



City of Seattle City Light Department

DEPARTMENT POLICY & PROCEDURE

Subject	Number
DISTRIBUTION AND SERVICE EASEMENTS	<u>DPP 500 P III-131</u> Effective August 3, 1982. Supersedes N/A

Approved	Department	Page	1	of	8
	City Light				

1.0 PURPOSE.

To set guidelines for determining when City Light must obtain distribution and service easements and to set forth the procedures for obtaining easements, when required.

2.0 ORGANIZATION AFFECTED: City Light

- 2.1 Property Management, Administrative Services Division.
- 2.2 Distribution Engineering, Engineering Division.
- 2.3 City Attorney's Office.

3.0 REFERENCES.

- 3.1 National Fire Protection Association Regulations, National Electrical Code.
- 3.2 State of Washington, Electrical Construction Code, CH 296-44 WAC
- 3.3 City of Seattle Electrical Code Supplement to NEC, Ordinance 109716, or as the same may be amended.
- 3.4 Requirements for Electric Service Connection, Section 2.

3.5 Examples of Typical Easements Situations.

4.0 **POLICY**

- 4.1 An easement in gross shall be obtained from the affected property owner or owners when:
 - 4.1.1 A customer receiving the service connection is served by entering, crossing, or accessing private property other than the customer's own property with City Light equipment.
 - 4.1.2 A distribution system serving more than one building is placed on private property.
 - 4.1.3 Electrical facilities will be used immediately to provide power to expand the system to other areas or the area being immediately serviced requires a distribution system.
 - 4.1.4 The system will be used for distribution to other areas at a future date, City Light shall attempt to secure a gross easement from the affected parties.
 - 4.1.5 An easement appurtenant has been established in a plat for ingress, egress and utilities and the Grantor is still in title, City Light shall secure an easement in gross from the Grantor.
- 4.2 City Light may obtain an assignment of existing easement rights As they relate to electrical facilities when electrical powder is to be installed as a service to accommodate a single user and there is an existing utility easement appurtenant to the user's property.
- 4.3 City Light shall make reasonable effort to obtain an easement when property has the potential for subdivision.
- 4.4 City Light shall require customers receiving the service connection to obtain easements from owners of property over which the service will enter, cross, or access.
- 4.5 Considerations affecting choice of easements route shall consist of the following:

- 4.5.1 The potential for disruption to the affected property;
 - 4.5.2 The cost and convenience of new construction to City Light and the customer;
 - 4.5.3 The safety of City Light employees, the customer, and the general public.
- 4.6 The customer must provide City Light with all required documents, data, and other information to obtain an easement, including, when necessary, a survey of the easement route.
- 4.7 Property Management, Engineering, and Consumer Advisory Services Support shall maintain current examples of typical easement situations to help determine when easements are needed.

5.0 DEFINITIONS.

- 5.1 Traveling Card. The fourth copy of the service order.
- 5.2 Service Order. Electric Service Order Form 214-L.
- 5.3 Distribution system. For purpose of this DPP, a distribution system can be overhead (poles, wires, transformers, anchors), underground (vaults, handholes, conduits, padmount equipment, wire) or a combination of these.
- 5.4 Easement in gross - A limited right to use the land of another, which is not created for the benefit of any land owned by the easement owner. An easement in gross does not pass with the sale of land, but may be assigned by the easement owner to another party for the purpose specified; i.e., an easement to City Light for a distribution line is an easement in gross.
- 5.5 Easement appurtenant - A limited right which one property owner has in land owned by another, which attaches to the benefitted property and passes to a new owner with the sale of that benefitted property; i.e., an easement to a property owner for an electrical service across his neighbor's property is an appurtenant easement.

6.0 RESPONSIBILITIES.

- 6.1 Consumer Advisory Service Section of Customer Service Division shall be responsible for:
 - 6.1.1 Completing a service order for each request for service.
 - 6.1.2 Conducting a field check of the site.
 - 6.1.3 Determining whether or not services of the Engineering Division are necessary.
 - 6.1.4 Notifying the Customer that an easement must be obtained and provided information concerning City Light procedures.
 - 6.1.5 Recording easement information on the service order.
 - 6.1.6 Inspecting the service when the customer is ready for connection, including, but not limited to, determining if the service lies completely within the easement area as secured.
 - 6.1.7 Releasing the service order to the work coordinator.
- 6.2 Distribution Engineering Section of Engineering Division shall be responsible for determining whether or not an easement is needed and notifying Customer Service Division and Property Management.
- 6.3 Property Management shall be responsible for:
 - 6.3.1 Initiating action to obtain an easement.
 - 6.3.2 Properly filing easement documents after they are returned by the customer.
 - 6.3.3 Reviewing and revising, if necessary, the present DPP in August of each year.
- 6.4 The Assistant City Attorney shall be responsible for reviewing the easements and approving or disapproving them as to form for further processing.
- 6.5 The customer shall be responsible for:

