

GAINESVILLE REGIONAL UTILITIES PLAN REVIEW APPLICATION



Proposed Development Name: _____
Street Address or Detailed Location: _____
Proposed Type of Development: _____

Project Meeting Date: _____ Approx. Construction Start Date: _____
Engineer of Record (EOR)

Name: _____
Mailing Address: _____ Zip: _____
Phone: _____ Fax: _____ E-Mail: _____

Project Manager

Name: _____
Phone: _____ Fax: _____ E-Mail: _____

Owner/Developer

Name: _____
Contact Person: _____
Mailing Address: _____ Zip: _____
Phone: _____ Fax: _____ E-Mail: _____

Plan Review Fee will be paid by:

Name: _____ E-Mail: _____ Phone: _____

GRU Business Partner or Account No. (If you do not have one see pages 5 – 7)

BP or Account #: _____

Property Description

Tax Parcel Number(s)	Acreage
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PLAN REVIEW SUBMITTAL REQUIREMENTS:

PLANS WILL NOT BE ACCEPTED WITHOUT HAVING A PROJECT MEETING. FIVE (5) SETS OF PLANS MUST BE SUBMITTED TO THE CITY OF GAINESVILLE FOR GRU REVIEW WITH THIS APPLICATION. PLEASE ALSO INCLUDE (1) SET IN PDF FORMAT AND (1) SET AS AN AUTOCAD FILE. ALL SUBMITTALS MUST CONFORM TO GRU STANDARDS AND SPECIFICATIONS. I UNDERSTAND THAT IF ANY OF THE INFORMATION NECESSARY TO PROCESS THIS APPLICATION HAS NOT BEEN SUBMITTED, THE APPLICATION MAY NOT BE PROCESSED.

APPLICANT SIGNATURE: _____ Date: _____

PO Box 147117, Inter-Office Box A111, Gainesville, FL 32614-7117
Phone 352.393.1413 ♦ Fax 352.334.3480♦

GRU Sufficiency Review Checklist

- All utility design plans shall include the information in the checklist below.
- The EOR shall provide the sheet number where the required information is found and GRU staff will verify within two (2) working days of permit application submittal.

	(By GRU) Yes/No/Na	(By EOR) Initial	Sheet #
<u>General</u>			
1. Is this the first review? (If yes, continue through all questions)	_____	_____	_____
2. Is this plan review 2 or greater? If yes, were all previous comments addressed?	_____	_____	_____
3. Did you coordinate with Electric Engineer or tech and provide a layout on plan? If yes name: _____	_____	_____	_____
Is electric installation agreement attached?	_____	_____	_____
4. Include contact information, Owners name, project name, address and phase(s)	_____	_____	_____
5. Clear and legible plans on 24" x 36" sheets	_____	_____	_____
6. GRU Energy Delivery Electric System Design reflecting proposed W/WW utility design. Note on cover page/plans as "Electric Design Provided by GRU Energy Delivery".	_____	_____	_____
7. ALL GRU standard utility notes must be shown on utility plans (see Section 1. III.C.21 of the GRU Water/Wastewater Design Standards)	_____	_____	_____
8. Project location map with North Arrow	_____	_____	_____
9. On utility master site plan show and label all existing & proposed utilities (note "end of GRU maintenance)	_____	_____	_____
10. Existing and proposed easements	_____	_____	_____
11. Right-of-way lines	_____	_____	_____
12. Parcels and/or lot numbers of site location and adjacent property	_____	_____	_____
13. Street names	_____	_____	_____
14. Proposed structures (i.e. buildings, walls fences, signs)	_____	_____	_____
15. Proposed subdivision plat, if project is a subdivision	_____	_____	_____
16. Signed & sealed boundary survey, including legal description and parcel number(s)	_____	_____	_____
17. Proposed off-site utility extensions to the point of availability, showing the affected offsite parcels/properties/proposed easements	_____	_____	_____
18. Landscape Plan reflecting all proposed Utility locations	_____	_____	_____
19. Building minimum finished floor elevations	_____	_____	_____

