

This process is for property owners, developers, consultants, etc. (“**Customer**”) and Waterloo North Hydro Inc. (“**WNH**”) to use when coordinating a new or upgraded electrical service to a property undergoing site plan review process with the governing municipality (“**Municipality**”).

1.0 PRE SITE PLAN CONSULTATION PROCESS

1.1 The Customer shall:

1. Contact WNH a minimum of 60 days prior to submitting applications (site plan, zoning change, committee of adjustment, etc.) to the Municipality,
2. Provide WNH with a brief description of the proposed usage of the site (i.e. office, warehouse, retail, high rise or low rise multi-residential, etc.),
3. Provide WNH with the anticipated total load consumption,
4. Identify electrical equipment that could interfere with the power quality of WNH’s distribution system, such as large motors, welders, air conditioners, and/or non-linear loads,
5. Indicate if there is any interest in burial of any overhead lines that lie along a property under development.

1.2 WNH 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.

2.0 SITE PLAN APPLICATION AND REVIEW PROCESS

- 2.1 The Customer shall provide the Municipality a site plan application drawing for the property under development that show up to the closest edge of pavement, but is not limited to, property lines (existing and proposed), easements, building footprint(s), grades, other buried utilities, driveways, hydro poles, anchors, 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 WNH “Technical Guidelines For Electrical Services Over 400 Amperes”. The Municipality will circulate this drawing to WNH for review.
- 2.2 The Customer shall provide directly to WNH a preliminary electrical demand load calculation to determine the size, type and quantity of transformation required for the property.
- 2.3 WNH will provide a formal response to the Municipality for the electrical servicing to the proposed property development as well as any cost estimates for an overhead line burial (if requested).
- 2.4 If required, this process is repeated until the site plan is approved by the Municipality.

3.0 CONNECTION PROCESS

3.1 Minimum of 8 months prior to the desired in-service date, the Customer shall:

1. Submit a Service Request Form to WNH (found at www.wnhydro.com),
2. Provide WNH with an approved site plan drawing in .PDF and .DWG formats,
3. Provide WNH with a final load calculation done per ESA guidelines and sealed by an Electrical P.Eng,
4. Provide WNH with a single line diagram sealed by an Electrical P.Eng,
5. Provide WNH with a signed letter listing unit numbers (if applicable),
6. Provide WNH 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 WNH).
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), pulling eyes, primary ducts, transition bus, light switch and 120V receptacle.

3.2 WNH will:

1. Assign a Service Technologist (“**Tech**”) to oversee the service connection process,
2. Review the approved site plan and, if applicable, design of power quality correction equipment,
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 WNH and the associated costs payable to WNH.

4.0 CONSTRUCTION PROCESS

4.1 The Customer shall:

1. Review, sign and return the OTC to the Tech at least 6 months prior to the desired in-service date,
2. Make payment as listed in the OTC,
3. Follow the coordination/notification timelines specified in the OTC,
4. Comply with all site specific requirements listed in the OTC and/or the Service Connection Drawing (“**SCD**”).

4.2 WNH will:

1. Order WNH-supplied materials as described in the OTC,
2. Provide the Customer with a SCD complete with relevant standards and instructions for the electrical contractor to follow during the construction of the electrical service,
3. Coordinate with the Customer’s electrical contractor to install the WNH-supplied materials and energize the electrical service.