- 6.5.1 Obtaining the easement when required for service connection to his/her property.
- 6.5.2 Providing all required documents, data, and other information necessary for Property Management to prepare the easement document.
- 6.5.3 Obtaining signatures on the easement from affected property owners.
- 6.5.4 Notifying Consumer Advisory Services that service is ready for connection.

7.0 PROCEDURES:

- 7.1 Service Support completes a service order for each request for service and retains the original copy (labeled commercial 1).
 - 7.1.1 A field check of the site is conducted before completion of the service order.
 - 7.1.2 The copy of the service order, labeled Meter 2, goes to Meter, Communication, and Relay.
 - 7.1.3 When the services of the Engineering Division are required, the third, labeled service 3, and fourth, titled traveling card, copies of the service order are sent to Distribution Engineering.
 - 7.1.3.1 The third copy is retained in Distribution Engineering.
 - 7.1.3.2 The traveling card follows the job.
 - 7.1.4 When Engineering Division Services are not required, the third and fourth copies remain with Service Support desk.
- 7.2 Distribution Engineering conducts a field determination of service route.
- 7.3 Distribution Engineering determines whether or not an easement

is needed.

- 7.3.1 If no easement is required, the traveling card of the service order is sent to Service Support as soon as engineering for the service connection is complete.
- 7.3.2 If an easement is required, the engineer draws the easement area on the standard easement drawing form based on customer-supplied information, completes an Easement Request form and establishes a work order.
 - 7.3.2.1 The Easement Request form, accompanied by exhibits helpful in obtaining the easement, are transmitted to Property Management with a copy of the easement request form and sketch to Service Support.
 - 7.3.2.2 The work order is prepared and placed in a “Hold File” with the traveling card to wait for easement.
 - 7.3.2.3 Service Support of Customer Service Division is notified of the easement request.
- 7.3.3 When the required easement has been secured, the traveling card is sent to the Service Support Desk and the work order is released to the work coordinator and dispatch to the service crew.
- 7.4 Property Management initiates action to obtain an easement and:
 - 7.4.1 Establishes a file and completes geocoding, mapping, the geocode index, and the easement log.
 - 7.4.2 Reviews the easement request, for accuracy and completeness.
 - 7.4.3 Conducts a title search.
 - 7.4.4 Prepares an easement document and transmittal letter.
 - 7.4.5 Sends the easement document to the applicant for signatures of appropriate property owners.

- 7.4.6 Follows-up periodically with reminders of the outstanding easement to the applicant.
- 7.5 When a signed easement document is received from the applicant, Property Management:
 - 7.5.1 Checks the instrument for accuracy for signatures.
 - 7.5.2 Transmits the easement document to the City Attorney for review and approval.
 - 7.5.3 Notifies Distribution Engineering by phone that easement is secured and returns a copy of the easement request with sketch to Distribution Engineering.
 - 7.5.4 Records the easement document with King County Records and Elections Division.
 - 7.5.5 Files the easement with the City Clerk.
 - 7.5.6 Drafts the acceptance ordinance for adoption by City Council.
 - 7.5.7 Sends the draft ordinance to City Council for acceptance.
- 7.6 After receipt of the travel card from Distribution Engineering showing no easement is needed, or notification from Property Management that the easement is secured, Service Support desk;
 - 7.6.1 Holds original service order (Commercial) and the travel card until the customer notifies City Light that the service is ready for connection.
 - 7.6.2 Notifies the field representative to inspect service when the customer notifies City Light that service is ready for connection.
- 7.7 The field representative determines the service is within the easement area as secured and notifies the Customer Advisory Service Support.
- 7.8 Service Support releases the travel card to the work

coordinator after the field representative advises that service is approved for connection.

7.9 The work coordinator schedules the crew for service installation.

8.0 APPENDICES:

8.1 Distribution:

All Department Policy and Procedures Manuals.

8.2 Sample Form: Electric Service Order Form 214-L.