

## **PROCEDURE FOR ASSIGNING AN ELECTRICAL SERVICE ADDRESS TO A STREET LIGHTING CONTROLLER OR TRAFFIC SIGNAL CONTROLLER**

### ***Initial Project Coordination with KCP&L***

The project manager or consultant should perform the initial work to locate the street lighting or traffic signal control center based on field conditions where there is an existing transformer. In general, KCP&L requires the power pole with transformer to be less than 150' from our control center.

KCP&L should be contacted to verify if power can be obtained at a particular location before a lot of design work is completed. This can be performed either verbally or in writing. In either case, it may be beneficial to send them a plan sheet or meet them in the field. When requesting power, ask if there will be a charge to obtain power where you require. KCP&L can generally give us power anywhere we want, but there may be a significant cost to do so. Ask if there is a better location where they have an existing transformer or sectionalizer that would be better or cheaper to acquire power from. If the control center can be relocated to a better position, make the design change. If not, ask KCP&L to provide an estimate of the cost associated with obtaining power.

The consultant should provide you with a copy of all letter correspondence or email correspondence to KCP&L so you are insured that they are performing the necessary correspondence. Save copies of all letters and emails in the project directory on the K: drive.

After KCP&L has agreed to a preliminary power source and location, the project manager or consultant should prepare a preliminary plan sheet showing the location of the power pole and the location of the control center with conduit and notes indicating the location where power will be obtained. After the power location has been established, the project manager will then assign an electrical service address to each control center as outlined in the following process.

### ***Coordination with Planning & Development Services Department for Electrical Service Address***

During plan design or review where you are coordinating with KCP&L for power requirements, follow the following steps.

- Aaron DuBois (extension 6197) will need to have a site plan for all control center and meter address requests showing the following:
  1. A street intersection including the names of the streets (public and/or private drives.)
  2. A north arrow
  3. Approximately 200 feet radius of address point information, or greater if there is no new development around the proposed controller

All of the above information can be obtained from the Arc Map (GIS) or copied from plans. On new developments, a copy of the plans will have to suffice since the aerials will not be current enough Aaron DuBois needs a plan on a piece of paper.

Put this information on an 8 ½” by 11” piece of paper with a description of what you are requesting and the date you gave it to Aaron DuBois. Either put it in Aaron’s mailbox; or email it to him with the attachment. The words “**address requests**” should be printed on it somewhere or in the “subject” field in the email.

The preferred method is to create a site plan layout in GIS and export it as a JPEG or PDF file to the K:\projects directory. Please perform the following steps:

- Open up ArcMap and bring up the latest aerial where the controller will be located
- Add appropriate address information by clicking on the “Add Layers” button on the side tool bar and click on the “+” sign in front of “general” to expand the folders. Click on the box next to “Address Points” then click “Add Selected Layers” at the bottom of the window. Note, the “Address Points” layer should appear in the far right hand side and should be active. Right click on the “Address Points” in the layer control and select “Label Features”
- You will then be able to see all addresses. Try not to duplicate an address unless otherwise impossible to avoid.
- Use the “Graphics” tool on the lower tool bar to draw a circle where the controller will be located
- Use the “Callout Text” tool to draw a text box and insert the proposed address according to standard practice. Lighting controllers will have an “LC” extension. Traffic signal controllers, DMS sign controllers and fiber optic controllers will have an “SC” extension.

The two-letter extensions that we will assign to the back of each address is as follows:

- Street Lighting Control Centers – “LC”
  - Traffic Signal Control Centers – “SC”
  - Parks and Recreation Services – “PR”
  - Flood Warning Alert Systems – “FW”
  - Road Weather Information System – “WS”
  - Emergency Sirens – “ES”
- Select the “Create Layout” button to create a report of what you have added to the site plan. Modify the title as “Street Lighting” or “Traffic Signal” Electrical Service Request for \_\_\_\_\_” as appropriate.
  - Click “File”, “Export” and export the file to a JPEG or PDF file and save a copy in the K:\projects directory
  - Email Aaron DuBois a copy of the file with the words “Electrical Service Address Request”
  - Save the email in the K:\projects directory as “electrical service address request to DuBois” – signal or lighting can be added for clarification or if you have more than one request.

