



## Utility Coordination

### What is Utility Coordination?

Utility coordination is a process by which Agencies, Developers, and/or Designers work with utilities to avoid conflicts with existing utility facilities. The process begins prior to the completion of project plans and can conclude at the end of construction. If any Citizens' facilities are identified to fall within or close to the project limits, facility mapping shall be requested from Citizens at the on-set of a project. During early completion of plan development, designers submit plans to Citizens to allow for the review of proposed improvements and Citizens' existing utilities to determine whether there are any impacts or not. Resolution of these items occurs through the completion of work plans by Citizens that include relocation plans, and a schedule with work durations for Citizens to complete their work.

### Utility Coordination Process

To begin the utility coordination process, follow these steps:

#### Step 1:

Determine whether the project requires utility coordination. Proposed improvements determined to be within a horizontal separation of ten (10) feet or less of Citizens' existing facilities, shall require utility coordination and shall be submitted to Citizens for review and approval.

#### Step 2:

If utility coordination is required, submit a utility coordination request via email to [utilitycoordination@citizensenergygroup.com](mailto:utilitycoordination@citizensenergygroup.com). Citizens requires the following project information to be submitted, if available: project number, project name, project location, description of work, plans, maps, etc.

#### Step 3:

Once a utility coordination request is submitted, Citizens will begin its review of the information and will reach out with any questions or concerns regarding the information submitted. Citizens typically follows the process and timeframes as established by the Indiana Administration Code 105 IAC 13. Depending on the phase of the utility coordination process, reviews typically take 30 to 120 days to complete.

#### Step 4:

Once Citizens completes its review, Citizens will provide a response to the utility coordination request via email to the requester. Depending on the results of the review, Citizens' response may include facility maps, plan mark ups etc. Based on Citizens review, further coordination may be required.

### For more information:

Website: [info.citizensenergygroup.com/permits-and-forms](http://info.citizensenergygroup.com/permits-and-forms)

Utility Coordination Email: [utilitycoordination@citizensenergygroup.com](mailto:utilitycoordination@citizensenergygroup.com)