

LSD/PP Submittal Process – Bentonville Electric Utilities Department

The City of Bentonville is one of twelve cities in Arkansas that owns and operates its own electric utility department. While the water, wastewater, stormwater and street improvement designs are included in the site design by the engineer when the LSD/PP is submitted, the Bentonville Electric Utilities Department will prepare the electrical design which will be provided to the engineer.

In order for BEUD to prepare the electrical design, a digital copy of the site/utility plan must be included with the first submittal. The site plan must show the proposed location of the electric service entrance. If there are multiple service locations, such as in a warehouse or apartment complex, each service location and size must be shown in a callout on the drawing.

An Electric Service Information (ESI) form must be completed to provide BEUD with the necessary information to properly size the conduit, transformer, and conductors.

NOTE: No projects will be placed in the BEUD design queue without a digital copy of the site/utility plan and a completed ESI form.

Once BEUD has completed the electrical design, the BEUD engineering department will send the design to the engineer to be included with the LSD/PP plans. BEUD will make every attempt to provide the design within 45 days, shortly after the project's planning commission date. (This is dependent on the number of submittals and whether or not BEUD has received all the appropriate information.) The electrical design and standard BEUD detail sheets must be included in the plan set **BEFORE** the pre-construction meeting. Standard BEUD detail sheets are available in PDF format on the City of Bentonville website. Electrical design drawing shall be inserted as a separate sheet in the plan set.

Any costs to the developer must be paid to the City of Bentonville **BEFORE** the pre-construction meeting. This includes costs for streetlights or any relocation of existing facilities.

This is the step-by-step process for submitting and incorporating the BEUD electric design:

1. Engineer to prepare the LSD/PP plans per the requirements on the LSD/PP checklist, including a digital copy of the site/utility plan and a completed ESI form.
2. BEUD Designer will prepare the electrical design and send it to the engineer to be included in the LSD/PP plans. Engineer must incorporate the electrical design and details into the plan set before pre-con.
3. If there are any costs associated with the development, BEUD designer will prepare the cost estimate and send it to the engineer with the BEUD layout.
4. Requirements for pre-con
 - a. BEUD layout as separate sheet in plan set
 - b. BEUD standard details
 - c. Payment for streetlights (and any other cost associated with development)
5. After the pre-con, unless there is a change in the site which will require design changes, the contractor will need to coordinate with the BEUD Construction Department concerning needs for temporary and permanent power.