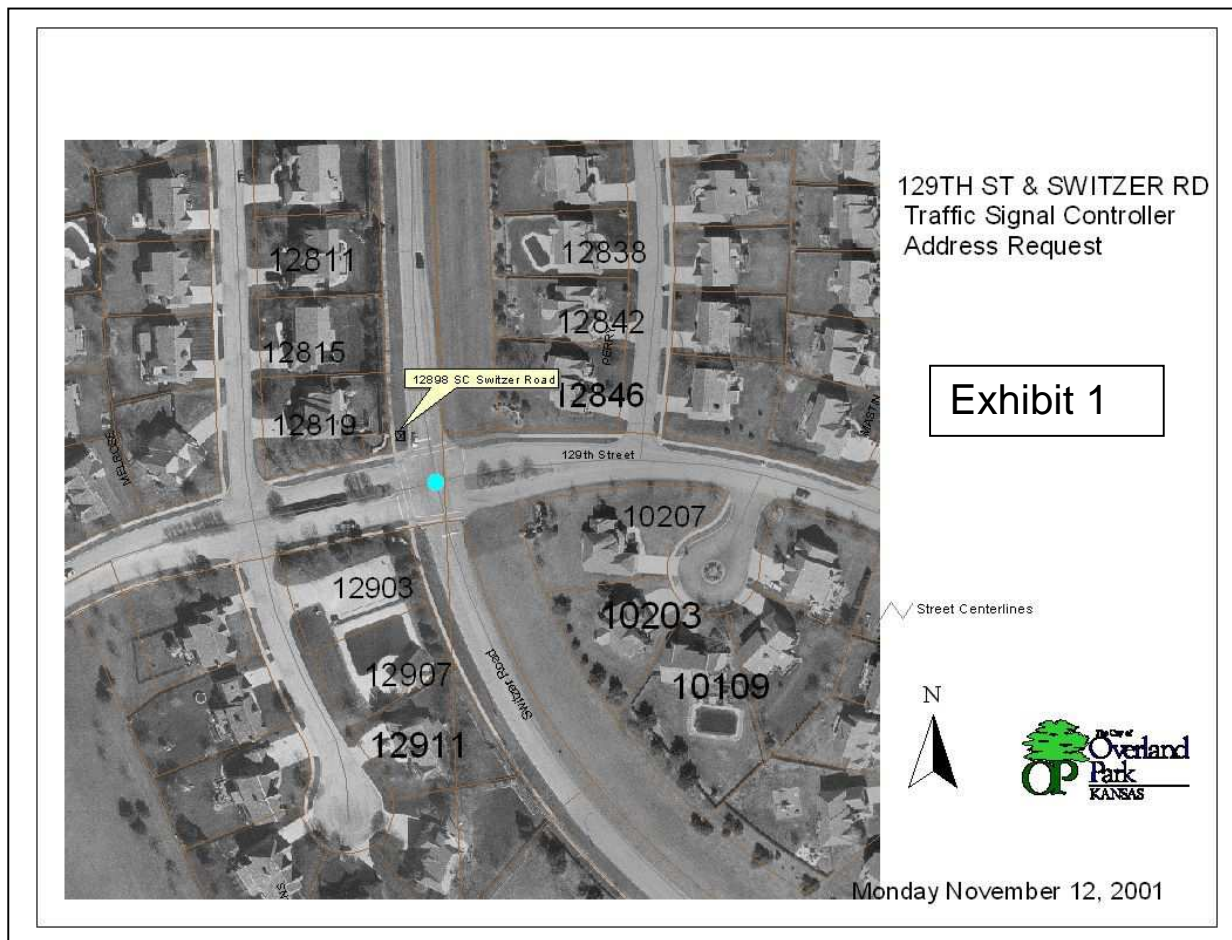
- When Aaron sends a reply back that the system has been updated, save a copy of his email in the K:\projects directory as “electrical service address request from DuBois”

The critical issue is that the project file has a copy of when you requested it from Aaron DeBois and when you received the information from him for tracking purposes.

Aaron will approve the address or request you to modify the address and resubmit accordingly. He will then place the address into the Tidemark system. The Tidemark system is their tracking system and it contains all addresses that have been approved in the City. This process must be followed so the electrical contractor can acquire an electrical service permit at the time of construction. If the electrical contractor requests a permit for the work, but the address is not in the Tidemark system, he will not be able to pull a permit.

Expect at least one full day before Aaron can provide you with an address and enter it into the Tidemark system.

See the attachments for examples of what should be submitted to Aaron for both a traffic signal (Exhibit 1) and street lighting controller (Exhibit 2).



## Switzer Road Street Lighting Controller Service Address



Proposed Address:  
12964 LC Switzer Road

Exhibit 2

 Lighting Controller



Tuesday November 13, 2001

### *Applying for Electrical Service with KCP&L*

The project manager should complete the process of applying for electrical service from KCP&L. Gary Price is the contact person for KCP&L, (913) 681-7420 or cell phone (816) 719-3194. They require a “Commercial & Industrial Electric Service Application” (Exhibit G) in order to request electrical service. The original form as well as a sample form that is filled out is located in K:\Operations\Traffic\Design Manuals\street lighting\Electrical Service Address Procedures. Make sure the electrical service address matches with what has been approved by Planning and Development Services. Also place the controller address on the plan sheet in the lower right hand corner with a box surrounding it.

A copy of the “Commercial & Industrial Electric Service Application” (Exhibit G) should be sent to KCP&L with a plan sheet and a cover letter. The cover letter should indicate the project schedule, when power is required and should include the words, **“Please begin whatever work is necessary to ensure that we can obtain power at these locations at the specified time.”** This will trigger KCP&L to send the paperwork to their construction division so they can begin to develop a plan.

Keep a copy of all correspondence with KCP&L. There have been times when they have indicated that they never received the request. This occurs primarily because we coordinate the power up to 2 years ahead of construction. Being able to pull out copies of the letter and electrical service application is imperative.

If there will be a charge to supply power, KCP&L will send a cover letter, plan sheet and an invoice. The plan sheet will detail the work required to provide power and indicate any work that may be the responsibility of the City of Overland Park and work that is the responsibility of KCP&L. The invoice will need to be paid before they initiate any work.

Approve the invoice by signing your name on it. Write the project number on the invoice and give it to the contract specialist who is assigned the project. Also send an email to the project manager that explains the charge that will be assessed to their project and the associated cost.