



# **Paducah Power System**

## **Policy and Procedure Manual**

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## **ARTICLE 100**

### **SCHEDULE OF RULES AND REGULATIONS**

**100.1 Scope:** This Schedule of Rules and Regulations (“Policy”) is a part of all contracts for receiving electric service from the Electric Plant Board of the City of Paducah (“Distributor”), whether the service is based upon contract or agreement. A copy of this schedule, together with a copy of the Distributor’s Schedule of Rates and Charges, shall be kept open to inspection at the offices of Distributor.

**100.2 Application for Service:** Customers applying for service shall be required to provide information necessary to complete the Distributor’s application for service before service is supplied.

**100.3 Deposit:** A deposit or suitable guarantee may be required of any Customer before electric service is supplied. All cash deposits will accrue interest at a rate equivalent to the three (3)-month Treasury note (reviewed bi-annually). Distributor may at its option return deposit with interest to Customer after one year based on Customer’s payment history. Upon termination of service, deposit maybe applied by Distributor against unpaid bills of Customer, and if any balance remains after such application is made, said balance shall be refunded to Customer.

**100.4 Point(s) of Delivery:** The point of delivery is the point, as designated by the Distributor, on Customer’s premises where current is to be delivered to building or premises. All wiring and equipment beyond this point of delivery shall be provided and maintained by Customer at no expense to Distributor. Ownership and maintenance of facilities shall comply with Section 200.8.

**100.5 Customer’s Wiring—Standards:** All wiring of Customer must conform to Distributor’s requirements and accepted modern standards as exemplified by the requirements of the National Electrical Safety Code (“NESC”) and the National Electrical Code (“NEC”).

**100.6 Inspections:** Distributor shall reserve the right, but shall not be obligated, to inspect any installation before electricity is introduced or at any later time, and reserves the right to reject any wiring or appliances not in accordance with Distributor’s standards; but such inspection or failure to inspect or reject shall not render Distributor liable or responsible for any loss or damage resulting from defects in the installation, wiring, or appliances, or from violation of Distributor’s rules, or from accidents which may occur upon Customer’s premises.

**100.7 Underground Distribution and Service Facilities:** The furnishing of underground distribution and service facilities to Customers and / or Developers will be in accordance with the Distributor’s standard policies for such installations. A statement of this policy shall be available upon request.

**100.8 Customer’s Responsibility for Distributor’s Property:** All meters, service connections, and other equipment furnished by Distributor shall be, and shall remain the property of, Distributor. Customer shall provide a space for and exercise proper care to protect the property of Distributor on its premises, and in the event of loss or damage to Distributor’s property arising from neglect of Customer to care for same or in the event of unauthorized use of Distributor’s property by Customer, the cost of the necessary repairs shall be paid by Customer.

**100.9 Right of Access:** Distributor’s identified employees shall have safe, non-hazardous access to Customer’s premises at all reasonable times for the purpose of reading meters, testing, repairing, removing, or exchanging any or all equipment belonging to the Distributor.

**100.10 Billing:** Customer will receive bill approximately eighteen (18) days before due date. Failure to receive bill will not release Customer from payment obligation. Following the due date, the Distributor will mail a late notice specifying the disconnect date along with available rights

and remedies. Should bills not be paid as above, Distributor may discontinue service ten (10) days after due date. Bills paid after due date specified on bill will be subject to additional charges. Should the date due of bill fall on Saturday, Sunday, or holiday, the next business day following the due date will be held as a day of grace for delivery of payment. Any payments received after the due date may be subject to a penalty.

**100.11 Discontinuance of Service by Distributor:** Distributor may refuse to connect or may discontinue service for the violation of any of its Rules and Regulations, or for violation of any of the provisions of the Schedule of Rates and Charges, or of the application of Customer or contract with Customer. Distributor may discontinue service to Customer for the theft of current or the appearance of current theft devices on the premises of Customer. The discontinuance of service by Distributor for any causes as stated in the rule does not release Customer from his obligation to Distributor for the payment of minimum bills as specified in application of Customer or contract with Customer.

**100.12 Connection, Reconnection, and Disconnection Charges:** Distributor may establish and collect standard charges to cover the reasonable average cost, including administration, of connecting or reconnecting service, or disconnecting service as provided above. Higher charges may be established and collected when connections and reconnections are performed after normal office hours, or when special circumstances warrant.

