



City of Seattle City Light Department

DEPARTMENT POLICY & PROCEDURE

Subject

Number

DPP 500 P III-424

Effective

TRENCHING IN THE PUBLIC RIGHT-OF-WAY

April 17, 1987

Supersedes

N/A

Approved

Original signed and approved by Randall Hardy

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1.0 PURPOSE

- 1.1 To establish Department policy involving trenching in the public right-of-way for underground electric service installations.

2.0 ORGANIZATION AFFECTED

- 2.1 Customer Service Division
- 2.2 Transmission and Distribution Division
- 2.3 Engineering Division
- 2.4 Finance Division

3.0 REFERENCES

- 3.1 State of Washington, Underground Utilities law, 1984, Chapter 114, codified in Chapter 19.122 RCW.
- 3.2 City of Seattle Ordinance 112738, the Rate Ordinance, and as the same may be amended or superseded.

- 3.3 Requirements for Electric Service Connection Manual, June 26, 1986, and as the same may be amended or superseded.
- 3.4 DPP P III –422, Final Connection Costs for Contractor – Installed Services.
- 3.5 DPP 500 P III-417, Installation Charges.

4.0 POLICY

- 4.1 Trenching in the public right-of-way within the Department’s service area shall be done in accordance with Department requirements and guidelines, either by the Department or the customer/contractor.
- 4.2 All electrical conductors installed in the public right-of-way shall be in conduit.

5.0 DEFINITIONS

- 5.1 Trenching. Excavation suitable for the installation of conduit or electrical direct buried conductors.
- 5.2 Nearside Trenching. Trenching that is on the customer’s side of the street or of the public right-of-way.
- 5.3 Public Right-of-Way. Property dedicated to public use outside of private property lines.
- 5.4 FERC. Federal Energy Regulatory Commission.

6.0 RESPONSIBILITIES

- 6.1 The Customer Service Division shall be responsible for:
 - 6.1.1 Coordinating all electrical service installations;
 - 6.1.2 Processing all service orders and preparing and sending billing requests;
 - 6.1.3 Inspecting customer installations; and

- 6.14 Negotiating estimated ready dates and communicating them to the Engineering Division in a timely manner.
- 6.2 The Transmission and Distribution Division shall be responsible for all trenching in the public right-of-way as required, and for the installation of electrical services, except as authorized in 7.1.
- 6.3 The Engineering Division shall be responsible for:
 - 6.3.1 All engineering work and shall provide the Electric Service Representative with any technical assistance and billing charge information as needed;
 - 6.3.2 Communicating estimated ready dates to the Transmission and Distribution Division; and
 - 6.3.3 Issuing work orders to Transmission and Distribution with sufficient time to plan and schedule work.
- 6.4 The Finance Division shall be responsible for:
 - 6.4.1 Preparing billings to customers for work related to service installations; and
 - 6.4.2 Accumulating and auditing the construction costs in work orders and transferring those costs to the appropriate FERC plant accounts.
- 6.5 When approved to install a service, the customer or customer contractor shall be responsible for:
 - 6.5.1 Performing all required work in the public right-of-way, including surface restoration;
 - 6.5.2 Obtaining necessary permits and paying permit and inspection fees; and
 - 6.5.3 Posting all performance bonds.
- 6.6 The excavator shall be responsible for calling the one-number locator service and for notifying all other utilities who may not subscribe to the one-number locator service (7.1.2).

7.0 PROCEDURES

7.1 Customer Installation.

7.1.1 When the customer's contractor obtains a permit to perform public right-of-way construction work, the contractor shall be responsible for meeting requirements for excavation, backfill, and surface restoration for the requested construction. The contractor shall also be responsible for administrative costs by the permit-issuing authority, and bonding requirements of the Department and the permit –issuing authority. Department inspection and review charges, if applicable, will be assessed in addition to those charged by other inspecting authorities (3.4).

All backfill and surface restoration under the customer permit shall be done by the customer or customer's contractor in accordance with the requirements and under the inspection of the governmental agency that issued the permit.

7.1.2 Before commencing any excavation, the excavator shall provide notice of the scheduled commencement of excavation to all owners of underground facilities, through a one-number locator service, or individually to those utilities that do not subscribe to the one-number locator service, in accordance with state law. If no one-number locator service is available, notice shall be provided individually to those owners or underground facilities known to have, or suspected of having, underground facilities within the area of the proposed excavation. The notice shall be communicated to owners of underground facilities not less than two business days, or more than ten business days, before the schedule date for commencement of excavation. A toll-free number, 1-800-424-5555, is available for notifying most Seattle area utilities, including those located in King County. This does not relieve the excavator from notifying all other utilities of the intent to excavate.

7.1.3 Conduit shall be installed in the public right-of-way from the Utility-designated point on the property line to and ten (10) feet up the pole per City Light standard, or into the handhole or vault which the Utility designates. This applies whether conductors are direct buried on private property (some residential services), or for all services where conduit is required or chosen.

A qualified Department electrical worker is required as a safety standby whenever entry into an energized Department facility is needed, regardless of the voltage.

7.2 Department Installation.

7.2.1 The Department will do all trenching in the public right-of-way with the exception of customer work outlined in 7.1 and 7.2.2.2. Note 7.1.2 regarding notification prior to excavating.

All backfill and surface restoration will be done in accordance with the governmental agency that issued the permit.

If a customer prefers that the Department do all the service Installation work in accordance with Installation Charges Policy, DPP 500 P III-417, the near-side trenching will be handled as follows:

7.2.2.1 When the designated terminal pole is beyond the customer's property line boundaries (those perpendicular to the right-of-way), the Department will obtain permit, pay permit and inspection fees, and do all civil construction work. This will be considered extraordinary work for which the customer shall be billed.

7.2.1.1 When the designated terminal pole is between the customer's property line boundaries (those perpendicular to the right-of-way), the customer be given the option of either obtaining his/her own permit, paying the permit and inspection fees, and doing the trenching, backfilling, and restoration and in the right-of-way; or electing to have the Department perform the work as in 7.2.2.1.

7.3 Direct burial from the property line to the meter or current transformer enclosure will be allowed for single-family and duplex installations. Conduit shall be installed under all paved areas,

such as patios, walkways, driveways, sidewalks as well as under bulkheads and rockeries, except where tunneling devices are used for retrofit of underground conductors.

8.0 APPENDIX

8.1 Distribution: All Department Policy and Procedure Manuals.