

## CONTACT INFORMATION

### Electric Engineering

Energy Delivery Engineering 863-834-8868

Single-phase or Residential Service 863-834-8896

Subdivision or Planned Unit Development  
863-834-8865

Commercial Development 863-834-8898

### City Hall

Building Inspection and Permitting 863-834-6012

Community Development Public Works 863-834-6011

Fire Department 863-834-8200

Parks and Recreation 863-834-6088

Property Information 863-834-6084

Public Works 863-834-6040

Water and Wastewater Utilities 863-834-8316

### Polk County

Building Inspection 863-534-6577

Development Review Committee 863-534-6792

Polk County Engineering 863-534-6443  
(County Lighting District)



## ENERGY DELIVERY

## NEW DEVELOPMENT ENGINEERING

## ? MOST FREQUENT ASKED QUESTIONS ?

about

## Subdivisions and Commercial New Development

**NEW DEVELOPMENT ENGINEERING  
1140 EAST PARKER STREET  
LAKELAND FL 33801**

## 1) What is the process to submit plans to obtain an electric design?

### Subdivisions (includes multi-family projects)

- a) Submit a set of preliminary construction plans (water and sewer “services” must be designed) and approved construction plans as soon as available,
  - i. Easements must be included. See question #13 below.
  - ii. Street Light option must be provided in writing.
- b) Submit Preliminary and/or approved Recorded Plat with easements per below.
- c) Electronic file of the final lot layout (including angles, bearing and dimensions, lot lines, lot numbers, road way, right-of-way, drainage, and building layout if multi-family), and street names if approved.
- d) \*LE New Development Subdivision application (Carol),
- e) \*Properly signed policy documents (Phil) (LoI, Const Schedule)
- f) Send to New Development Engineering (Subdivision) T-21, 1140 East Parker Street, Lakeland FL 33801.
- g) Upon LE project acceptance, the Developer and Engineer of Record will be notified in writing of the design start and completion dates, and assigned LE representative.
- h) NOTE: Once LE receives all the above subdivision information, allow 12 weeks minimum for an electrical design barring any project changes.

### Three-Phase Commercial

- a) Submit a set of preliminary construction plans and approved construction plans as soon as available,
- b) Provide electric load data for services 600amp or greater.
- c) \* LE New Development Commercial application (Commercial ETs),
- d) Electronic file of the lot layout (including angles, bearing and dimensions, lot lines, lot numbers, road-way, right-of-way, and existing facilities.)
- e) \*Properly signed policy documents (Phil) (LoI, Const Schedule)
- f) Send to New Development Engineering (Commercial) T-21, 1140 East Parker Street, Lakeland FL 33801
- g) Layout Number from LE to obtain city or county permitting approval.
- h) To obtain a City or County permit, the customer obtains a LE Layout number. To obtain an LE Layout number, the customer submits items a – c.
- i) NOTE: Once LE receives all the above commercial information, allow 4 weeks minimum for an electrical design barring any project changes.

## 2) Typically, what is subject to be charged?

- a) Redesign fees
- b) Permitting fees
- c) On-site Non-Revenue Primary
- d) Off-site line extension
- e) Single-phase or three-phase secondary riser pedestal
- f) Rework and/or Relocates
- g) Request for “above and beyond” the standard LE design
- h) Temporary power above 1/0 triplex service cable
- i) Non-Rate of Return services/Unjustifiable services
- j) In City limits or with an annexation agreement—Per Ordinance #2803, R-100 street lights on concrete static poles are provided, designed by LE meeting LE design criteria. The customer may choose a decorative light and pay the cost differential. No partial lighting orders will be allowed.

- k) Outside the city limits and with no annexation agreement—The developer may choose an LE light option, sign a Private Area Light (PAL) contract, and will be billed monthly. The lighting design will be done by LE. No partial lighting work orders will be allowed.

- l) This list includes but is not limited to items a. - k.

## 3) Does LE direct bury cable?

- a) No. All cable is installed in conduit up to the meter.

## 4) Who is responsible for installing the conduit?

- a) The customer installs the conduit system (including all concrete structures except the single-phase transformer pads) in accordance with LE’s design and specifications.
- b) The customer can hire anyone qualified to install the conduit system.

## 5) Can the customer pay LE to install the conduit system?

- a) No. It is the customer’s responsibility to install the conduit system.

## 6) Can LE recommend contractors?

- a) To be fair to all business entities, LE cannot recommend contractors.

## 7) Can the customer install the type of conduit he wants?

- a) LE will provide an “Approved Materials List” referencing approved manufacturers only.

## 8) Where does the customer purchase the conduit materials?

- a) Unless specifically noted on the “Approved Materials List,” most material can be purchased locally from Hughes Supply, Raybro, Lowes, or Home Depot, etc.
- b) In lieu of purchasing outright, many of the concrete structures can be formed and poured in place.

## 9) Does LE provide assistance with the conduit system installation?

- a) LE representatives will provide all the information and answer any questions to get the conduit contractor started on the front end of the project. During this time, they will inspect the on-site conduit/concrete materials and review any potential conflicts.
  - a. LE will do random field inspections during the installation process. This does not eliminate the developer’s ultimate responsibility of accuracy and proper workmanship.
  - b. Concrete encasements or poured structures need to be timely coordinated with the LE representative to insure compliance with LE specifications.

