

SECTION II

ELECTRICAL PROCEDURES

2-1 General Provisions

A. Type of Developments

Developments in this section are divided into the categories of Single-lot Commercial, Multi-lot Commercial, Single Family Residential and Multi-lot Residential.

1. Single-lot Commercial developments are commercial lots for development as shopping centers, industrial buildings, schools, and churches.
2. Multi-lot Commercial developments are individual parcels of land which have been subdivided into two (2) or more individual commercial lots.
3. Single Family Residential developments are single family detached housing subdivisions located on a singularly owned parcel of land which has been subdivided into individual lots.
4. Multi Family Residential developments are multi-family complexes (i.e. apartments and townhouses) located on a singularly owned parcel of land.

B. Improvements

Improvements are electrical facilities installed by the Owner/Developer of Developments at their total cost which are necessary to provide electrical service to the Developments. The Improvements are for perpetual maintenance and ownership by LUS upon the acceptance of the facilities by LUS.

C. Agreement to Install Improvements

The Owner/Developer of all Residential Developments requiring Improvements shall enter into a written agreement with the Lafayette City-Parish Consolidated Government. The Owner/Developer for Multi-lot Commercial Developments requiring Improvements shall install said Improvements as a condition of final plat approval.

D. Guarantee

In order for the Owner/Developer of Developments requiring Improvements to receive approvals (i.e. building permit, certificate of occupancy, plat approval) prior to the installation and release of the Improvements for service, a performance bond or letter of credit shall be granted to LUS.

E. Warranty and Guaranty

The Owner/Developer of Developments requiring Improvements shall Warrant the Improvements for a period of one (1) year from the established start of the warranty period. The warranty period shall begin no earlier than Final Inspection and completion of the punch list items.

F. Materials and Installation

LUS approved electrical materials and installation standards are located in the Appendices A through E of this manual. All materials and installations shall adhere to LUS specifications.

G. Easements

The Owner's/Developer's Engineer shall prepare the necessary easements to encompass the actual location of the installed Improvement on the final plat of the property or a LUS approved format. The typical easement width is ten (10) feet. The Engineer shall record the approved easement in the Lafayette City-Parish Consolidated Government Courthouse and provide a true copy to LUS.

H. Construction Control

The Owner/Developer of all Residential Developments shall provide a qualified resident inspector. LUS provides inspections for all Commercial Developments.

2-2 Commercial

These procedures are for all Developments submitted through the Lafayette Area-wide Planning Commission (LAPC) process or the Metro Code building permit process.

A. Single-lot Development

1. Construction plans are submitted through Metro Code to LUS for review and approval. (Note: Electrical Department receives plans after Water/Wastewater Department reviews plans and provides comments) The following information is required on said plans:
 - a. Site plan with existing electrical facilities plotted and proposed route of electrical service to meter location.
 - b. Electrical riser diagram indicating meter base size, conduit size, size and type of service conductors, as well as, requested voltage and phase.

- c. Electrical load analysis indicating total lighting load, receptacle load, A/C load, heating load, water heating load, equipment load, etc. working up to a total connected load.
2. LUS will forward the specific project comments and all project related forms to the Architect/Engineer and/or Owner. For plans requiring facilities to be installed, a completed Owner's Acknowledgment Form (see Appendix A) is requested through Metro Code which when received allows for the building permit to be released. The Owner's Acknowledgment Form is an assurance that the drawing, which plots the proposed primary electrical facilities to be installed on site, will be provided to LUS, as well as, any required easements.
3. Architect/Engineer and/or Owner completes the form, accepts LUS review comments and/or revises the Construction Plans, and provides the Improvements Guarantee. LUS grants approval to construct the Improvements and/or grants electrical permit.
4. The Owner's Engineer/Architect or his authorized representative shall present a proposed route of the underground primary electric line to LUS. The route shall consist of straight line paths, the length of each straight line path and the distance each straight line path is relative to property lines. The Owner's Engineer/Architect shall guarantee that there are no obstructions deriving from any other part of the project that are in conflict with this proposed route.
5. LUS will assign a job number, unit numbers referring to construction details and attach construction details to the job package. Said job package is forwarded to the Owner's electrical contractor for construction.
6. The Owner's electrical contractor shall notify the LUS Dispatcher (337-291-5700) each day prior to installing the primary system. In notifying the Dispatcher, the electrical contractor must provide the LUS job number and job site address. The electrical contractor shall have copies of plans and construction details on site.
7. Once the necessary recorded utility easements are received by LUS, the Certificate of Occupancy (CO) is released by LUS.

