



**City of Seattle
Seattle City Light Department**

DEPARTMENT POLICY & PROCEDURE

Subject	Number
	DPP 500 P III-401, Schedule 115
	Effective
RESIDENTIAL AND COMMERCIAL THREE-PHASE LINE EXTENSION	January 11, 2012
	Supersedes
/s/ by Jorge Carrasco	November 22, 2010
Approved by Jorge Carrasco	

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1.0 Purpose

To provide instructions for charging customers to provide a three-phase line extension to serve a three-phase load in an existing single-phase area, at the customer's/developer's request.

2.0 Organization Affected

- 2.1 Customer Care Division, Electric Service Engineering
- 2.2 Energy Delivery Engineering
- 2.3 Energy Delivery Operations
- 2.4 Finance Division

3.0 References

- 3.1 Seattle City Light Construction Standards.
- 3.2 Requirements for Electric Service Connection, adopted January 26, 2007 and as the same may be amended or superseded.
- 3.3 Seattle City Light Distribution Design Guide.

4.0 Definitions

- 4.1 Customer. An official of the firm, corporation, government agency, or other entity receiving electric service from the Department; or a consultant, architect, or contractor representing the customer.
- 4.2 Department. Seattle City Light.
- 4.3 Detailed Cost Estimate. An estimate based on an engineering design review of the entire project broken down into the various elements of the design.
- 4.4 Project Primarily Benefitting the Customer. A project initiated by and of benefit, or advantage, to the customer, with little or no benefit, or advantage, to the Department. Such a project might be a request from a customer for a cost estimate to relocate or place underground City Light facilities on private or public property for the benefit of the customer.
- 4.5 Three-Phase Line Extension. The extension of one or more primary conductors or one or more pole spans in the public right-of-way whether or not poles are required to provide service.
- 4.6 Unsalvageable Material. Material that cannot be reused.

5.0 Policy

- 5.1 The Department shall provide a three-phase line extension to serve a three-phase load in an existing single-phase area, at the customer's/developer's request, if the Customer pays the charges outlined in this schedule.
- 5.2 The Department shall own and maintain all three-phase line extensions.
- 5.3 If a customer requires three-phase temporary power and is willing to pay for a line extension and later removal, as required, the Department should install and later remove the service.
- 5.4 The three-phase line extension shall be designed and constructed for operation at the standard distribution voltages as determined by the Department for the particular area in which the extension is located.
- 5.5 The three-phase line extension and any additions must be on a permanently established public road, highway, or private property over which the Department has existing lines and for which the Department has received a satisfactory permanent easement or right-of-way.
- 5.6 Energy Deliver Engineering Division shall prepare a Construction letter with the estimated cost of labor and unsalvageable material required to construct the extension for each project.
- 5.7 Electric Service Engineering shall review the estimated cost of labor and unsalvageable material, provide to the customer a Construction requirements letter, and initiate customer billing.

- 5.8 The customer shall sign a Service Construction Acceptance Form and pay estimated construction charges prior to the Department starting construction.
- 5.9 Charges for three-phase line extensions shall be billed in addition to any electric service installation charge assessed.

6.0 Charges

- 6.1 Charges may be levied to the customer/developer for labor and unsalvageable materials required to construct a three-phase line extension based on the following:
 - 6.1.1 When the cost estimate is \$35,000 or less, the charge assessed shall be based on the estimate of labor and unsalvageable material required.
 - 6.1.2 When the cost estimate is greater than \$35,000 the charge assessed shall be based on the actual labor and unsalvageable material required.
- 6.2 Within a three-year period following construction, and if additional three-phase service customers/developers are to be served through the same extension, each additional three-phase service customer/developer shall pay an amount determined by:
 - 6.2.1 The line extension cost divided by the total number of three-phase service customers/developers (existing three-phase services, plus the request or requests for three-phase service being considered).
 - 6.2.2 Payment for the line extension shall be handled through Electric Service Engineering who will create a Service Request billing for construction charges prior to the Department's installation of three-phase line extensions and/or services.
 - 6.2.3 At the end of the three-year period, Electric Service Engineering shall determine the amount to be refunded to each of the three-phase service customers/developers/ owners sharing the same line extension. This amount shall be each customer's original payment less an equal share of the line extension cost.
- 6.3 No charges shall be levied in those cases where the Department determines that a three-phase line extension is appropriate to balance line loading, or that it is beneficial to the Department to provide three-phase distribution for future load growth.

