



ELECTRICAL ENGINEERING DIVISION
201 S. ANAHEIM BLVD., SUITE 701
ANAHEIM, CA 92805

Case # : TEST2010-00001

Project # : SAMPLE

Work Order # : SAMPLE

LETTER OF TRANSMITTAL

Date: August 11, 2010

Service Requested:

Relocation

Temporary

Permanent

Applicant

Project Description:

Sample LOT Form

Service Address:

201 S ANAHEIM BLVD

ANAHEIM, CA

This Letter of Transmittal (LOT) identifies the requirements and fees to be paid by the applicant for the requested electrical service per the Electric Rates, Rules & Regulations, which includes design preparation of service plans, utility inspection fees, and utility construction labor, materials and equipment charges.

Enclosed, please find:

- 1 copies of the subject drawing for contractor bidding and construction use.
- copies of the Underground Electrical Specifications.
- copies of the Street Lighting Specification.
- Outage notification letter required to notify affected properties of the planned outage. Please provide the requested date at least 10 working days in advance for scheduling.

The following releases are required in order to complete your project:

- Contact Customer Service and apply for electrical service. Call (714) 765-3300 or visit them at City Hall West, 1st floor, 201 S. Anaheim Blvd.
- Building Division release is obtained, with building inspections completed. Call (714) 765-5153 or visit them at City Hall, 1st floor, 200 S. Anaheim Blvd.
- Utility Inspection has been completed and customer construction of utility facilities approved. Your inspector's contact information is found on your service plan.
- Electrical Engineering requires an electrical easement, including legal description, metes and bounds drawing stamped by a licensed civil engineer or surveyor, and a copy of the Grant Deed and/or Title Report for the property.

The following electrical fees are required to be paid prior to energization of service:

- Utility fees of \$2,000.00 in accordance with Rates, Rules & Regulations must be paid before a work order can be released for construction scheduling. Please reference account # 525-521-6761-4051 - SAMPLE on your check. Fees are valid for 180 days after date shown on this letter.
- At the applicant's request, work may be scheduled for overtime to expedite beyond normal business hours. Overtime charges are \$0.00. Please reference account # 525-521-6761-4043 - SAMPLE on your check. Fees are valid for 180 days after date shown on this letter.

To pay your utility fees by mail, please attach a copy of this letter with your check made payable to "City of Anaheim" and mailed to: City of Anaheim, Division of Collections, 201 S. Anaheim Blvd #101, Anaheim, CA 92805.

If you have any questions concerning this project, please contact

PRINCIPAL ELECTRICAL ENGINEER

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