**100.13 Termination of Contract by Customer:** Customers who wish to discontinue service must give at least three (3) days' notice. Notice to discontinue service prior to expiration of contract term will not relieve Customer from any minimum or guaranteed payment under any contract or rate.

**100.14 Service Charges for Temporary Services:** Customers requiring electric service on a temporary basis may be required by Distributor to pay all costs for connection and disconnection incidental to the supplying and removing of service.

**100.15 Interruption of Service:** Distributor will use reasonable diligence in supplying current, but shall not be liable for breach of contract in the event of, or for loss, injury or damage to persons or property resulting from interruptions in service, excessive or inadequate voltage, single-phasing, or otherwise unsatisfactory service, whether or not caused by negligence.

**100.16 Voltage Fluctuations Causes by Customer:** Electric service must not be used in such a manner as to cause unusual fluctuations or disturbances to Distributor's system. Distributor may require customer, at Customer's own expense, to install suitable apparatus which will reasonably limit such fluctuations.

**100.17 Additional Load:** The service connection, transformers, meters, and equipment supplied by Distributor for each customer have definite capacity, and no addition to the equipment or load connected thereto will be allowed except by consent of Distributor. Failure to give notice of additions or changes in load, and to obtain Distributor's consent for same, shall render Customer liable for any damage to any of Distributor's lines or equipment caused by the additional or changed installation.

**100.18 Standby and Resale Service:** All purchased electric service (other than emergency or standby service) used on the premises of Customer shall be supplied exclusively by Distributor, and Customer shall not, directly or indirectly, sell, sublet, assign, or otherwise dispose of the electric service or any part thereof.

**100.19 Notice of Trouble:** Customer shall notify Distributor immediately should the service be unsatisfactory for any reason, or should there be any defects, trouble or accidents affecting the supply of electricity. Such notices, if verbal, should be confirmed by writing.

**100.20 Non-Standard Service:** Customer shall pay the cost of any special installation necessary to meet Customer's specific requirements for a service other than standard voltages, or for the supply of closer voltage regulation than required by standard practice.

**100.21 Meter Test:** Distributor will, at its own expense, make periodical test and inspections of its meters to maintain a high standard of accuracy. Distributor will make additional test or inspection of its meters at the request of Customer. If test made at Customer's request show that the meter is accurate within two percent (2%) slow or fast, no adjustment will be made to Customer's bill, and a testing charge will be paid by Customer. In case the test shows the meter to be more than two percent (2%), fast or slow, an adjustment shall be made in Customer's bill over a period of not over thirty (30) days prior to date of such test, and cost of making test shall be borne by Distributor.

**100.22 Relocation of Outdoor Lighting Facilities:**

**100.23 Billing Adjusted to Standard Periods:** The demand charges and the blocks in the energy charges set forth in the rate schedules are based on billing periods or approximately one (1) month.

**100.24 Shortage of Electricity:** In the event of an emergency or other condition causing a shortage in the amount of electricity for the Distributor to meet the demand on its system, Distributor may, by an allocation method deemed equitable by Distributor, fix the amount of electricity to be made available for use by the Customer and/or may otherwise restrict the time during which Customer may make use of electricity and the uses which Customer may make of electricity. If such action becomes necessary, Customer may request a variance because of<sp?> unusual circumstances including matters adversely affecting the public health, safety, and welfare. If Customer fails to comply with such allocation or restriction, Distributor may take such remedial actions as it deems appropriate under the circumstance including temporarily disconnecting electric service.

**100.25 Revisions:** These Rules and Regulations may be revised, amended, supplemented, or otherwise changed from time to time, without notice. Such changes, when effective, shall have the same force as the present Rules and Regulations.

**100.26 Conflict:** In case of conflict between any provision of any rate schedule and the Schedule of Rules and Regulations, the rate schedule shall apply.

## **ARTICLE 200**

### **GENERAL SERVICE INFORMATION**

**200.1 Scope:** This article covers general information regarding services, service agreements, service acquisition, and approved equipment and methods.

**200.2 Signer:** Customer shall first sign up for permanent service in accordance with the provisions listed in Article 200 prior to the Distributor's connection to the point of delivery.

