

RESOLUTION NO. CC-2007-16

**"A RESOLUTION ADOPTING THE REVISED LAND USE APPLICATION REVIEW PROCESS AND THE COMMERCIAL USE-BY-RIGHT APPLICATION REVIEW PROCESS"**

WHEREAS, the City of Stillwater has adopted ordinances and regulations governing the development of land within the corporate limits of said City; and

WHEREAS, City Administration, largely through the Development Services Department, is charged with the implementation and enforcement of these ordinances and regulations; and

WHEREAS, it is the intention of the City Council to ensure that the land development process operates as efficiently as possible to minimize unnecessary costs and delays.

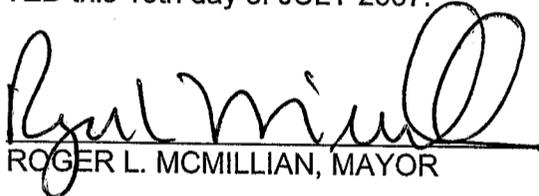
NOW THEREFORE BE IT RESOLVED BY THE MAYOR AND COUNCILORS OF THE CITY OF STILLWATER THAT:

The attached revised "LAND USE APPLICATION REVIEW PROCESS" is hereby adopted by the City Council, and

The attached "COMMERCIAL USE-BY-RIGHT APPLICATION REVIEW PROCESS" is hereby adopted by the City Council,

and both shall become effective upon passage.

PASSED, APPROVED AND ADOPTED this 16th day of JULY 2007.

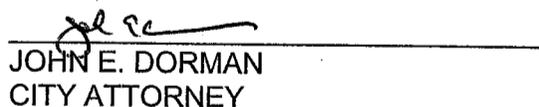
  
\_\_\_\_\_  
ROGER L. MCMILLIAN, MAYOR

(SEAL)

ATTEST:

  
\_\_\_\_\_  
MARCY ALEXANDER, CITY CLERK

APPROVED AS TO FORM AND LEGALITY THIS 16th DAY OF JULY, 2007.

  
\_\_\_\_\_  
JOHN E. DORMAN  
CITY ATTORNEY

## Commercial Use-By-Right Application Review Process

### GENERALLY:

The commercial use-by-right application is the concurrent submittal of a commercial building permit application and all documents that are required to demonstrate compliance with the applicable chapters of the City Code, which includes the following:

- Ch. 23 – Land Development Code
- Ch. 35 – Stormwater & Earth Change
- Ch. 37 – Streets and Sidewalks
- Ch. 41 – Utilities

Updated with 2008 LDC Adoption

The submittal of complete commercial use-by-right application is paramount to the timely review of those applications. In order to provide personal assistance to applicants in submitting complete application packages, the following review process is being implemented. The process focuses first and foremost on the service provided to the customer. Reasonable assurances of timelines, as well as early identification of any potential obstacles, will create an environment within which the development community and City staff can successfully work together to bring quality development to the community.

**The planners and the building official will be available between the hours of 8:30 to 11:30am each weekday to meet with applicants and receive commercial use-by-right applications and resubmittals.** This time is provided as a service to personally assist the applicant in submitting a complete application package but is not meant to provide detailed or specific review. The primary contact will be the building official.

### PROCESS:

- I. Pre-Application Meeting.  
Applicant contacts the Development Services (DS) Administrative Coordinator to arrange a pre-application meeting. For information gathering purposes only, a planner, an engineer, and the building official will meet with the applicant within 2 working days. When proposed development plans are available, all primary reviewers will meet with the applicant within 5 working days. Although highly encouraged, the pre-application meeting is a voluntary step and will only occur at the request of the applicant.
- II. Application Submittal Meeting.  
Applicant submits application form and required documents to the building official. The building official reviews the submittal with the applicant to confirm that the application is complete. If the application is complete with no obvious omissions, the building official accepts the application and provides it to the Building Safety Administrative Assistant for copying and distribution to the primary reviewers. If the application is not complete, the building official identifies the incomplete items and returns the submittal to the applicant (same day).
- III. Application Review.  
Primary reviewers visit site, complete their review and prepare written comments. If any major deficiencies are discovered during this review or if significant changes are required, the primary reviewer conveys the information regarding the deficiency or

significant change to the building official who immediately contacts the applicant (5-13 calendar days, depending on the complexity of the application).

