



CITY OF PASADENA

ELECTRIC SYSTEM UNDERGROUNDING APPLICATION FOR UTILITY REIMBURSEMENT

APPLICANT INFORMATION:

Property Owner's Name		
Mailing Address		
Property Address		
Phone Number		
E-Mail Address		
Property Owner's Signature	Date	

CONTRACTOR INFORMATION:

Must have a Class A, B or C10 license.

Contractor's Name		
Contractor's License No.	Class: A <input type="checkbox"/>	B <input type="checkbox"/>
Representative's Name		
Business Name		
Address		
Phone Number		
E-Mail Address		
Authorized Signature	Date	

ITEMIZATION:

Note: Owner builder: Provide all material invoices. (Only materials are eligible for reimbursement.)

Description	Unit of Measure	Qty.	Cost	Description	Unit of Measure	Qty.	Cost
Linear Distance of Trenching	ft.		\$	Furnish and Install 3" Conduit	ft.		\$
Furnish and Install New Panel, Installation Size (____ amps)	ea.		\$	Furnish and Install 4" Conduit	ft.		\$
Remove Existing Panel	ea.		\$	Furnish and Install 5" Conduit	ft.		\$
Electrical Permit	ea.		\$	All Other Cost (not eligible for refund.)			\$
Subtotal				Subtotal			
				*Total			
				\$			

***Total amount must match invoice(s).**

APPLICANT'S ATTACHMENT CHECKLIST:

- Grant Deed (Quitclaim in event the property is sold)
- Contractor's Invoice (If subcontractors are used, all costs must be represented on prime contractor's invoice)
- Receipts for Materials (If not included in contractor's invoice)
- Copy of Contractor's License
- Copy of Electrical Permit from Pasadena's Building and Safety Division

General Information and Procedure

Authorization:

Chapter 13.14 (Ordinance No. 4872) of the Pasadena Municipal Code provides in part that when an underground utility district is created by the City Council, requiring overhead electric, telephone, cable wires and associated poles to be removed from the public right of way, owners of property within the "District" boundaries are required to construct underground conduit and appurtenant facilities on their property, as necessary to connect at the property line to City underground facilities already available, or to be made available.

Ordinance No. 6433, amending said Municipal Code, provides that the City shall contribute toward the property owner's actual cost of construction of the above mentioned (electrical only) underground facilities on private property, within and outside of "District" boundaries.

Upon completion and approval by City of such undergrounding of electrical utilities as is required by Electric Service Requirements (Regulation 21), **City shall pay the property owner of each separately recorded property the lesser of \$3,000.00 or the actual cost of the work in accordance with procedures established by the City Manager.**

Procedure:

- 1) Complete work in accordance with Electric Services Requirements (Regulation 21) which can be obtained from Pasadena Water and Power (PWP), Power Delivery or <https://ww5.cityofpasadena.net/water-and-power/newservices/>
- 2) Complete and submit the application to:

**PWP, Power Delivery
1055 E. Colorado Blvd., Suite 350
Pasadena, CA 91107
Attn: Electrical Service Planning**
- 3) Pasadena Water and Power will review the application, and upon approval, reimburse the property owner.
(Allow for a 60-day processing period.)

Do Not Write Below This Line – For Office Use Only

_____ Principal Electrical Engineer, Electrical Services Planning	_____ Date
_____ Principal Electrical Engineer, Underground Utility Program Manager	_____ Date
_____ Engineering Manager, Power Delivery	_____ Date
_____ Assistant General Manager, Power Delivery	_____ Date
_____ Assistant General Manager, Finance	_____ Date