**200.3 Rate Structures:** Rate structures shall be based on the most recent Board approved Schedule of Rates and Charges, i.e. "Rate Schedule" or "schedule". A copy of the schedule shall be provided to Customer upon verbal, written, or electronic request.

**200.4 Service Acquisition—Customer / Utility Responsibilities:** Distributor shall provide service(s) to the Customer or Developer up to the point of delivery as defined in Section 100.4. The Customer shall provide all necessary information, labor, materials, and engineering documents as required by the Distributor to facilitate installation and shall pay all applicable fees prior to facility installation.

**200.5 Special Service Agreements:** If structural, environmental, engineering, or standard billing practices are impractical for the facilitation of a standard service, Distributor reserves the right to waive, alter, amend, or negotiate any of the terms of this Policy as deemed in the best interest of the Distributor. Customer and / or Developer may not use, nor refer to, this specific section to establish the provisions desired for installations not in express compliance with the provisions listed in this Policy.

**200.6 Approved Equipment:** All equipment and materials provided by Distributor shall meet or exceed U.L. Standards. All equipment and materials provided by Customer, Developer, or Contractor shall meet the following requirements:

(A) Current U.L. Standards

(B) NESC and NEC Requirements

(C) Additional equipment required by the Distributor to be provided by Customer, Developer, or Contractor shall be of the type(s) listed above and shall be to any additional specifications required by Distributor.

**200.7 Specific Requirements for Individual or Multiple Services:** All new, upgraded, or otherwise augmented services shall additionally comply with the provisions listed for the type as defined in this Policy.

**200.8 Ownership:** The Distributor shall own and maintain facilities up to the point of delivery. The Customer shall own and maintain all equipment and infrastructure beyond the point of delivery.

(A) Underground services metered at a transformer or Distributor-owned pole shall be owned and maintained by the Customer.

(B) Poles or other infrastructure installed by the Customer shall be owned and maintained by the Customer.

(C) The Distributor shall not affix any equipment to or install within Customer-owned infrastructure or facilities except for those components necessary to provide service up to the point of delivery or for any of the provisions listed in Article 500. Fiber optic facilities shall be governed by the PPS Fiber Net terms of service agreement.

(D) The ownership and maintenance of metering equipment shall comply with Article 500.



(E) The Customer shall not affix any equipment or materials to property owned by the Distributor without the express consent of the Distributor's engineering department.

**200.9 Standard Service Types Available:** All new services shall be of one of the types as specified in (A) through (E) below. All other types of services, such as 120V / 240V or 240V / 480V secondary delta or open-delta connected systems shall not be permitted without prior written authorization from the Distributor's metering department. Primary-metered services shall comply with Section 500.11.

(A) 120V / 240V Single-Phase Three-Wire

(B) 120V / 208V Single-Phase Three-Wire

(C) 120V / 208V Wye Secondary Three-Phase Four-Wire

(D) 277V / 480V Wye Secondary Three-Phase Four-Wire

(E) All new services 300kVA or greater shall be served by padmount transformers.

## **ARTICLE 300**

### **SECURITY LIGHTING**

**300.1 Scope:** This article covers the general requirements for the installation, maintenance, and contract terms for security lighting. Security lights, as defined by this policy, shall consist of a luminaire complete with supporting arm, photocell control, and required wiring.

**300.2 Contract Required:** A contract shall be required for all security lighting with the following exceptions:

(A) Municipal street lighting agreements shall be exempted from the general provisions listed in this Article and shall be governed by the specific municipal agreement terms.

(B) RESERVED.

**300.3 Terms of Agreement:** The contract shall be a fixed term of two (2) years from the date entered on the contract and shall continue for such time thereafter until terminated.

**300.4 Facilities—Ownership, Installation and Maintenance:** Distributor shall install and own all facilities required for security lighting service. Distributor will not install or otherwise affix any equipment on or to Customer-owned facilities or structures.

(A) Regular luminaire and component maintenance shall be provided by Distributor at no additional charge, considering the following conditions are met:

(1) All service and necessary maintenance shall be performed during regularly scheduled working hours.

(2) Distributor shall be allowed seventy-two (72) hours after notification by the Customer in which to restore service.

