

Service Connection Process for Property Developments Requiring Site Plan Review (Former Kitchener – Wilmot Hydro Service Territory)

This process is for property owners, developers, consultants, etc. (“**Customer**”) and Enova Power Corp. (“**Enova**”) to use when coordinating a new or upgrading the electrical service to a property undergoing site plan review process with the governing municipality (“**Municipality**”) in the former Kitchener – Wilmot Hydro Service Territory.

1. Pre Site Plan Consultation Process

1.1 The Customer shall:

1. Review Enova’s Conditions of Service posted on enovapower.com.
2. Contact Enova a minimum of 60 days prior to submitting applications (site plan, zoning change, committee of adjustment, etc.) to the Municipality,
3. Provide Enova with a brief description of the proposed usage of the site (i.e. office, warehouse, retail, high rise or low rise multi-residential, etc.) and a preliminary site plan, if available.
4. Provide Enova with the anticipated total load consumption,
5. Identify electrical equipment that could interfere with the power quality of Enova’s distribution system, such as large motors, welders, air conditioners, and/or non-linear loads,
6. Indicate if there is any interest in relocation or burial of any Enova infrastructure that lies adjacent to or is within close proximity of the property under development.
7. Identify clearance of building structures from nearby overhead pole lines.

1.2 Enova will:

1. Review the availability of electrical supply,
2. Identify preliminary servicing requirements,
3. If applicable, ascertain the impact of the Development to the distribution system and comment on possible remedies to mitigate any potential interference to power quality,
4. Provide “Technical Guidelines for Electrical Services Over 400 Amperes” to the Customer to follow when preparing the site plan application drawings.
5. Review any utility conflicts and clearance space conflicts around Hydro infrastructure.

2. Site Plan Application and Review Process

- 2.1 The Customer shall provide the Municipality a site plan application drawing for the property under development. The site plan should show property lines, existing easements, building footprint(s), elevation grades, other buried utilities and driveways that can assist Enova in determining how to service the property.
- 2.2 An electrical site plan containing information, not limited to the location of existing hydro poles, anchors, proposed transformer locations, high voltage switch locations, underground cable routing locations, the location of the electrical/meter rooms, and adjacent municipal properties. All proposed infrastructure related to electrical servicing shall be in compliance with the Enova “Technical Guidelines For Electrical Services Over 400 Amperes”. The Municipality will circulate this drawing to Enova for review. The proposed electrical site plan must ensure sufficient accessibility and working space around Enova Hydro infrastructure is factored in.
- 2.3 The Customer shall provide directly to Enova an electrical demand load calculation to determine the size, type and quantity of transformation required for the property. Additionally, distribution system capacity will be assessed to determine whether upgrades are required.
- 2.4 The Customer shall indicate if transformation is to be Customer owned and provide specifications and a complete protection co-ordination study to Enova for review and approval.
- 2.5 Customer shall review Enova Conditions of Service for transformation sizes and voltage levels provided by Enova.
- 2.6 Enova will provide a formal response to the Municipality for the electrical servicing to the proposed property development, as well as any distribution system expansions or modifications that are required.
- 2.7 This process is repeated until the site plan is approved by the Municipality.

3. Connection Process

- 3.1 Minimum of 18 months prior to the desired in-service date, the Customer shall:
 1. Submit a Service Request Form to Enova (found at [https://
https://enovapower.com/service-request-form-engineering-victoria-street-office/](https://https://enovapower.com/service-request-form-engineering-victoria-street-office/)),
 2. Provide Enova with an approved site plan drawing in .PDF and .DWG formats (with bound x-references),
 3. Provide Enova with a final load calculation done per ESA guidelines and sealed by an Electrical P.Eng,
 4. Provide Enova with a single line diagram sealed by an Electrical P.Eng,
 5. Provide Enova with a signed letter listing unit numbers (if applicable),

6. Provide Enova with a final list of electrical equipment impacting power quality along with a design of additional facilities as required to minimize the power quality interferences (if required by Enova).
7. If applicable, provide a vault room plan and elevation drawings showing arrangement of ventilation, doors, location of sump pit, p-type trap (if provided), primary ducts, transition bus, light switch and 120V 15A receptacle, door fire rating capacity, smoke alarm location, and thickness of doors, walls, floor and roof.
8. Provide Enova with a remote grounding design sealed by a P.Eng and inspected and approved by ESA if grounding cannot be achieved as described in Enova Standards.

3.2 Enova will:

1. Assign an Engineering Technologist ("**Tech**") to oversee the service connection process,
2. Review the approved site plan and final electrical site plan,
3. Provide the Customer with an Offer to Connect ("**OTC**") letter that describes the conditions, under which the OTC is made, the work to be completed by Enova and the associated costs payable to Enova.
4. Provide the Customer with an Offer to Connect Layout ("**OTCL**") complete with relevant standards and instructions for the electrical contractor to follow during the construction of the electrical service,
5. If applicable, provide a distribution system expansion or modification agreement that is separate from the OTC.

4. Construction Process

4.1 The Customer shall:

1. Review, sign and return the OTC to the Tech at least 12 months prior to the desired in-service date,
2. Make payment as listed in the OTC (Enova will not procure any materials or equipment until payment is received),
3. Follow the coordination/notification timelines specified in the OTC,
4. Comply with all site specific requirements listed in the OTC and/or the OTCL.
5. Procure Customer supplied materials and hire necessary civil and electrical contractors to install infrastructure as described in the OTCL.
6. Schedule Enova inspection 48 hours in advance of Hydro-related civil infrastructure installation.

4.2 Enova will:

1. Order Enova-supplied materials as described in the OTC,

2. Coordinate with the Customer's electrical contractor to install the Enova-supplied materials and energize the electrical service.
3. Coordinate with Enova's civil contractor to install all required civil infrastructure within municipal right-of-ways.