



Dear Customer:

SUBMITTING A NEW PLAT

The following criteria must be met in order for the District to begin the electrical design for your plat:

1. An initial deposit of \$2,000 must be paid before the design and engineering process begins. The amount paid will be credited toward the plat construction fees, and reflected in quote letters regarding the underground electrical system for your plat.
2. One complete printed copy of the approved civil plans (including water, sewer, and storm plans) and grading plans.
3. One copy of the approved site plan **showing lot lines** in Cad Format from either Autocad or Microstation. If this is an LDMR and the homes/condos will be on separate tax parcels the lot lines must be shown on the cad file submitted. You can also e-mail the cad file to Brie Whittaker at: plats@snopud.com.
4. Desired metering location for zero lot line plats.
5. Site legal description in electronic doc format. This can be emailed to the email address shown in item 3.
6. Correct service address as assigned by Municipality.
7. A completed and signed PLAT New Service Questionnaire (10/10 Version). (Without this document filled out completely, your design cannot be started).
8. Tax identification number.

Please send the above mentioned items to Snohomish County PUD No. 1, Plat Development Team, P.O. Box 1107, Everett, WA 98206 -1107. If you prefer, you may drop them off at any of our offices. The Electric Building is located in downtown Everett, the Operations Center (location of the Plat Development Team) is in south Everett, and our local offices are in Arlington, Lake Stevens, Lynnwood, Monroe, Snohomish, and Stanwood.

When we receive these items your project will be assigned to an engineer. The engineer will contact you to go over the information and any questions or concerns. After the project has been designed, the engineer will send you an estimate for budget and the preliminary electrical design. Any design changes need to be communicated to the District within 7 days. We will not proceed with the remaining engineering until we have your approval of the preliminary design.

It is your responsibility to contact the other utilities listed below concerning your project. Failure to do so may result in delays and/or exclusion of these utilities in your project.

Comcast 1-866-771-2281 Frontier (Verizon) 1-425-263-4031
Puget Sound Energy (Gas) 1-888-321-7779 OR Cascade Natural Gas 1-888-522-1130

Please feel free to call the Plat Development Team, Brie Whittaker at (360) 435-7528 if you have any questions. She can also be reached by email at plats@snopud.com.