



### Instructions for Residential Subdivisions

1. Complete the residential subdivision application for service available at [nespower.com](http://nespower.com) or by calling 615-747-3775.
2. Return the completed application to NES by mail or email.
  - NES, Energy Services Engineering, 1214 Church Street, Room 200, Nashville, TN 37246
  - [energyservices@nespower.com](mailto:energyservices@nespower.com)
3. An Energy Services Engineering (ESE) job owner will contact the developer to confirm receipt of the application and collect information for a cost estimate. The required data is detailed in the residential subdivision application.
4. ESE will draft a residential new business agreement that must be signed before construction can begin.
5. Once the developer provides all necessary information, the ESE job owner will work directly with NES Customer Engineering on a preliminary layout, which is usually available within six to eight weeks.
6. The ESE job owner will contact the developer to approve the preliminary layout and residential new business agreement.
7. Customer Engineering will supply a final cost estimate and drawing to ESE within two to three weeks. The ESE job owner will review and communicate any necessary Contribution in Aid to Construction (CIAC) with the developer.
8. Any electric facility relocations due to subdivision construction must be paid in advance. This includes, but is not limited to, road widenings and pole relocations because of clearance issues.
9. The job is released to construction after the agreement is signed, any necessary CIAC is paid and there is evidence of home building. A pre-construction meeting will be scheduled, if necessary. The start of NES construction depends on several factors including workload and weather. Please contact the ESE job owner for status updates.