



HAWTHORNE UTILITIES

UNDERGROUNDING PROJECT

Service Lateral Installation Process and Utility Coordination

- **Hire contractor/s to perform service lateral installation & update Town construction team**
(Property Owner Responsibility)
 - **Email contractor information to Jayni Allsep: hawthorneunderground@townoftiburon.org**
 - This information is required for future coordination with PG&E for the final service transfer. Please provide contractor contact name, email address and direct phone number.
- **Complete service load worksheet & submit to Building Division: building@townoftiburon.org**
(Contractor Responsibility)
 - **For properties upgrading or relocating their service panel:**
 - Apply for building permit and pay associated permit fees.
 - If panel upgrade is 320A or larger, there are further project requirements through PG&E. Please contact Jayni Allsep directly for more information.
- **Wait for emailed notification that Ranger Pipelines has completed main line work before scheduling service lateral installation**
 - To ensure conflicts are minimized, main line trenching, conduit installation, box installation and trench paving must be completed by the District's contractor prior to work beginning.
 - Property owners and contractors on record will receive notification when work may begin.
- **Request Underground Service Alert (USA) mark out to identify and locate existing underground utilities to avoid conflicts during construction**
(Contractor Responsibility)
- **Coordinate start of work with Jayni Allsep: hawthorneunderground@townoftiburon.org**
(Contractor Responsibility)
 - 3 business days advance notification required to allow for pre-construction photo documentation.
- **Complete trenching and PG&E conduit installation for private lateral (inspection requirements below)**
(Contractor Responsibility)
- **Schedule two (2) step PG&E trench & conduit inspection with Jayni Allsep: hawthorneunderground@townoftiburon.org**
(Contractor Responsibility)
 - 3 business day advance notification required.
 - Emailed inspection request to include requested inspection date/s, time and contact information for on-site personnel who will be present during inspection.
 - 1st Inspection: Prior to backfill, inspection of trench and conduit installation.
 - 2nd Inspection: Post backfill, the PG&E inspector will witness the required mandrel test.





- **Complete communication conduit installation**
(Contractor Responsibility)
- **If Applicable: Complete electrical service panel upgrade or relocation**
(Contractor Responsibility)
- **Schedule PG&E panel & termination inspection with Jayni Allsep:**
hawthorneunderground@townoftiburon.org
(Contractor Responsibility)
 - Panel and termination inspections will be scheduled in groups to maximize efficiency.
- **Schedule inspection with Town of Tiburon to receive Green Tag: Call 415-435-7380**
(Contractor Responsibility)
- **When all properties within the undergrounding district have received PG&E approval and a Green Tag from the Building Division, utility companies will mobilize**
 - **PG&E will pull primary cables and energize the underground primary lines. Service transfers will be scheduled to follow.**
 - When the service transfer is scheduled for each property, electrical contractors are required to be on-site to complete the conversion to underground services.
 - Properties will experience scheduled service interruptions during the completion of service transfers.
 - The Town of Tiburon's construction team will help to coordinate scheduling service transfers.
 - More details to follow.
 - **AT&T will pull cables through the main line conduit and automatically make the final service connection to properties with existing services.**
 - There is no cost for this service or customer requirements for properties with existing AT&T services.
 - For properties interested in new AT&T service subscriptions, property owners are required to place a new service order with AT&T.
 - Costs may be incurred for new services.
 - **COMCAST / XFINITY will pull service drop through the main line conduit and automatically make the final service connection to properties with existing services.**
 - There is no cost for this service or customer requirements for properties with existing COMCAST / XFINITY services.
 - For properties interested in new COMCAST / XFINITY services, properties owners are required to place a new service order with COMCAST / XFINITY.
 - Costs may be incurred for new services.
- **Following the completion of primary cable installation and all PG&E service transfers, overhead facilities will be removed from the project area to complete the project scope.**

