

February 26, 2009

«Owner»  
«Mailing\_Address»  
«Mailing\_City\_State»

**SUBJECT: Conversion of Service Connections on Private Property  
Underground Assessment District No. 101  
Parcel No: «APN»  
Site Address: «Situs\_Number» «Situs\_Street»**

Dear «Owner»:

You are receiving this letter because SCE, AT&T, and Time Warner Cable (TWC) have installed electrical, telephone, and cable conduits to your property line. Property owners with connections on Buena Vista Boulevard, Lindo Avenue, Anade Avenue, Montero Avenue, Medina Way, and portions of E. Bay Avenue and Edgewater Avenue, are now eligible to start the private underground utility conversion.

The following are steps you must take to complete the conversion process:

1. If you have not received a Building Department Underground Pre-Inspection Checklist, please contact the City's Building Inspector in charge of this underground district, Ed Hotz at (949) 644-3273, to obtain a copy of this checklist. A pre-inspection is required even if your property has existing underground services.
2. After your pre-inspection is complete, it is strongly recommended that you obtain at least 3 bids from electricians and ask for references in order to get a reputable contractor at the lowest possible price for your conversion.
3. Your contractor will need a copy of the pre-inspection checklist in order to pull a permit from the Building Department and perform the conversion work. Please refer your contractor to the Building Department for a conversion information packet.
4. Upon receiving an approved permit, your contractor may extend conduits and perform meter panel upgrades, if necessary. "Cutovers" to the underground system is not available at this time. In general, "cutovers" is the process where your contractor meets with a SCE planner to switch your overhead utilities to connect with the energized underground system. Notice on City letterhead will be provided for cutovers at a later date.
5. Enclosed is a step-by-step checklist for you and your contractor to closely follow.
6. You and your contractor will be responsible for coordinating with the Building Department and SCE to final/close out the electrical permit.

Note: Due to this multi-step process, it is recommended that a payment schedule is made with your contractor for progress completed. It is also advised that a “work schedule” be included in your contract. This will help minimize the delay in the conversion process.

The following is a link to a list of electrical contractors that have a business license with the City of Newport Beach. <http://www.city.newport-beach.ca.us/revenue/revenue.htm>. Remember the following when selecting your contractor:

- Obtain minimum of 3 bids to ensure competitive pricing.
- Attain references from residents that have hired electrical contractors to perform similar undergrounding work.

For further information, please refer to enclosed literature, *Some Things to Consider Before You Hire a Contractor*, or visit California Contractor’s State License Board website at <http://www.cslb.ca.gov/>.

All property services must be converted and energized to the underground system before the utility companies can proceed with the removal of the overhead lines and poles. Failure to comply may result in an Administrative Citation issued by the City’s Code Enforcement Department.

Should you have any questions, please contact me at (949) 644-3323.

Sincerely,

Iris Lee, P.E., T.E.  
Senior Civil Engineer

Enclosure

cc: Steve Hook, CNB Chief Building Inspector  
Ed Hotz, CNB Building Inspector  
Jeff Lawrence, SCE Planning Supervisor  
Penny Hatfield, SCE Local Planner  
Jeff Gilbert, SCE Local Planner