## 10) Who furnishes the transformers, primary and secondary cable?

- a) LE will furnish all transformers, primary cable, and secondary cable between the transformer and the secondary pedestal.
  - a. Charges may apply in some cases.

## 11) Who is responsible for terminating the cable?

- a) LE will make all terminations in LE equipment.

## 12) Who installs the service cable?

- a) LE will install all overhead service cable. Charges may apply due to long services.
- b) LE will install the underground single-family residential single-phase service cable up to a 200amp panel and up to 200’ between the Point of Delivery (i.e. pedestal, pad mount transformer) and meter.
- c) It is the customer’s responsibility to size and install all other service cable and conduit, while coordinating with LE.

### 13) What and why are easements required?

- a) Easements are a condition of service and provides LE with permission to be on private property for installation and maintenance of LE facilities.
  - a. Services can be withheld until easements are executed.
- b) All LE facilities must be truck accessible.
- c) No trees can be planted in the Public Utility Easement (PUE) or Electric Easement (EE.)
- d) Sidewalks are not allowed in standard Public Utility Easement (PUE) or Electric Easement (EE.)
- e) LE may require additional easements and conduit stub-outs to access adjacent properties.
- f) No other utility or entity is allowed in an EE.
  - a. A permit will be required to cross an EE perpendicular.
- g) The utility placement in a PUE has been agreed upon by, and to allow, Lakeland Electric, Brighthouse (CATV), and Verizon (Telephone.)

#### Subdivisions or Commercial/Industrial Parks

- a) In addition to the preliminary and recorded plats, standard subdivision easements must be correctly conveyed on the construction plans during the submittal process.
- b) It is standard to provide a 12.0' PUE adjacent to all proposed right-of-way in a single-phase subdivision.
- c) It is standard to provide a 15.0' PUE in a three-phase development.
- d) If additional utilities, other than noted, or other entities are to be installed in the utility easement, the aforementioned standard easements will be inadequate.
  - a. The non-standard easement width will be determined by LE and coordinated during the project submittal process.
- e) All typical right-of-way and easement cross-sections are required to be included in the subdivision construction plans. This must include all utilities, sidewalks, tree placement, etc., with clearance dimensions.
- f) All easements, properly sized and described, are to be included on the subdivision preliminary plat and recorded plats.
  - a. Submit plats to LE in a manner to obtain timely easement verification and work order release.
  - b. Recorded plats must be submitted to the City Hall, Property Information Office (PIO) prior to obtaining addresses.
    - i. Addresses must be submitted to LE prior to work order release.
    - ii. Address verification must be obtained via PIO prior to setting up new accounts.
- g) Additional Subdivision and Planned Unit Development easement information can be provided upon request.

#### Individual Commercial or Apartment Complexes

- a) Two raised-sealed surveys of a 10.0' centerline EE, with drawings, are required immediately after conduit installation.
- b) LE will return the EE information on an LE form for customer signature(s.)
- c) LE will record EE with Polk County.

### 14) Does LE have a lighting program?

- a) Yes. A lighting package can be provided upon request.
- b) Additionally, a "lighting photo" PDF file can be e-mailed upon request. LE must have the customer's e-mail address.

- c) Street light options must be provided to LE in writing before obtaining a lighting design. See item #1.
  - a. LE lighting designs will be in accordance with LE specifications.
  - b. Partial lighting orders are not permitted.

### 15) When is the electric and lighting design provided?

- a) Items #1, #13, and #14 must be submitted.
- b) A design can be released after all submittal information and approved construction plans have been timely provided.
  - a. Up to two set of electrical and lighting (if applicable) designs may be provided to the Developer and the Engineer of Record.
  - b. Additional copies must be obtained via the Developer or Engineer of Record.

### 16) How does LE schedule the work?

- a) The New Development Engineering Group does not schedule line crews or have any authority regarding scheduling to a specific date or time.
- b) The Energy Delivery Operations group is responsible for work order scheduling, which is dependent upon the existing workload and the weather.
  - a. The assigned LE representative can provide a "projected" work order completion date.
  - b. If a work order is being scheduled close to or during the storm season (June 1 – November 30), typically customer responsibilities must be completed at least six (6) weeks in advance.
    - i. Please note when Polk County is in a state of emergency due to storms, LE cannot provide a time-frame when a work order will be scheduled or completed.
  - c. Otherwise, the work order *scheduling* lead-time from completing customer responsibilities will be three (3) weeks.

### 17) Is there anything else that the customer needs to be aware of?

- a) Subdivision "typical lot lay-outs" are required in the construction plans showing all set-backs.
- b) LE maintains a minimum horizontal clearance of 5.0' and a minimum vertical clearance of 1.0' between the electric and other utilities or entities.
- c) PC 911 Ordinance 04-89 states that addresses must be approved *after* plat recording.
  - i. LE must have approved addresses prior to releasing work orders.
- d) Typically, LE requires 16 weeks lead-time to maintain inventory.
- e) Polk County Engineering will require a lighting district application and LE approved lighting design prior to a County Lighting District approval.
- f) The customer has to make a formal application ???
- g) The customer has to pay all invoices prior to obtaining service.
- h) DISCLAIMER: This information is subject to be changed or modified without notice. Policies, practices, or procedures are subject to change without notice. It is understood, that the policies, practices, or procedures that are in effect at the time of the LE project acceptance will supersede any previous ones.

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