- 20. Building footprints (for commercial projects), labeled building setback lines and build-to lines, decorative masonry walls, fences, signs and landscaped buffer areas _____
- 21. Utility Space Allocation cross sections for each different road section, alleys and PUEs including street and locations if roads or alleys are included in project (Compliance with Utility Separation table) _____
- 22. Identify lot numbers and street names in some fashion (names may change prior to permit issuance) _____

Water/Wastewater

- 1. Application by engineer that W/WW/RCW system design is in accordance with GRU Design Standards. (note: Final plans shows valid P.E. license and reads "Professional Engineer") _____
- 2. Potable and wastewater demand calculations _____
- 3. AutoCAD Drawing file of Water and Wastewater Utilities with pipe sizes, fittings, and valves clearly labeled (this file will be used by GRU Strategic Planning to model the proposed water system) _____
- 4. In all cases, signed and sealed NFPA 1 and ISO fire flow calculations See Appendix E of Water/Wastewater Standards for a copy of ISO 2008 _____
- 5. Copy of Development Master Plan including Phasing Schedule, unless plans include all potential future development _____
- 6. Show temporary construction water source with reduced pressure back flow preventer (RPBFP) _____
- 7. Indicate and label source of irrigation water if there is landscaping _____
- 8. If water/wastewater infrastructure is illegible on Master Plan, provide on multiple sheets _____
- 9. If WW service is provided, then plan and profile views are required for gravity sewer and force mains. All WW system plan and profile sheets at 1" = 30' max horizontal scale and 1" = 5' max vertical scale. (Exceptions accepted at GRU discretion) _____
- 10. All materials clearly labeled (pipe including diameter, material and slope, valves, fire hydrants, fire sprinkler lines, water meters, RPBFP, fittings, manholes including elevations, services, clean outs with top and invert elevations, sizes, types, slopes and associated appurtenances) _____
- 11. Show and label connections to existing utilities. Label existing facilities which cross or are adjacent to the property as well as elevations (manhole tops and inverts), pipe diameter and material of all existing W/WW, Electric, Gas, GruCom and Stormwater facilities which cross and/or are adjacent to the property _____

- 12. Existing and proposed site contours must be shown on utility plan _____
- 13. Master paving and drainage plan reflecting all stormwater facilities, retention or detention ponds with elevations (clearly indicate design high water level and 100 year flood elevations) _____
- 14. GRU Standard WW Pump Station design drawings for GRU O&M stations (Private O&M WW pump stations shall include signed and sealed design calculations, i.e. system head curve, pump curve/specs, If lift station is included in project) _____

Electric: Refer to ENERGY DELIVERY SERVICE GUIDE (EDSG)

- 1. All Proposed electric infrastructure shown to scale per EDSG _____
- 2. Proposed meter/service delivery point shown _____
- 3. If using GRU Rental Lights, GRU will provide conduit layout. Owner to provide photometric plan. (Note: provide copy of waiver application that is submitted to the City) _____
- 4. All electric equipment, cable/conduits must be contained within a PUE – coordinate with GRU Real Estate _____
- 5. Provide proper clearances around all electric structures and equipment as per EDSG _____
- 6. Provide required voltage (single phase or three phase)and any load information that you have. _____

Gas:

- 1. Gas shown on plans _____
- 2. Gas usage statement: include notes on items contractor will provide to mitigate aid in construction costs and whether there will be natural gas generator on-site. _____
- 3. Gas meter location _____
- 4. Acceptable service delivery point _____
- 5. Include gas department notification statements, one week for demolition services, 72 hours prior to casing installations, one week for gas main installations and 72 hours for meter set _____