(3) Repairs are not due to or resulting from negligent damage, vandalism, or tampering with Distributor's facilities by Customer. Customer may be held liable for any costs incurred for labor and / or materials necessary to facilitate repairs due to damage as deemed necessary by the Distributor.

(B) Distributor shall not be responsible for the removal of limbs, foliage, or any other obstructions that may impede the effective illuminance of any security light.

**300.5 Approved Locations:** Security lights shall be installed only in locations readily accessible to Distributor's construction and maintenance vehicles unless as provided below. Security lights shall not be installed on existing poles not readily accessible.

(A) A readily-accessible location shall be defined as an area along and within ten (10) linear feet of the edge of streets, driveways, county roads, alleys, or other improved or paved areas designed for medium to heavy vehicular traffic.

(B) Security lighting, or any components comprising a security light installation, shall not be mounted or otherwise affixed to Customer-owned facilities, structures, or poles.

(C) Distributor may waive the requirements for the installation of security lights and associated components within readily-accessible areas only upon approval from the Distributor's engineering department. In no case shall the Distributor be responsible for damage incurred to Customer's property by equipment or personnel during regular service or maintenance.

(D) Security lighting may be installed in areas served by underground facilities under the following conditions:

(1) In established or otherwise existing neighborhoods, or for individual residences or commercial / industrial locations supplied solely by underground facilities, the full cost of installation and materials shall be borne by the customer;

(2) In new high-density residential or commercial developments supplied solely by underground facilities, the full cost of installation and materials shall be borne by the customer / developer. A signed contract agreement stating the terms of maintenance shall be required.

(E) Security lighting shall be installed on Customer's property. Distributor may permit installations in areas outside of Customer's property, such as along right-of-ways, alleys, or within developments only upon approval of the Distributor's engineering department. In no case shall such security lighting installations interfere with neighboring properties, nor shall any spill light adversely pollute surrounding areas. Limitations or exclusions shall be at the sole discretion of the Distributor.

(1) Shades or deflectors may be installed on luminaires designed to accept manufacturer-supplied equipment based on product availability. The Distributor shall neither engineer nor fabricate any components to inhibit spill light from affecting adjacent properties.

(2) The Customer may be responsible for securing professional licensed surveying services for identifying property lines and corners prior to the relocation of any facilities if such facilities will be within twenty (20) feet of an adjoining property. In no case shall the Distributor be liable for any costs, labor, or research to define property boundaries.

**300.6 Rates:** Rates shall be established by the Distributor's Security Light Rate structure as approved annually by the Board.

**300.7 Security Light Poles:** All wood poles necessary for the attachment and support of security lights and of secondary and service conductors shall be provided by the Distributor at an additional charge. The cost for labor and material shall be established by the Distributor's Security Light Rate structure as approved annually by the Board.

(A) Luminaires greater than 100W shall require a minimum thirty-five (35) foot pole.

(B) Distributor's engineering department shall determine if additional poles will be required for the support of secondary and service conductors. The costs for additional poles shall be borne by the Customer.

(C) No equipment, devices, materials, decorations, or any other object not supplied by the Distributor shall be affixed or applied to any pole.

(D) All applicable pole fees shall be paid prior to the commencement of any installation.

**300.8 Pole / Fixture Relocation:** Customers desiring the relocation of a security light and / or pole shall be subject to the fee(s) established by the Distributor's Security Light Rate structure as approved annually by the Board. Such fees shall be paid prior to the commencement of any work.

## **ARTICLE 400**

### **TEMPORARY SERVICES**

**400.1 Scope:** This article covers the general requirements for the acquisition, installation, and connection of the Distributor's facilities to temporary services.

**400.2 Signer:** Customer shall first sign up for temporary service. A temporary service charge as provided by the Schedule of Rates and Charges referenced in Section 200.2 shall be applied and shall be due at the time of contract, or the amount may be added to the Customer's monthly billing cycle.

**400.3 Temporary Service Structures:** The Customer shall be responsible for all labor and materials necessary to construct temporary service structures including, but not limited to, service riser, weatherhead (for overhead services), meter base, service disconnecting means, distribution equipment, receptacles, grounding electrode and / or conductor, guy wires, and anchors.