IV. Internal Review & Coordination Meeting.

Primary reviewers meet with the building official to provide comments and discuss the application. Written comments are provided to the building official (13th calendar day after the submittal or sooner, date to be set by building official upon distribution of the submittal). Building official notifies applicant and owner (same day as the internal review & coordination meeting) that the application has been approved or sets up meeting with the applicant to review the submittal and provide staff comments.

V. Application Review Meeting.

The assigned planner, engineer, and building official meet with the applicant and owner (2-3 calendar days after the internal review & coordination meeting).

VI. Submittal of Revised Applications.

The revised submittal is delivered to the building official with the changes necessary to address the staff comments incorporated into the appropriate documents. **With the revised submittal, the applicant must submit a written explanation of how each comment was addressed or why any specific comment was not addressed.** The building official confirms that all comments have been addressed and will consult with the primary reviewers to confirm that all technical comments have been addressed (within 5 calendar days after the re-submittal depending on the complexity of the application).

If all comments have been addressed, the building official will notify the applicant and owner that the application has been approved and the building permit is ready to be issued. (no later than 5 calendar days after re-submittal)

If the comments have not been addressed, the building official notifies the applicant and owner (no later than the 5<sup>th</sup> calendar day after re-submittal) and provides them with a written notice listing the comments that were not addressed with an explanation of why the submittal is not approved. Upon re-submittal of the application, step VI is repeated.

VII. For the purposes of this process, building official shall mean the Building Official or the Assistant Building Official.

**City of Stillwater  
Commercial Use-By-Right  
Chapter 23, Article 14**

**Applications will be accepted Monday through Friday, from 8:30 AM to 11:30 AM**  
**Per Resolution CC-2007-16**

A commercial use-by-right application is the concurrent submittal of a commercial building permit application and all documents that are required to demonstrate compliance with the applicable chapters of the Stillwater City Code, including Chapter 23, Chapter 27, Chapter 35 and Chapter 41 as set out in Resolution CC-2007-16. This CHECKLIST represents the minimum requirements for a commercial use by right. All items indicated as SUCH are required for the submittal to be considered complete.

APPLICANT	REQUIREMENTS	CITY
	COMPLETE COMMERCIAL BUILDING PERMIT APPLICATION AND THREE (3) SETS OF CONTRACT READY BUILDING PLANS.	
	COMPLETED CHECKLIST	
	FILING FEE BASED UPON THE VALUATION. REFER TO PLAN REVIEW FEE SCALE.	
	6 COPIES OF FULL SIZE PLANS, 1 (8.5X11) COPY AND 1 DIGITAL SUBMITAL OF THE FINAL SITE PLAN DRAWING EMAILED TO <a href="mailto:DIGITALS@STILLWATER.ORG">DIGITALS@STILLWATER.ORG</a> showing:	
	a. Title block with name of development, date of preparation, written scale, property address, and revision date(s);	
	b. Name and address of property owner/developer and person(s) or entity(ies) responsible for preparation of the drawing;	
	c. Graphic scale, north point, and legend;	
	d. Written legal description of the site including the size of the property;	
	e. Map showing location of subject proposal in relation to cross-streets, schools, parks, other public areas within a one-half (1/2) mile area of the subject property;	
	f. Statement and signature by the preparer that the plan has, to the best of his/her knowledge, been designed in accordance with the applicable City ordinances and regulations;	
	g. Location, dimensions, and materials of fences and pedestrian ways;	
	h. Length of boundaries of the entire tract to the nearest foot;	
	i. Existing physiographic characteristics including contour lines at two-foot intervals and significant drainage features on and within seventy-five feet of the subject property;	
	j. Location, identification, and width of existing and proposed public right-of-way and existing public and private easements within a minimum of seventy-five (75) feet of the subject property;	
	k. Location, orientation, dimension, area, height, and general use of existing and proposed buildings and other structures, including dumpster;	
	l. Location, arrangement, and dimensions of off-street parking, access drives, and loading spaces, and curb cuts within a minimum of seventy-five (75) feet of the subject property;	
	m. Written narrative description of the proposed use of the property;	
	n. Location, area, height, and orientation of any signs not attached to buildings;	
	o. If applicable, location of one hundred (100) year floodplain and floodway, with BFE noted, as shown on the current effective FEMA Flood Insurance Rate Map (FIRM) or as modified by a FEMA approved LOMR or LOMA;	
	p. Location and size of all driveways and streets within seventy-five (75) feet of the subject property;	
	q. Location of all existing structures within seventy-five (75) feet of the subject property	