GRUCom

- 1. Are you considering GRUCom services? _____

CONTRACT FOR NON-RESIDENTIAL UTILITY SERVICE

Customer	
Legal Name of Business or Sole Proprietor: _____ <i>(Name registered with State of FL, as shown on Articles of Inc, etc. or legal name of Sole Proprietor. Should match Fed Tax ID.)</i>	
D/B/A, if applicable: _____	Federal Tax ID #: _____
DL# of signatory required, with copy of DL or notarized signature. DL#: _____ St: _____	SSN and Date of Birth for Sole Proprietors, only. SSN _____ DOB: _____
Service Requested	
Services requested: E G W W/W	Other services: _____
Type of Business and Use: _____	NAICS / SIC Code(Optional): _____
Service address (911 address): _____	Unit: _____ City: _____
- If unknown, please provide meter #: _____	Meter type: (circle one) E G W
Service Activation Date (Mon. - Fri. except holidays):	<div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div>
For same day service activation, an Express Service charge of \$40.00 will be added to your account.	
Contact Information	
Mailing Address: Street/PO Box: _____	Attn (if applicable): _____
City: _____	State: _____ Zip Code: _____
Business Contact: Name: _____	Ph: _____ email: _____
Accounts Payable Contact: Name: _____	Ph: _____ email: _____
Facilities Contact: Name: _____	Ph: _____ email: _____
<i>~ GRU will not sell or distribute email addresses obtained from our customers. However, this is public record information and we may be required to disclose public records in response to requests.</i>	
Additional Information	
Deposit is based on an average two-month billing for this address or comparable service and is required before service is activated.	
Options: Cash Payment _____	Surety Bond* (through insurance co.) _____
Irrevocable Letter of Credit* (through bank) _____	
Tax Exemptions: Sales Tax Exemption Certificate or completed Common Use, Manufacturers or Enterprise Zone Exemption form required.	
Sales _____	Utility _____
Common Use* _____	Manufacturers* _____
Enterprise Zone* _____	
Set up automatic payment (EFT) for account: Bk Routing # _____	Bk Account #: _____
<i>Please indicate any GRU products or services for which you would like to receive additional information:</i>	
Rebates _____	Energy Survey _____
Collective Billing* _____	Leave it On Service* _____
eBill Service* _____	
Authorization	
To the best of my knowledge, all of the above information is true and correct. Incorrect information may result in disruption of service and/or additional service charges.	
I understand that this is a contract for utility services. I have read the terms and conditions on the back of this contract. By signing this contract for service, the entity on whose behalf I sign this contract, agrees to be bound by all the terms and conditions set out on the page titled "Contract for Utility Service-Terms and Conditions".	
I certify that I have the authority to act on behalf of the entity named above, including but not limited to the authority to enter into this contract on behalf of this entity.	
Signature: _____	Title: _____ Date: _____
Printed Name: _____	Ph: _____ Email address: _____
STATE OF _____	NOTARY IN LIEU OF <u>COPY</u> OF PHOTO IDENTIFICATION
COUNTY OF _____	
The foregoing instrument was acknowledged before me on this _____ day of _____, 20____ by _____, who is personally known to me or who has produced _____ as identification.	
(seal)	_____ Notary Public
Office Use Only	
BP# _____	Acct# _____
Deposit \$ _____	
Verification: St. of FL _____	Photo ID _____
Employee: _____ Date: _____	
GRU Agent _____	