(A) Temporary services shall comply with the provisions listed in Article 590 of the NEC.

(B) All temporary services must be inspected and approved by the AHJ prior to connection.

(C) The Distributor will not supply temporary service structures or any component required for the construction of temporary service facilities beyond the point of delivery.

**400.4 Location:** Customer shall contact the Distributor's engineering staff prior to installing or locating any temporary structures.

(A) Customer shall install overhead temporary service structures, anchors, and guy wires or strut assemblies in the location specified by the Distributor's engineering staff.

(B) Temporary services and service conductors shall not obstruct sidewalks, roadways, alleys, driveways, or any space that may pose a hazard to the public or vehicular traffic.

(C) Underground temporary service pedestals shall be placed on the ground at the location specified by the Distributor's engineering staff. PPS personnel shall install the temporary service pedestal.

(1) Underground temporary service pedestals shall be supplied with ten (10) feet of free service conductor and grounding electrode conductor. Conductors shall be installed and terminated within the meter base by the Customer.

(D) Temporary services and/or their associated components shall not be mounted to nor attached to any objects or structures without the express consent of Distributor's engineering staff. This shall include, but not be limited to, trees and existing utility poles.

(E) Temporary services shall not be mounted to trees with the following exception:

(1) Temporary services shall be permitted to be attached to trees for a service duration not to exceed 30 days.

**400.5 Use of Existing Services:** In limited circumstances, existing services to be removed during residential or commercial remodels may be allowed to serve as temporary facilities upon approval by the AHJ.

## **ARTICLE 500**

### **METERING**

**500.1 Scope:** This article covers the requirements, rules, and regulations regarding metering and metering equipment.

**500.2 Where Required:** Except for special services, all electric services will be rendered on a metered basis.

**500.3 Governance:** The Distributor's operations and metering departments shall govern the design, application, installation, monitoring, testing, and data acquisition of all metering systems.

(A) The Distributor's engineering department shall coordinate the design and installation of metering equipment with the Distributor's operations and metering departments.

**500.4 Location:** Metering equipment shall be installed in the location(s) designated by the Distributor.

(A) Metering equipment and associated components shall remain readily accessible to the Distributor at all times and shall not be locked, guarded, or obstructed by any object or device unless expressly authorized by the Distributor.

(1) Distributor reserves the right to install any additional components on or within the Customer's premises to facilitate metering upgrades.

(B) The provisions listed in Section 100.9 shall apply to this article.

(C) Self-contained meter bases shall be installed at 5'-0" above finished / final grade to the center of the meter socket unless as required by NEC 682 in areas subject to flooding.

**500.5 Testing:** Section 100.21 shall govern meter testing.

**500.6 Sub Metering:** Sub metering or resale of Distributor-supplied power is prohibited.

**500.7 Tampering:** Any tampering with metering or service equipment or the Distributor's seal on any equipment affixed thereto shall subject the offending party to penalties, including possible criminal prosecution and / or permanent discontinuance of service as per Section 100.11. Additional charges may apply in accordance with Section 100.12.

**500.8 CT Metering:** CT metering shall be required for all services where the secondary transformer voltage is greater than 240V phase to phase or where the service size is greater than 400A. CT metering may be required for any service at the sole discretion of the Distributor or may be provided at the request of a Customer in accordance with subsection D.

(A) CT meters, meter bases, instrument transformers, and interconnecting wiring shall be supplied and installed by the Distributor.

(1) The cost of equipment and installation for CT metering systems shall be borne by the Customer.

(B) Where applicable, the Customer shall supply and install conduit from the transformer or other instrument transformer location to the meter base.

(C) The Customer shall be responsible for the purchase and installation of CT metering cabinets if required for a particular application. The size and type of cabinet shall be determined by the Distributor.

(D) Distributor may provide CT metering at the Customer's request to combine individual services.

(1) Existing self-contained meter bases may be shunted and blanked to facilitate direct connection to the service conductors.

(2) The local AHJ shall approve all requests prior to construction and shall determine the required service disconnecting means.

(3) All service conductors from the point of metering (point of delivery) to the service disconnecting means shall become the property of the Customer. The Customer shall be responsible for any maintenance and / or replacement costs for all conductors beyond the point of delivery.

