Transformer Allocation Process

This document outlines OUC's transformer allocation process. For questions regarding this process, please contact OUC's Development Services Team at **407-236-9651** or **developmentservices@ouc.com**.

Initial Submission
Subdivision design plans should be submitted to DevelopmentServices@ouc.com as soon as possible for OUC's review. A project number will be assigned upon receipt, and within 10 business days, an OUC electrical engineer will contact the developer to discuss a project plan.

Identification of Allocation Needs
During plan discussions, OUC will work with the developer to identify the type of homes, model home locations, and any other pertinent information necessary to determine the size and quantity of transformers needed.

At this time, a recorded plat and a project timeline that details the project's construction schedule must be provided.

Once OUC receives this information:

- the number of transformers needed will be calculated
- engineering diagrams indicating transformer placements will be created
- transformers will be ordered

Note: The developer should use the electrical conduit layout designed by OUC's engineer to illustrate the date needed for power to each lot. This information should be emailed to OUC's engineer. Developers should consult with their OUC engineer on the best approach to build within the project. A plan may be required to serve the most lots with the designated transformers.

Identification and Payment of Project Cost
Once the above steps are completed, OUC will provide a letter of responsibility to the developer.

Engineering plans will be provided indicating the total number of transformers needed and the cluster of lots serviced by each transformer.

OUC's Development Services will send the developer a cost letter. Payment must be submitted within 30 days.

Developer Construction Requirements
Once payment has been received, and underground infrastructure requirements and all easements requirements are completed, the project will be evaluated for "Electrically Ready" criteria.

Single-Family Homes
If single-family homes are being developed, the underground infrastructure includes:

- primary and secondary conduit
- transformer pads and junction boxes
- switchgear pads, pull boxes and manholes

Multi-Family Homes
For multi-family homes, the underground infrastructure includes:

- primary and secondary conduit
- transformer pads and junction boxes
- secondary conductors
- switchgear pads, pull boxes and manholes

Definitions
The following as defined by OUC:

Subdivision: A subdivision consists of five (5) or more homes on contiguous lots. This includes townhomes, duplexes and single-family lots

Electrically ready: A cluster of homes is deemed electrically ready if the following criteria are met:

- development plans have been submitted
- all payments have been submitted
- recorded plat has been submitted and easements granted
- construction schedule with expected completion date has been submitted
- underground infrastructure has been completed and inspected
- homes must be built in a cluster of two (2) to six (6) homes served by a transformer
- 50% of the homes serviced by the transformer must be completed and passed the dry-in phase

Step-by-Step Process for Inspections

1. The developer will pass the dry-in phase inspection conducted by the City or County.
2. Once half the homes served by the transformer have passed the dry-in phase inspection (performed by the City/County), the developer will submit the electrically ready form, which is available at: https://www.ouc.com/business/electric-services/electric-services-forms-documents/request-for-transformer-electrically-ready

OR

OUC.com Click on **Business → Electric Services → Forms & Docs**. Under Forms & Documents, then click on **Request for Transformer Electrically Ready Form.**

3. Once submitted, the form will be automatically sent to an email address managed by OUC with a recorded date and time of submission.
4. OUC will schedule a visual inspection of the cluster of homes.
5. The OUC inspector will confirm that the number of homes in the cluster are 50% or greater electrically ready.

If the project is not at this stage:

6. The OUC inspector will notify the developer and advise that electrically ready criteria has not been met for the identified cluster of homes.
7. The developer will be required to submit another form once those requirements are met.

If the cluster has been validated to be electrically ready:

8. The inspector will contact OUC Engineering and advise that the identified cluster is electrically ready.
9. The inspector also will advise if additional transformers are required to be installed in order to reach the cluster.
10. If no additional transformers are needed to reach the electrically ready cluster of homes, the developer is added to the electrically ready spreadsheet indicating the project is ready for transformer(s) installation.
11. The transformer allocation installation schedule spreadsheet will be available online for customers by visiting www.ouc.com/ Click on **Business → Electric Services → Forms & Docs.** Under Forms & Documents, click on **Transformer Allocation Installation Schedule.** This spreadsheet will be updated every 2 weeks.
12. If additional transformers are needed to reach the electrically ready cluster of homes, one (1) additional transformer will be installed.

Primary Enclosure

13. If the quantity of transformers needed to reach the cluster is greater than one (1), OUC will install primary enclosures (PEs) to allow power to reach the cluster at a cost to the developer as an option. Please note:
    a. PEs are limited in quantities and could cause a delay.
    b. If no PEs are in inventory, the developer will be advised of the delay and placed on a waitlist.
    c. If available, OUC will advise Distribution Construction that PEs will be installed in lieu of transformers.

Transformer Installation

14. OUC will update Distribution Construction and transformer(s) installation will be scheduled.
15. Transformer installation will be done according to the electrically ready spreadsheet on a first-in, first-out basis.

Meter Installation

16. The developer will provide OUC Development Services with addresses and request meter installation(s).
17. OUC will schedule meter installation(s).
18. If the development is complete, the project is closed out.
19. If it is not complete, the project will resume once notification is received indicating another cluster of homes is electrically ready. This will continue until the development is complete.

Transformer Supplier – Developer Contact

In the event the developer inquires about sourcing a transformer, OUC will entertain the possibility.

OUC will share transformer specifications and quality requirements for discussion with the supplier. OUC will then provide a written agreement to the developer indicating the "developer will pay costs over and above OUC's average slotted purchase price for transformers." The developer **must** agree to pay for these costs up front and identify the source for transformers.

OUC's Supply Chain department will contact the supplier and perform due diligence to ensure the transformers meet OUC specifications and quality. If they **DO NOT** meet these requirements, the developer will be advised that the potential supplier's transformers do not meet OUC's standards and may not be used. The builder must wait until OUC has transformers available through OUC's vendor. If the transformers **DO** meet OUC's standards, a purchase order will be created. Additionally, if the cost of the transformer is higher than OUC's average slotted price, OUC will bill the developer for the difference. The developer must submit payment for the transformers.