## Commercial / Industrial Permit Application

723 S. Lewis, P.O. Box 1449    Stillwater Oklahoma 74076-1449    www.stillwater.org    BP# \_\_\_\_\_    Fax # 405-742-8321

**IMPORTANT - Applicant to complete all items**      FOR OFFICE USE ONLY: FEMA floodplain?     Yes     No

I. ADDRESS: (LOCATION) \_\_\_\_\_

SUBDIVISION \_\_\_\_\_ LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_

### II. TYPE AND COST OF BUILDING

A. <input checked="" type="checkbox"/> TYPE OF IMPROVEMENT	B. <input checked="" type="checkbox"/> USE <span style="float: right;"><i>(circle Proposed Occupancy)</i></span>
<input type="checkbox"/> NEW BUILDING	<input type="checkbox"/> ASSEMBLY      A-1    A-2    A-3    A-4
<input type="checkbox"/> ADDITION	<input type="checkbox"/> BUSINESS
<input type="checkbox"/> ALTERATION <i>(complete item K)</i>	<input type="checkbox"/> EDUCATIONAL
<input type="checkbox"/> REPAIR, REPLACEMENT <i>(complete item K)</i>	<input type="checkbox"/> FACTORY OR INDUSTRY    F-1    F-2    H-1    H-2    H-3    H-4    H-5
<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> INSTITUTIONAL      I-1    I-2    I-3    I-4
<input type="checkbox"/> MOVING (RELOCATION)	<input type="checkbox"/> MERCANTILE
C. VALUATION Value of improvement \$ _____ <i>(Valuation = TOTAL COST includes structural, electrical, plumbing, mechanical, permanent systems, interior finish, materials and labor excluding land value. IBC108.3.)</i>	<input type="checkbox"/> RESIDENTIAL      R-1    R-2    R-3    R-4 # of Buildings _____ # of Units _____
	<input type="checkbox"/> STORAGE      S-1    S-2
	<input type="checkbox"/> UTILITY- specify _____

### III. SELECTED CHARACTERISTICS OF BUILDING

D. <input checked="" type="checkbox"/> TYPE OF CONSTRUCTION	F. DIMENSIONS	Occupant Load	
<input type="checkbox"/> TYPE I - A or B (noncombustible)  <input type="checkbox"/> TYPE II - A or B (noncombustible)  <input type="checkbox"/> TYPE III - A or B (masonry bearing / combustible framing)  <input type="checkbox"/> TYPE IV - A or B (heavy timber)  <input type="checkbox"/> TYPE V - A or B (combustible)	Number of stories		
	Total square feet of floor area, all floors		
	Total square feet based on exterior dimensions		
	Total Land Area <i>(Trans fee=\$0.075/sq ft or \$750 minimum-04/15/08)</i>		
	G. NUMBER OF OFF-STREET PARKING SPACES		
	Enclosed		
	Outdoors		
	H. RESIDENTIAL BUILDINGS	Number of bedrooms	
		Number of bathrooms	
		Full	
		Partial	
E. COMMERCIAL BUILDINGS - Number of Air Handler, Furnace or Roof Top Units	I. COMMERCIAL BUILDINGS -	Number of toilets / Urinals	<i>(Water Closet Fee=\$100 / toilet or urinal)</i>