(4) The point of delivery shall be defined as the service point in accordance with Article 100 of the NEC. All conductors from the service point to the service disconnecting means shall be sized in accordance with the NEC. All costs associated with upgrading service conductor size shall be borne by the Customer.

(5) The Customer shall be responsible for the cost of all equipment and labor necessary to facilitate installation. The Distributor's engineering and metering departments will provide a quote upon request.

**500.9 Self-Contained Meter Bases:** Self-contained single-phase and three-phase individual meter bases and meter socket enclosures shall be of the type specified in, and shall be installed in accordance with, Article 312 of the N.E.C. and shall also include a bypass switch for equipment rated 200A or greater. The customer shall be responsible for the purchase and installation of self-contained meter bases.

**500.10 Ganged Metering:** Single-phase and three-phase ganged meter sockets, meter stacks, or meter packs shall be of the type specified in, and shall be installed in accordance with, Article 312 of the N.E.C. and shall be pre-approved by the local authority having jurisdiction (AHJ). The customer shall be responsible for the purchase and installation of ganged metering equipment.

(A) All main disconnecting means ahead of and serving a ganged-meter assembly shall be equipped with lockable provisions at the main disconnecting means and / or the terminal enclosure. Upon final inspection by the AHJ, the Distributor shall lock the main disconnecting means in the closed position. The Customer shall affix a red Bakelite placard to the main terminal enclosure cover engraved with the following text: "CONTACT PADUCAH POWER SYSTEM FOR ENTRY." Tampering with a locked main service disconnecting means serving a ganged-meter assembly shall subject the offender to the provisions of 500.7 for each affected meter.

**500.11 Primary Metering:** In limited applications, primary metering may be permitted at the sole discretion of the Distributor. Customer shall be responsible for all material and labor costs as listed in Section 100.20.

**500.12 Labeling:** Any facility served by more than one service or meter shall have each meter base or socket enclosure clearly marked with a Bakelite nameplate indicating the space served.

(A) The Customer's electrical contractor shall be responsible for scheduling a jobsite meeting with the Distributor to verify the space served by each meter. The Distributor shall install metering equipment or energize service equipment only after each service is successfully identified.

**500.13 Meter Base Maintenance: Maintenance, repair parts, and labor costs for meter bases, meter sockets, ganged metering equipment, or combination meter / service equipment supplied by the Customer shall be the responsibility of the Customer.**

## **ARTICLE 600**

### **UNDERGROUND FACILITY LOCATING**

**600.1 Scope:** This article covers the service of locating existing and new underground facilities.

**600.2 BUD (Before You Dig):** Customers shall contact KY811 at least two full working days prior to commencing any excavation.

**600.3 Qualifying Facilities:** The Distributor will locate underground electrical and fiber optic facilities owned by the Distributor.

(A) The Distributor will locate electrical infrastructure up to, but not beyond, the point of delivery. The meter or metering equipment shall serve as the point of delivery.

(1) The Customer shall be responsible for locating underground secondary and / or service conductors metered at a transformer, pole, or other structure that are on the load side of the meter.

(B) The Distributor will locate fiber optic infrastructure up to the point of demarcation.

**600.4 New Installation Survey:** All new underground infrastructure shall be surveyed and recorded via GPS by the Distributor's engineering staff prior to backfilling any portion of an excavation.

(A) If facilities are installed as a directional bore, the Distributor's or Customer's contractor shall notify the Distributor's engineering staff prior to commencing work and shall also ensure that bore head location markings are sufficiently visible for surveying purposes. There shall be no more than thirty (30) linear feet between bore head markings. The depth of the bore head at each location marking shall be legibly marked.

(B) In limited situations, the Distributor may at its sole discretion allow the installation of sight pipes for Customer-installed underground facilities in lieu of leaving an excavation open for surveying purposes. Pipes shall be installed from grade to the top of the underground facility. The number of and spacing between sight pipes shall be determined by the Distributor's engineering staff for qualifying installations.



## **ARTICLE 700**

### **GENERAL SYSTEMS ENGINEERING AND CONSTRUCTION SPECIFICATIONS**

**700.1 Scope:** This article covers the general requirements for the acquisition, design, installation, and connection of the Distributor's facilities to the Customer's point of delivery.

