

# Subdivision / Backbone: What To Expect

## ➤ Phase 1: INITIAL SUBDIVISION / BACKBONE LINE REQUEST

- Complete the subdivision/backbone line application, which is typically done by the developer/builder.
- Provide approved plat in auto cad format and PDF format.
- Provide certificate of compliance if in Dimmit, Kinney, LaSalle, Starr, Webb or Zavala counties.
- Pay \$100 engineering fee (non-refundable).
- Medina EC will review the approved plat and determine design cost. The cooperative will also determine if any easements (utility or other) are required.
- Once the design cost is paid, Medina EC will begin the designing phase.
- The final design will be provided for approval. Once approval is granted, a member service representative will prepare a construction invoice for payment and easements for your signature. This typically takes 3-4 business days, but it can be longer depending on the complexity of the easements. Payments are not accepted until the documents are sent to you.
- Once all required documents are received and the construction estimate is paid, 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. It can take longer if severe weather has impacted the area or special permits are required.
- The construction foremen will call and notify you a day or two before the job is started.

## ➤ Phase 2: TEMPORARY SERVICE REQUEST

- Complete the *New Construction* application, found at [MedinaEC.org/NewService](http://MedinaEC.org/NewService). This is typically done by the developer/builder.
- Pay the \$100 engineering fee (non-refundable) and any security deposits (if applicable).
- Provide certificate of compliance if in Dimmit, Kinney, LaSalle, Starr, Webb or Zavala counties.
- Notify Medina EC when the temporary pole and meter loop are ready to be energized. You will receive a call to set up an appointment for a site visit within 7 business days.
- Approximately one business week after the site visit, you will receive a phone call with an estimated cost of construction for your project, if applicable. Otherwise, please expect the location to be energized within 3-5 business days.

## ➤ Phase 3: PERMANENT SERVICE REQUEST

- Once you are ready to have permanent service installed at the location, go to [MedinaEC.org/NewService](http://MedinaEC.org/NewService) and complete the *New Construction* application. You can access a checklist for that process on the New Service page under *What to Expect*.