



UNDERGROUND COMMERCIAL DEVELOPMENT CHECK LIST
FOR ELECTRIC SERVICE

PROJECT NAME: _____

PROJECT ACCEPTANCE: _____ DATE: _____

JEA SIGNATURE

The following: Check List” will help you in complying with the requirements set forth in JEA Procedure Number CR40230COM-013,” and the “JEA Procedures, Standards and Specifications for Underground Conduit Systems.” The Developer is encouraged to contact JEA to obtain the current documents and checklists.

Initial requirements to begin JEA engineering process:

- () 1. **Letter of Intent**
- () 2. **Preliminary Plat or Registered Survey** of entire project.
- () 3. **Blanket Easement**, in the case of non-platted developments, with:
 - (a.) Opinion of Title (if you own the property)
 - (b.) Consent and Joinder (if there is a mortgage on the property)
 - (c.) Consent and Joinder, including all easements
 - (d.) **Service will not be made hot until all easements are recorded.**
- () 4. **Master Site Plan** showing distance to nearest existing street and land usage.
- () 5. **Digital CAD File** of Site Plan or Preliminary Plat and engineering drawings - formatted in accordance with JEA Specifications for Digital Files.
- () 6. **Street Names** approved by appropriate official, with the original stamp, signed and dated on Site Plan or Preliminary Plat.
- () 7. **Plans** to include the following:
 - (a.) Water, Sewage, Paving and Drainage with details and cross sections.
 - (b.) Environmental Site Plan
 - (c.) Landscaping and Irrigation Plans (entrance way if applicable)
 - (d.) Gas Plan (if available)
- () 8. **Auxiliary Services:** Location, power requirements and details of all services – i.e., lift stations, irrigation pumps, entrance signs, etc. (Load data in kW.)
- () 9. **Street Lighting Plans**
 - (a.) Public lighting must be approved by appropriate official and reviewed by JEA for compliance with JEA policy.
 - (b.) Private lighting must be submitted by developer and reviewed by JEA for compliance with JEA policy.
- () 10. **1”=200’ Scale Lot Plan** for submission to the City for addresses. Developers must obtain approved addresses in Clay and St. Johns counties.
- () 11. **JEA Facilities** that may have to be removed or relocated.