CONTRACT FOR UTILITY SERVICE - TERMS AND CONDITIONS

1. City agrees to furnish available utility service to applicant at address stated herein under the same standards as generally provided to all customer receiving like services, and applicant agrees to take and pay for utility services applied for as available.
2. City has adopted a Bill Dispute Procedure which affords the applicant a reasonable opportunity to dispute any bill by contacting the Customer Service Division. If efforts to resolve the problem are not successful, applicant may request a Review of Bill Dispute with the Director of Customer Operations or his/her designee by calling (352) 334-3434 or toll-free 1-800-818-3436.
3. Applicant agrees to pay for utilities furnished according to the existing rate schedule or any applicable rate schedule subsequently adopted.
4. Applicant understands that service may be withheld or disconnected if prior indebtedness to the City for service has not been paid in full and that failure to receive a bill from the City for service rendered shall not diminish applicant's obligation.
5. Applicant understands and agrees that an unpaid balance of any account of applicant may be transferred to this or any other utility account of applicant for immediate payment.
6. Applicant agrees to abide with all applicable City ordinances, policies and procedures dealing with utilities as may from time to time be amended, whether inside or outside of the corporate limits of the city.
7. Applicant understands that if payment of monthly bills is unsatisfactory, the City may require a new or additional deposit at any time to secure payment of current bills and that if the additional deposit is not paid, service may be denied or discontinued, as appropriate.
8. Applicant understands and agrees that when service is disconnected, any deposit on the account will be applied to the final balance and applicant is indebted to the City for any unpaid balance. Any credit balance will be refunded to the applicant by mail.
9. Applicant agrees to pay additional charges equal to the cost of collection, including collection agency, attorney's fees and court costs if this amount is placed in the hands of any agency or attorney for collection or legal actions because of default in payment of any amount due.
10. Applicant agrees to indemnify, hold harmless and defend the City from and against any and all liability or loss in any manner directly or indirectly growing out of the transmission and use of electrical energy, gas, telecommunication, water or wastewater by applicant at or on the applicant's side of the point of delivery or connection.
11. Applicant understands and agrees that the use of a digital or an electronic signature on this application is considered to be the same as a "wet ink" signature and binds the applicant to all terms and conditions herein listed, the same as if the application were signed with pen and ink.
12. Applicant is defined as the business entity, on whose behalf the utility service is requested and in whose name the account will be held, or the person or sole proprietor requesting utility service in his/her own name.

DEPOSIT AND INTEREST REFUND PROCEDURES

1. Deposits or financial assurance will be applied against the account balances upon termination of utility service.
2. Interest on deposits will be credited monthly and upon refund of the deposit.
3. The deposit is intended to be an advance payment for future services and will be available to satisfy any outstanding debt for utility services on closed accounts.
4. **DEPOSITS ARE NOT TRANSFERABLE TO OTHER PERSONS OR COMPANIES.**

CONTACT INFORMATION

For more information regarding utility service, procedures or billing, contact the Customer Service Department, by telephone at (352) 334-3434 or toll-free 1-800-818-3436, by fax at (352) 334-3149, by email at www.gru.com or businesscenter@gru.com or by writing to GRU Customer Service, Station A-110, PO Box 147051, Gainesville, FL 32614-7051. Our office is located at 301 SE 4th Ave, Gainesville, FL 32601.

Definitions / Descriptions

Surety Bond:	Bond issued by an insurance company to guarantee payment and posted in lieu of a cash deposit.
Irrevocable Letter of Credit:	Letter, usually issued by a bank, to guarantee payment and posted in lieu of cash deposit.
Common Use Exemption:	Sales tax exemption as provided in Section 212.08 (7) of Florida Statutes.
Manufacturer's Exemption:	Sales tax exemption as provided in Section 212.08 (7) of Florida Statutes.
Enterprise Zone:	Specific geographic area targeted for economic revitalization. Certain tax advantages apply.
Collective Billing:	Allows customers to combine bills for multiple utility accounts into one monthly statement.
Leave It On Service:	Automatically places service in landlord/management company's name when tenant leaves.
eBill Service:	Receive email notification when bills are available online and/or research bills online.

NON-RESIDENTIAL START SERVICE CHECKLIST

In order to initiate utility services for non-residential addresses, customers will be required to provide the following:

- 1. Completed GRU Contract for Non-Residential Utility Service Application
- 2. Proof of Federal ID (in print or referenced in www.Sunbiz.org)
- 3. Picture ID of company officer (referenced in www.Sunbiz.org)
Notarized completed application signed by officer may be substituted

Completed applications may be faxed to:

(352) 334-3149

Emailed to:

businesscenter@gru.com

Mailed to:

Gainesville Regional Utilities
Customer Service
P.O. Box 147051
Gainesville, FL 32614-7051

Or delivered to:

Gainesville Regional Utilities
Customer Service
301 SE 4th Ave
Gainesville, FL 32601

Deposit or other financial assurance will be required prior to the initiation of utility services

Please keep a copy of the completed application for your records.