**700.2 Governance:** All installations shall meet or exceed the requirements listed in the current version of both the National Electrical Safety Code and the National Electrical Code and shall meet the additional provisions listed in Section 100.5.

(A) In accordance with Section 100.6, the Distributor reserves the right to inspect, reject, or request the alteration to or removal of any installation not in compliance with any of the provisions of this Policy or any of the provisions listed in the N.E.S.C.

(B) The local Authority Having Jurisdiction (AHJ) shall approve all new and modified installations in accordance with the requirements provided by all local and state regulating authorities prior to connection to any of the Distributor's facilities. Existing installations may be subject to inspection by the local AHJ in accordance with Section 100.6 of this Policy if such inspection is warranted by the Distributor prior to connection to any of the Distributor's facilities.

**700.3 Alteration or Relocation of Existing Facilities:** Alteration or relocation of existing overhead and underground facilities shall be governed per subsections (A) through (C) below:

(A) The Distributor reserves the right to alter, upgrade, retrofit, or relocate any facilities to necessitate compliance with NESC requirements or to make provisions for new customers and / or distribution systems upgrades. The Distributor shall be granted right of access to any new infrastructure in accordance with Section 100.9.

(1) The Distributor shall make all practical attempts to relocate overhead facilities away from adjoining properties to avoid spanning secondary conductors and / or service conductors over properties not served directly by those conductors.

(B) The Customer may request the relocation of distribution facilities per subsections (1) through (6) below:

(1) Where the Customer's point of delivery does not meet the requirements listed in NEC 230.24 and / or NESC Table 232-1 for overhead services, the Customer shall be responsible for either the cost of increasing the height of the point of attachment of the Distributor's facilities or for the cost of labor and materials for the Distributor to install any additional infrastructure necessary to satisfy the request;

(2) Where the Customer's point of delivery meets the requirements listed in NEC 230.24 and / or NESC Table 232-1 for overhead services, the Distributor shall provide and install the overhead infrastructure necessary to satisfy the request up to the point of delivery if the distance is within the limitations listed in the Construction Fee Schedule and if the existing overhead infrastructure does not meet NESC clearance requirements;

(3) The Customer may be responsible for securing professional licensed surveying services for identifying property lines and corners prior to the relocation of any facilities if such facilities will be within twenty (20) feet of an adjoining property. In no case shall the Distributor be liable for any costs, labor, or research to define property boundaries.

(4) The Customer shall be responsible for all costs associated with the relocation of existing underground infrastructure or for converting existing overhead infrastructure to an underground installation.

**(5) The Customer may be responsible for all costs associated with the relocation of existing poles and overhead secondary and service conductors if the conditions of 700.3(B)(1) and (2) are satisfied.**

**(6) In no case shall alterations or changes in the location of existing infrastructure cause overhead secondary and service conductors to pass over adjacent property and nor shall any poles and associated guys and anchors be permitted to be installed on property not owned by the Customer.**

**(C) The Distributor may, at its discretion, relocate any infrastructure to designated easements or right-of-ways.**

## **ARTICLE 800**

### **OVERHEAD SERVICES**

**800.1 Scope:** This article covers the general requirements for the installation of overhead residential and commercial services.

**800.2 Fees:** The Distributor shall provide service to the point of delivery at no additional charge to the Customer up to the distances listed for the service type in the Construction Fee Schedule, with the following exceptions:

(A) The Customer shall be responsible for CT metering cabinets and equipment as provided in Article 500;

(B) In accordance with Section 100.20, the customer may be responsible for the cost of any additional labor and materials necessary to provide service to installations requiring special consideration(s), or for any services deemed atypical to standard practices and / or procedures as determined by the Distributor's engineering department.

**800.3 Point of Delivery:** The point of delivery as defined in Section 100.4 shall be equipped with a means of attachment of suitable strength to ensure the integrity of the connected conductors under heavy loading conditions due to, but not limited to, icing, wind, and falling limbs.

(A) Overhead service risers and service conductors shall be installed in accordance with 230.24 of the NEC and Table 232-1 of the NESC.

(B) Service masts used as means of attachment shall be no less than 2" rigid metallic conduit and shall be securely and adequately fastened to the structure.

