >Correct any deficiencies > 30 days prior to end of warranty send final acceptance certificate/request final acceptance inspection