


Area light service process


1 Request

Customer

- Complete and submit a **request for service form** and related documents

 Your PGE Project Manager will contact you within **5 business days** of submitting your completed RFS form.

2 Design

 Allow for **30 or more days** for PGE to complete your design, depending on the complexity of your project.

PGE

- Assign a Project Manager to work with you
- Project Manager to contact the customer to schedule a site visit
- Design your project, based off your lighting needs
- Send preliminary design to review (if applicable)
- Send PGE Area Light Contract with monthly fees based off design
- Send you the final design and a Line Extension Cost Agreement (if applicable)
- Send you the PGE Utility Easement (if applicable)

Customer

- Provide additional information as requested
- Mark any private UG facilities
- Review design for conflicts prior to PGE finalizing (if applicable)
- Return the signed contract and any applicable payments to PGE
- Work with contractor on installation of trench and conduit, if needed
- Return the PGE Utility Easement (if applicable)

 With your design complete and permits in hand, PGE's next steps are based on the pace of your trench construction.

3 Trench construction + inspection (if applicable)

Customer

- Schedule a pre-construction meeting with your PGE Project Manager, FCC and your excavation contractor
- Perform trench and conduit work
- Contact PGE to inspect all trenches before you backfill


PGE

- Inspect trench and conduit; notify you of needed corrections (if applicable)
- Provide pole bases and pole bottoms as needed
- Approve for backfill

4 Completion

PGE

- Once the signed area light contract has been received and the design has been approved, PM to order materials required per design
- Lights and poles can take between **8 and 12 weeks** to arrive from the Vendor
- PM to contact customer once materials have arrived and a PGE crew has been scheduled
- Install PGE facilities

 Assuming all permits are in place and you have submitted your signed LECA and payment, PGE will begin construction **3 – 4 weeks** after required material delivery has been confirmed by the storeroom.

