



## **SCHEDULE 74**

### **CONVERSION TO UNDERGROUND SERVICE FOR GOVERNMENT ENTITIES**

#### **Summary of Customer Responsibilities Concerning Service Lines**

Puget Sound Energy (PSE) performs conversion of its existing overhead electric distribution system to an underground system at the request of Government Entities (cities, towns and counties) under PSE's Electric Tariff G Schedule 74. As provided by Schedule 74 and Washington State Law all customers served from the distribution system being undergrounded must be served by underground service lines unless PSE explicitly agrees to other electric service arrangements. This document has been prepared to help you understand your responsibilities as a PSE customer related to Underground Conversion Projects and installation of electric Underground Service Lines.

#### **Underground Service Lines are Required by Washington State Law**

The Revised Code of Washington (RCW 35.96 for cities and towns, RCW 36.88 for counties) provides that when service is available from underground electric and communication facilities in a conversion area, the city, town or county shall mail a notice to the owners of all structures or improvements (including homes and business) in the conversion area informing such owners that:

- 1) Service from the underground facilities is available; and
- 2) All electric and communications service lines from the existing overhead facilities within the conversion area to any structure or improvement must be disconnected and removed; and
- 3) Should such owner fail to convert such services lines from overhead to underground as prescribed by such notice, the city, town or county will order the electric and communications utilities to disconnect and remove the overhead service lines.

In addition to providing such notice, cities, towns and counties often provide additional notices, information and coordination assistance to customers within the conversion area in connection with service line conversion. You may want to talk with your jurisdiction's Project Manager or other representative concerning your jurisdiction's notification process, procedure, timing and expectations.

Note that RCW applies to communications (telephone and cable) facilities as well. Communications facilities are often located on PSE's poles within a conversion area and are typically converted to underground by the respective communications companies. Contact the appropriate communication companies concerning your responsibilities with regard to conversion of communication service lines.

#### **My Home or Business has an Overhead Service Line – What do I do?**

As part of a conversion project, PSE removes existing overhead electric service lines in conjunction with the installation and connection of new underground electric service lines. Installation and connection of underground service lines is governed by PSE Electric Tariff G Schedule 85. Your responsibilities will be dependent on your customer type.

All customers with overhead service lines must make application to PSE for new underground service. Information handbooks and application materials are available from PSE and may be available from your city, town or county. Be sure to request the right handbook for your customer type.

All customers must make their structures ready for underground service. This typically involves work on or replacement of your structure's electric meter box and may require additional structure electrical wiring system work. You will likely need to engage a qualified electrical contractor to perform this work.

### Single Family Residential Customers

Single Family Residential Customers are those customers having secondary voltage service to a single family detached home located on a legal residential lot (mobile or manufactured homes meeting these qualifications and permanently installed on a foundation are typically included in this class of service). See PSE Schedule 85 for additional details.

In addition to making your structure ready for underground service, Single Family Residential Customers must provide trenching, installation of conduit under obstructions, backfill and surface restoration from the structure to the service connection point provided by PSE at or near the public right-of-way/property line. The service connection point may be a hand-hole (small box in the sidewalk, lawn or planter strip) or a pad-mounted transformer similarly located. PSE will provide an appropriate location at the property line to which you will need to trench. Contact your jurisdiction concerning permit requirements.

PSE will install, own and maintain the underground service line to your structure. PSE will connect the service line to your structure meter box and our distribution system.

### Non-Residential Customers

All customers that are not Single Family Residential Customers are Non-Residential Customers, including multi-family residential structures and mobile home parks; commercial, industrial, recreation and lighting uses.

In addition to making your structure ready for underground service, Non-Residential Customers must provide, install, and maintain customer owned underground service line(s) from your structure meter box to the service connection point provide by PSE, typically at or near the public right-of-way/property line. The service connection point may be a hand-hole (in the sidewalk, lawn or planter strip) or a pad-mounted transformer similarly located. PSE will provide an appropriate location at the property line to which you will need to install your underground service line(s). You will likely need to engage a qualified electrical contractor to perform this work. Contact your jurisdiction concerning permit requirements.

PSE will connect the service line(s) to the distribution system at the service connection point.

### **My Home or Business Already has an Underground Service Line – What do I do?**

Customers already served by underground service lines may need to do very little and if the service line is connected to existing PSE underground distribution system, you may need to do nothing at all. In most cases you do not need to make application to PSE for a new service. Where practical, PSE will locate a new underground service connection point (to the new underground distribution system) in close proximity to your existing underground service line so that the service line can be intercepted and reconnected by PSE to the new connection point. In some instances Non-Residential Customers may need to engage a qualified electrical contractor to reroute your existing underground service line to the new connection point.

### **Costs Associated for Service Line Conversions**

These costs are typically borne by the individual customer and include the cost to engage qualified contractors to perform the work, together with the costs of materials and any permits that may be required. You may want to discuss this with your jurisdiction representative.

In addition, there is a fee charged under Schedule 85 to cover the installation or connection of new underground electric service lines by PSE that varies by customer class. Typically customers already served by existing underground service lines are not charged a fee associated with transferring existing underground service lines from the existing overhead distribution system to the new underground distribution system.