B. Multi-lot Development

1. The Developer shall submit a formal written request to LUS requesting design of the electrical system along with two (2) blue-lines of the final

development plat provided this final plat is scaled 1"-60' or greater. If the scale is less than 1"-60', the Developer shall submit a plat similar to the final development plat at a minimum scale of 1"-60'. This plat shall include pertinent information as shown on the final development plat such as street names and right-of-ways, property corners, all bearings, property dimensions, all existing easements, all new easements, all adjacent property owners and streets, municipal addresses, vicinity map, Owner/Developer name, typical utility easement drawing, North arrow and all notes shown on the final development plat.

2. The LUS Engineering Division will mark-up in red ink the layout of the proposed system and return same to the Developer or his authorized representative. Also submitted to the Developer will be a set of LUS specifications and typical details (See Appendices B & C).
3. The Developer prepares a bid package for construction utilizing the information submitted by LUS in (2) above, which consists of Final Plans and Specifications. The Developer shall submit said bid package to LUS for final review and approval.
4. After approval of the bid package by LUS, the Developer is responsible for having the electrical system installed by an electrical contractor.
5. The LUS Operations Division submits a letter of acceptance upon final inspection and approval of the construction to the LUS Engineering Division.
6. The LUS Engineering Division submits a final acceptance letter for perpetual maintenance to the Lafayette City-Parish Consolidated Government Departments of Planning, Zoning and Accounting.

2-3 Residential

These procedures are for all Developments submitted through the LAPC process or the Metro Code building process.

A. Single and Multi Family Developments

1. The Developer shall submit a formal written request to LUS requesting design of the electrical system along with two (2) blue-lines of the final development plat provided this final plat is scaled 1"-60' or greater. If the scale is less than 1"-60', the Developer shall submit a plat similar to the final development plat at a

minimum scale of 1"-60'. This plat shall include pertinent information as shown on the final development plat such as street names and right-of-ways, property corners, all bearings, property dimensions, all existing easements, all new easements, all adjacent property owners and streets, municipal addresses, vicinity map, Owner/Developer name, typical utility easement drawing, North arrow and all notes shown on the final development plat.

2. The LUS Engineering Division will mark-up in red ink the layout of the proposed system and return same to the Developer or his authorized representative. Also submitted to the Developer will be a set of LUS specifications and typical details (See Appendices D & E).
3. The Developer prepares a bid package for construction utilizing the information submitted by LUS in (2) above, which consists of Final Plans and Specifications. The Developer shall submit said bid package to LUS for final review and approval.
4. After approval of the bid package by LUS, the Developer is responsible for having the electrical system installed by an LUS approved electrical contractor.
5. The Developer shall enter into an electrical agreement (See Appendices F & G) with the Lafayette City-Parish Consolidated Government, per Lafayette City-Parish Ordinance No. 3767, Sections 23-28, prior to commencing construction in the subdivision.
6. Once the Developer has obtained an LUS approved electrical contractor, the Developer or his authorized representative shall schedule a pre-construction meeting with the LUS Engineering Division prior to commencing construction in the subdivision. A sepia and three (3) copies of the electrical design are required at least twenty-four (24) hours before the pre-construction meeting for the LUS Operations Division to review.
7. The LUS Operations Division submits a letter of acceptance upon final inspection and approval of the construction to the LUS Engineering Division.

8. The LUS Engineering Division submits a final acceptance letter for perpetual maintenance to the Lafayette City-Parish Consolidated Government Departments of Planning, Zoning and Accounting.
9. The Developer shall donate the newly accepted electrical system to LUS for ownership and reimbursements shall be made to the Developer per the electrical agreement referenced in (5) above.