



Business Development – Commercial & Industrial

1. Document Intake

Prior to initiating design, the developer must provide the following:

- Completed Project Detail form
 - Completed Load Form(s)
 - CAD file of the plat and/or site plan (georeferenced .dwg format)
 - Most recent plat and site plan in PDF.
 - Number of meter bases to be used at each building location, square footage of all unit types and E-Sheets from your plan set. These meter locations will describe the type of unit of which it will serve.
 - Legal description of the site (Word format) including owner's signature block
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2. Design Process

Preliminary Design

- TCEC will provide a preliminary CAD design within approximately two (2) weeks.
- The design will indicate routing and equipment locations (poles, transformers, pedestals, etc.).
- Any changes requested must be submitted in writing.

Once approved, the developer must sign and date the design to authorize progression.

Final Design & Cost Estimate

- Upon approval, TCEC will complete the formal design using internal design and estimating software.
 - After quality review, an itemized cost estimate will be generated and sent to the developer's point of contact.
 - Cost estimates reflect TCEC's full cost to construct the project.
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3. Easements

- If a defined utility easement is not included in the plat, TCEC's Easement Team will coordinate either a blanket or defined easement.
 - All required easements must be completed before scheduling for construction.
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4. Final Requirements

Before a work order can be issued and the project released for construction, the following must be completed:

- **Electric Utility Service Agreement (EUSA):**
Prepared by TCEC, signed and returned by the developer, if applicable.
- **Payment:**
Full payment of the Cost in Aid of Construction (CIAC) is required.
Accepted methods: wire transfer, check by mail, or in person at the Azle headquarters.
- **Easements:**
Must be fully executed with original copies delivered to TCEC.



- **Vegetation Clearing:**
To be completed by the developer, if applicable.

5. Work Order Issuance & Scheduling

- The work order will be issued to TCEC Operations.
- A Project Coordinator will be assigned and a projected start date scheduled.
- The Project Coordinator will contact the developer to arrange a pre-construction meeting to review expectations and address questions.

TCEC Team Contacts:

- For initial contact, design, cost, easement and service agreement questions, contact Business Development: businessdevelopment@tcectexas.com.
- For lighting questions, contact our Lighting team: lightingteam@tcectexas.com.
- To make payment or check status of a job, contact Work Order Clerks: woclerks@tcectexas.com.

Thank you for the opportunity to partner with you on your project. We look forward to working with you.

Sincerely,

Tri-County Electric Cooperative Business Development