7.0 Responsibilities

- 7.1 Electric Service Engineering shall be responsible for:
 - 7.1.1 Making all customer contacts.
 - 7.1.2 Arranging office and/or field meetings between the customer and the Energy Delivery Engineering.

- 7.1.3 Issuing billing requests and collecting payment.
- 7.1.4 Communicating and coordinating all requests and information between the customer, Energy Delivery Engineering, Energy Delivery Operations, and Finance Divisions.
- 7.2 Energy Delivery Engineering shall be responsible for:
 - 7.2.1 Providing detailed estimates of total project costs as requested by the Electric Service Engineering.
 - 7.2.2 Preparing Construction Letter to customer with scope of work and estimated cost.
 - 7.2.3 Preparing work order drawings, material lists, permits, traffic control plans, obtain easements etc., for installation of three phase line extension by Energy Delivery Operations.
- 7.3 Energy Deliver Operations shall be responsible for:
 - 7.3.1 Installing three-phase line extension as per work order drawing and materials.
 - 7.3.2 Tracking total labor and materials costs and provide information on expenses as requested.
- 7.4 The Finance Division shall be responsible for preparing and sending billings to the customer, or the customer's representative, as requested by Electric Service Engineering through the submittal of a billing request form.

8.0 Procedure

- 8.1 Electric Service Engineering is the contact with the customer or customers involved in a cost estimate request.
 - 8.1.1 Electric Service Engineering determines the nature and scope of the customer's request and obtains a clear understanding of the exact nature of the project.
 - 8.1.2 Electric Service Engineering informs the customer at this time if the Department will be billing for three phase line extension.
- 8.2 Electric Service Engineering notifies Energy Delivery Engineering when the following occur(s).
 - 8.2.1 Any time limits required to meet customer needs shall be clearly indicated.
 - 8.2.2 If required, a representative from Electric Service Engineering will meet with Energy Delivery Engineering personnel and/or customer representatives to obtain information on the customer's problems and requirements.

- 8.3 Electric Service Engineering sends a Service Request to Energy Delivery Engineering providing information regarding the customer's request.
- 8.4 Engineering Delivery Engineering prepares detailed estimate of project cost and a Construction letter and provides information to Electric Service Engineering as required by the customer.
- 8.5 Electric Service Engineering prepare Construction letter and provides information to customer.
- 8.6 The Finance Division, as directed by the Billing Request, prepares and sends a bill for the engineering cost estimate.
- 8.7 Electric Service Engineering receives and records customer Acceptance Letter, receives payment from customer, and then notifies Energy Delivery Engineering to proceed with work order to Energy Deliver Operations.
- 8.8 Energy Delivery Engineering prepares a work order for construction by crews, adds a work order number to a billing request, and sends the billing request to the Finance Division.
- 8.9 Energy Deliver Operations Electric installs the three phase line extension and documents all costs.
- 8.10 If project has an estimated cost in excess of \$35,000, Finance Division prepares a final bill and sends the bill to customer when notified by Energy Deliver Engineering.

9.0 Appendix

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

10.0 Revision History

Version	Date	Changes Made	Author/Key Contact
2.0	11-21-11	Reviewed/no revisions to Schedule 115. Update Coordinated By: Jackie Kim	Electrical Services Engineering Manager and Robert Bartley
1.0	10-18-10	Revised to update charges and test Update Coordinated By: Jackie Kim	Margy Jones and Robert Bartley