Water Meter Size :  3/4"     1"     1-1/2"     2"     3"     4"     6"      Effective February 9, 2009  
*Water and/or Sewer Capacity fees are paid at time of permit issuance. NOTE: A separate commercial water meter request and applicable fees will be paid when a water meter order is requested.*

**J.  DESCRIPTION *(✓ all that apply)***

<input type="checkbox"/> EXTERIOR WALL FINISH - _____	<input type="checkbox"/> ROOF COVERING - _____
<input type="checkbox"/> BUILDING HEIGHT - _____	<input type="checkbox"/> FIRE SUPPRESSION SYSTEM    Yes    No
<input type="checkbox"/> SOILS REPORT <i>(contact Bldg Division for ADDITION requirements)</i>	<input type="checkbox"/> LOT COVERAGE _____

K. EXPLANATION OF PROJECT: \_\_\_\_\_

### IV. IDENTIFICATION

	NAME	MAILING ADDRESS - Number, Street, city, and State	PHONE / FAX #'s
<input type="checkbox"/>	Owner		
<input type="checkbox"/>	Contractor		
<input type="checkbox"/>	Architect		
<input type="checkbox"/>	Engineer		

**✓ MUST Designate who will be the primary "point of contact" for all review correspondence associated with this project.**

I hereby certify that the statements in this application and the attachments hereto are accurate and that the property owner has given permission for this work to proceed. I further certify that all construction work under this permit will conform to all applicable ordinances, rules or regulations of the City of Stillwater and that all electrical, plumbing, mechanical, sign and driveway construction shall be performed by contractors licensed by the State of Oklahoma (if applicable) and registered and bonded with the City of Stillwater.  
 Updated: 08.24.2010

(OWNER)(CONTRACTOR)(AGENT): **SIGNED** \_\_\_\_\_ Date: \_\_\_\_\_  
 (OWNER)(CONTRACTOR) (AGENT): **PRINT** \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



Project: \_\_\_\_\_

Building Permit No.: \_\_\_\_\_

### **Acknowledgement of Stormwater Requirements**

#### **Drainage Facilities**

Proper stormwater management is essential to public welfare.

For construction scheduling purposes, municipal code §9-32 (a) states: *All drainage facilities shown as part of an accepted drainage plan for any portion of a development shall be installed as part of the first phase of construction or earth moving activity on that portion of the development.*

For all phases of construction, §9-7 (a-b) states:

*(a) Dumping or placing any material, whether temporary or permanent, within a drainage facility in a drainage easement or within the stormwater flowline of a drainage facility that is not in an easement is prohibited and a violation of this article. The owner of the property shall be responsible for any material that has been willfully dumped or placed in a drainage facility.*

*(b) A property owner's failure to repair and maintain a drainage facility that was specifically designed and installed to control stormwater runoff from that property or other properties designated in an approved drainage plan to a standard allowing it to perform its designed and intended purpose is prohibited and a violation of this article.*

Municipal Code §9-21 (a) (2) states: *All development, redevelopment, and earth changes shall be constructed so that it will not increase the frequency of flooding or depth of flood for any stream, up to and including the 24 hour – 100 year storm.*

#### **Water Quality Regulations**

The City of Stillwater is an Oklahoma Department of Environmental Quality Phase II community and is required by federal and state regulations to enforce a program that effectively reduces stormwater runoff pollution resulting from construction activities.

