



City of Seattle City Light Department

DEPARTMENT POLICY & PROCEDURE

Subject	Number
UNDERGROUND DISTRIBUTION EXTENSIONS TO NEW RESIDENTIAL AREA	<u>DPP 500 P III-403</u>
	Effective April 21,1987 Supersedes N/A

Approved	Department	Page	1	of	5
	City Light				

1.0 PURPOSE:

- 1.1 To establish guidelines for underground electrical distribution extensions to new residential subdivisions or tracts.

2.0 ORGANIZATIONS AFFECTED:

- 2.1 Customer Service Division.
- 2.2 Engineering Division.
- 2.3 Transmission and Distribution Division.
- 2.4 Administrative Services Division, Property Management Unit.

3.0 REFERENCES:

- 3.1 Requirements for Electric Service Connection Manual, June 26, 1986, and as last amended or superseded.
- 3.2 "City Light Construction Standards".
- 3.3 "City Light Material Standards".

4.0 POLICY

- 4.1 The Department shall, at a developer's request, construct an underground electrical distribution system in the public right-of-way or acquired easement area, where a minimum of three closely associated lots are involved and where the developer complies with the Underground Distribution and Lien Agreement for New Residential Developments shown in Appendix 8.2
- 4.2 The Department may allow a developer to perform the civil construction or install the electrical system as provided by law and Department policy, where the owner agrees to meet specifications and conditions of the system construction as defined by the Department.
- 4.3 Within the Department service area, streetlighting is not required; however, the developer/customer has the option to provide for the installation of street lighting if desired.

5.0 DEFINITIONS

- 5.1 Developer. An owner or builder of a residential tract (s).
- 5.2 Tract. A residential development of three or more closely associated lots.
- 5.3 Electric Service Representative. Applies to employees with the following job titles:
- Supervising Electric Service Representative
 - Senior Electric Service Representative
 - Electric Service Representative
 - Electric Service Engineer
- 5.4 Civil Construction. Installation of ducts, vaults, handholes, and other nonenergized electrical apparatus.
- 5.5 System. Seattle City Light Underground Residential Distribution (URD).

6.0 RESPONSIBILITIES

- 6.1 The Developer shall be responsible for:
 - 6.1.1 Contacting the Department not less than one hundred and twenty (120) days prior to the need for permanent service unless other mutually agreeable arrangements are made in advance of construction.
 - 6.1.2 Providing the Department with the required information, see 7.3, regarding the development.
 - 6.1.3 Executing a Residential Underground Distribution (URD) Agreement (Appendix 8.2.1), and an agreement with owners of properties, which about the proposed electrical Distribution system (Appendix 8.2.2) prior to any construction of an electrical distribution system by the Department.
 - 6.1.4 Complying with the “Requirements For Electric Service Connection” and the “City Light Construction Standards” in effect at the time the Residential Underground Distribution (URD) Agreement (s) is signed by the developer and is accepted by the Department.
 - 6.1.5 Fulfilling monetary requirements when applicable.
 - 6.1.6 Providing necessary easements, curbs, proper grades, and surveys prior to the start of system construction.
 - 6.1.7 Contacting the Department to arrange for inspection and approval of all trenching, vault, handhole, and conduit installations before backfilling.
- 6.2 The Electric Service Representatives shall be responsible for:
 - 6.2.1 All coordination and consultation functions between the Department and the developer.
 - 6.2.2 Providing all information regarding the availability of an underground system extension.
 - 6.2.3 Providing streetlighting options to the customer and coordinating the installation.
- 6.3 The Engineering Division shall be responsible for:

- 6.3.1 All engineering work.
- 6.3.2 Providing the Electric Service Representatives with required estimates and any needed technical assistance. Estimates will be reviewed by Engineering every 90 days until work on the project begins. Final engineering for each job shall begin only upon receipt of a service order and billing request from the Customer Service Division.
- 6.4 The Transmission and Distribution Division, or an authorized contractor, shall be responsible for the installation of the underground electrical distribution system in the public right-of-way, or right-of-way acquired through easement, in accordance with the respective Underground Distribution Agreement, plans and specifications prepared by the Department.
- 6.5 The Transmission and Distribution Division shall be responsible for determining when, or if, a developer will be allowed to install any portion of the distribution system.

7.0 PROCEDURE

- 7.1 The Developer must contact the Customer Service Division regarding service not less than one hundred and twenty (120) in advance of the need for permanent service.
- 7.2 An Electric Service Representative shall consult with the Developer and provide the necessary information pertaining to any requirement for an underground system extension.
- 7.3 The Developer shall provide the Electric Service Representative with approved plot plans showing location of all new or proposed underground utilities; a legal description of the development boundaries; a legal description of the right-of-way or easement roads and other easements, as required.
- 7.4 The Developer shall acquire participation agreements from owner's of properties abutting the right –of-way or easements roads within the project boundaries. Permanent service will not be provided until all easements have been properly executed and delivered to City Light and the Department has reviewed and approved the easements for filing and recording.

- 7.5 After consideration of the plans of the development, the Distribution Engineering Unit, Engineering Division shall prepare a preliminary layout of the system and an estimate of the costs; electrical, mechanical, civil, and/or overhead.
- 7.6 The preliminary layout and cost estimate shall then be provided to the Developer by the Electric Service Representative. An Underground Distribution Agreement shall then be executed by the Developer and service orders issued prior to final design engineering and the start of construction by the Department or an authorized contractor. Construction responsibilities, City Light and/or developer, shall be as outlined in the signed and accepted URD agreement (s).
- 7.7 After the Developer has completed the construction responsibilities (as specified in 6.1), the Distribution Division, or an authorized contractor shall construct an underground distribution extension in accordance with the URD Agreement, plans, and specifications prepared by the Department.

8.0 APPENDIX

- 8.1 Distribution: All Department Policy and Procedure Manuals.
- 8.2 The following form samples are attached:
 - 8.2.1 Underground Residential Distribution Contract and Lien Agreement for New Residential Developments.
 - 8.2.2 Underground Residential Construction Agreement for new Residential Developments.
 - 8.2.3 Owner's Responsibilities for Civil and/or Electrical System Construction.

paid at the rate