

May 11, 2009

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

**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 TWC have installed electrical, telephone, and cable conduits to your property line. Property owners 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. Once your contractor has extended the appropriate conduits and is ready to connect to the underground system, have your contractor contact the SCE Planning Department at (714) 895-0221 as soon as possible to schedule an appointment. The cut-over process will require the presence of both your contractor and SCE Planner at the same time. Enclosed is a step-by-step checklist for you and your contractor to closely follow.
5. You and your contractor will be responsible for coordinating with the Building Department and SCE to final/close out the electrical permit.

**ALL CONVERSIONS SHALL BE COMPLETED AND FINALED PRIOR TO  
SEPTEMBER 21, 2009.**

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 (e.g., once the City provides an "inspection release" to SCE, your contractor must complete cut-over within 30 days). 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. Should you not comply prior with the deadline stated, an Administrative Citation may be issued by the City's Code Enforcement Department.

Should you have any questions, please contact Peter Tauscher at (949) 644-3316, or myself 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