









Step	Action Items	Developer To Do	We Energies To Do	J U Co. To Do	Notes	Complete / NA
1	Submit a completed New Development / Subdivision application w/ Preliminary Plat of survey to We Energies Electronic files should be e-mailed to : newlandbase@we-energies.com	X			Start of the process. Subdivision name, location, # of lots, layout, initial construction schedule determined. Main contact during design and distribution install is identified	
2	Developer who applied for gas & electric distribution in the new development receives preliminary contact.				After review of initial date, We-Energies will communicate assessment of initial distribution and solicit other required information.	
3	Developer informs WISDOT if development on a State Highway. Also contacts municipalities for permits.	X				
4	An updated construction plan in an electronic format is submitted to We-Energies. Easements and temporary retention ponds are depicted and labeled. [Include co-grantees (i.e. cable & telephone)]	X			Firm up construction schedule dates	
5	Developer contacted to provide a preliminary timeline for design and installation					
6	We-Energies will initiate a project and appropriate work requests. Designing will begin for: - underground distribution - lighting - overhead distribution - road crossings - advance order of materials - relocation of facilities - other designs as required				Where possible, We-Energies will coordinate telephone and cable construction. We-Energies will coordinate with municipalities for permits, etc. as required. Preliminary print with disclaimer may be issued.	
7	Impacted designs are verified w/ Joint Use Company(ies)			X		
8	We-Energies is contacted to communicate status of construction: - grading start / complete - sewer & water start / complete	X				
9	Site plan revision made	X			We-Energies re-design	
10	Impacted designs are verified w/ Joint Use Company(ies)			X		
11	Electric service contract provided to We-Energies	X			For lighting, water, etc.	
12	Proposed design approved and payment submitted for electric Proposed design approved and payment submitted for gas	X				
13	Joint Use approved			X	We-Energies facilitates 3 rd party review.	
14	Site is within four inches of final grade, path cleared for construction. Final plat as recorded with Register of Deeds provided to We-Energies. Lot corners are staked.	X			We-Energies obtains and record easements. We-Energies will survey installation route per approved design.	
15	Payment is received for electric work Payment is received for gas work	X			We-Energies delivers materials to site	
16	Work Coordinator checks site Developer contacted to schedule installation.				Schedule construction.	