(C) Lag-type anchors, insulators, or similar wood screw fasteners shall not be permitted as a means of attachment unless specifically authorized by the Distributor's engineering staff.

## **ARTICLE 900**

### **UNDERGROUND SERVICES**

**900.1 Scope:** This article covers the general requirements for the installation of underground residential and commercial services.

**900.2 Fees:** The Distributor shall provide construction services in accordance with the fees listed for the type of service in the Construction Fee Schedule. Additional fees may apply in accordance with Section 100.20 and Article 500. All applicable fees shall be paid prior to facility installation.

**900.3 Conduits, Raceways, and Ducts:** All conduits, raceways, and ducts for underground facilities shall:

- (A) comply with Sections 100.5 and 200.6;
- (B) be minimum Schedule 80 PVC or GRC where subject to physical damage;
- (C) be securely fastened as proscribed in Chapter 3 of the NEC for the type of material used;
- (D) have a minimum 36" radius for all prefabricated or field-formed elbows and transitions;
- (E) be fully accessible at any opening where systems emerge into vaults, cabinets, transformers, and pedestals;
- (F) be inspected and surveyed via GPS in accordance with Section 600.4;
- (G) not exceed more than 360 degrees of total bend between approved openings;
- (H) include red marker tape within the same excavation at a depth not to exceed approximately two (2) feet below finished grade;
- (I) include an expansion fitting above grade and below the point where the raceway is securely fastened to the structure below the meter base, service equipment, or conduit body into the structure unless this requirement is specifically waived by the Distributor's engineering staff;
- (J) be installed no less than 4'-0" below finished grade as measured to the top of the duct, conduit, or raceway;
- (K) shall include a pull string, provided and installed by the E.C.

**900.4 Final Grade:** The Customer shall ensure that final grade is established and has been approved by the appropriate governing agency or agencies before the Distributor will perform work on any new construction or development. Engineered civil drawings shall be delivered to the Distributor's engineering department and shall be considered final upon receipt. Any costs incurred for relocating or repairing infrastructure due to alterations or errors to site elevation plans shall be borne by the Customer.

- (A) The G.C. shall be responsible for staking final grade.

**900.5 Adjacent Utilities:** Other utilities installed in parallel with electrical and / or fiber optic conduits or ducts shall be no less than 1'-0" measured horizontally and/or 1'-0" measured vertically away from the Distributor's infrastructure at any point along the long dimension of the excavation or directional bore.

**900.6 Existing Surfaces:** The Distributor shall not be responsible for the cutting, removal, and / or replacement of existing surfaces such as sidewalks, driveways, roadways, or any other paved surface to facilitate the installation of underground infrastructure.

**900.7 Scheduling:** The Customer, or the Customer's electrical contractor, shall be responsible for scheduling with the Distributor's dispatching service a time to access any vault, transformer, elbow cabinet, or other enclosure to position conduits, ducts, or raceways. In no event shall anyone other than an employee of the Distributor be granted direct access to an enclosure.

**900.8 Three-Phase Transformer Pads:** The Customer, or the Customer's electrical contractor, shall be responsible for all labor and materials necessary to construct a concrete pad for the support of three-phase transformers. Concrete pads shall be constructed in strict accordance with the Distributor's specifications, including, but not limited to, the following:

- (A) Concrete pads shall be a minimum of 11.5" thick;
- (B) Pad surface shall be level across both horizontal and diagonal axes;
- (C) A grounding grid shall be installed by the Customer or the Customer's electrical contractor. The Distributor shall furnish three ground rods, 30' of 1/0 bare copper conductor, and four ground rod clamps;
- (D) The concrete pad subsurface shall be level and compacted prior to placing concrete. There shall be a minimum of 2' of level grade immediately surrounding the perimeter of the pad;
- (E) All conduits emerging within the opening to the wiring compartment shall be plumb, evenly spaced, and shall be located within the center of their respective compartment section;
- (F) All conduits shall be cut flush to the top of the finished concrete pad;
- (G) Bollards shall be provided and installed by the Customer in locations requiring physical protection of transformers.

**900.9 Pole-Mounted Conduit Risers:** Service raceways installed on a pole by the Customer's E.C. shall be mounted with listed and approved stand-off brackets.