

## Subdivision Developer Checklist

- Upon preliminary plat approval and/or conceptual subdivision plan approval by the appropriate jurisdictional authority, subdivision developer contacts Entergy to begin the subdivision process. Developer should contact your Entergy New Business Development partner or call 1-800-Entergy
- Submit design documents to your Entergy project lead and/or design engineer including:
  - CAD file of subdivision Preliminary Plat
  - CAD file of Sanitary Sewer/Drainage construction documents
  - Subdivision Data Sheet
  - Customer Data Sheet (for invoicing)

**Please note: Entergy will make every attempt to have a subdivision design completed within 45 days from receipt of the design documents. Upon completion and internal approval of the subdivision design, Entergy will order all materials necessary to construct the subdivision. Due to ongoing supply chain issues pad mounted transformers used for residential developments are experiencing longer than normal lead times, sometimes up to 8 months. For timely electric infrastructure construction, it is imperative that developers submit design documents at least 10 months prior to needing electric infrastructure in place. Subdivision construction priority is set based upon the design completion date of the subdivision.**

- Submit fully executed contract agreements to your Entergy project lead and/or design engineer including:
  - Entergy "Letter A Agreement"/Subdivision Contract
  - Entergy Right-of-Way agreement

**Please note: Entergy will make every attempt to have all agreements sent to the developer within 55 business days from submittal of the design documents or with 10 business days of completion of the subdivision design.**

- Submit payment and grade certification letter to your Entergy project lead and/or design engineer
  - Payment for underground development. Invoice will be auto generated upon completion of the subdivision design
  - Grade certification letter
  - Construction Timeline Agreement

**Please note: Failure to submit payment and other construction documents timely may result in the subdivision losing its place on the subdivision priority list.**