



Agency Projects Involving PG&E Facilities

Plan Review, Delineation Maps, and Utility Relocations

An overview of how agency partners should engage PG&E in planning their projects.

Pre-Design Phase

Plan Review

Please submit all preliminary development documents or drawings and street or PUE/PSE vacation notices to the following mailbox: PGEPlanReview@pge.com. A response letter will be issued within **45 calendar days of submission** and will provide additional information or requirements as needed.

The plan review process does not replace the application process for PG&E gas or electric service that development plans require. For these requests, please continue to work with PG&E's service planning department and submit requests using the PG&E Your Projects Portal: [Sign In \(yourprojects-pge.com\)](https://yourprojects-pge.com).

Early Design Phase

Facility Map Delineations

To requests delineation maps for review of potential PG&E facility conflicts, for gas please submit to the following mailbox: DelineationMapRequests@pge.com. For electric, please submit through the JUMP Portal: [Joint Use Map Portal](#).

Please note: When a request is submitted, the Delineation Team member will confirm with you if a Nondisclosure Agreement needs to be filled out or is already on file.

Later Design Phase

Work Requested by Others (WRO)/Facility Relocations

Once potential conflicts have been identified, please submit relocation requests of PG&E's facilities through PG&E's Your Projects Portal: [Sign In \(yourprojects-pge.com\)](https://yourprojects-pge.com). Create a new account or use an existing account. Multiple projects and requests can be managed under one account.

A Request to Relocate Facilities package should include the following:

- A letter detailing the scope and purpose of the project, and schedule dates for when PG&E's facilities need to be relocated.
- Utility Conflict Plans which include all aboveground and underground facilities in conflict.
- Full set of plans included CAD file(s).
- A copy of environmental documents.

*Please note: Relocation requests will vary widely due to workload and job complexity. Gas and electric distribution relocations can take a minimum of 9-12 months to complete. Gas and electric transmission relocations can take a minimum 18-24 months to complete. **Please plan accordingly***

General PG&E Easement and Property Info

For more information including, but not limited to, using PG&E owned property, reporting issues on PG&E owned property, information on PG&E easements or terminating PG&E easements, and cellular site leasing, refer to PG&E's website: [Easement and property requests](#).