



**City of Seattle**  
**Seattle City Light Department**

**DEPARTMENT POLICY & PROCEDURE**

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**Subject**

**Number**

**DPP 500 P III-505**

**Effective**

**RELOCATION OF UTILITY POLES**

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**Supersedes**

**August 1, 2001**

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**Approved by Jorge Carrasco**

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**1.0 Purpose**

To provide a standard for determining when and under what circumstances customers shall pay for utility pole relocation.

**2.0 Organization Affected**

- 2.1 Customer Engineering
- 2.2 Energy Delivery Engineering
- 2.3 Electric Service Engineering

**3.0 References**

- 3.1 Seattle Municipal Code, Section 21.49, Section 12 and Section 13, and as the same may be amended or superseded.

**4.0 Definitions**

- 4.1 Utility Pole. Any pole and/or anchor wholly or partly owned and controlled by the Department and considered a part of the Department electrical distribution system.
- 4.2 Customer. Anyone who has requested the removal or relocation of a pole in a specific area.
- 4.3 Normal, Single Access. A driveway twenty (20) feet or less in width.

- 4.4 Other Utility. Anyone who jointly owns or leases space on a pole; for example, telephone companies, cable TV companies, Metro.

## 5.0 Policy

- 5.1 In cases of development, redevelopment, or subdivision of an area that takes place after the Department has installed utility poles in the area, any pole relocation shall be paid for by the customer that requested such relocation, except as noted in §4.5.
- 5.2 The customer shall pay the full cost to the Department for relocating poles and/or lines.
- 5.3 The customer shall make the necessary arrangements with and shall pay all applicable charges to any other utilities involved in the pole relocation.
- 5.4 The Department relocation costs shall be as follows:
- 5.4.1 If the estimate given by the Distribution Design Engineer is \$35,000.00 or less, the estimated cost shall be billed.
- 5.4.2 If the estimate is greater than \$35,000.00, the billing shall be on the basis of actual time and material (including overhead loading) charges less salvage. An advance payment of 20 percent of the engineer's estimate will be required from the customer before the Department's service design engineers and/or installation crews shall begin work. All fees (100 percent of the estimate) must be paid by the customer before pole work can be completed.
- 5.4.3 Any change(s) that cumulatively amount to 15% of the engineer's original estimate will be tracked. These changes can be due to either a request/installation by the contractor or field conditions.
- 5.4.4 If the total amount of the change(s) brings the overall estimated cost in excess of \$35,000.00 (Non Network) and \$75,000.00 (Network), the customer will then be required to pay actual time and material charges.
- 5.5 The Department shall relocate utility poles at its expense only under the following circumstances:
- 5.5.1 Utility poles which block a normal, single access to an existing single family residence where no access existed previously.
- 5.5.2 Utility poles found to be in poor condition, as determined by the Distribution Design Engineer or Line Crew Field Personnel. Any additional expenses incurred by the Department, over and above direct pole replacement costs, shall be billed to the customer.

## **6.0 Responsibilities**

- 6.1 The Manager of Electric Service Engineering and the Customer Engineering Units shall be responsible for:
  - 6.1.1 Overseeing the execution of this policy; and
  - 6.1.2 Reviewing and updating this policy every year.
- 6.2 The Managers of the North and South Distribution Design Units shall be responsible for:
  - 6.2.1 Determining the feasibility of a customer's request; and
  - 6.2.2 Providing the Electrical Service Engineer or Electrical Service Representative with a cost estimate to accomplish the pole relocation.
- 6.3 The Finance Division shall be responsible for billing the customer, according to the appropriate instructions stated on the billing request and recording billing transactions in Summit, the City's financial/ accounting systems.

## **7.0 Procedure**

- 7.1 Customer requests for pole relocations shall be sent to the Electric Service Engineering or the Customer Engineering Manager who assigns it to the Electrical Service Engineer or Electrical Service Representative for the area in which the pole or poles are located.
- 7.2 The Energy Delivery Engineering shall:
  - 7.2.1 Prepare an estimate of Department cost to relocate the pole, if feasible, and consider the impact of the change on neighbors, Department system, etc.
  - 7.2.2 Coordinate the Department's efforts with other utilities; and
  - 7.2.3 Forward estimated costs for the relocation to the Electrical Service Engineer or the Electrical Service Representative.
- 7.3 The Electrical Service Engineer or the Electrical Service Representative shall send the cost estimate to the customer.
- 7.4 If the customer requests a pole relocation, the Electrical Service Engineer or the Electrical Service Representative shall prepare a service contract, service request and billing request for processing.
  - 7.4.1 The Electric Service Engineering or the Customer Engineering Manager shall ensure that proper billing is prepared and sent to the customer.

7.4.2 The Energy Delivery Engineering shall contact the other utilities' engineer and alert him/her that the Department has authorization to proceed.

7.4.3 When authorization to proceed has been received from the other utilities, the Department shall begin work.

## 8.0 Appendix

Distribution: Posted online at <http://sclweb.light.ci.seattle.wa.us/dpp/>

## 9.0 Revision History

Version	Date	Changes Made	Revised By
1.0	10-18-10	Revised to update text and charges.	Jackie Kirn