

Appendix A: Required Files for Service

The information in this appendix applies to multifamily and residential developments, commercial and industrial developments, and road improvement projects.

When requesting new service, upgraded service, or road improvement projects in the Portland General Electric (PGE) service territory, PGE requires that specific forms and files be submitted to PGE Service Coordination. The phone and fax numbers for Service Coordination can be found in the *Preliminary Information* section.

The forms for new or upgraded service can be found in Appendix B and Appendix C. The requirements for formatting and submitting electronic files are included here.

1. Submit one of the following forms:
 - Request for Multifamily and Residential Development
 - Request for New Commercial Service
 - Request for Upgrade or Relocation of Existing Commercial Service
2. Send a hard copy of the full set of drawings, along with a cover letter, to the appropriate PGE Regional Design Center:

Gresham	1705 E Burnside St.	Gresham	97030
Portland	3700 SE 17th Ave.	Portland	97202
Southern	4245 Kale St.	Salem	97305
Western	2213 SW 153rd Drive	Beaverton	97006

3. The Service Design Project Manager (SDPM) assigned to your project will provide you with an email address. The PGE email address format is:
firstname.lastname@pgn.com
4. Provide computer-aided drafting (CAD) files with civil engineering drawings of the site plan and profile. PGE accepts MicroStation version 8 and AutoCAD version 10 and older. PGE will use your files in the original survey coordinate system or datum. Updates to these files are requested at milestones in the project.
5. Include the same layers in the CAD files as shown on the site plan and profile hard copy. The minimum layers needed are:
 - Survey control points
 - Existing and future street right of way
 - Lot lines
 - Lot numbers
 - Street names
 - Building footprints
 - Curbs
 - Sidewalks
 - Centerlines of streets and roadways

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- Easements
 - Stationing
 - Existing electrical facility locations
- 5.1. If survey control points are not available in CAD format, PGE software will accept these points in text or Excel file format.
 - 5.2. If you use nonstandard file and layer naming conventions, provide guidelines for reference.
 - 5.3. If your data contains attachments—such as aerial imagery—provide the attachments or delete the files from your reference before submittal.
 - 5.4. If you send a 90-percent completed file, and later send a 93-percent completed file, it is critical that you let PGE know what has changed. Itemize in an email or on the CAD drawing all data that has changed.
 - 5.5. If you send multiple files, provide a description of what is included in each file.
6. You may make your files available on your File Transfer Protocol (FTP) or by email. Zipped files are acceptable, but do not send executable (.exe) files. If it is not possible to send files electronically, you may use a DVD or CD.
 7. For road construction projects specify the datum of the file sent. PGE uses North Oregon State Plane (NAD83, international ft.). If there is a local datum plane (LDP), provide the conversion factor.