

Subdivision / Backbone: What To Expect

SUBDIVISION / BACKBONE LINE REQUEST

- Complete the *Subdivision / Backbone line* application and include a plat (in auto cad format and PDF format). A certificate of compliance will also be needed for projects in Dimmit, Kinney, LaSalle, Starr, Webb or Zavala counties. Medina EC will review the application and send an invoice for \$100.
- Medina EC will review the approved plat, do an engineering review for the project and estimate the design cost. Once that is calculated, a second invoice will be sent for the final design/engineering amount (differs on every project based on size and complexity; \$3,000 minimum).
- Once the design cost is paid, Medina EC will begin the design phase. During this, the cooperative will also determine if any easements (utility or other) are required on the plat or through other instruments and will communicate that back to the developer. The final design will be provided for approval. Once approved, the developer will be provided with an invoice for the estimated cost of construction and any easements that will need signature. If invoices remain unpaid for 60 days, the cost estimate will be recalculated and must be agreed upon and paid before moving to construction.
- Once all required documents are received and the construction estimate is paid, material will be ordered and the project will be sent to construction for scheduling. Jobs are scheduled on a first come, first served basis. It normally takes 4-6 weeks from the time the job is sent to construction for it to be built if no materials have lead times. It can take longer if severe weather has impacted the area, special permits are required, or any longer lead time materials are involved.
- Once material arrives and the job is constructed, any settle up follows.

TEMPORARY SERVICE REQUEST

- If the development or a builder requires temporary service for construction needs, the *New Construction* application will need to be completed. A certificate of compliance will also be needed for projects in Dimmit, Kinney, LaSalle, Starr, Webb or Zavala counties. Medina EC will review the application and send an invoice for a \$100 engineering fee and any security deposits (if applicable).
- The developer will notify Medina EC when the temporary pole and meter loop are ready to be energized. A site visit with a line designer will be scheduled within 7 business days.
- Approximately one business week after the site visit, an estimated cost of construction will be provided, if applicable. Otherwise, please expect the location to be energized within 3-5 business days.

PERMANENT SERVICE REQUEST FOR RESIDENTS

- Once permanent residents / tenants are ready to have permanent service installed at each location, refer them to MedinaEC.org/NewService. There, they will complete the *New Construction* application for permanent service and can access a checklist for that process under *What to Expect*.

SETTLE UPS

- For any job estimated to cost more than \$10K, once it is constructed there will be a settle-up based on the actual cost of the job. If it costs less to build than what was estimated, you will be mailed a check for a credit based on what you paid vs. actual costs. If it costs more to build than what was estimated, MEC will invoice you for the difference. As a cooperative, we operate on a not-for-profit basis. It is important to us that the cost of the job is paid by the member that builds the job. Labor and material will be billed at actual cost and could be different than what is reflected on the estimate you are provided.