Municipal Code, §9-21 (b) (1-3) states:

*(1) All development, redevelopment, and earth changes shall be designed, constructed, and completed in a manner which minimizes the exposure of bare earth to precipitation.*

*(2) All development, redevelopment, and earth changes shall be constructed only if appropriate sedimentation facilities are installed and maintained throughout the construction period.*

*(3) All development, redevelopment, and earth changes shall be accompanied by Best management practices for controlling sediment and erosion so as to minimize the amount of sediment leaving the site.*

Municipal Code, §9-40 states: *Unless specifically exempted, an earth change permit [now identified as the Earth Change, Grading, and Flood Control Permit] granted to the provisions of this chapter shall be obtained from the city engineer prior to commencement of any excavating, grading, re-grading, landfilling, berming, or diking of any property within the jurisdictional area of the City of Stillwater. A separate permit shall be required for each separate, noncontiguous site or lot. No permit shall be transferable without the prior written consent of the city engineer.*

#### **Floodplain Regulations**

If construction is to take place within an identified Special Flood Hazard Area (SFHA), that proposed development must be constructed to comply with floodplain management regulations and to minimize potential flood risks. Chapter 23 – Article 14, *Flood Hazard Regulations*, requires:

1. For residential structures, the lowest floor (including basements) must be elevated above the base flood elevation (BFE) a minimum of one foot (1'-0").
2. For non-residential structures, the lowest floor or base of the structure must be elevated above the base flood elevation (BFE) a minimum of one foot (1'-0") - OR - shall be flood proofed to withstand the flood depths, pressures, velocities, and impact and uplift forces associated with the 100-year (1% chance) flood.
3. For all structures, the foundation and materials used must be constructed in such a manner as to withstand the pressures, velocities, and impact and uplift forces associated with the 100-year (1% chance) flood.
4. All new construction, substantial improvements, or other development shall be constructed with materials resistant to flood damage and by methods and practices that minimize flood damage.
5. All new construction, substantial improvements, or other development shall be accomplished without causing adverse impact to other properties. Compensatory storage shall be provided for any fill or obstruction located within the floodplain that reduces or modifies floodplain characteristics and parameters as determined by FEMA regulatory mapping.
6. You must submit an official FEMA Elevation Certificate from an Oklahoma-registered engineer, architect, or land surveyor which indicates that the base floor elevation requirements have been met. You must submit written certification from an Oklahoma registered engineer or architect that the flood proofing requirements have been met when flood proofing has been used as an alternative for non-residential structures. Failure to provide required certification is a violation of this permit and will result in withholding the Certificate of Occupancy or Certification of Completion.
7. All utility supply lines, outlets, switches, and mechanical or electrical equipment must be installed so as to minimize damage from potential flooding, either by elevating the equipment a minimum of one foot (1'-0") above the base flood elevation (BFE) or by flood proofing the systems. Water and sewer connections must have back-flow preventer devices installed.

**Violations and Enforcement**

Violations of stormwater requirements will result in the issuance of a Notice of Noncompliance (NON). Violations must be corrected within the noted correction period. If a violation is not corrected within the correction period, a citation will be issued every day, thereafter, until the violation is corrected. The violation is a class C offense (\$500/day) if no sediment is discharged; it is a Class D offense (\$1,000/day and/or 90 days in jail) if sediment is discharged.

Earth Change, Grading, and Flood Control Permit Holders will receive a maximum of (5) citations (1 per day per violation). The permit will be revoked or suspended on the 6<sup>th</sup> day. If revoked or suspended, a Stop Work Order will be issued. For violations which create a public nuisance, abatement actions may be taken by the City of Stillwater and related expenses will be billed to the property owner.

**Authorization and Acknowledgement**

I have read or had read to me the above stormwater provisions; I understand and will abide by these requirements.

\_\_\_\_\_  
Owner's Name (*please print*)

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date



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STILLWATER UTILITIES AUTHORITY

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# Terms & Conditions of Service

## Section V

# Electric Service Rules

January 2011

Adopted November 15, 2010  
Amended February 21, 2011

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**CHAPTER 1**  
**GENERAL INFORMATION**

**5.1.1. PURPOSE**

The purpose of this section is to supply essential information to customers, architects, engineers, contractors, and others concerned with electrical installations in the City of Stillwater's electric service area. The City's objective is to cooperate with and assist Customers to obtain safe, efficient electric service at locations in and around Stillwater, Oklahoma.

To avoid misunderstanding and expense, customers, architects, etc. should consult with the City of Stillwater's electric utility, also known as Stillwater Electric Utility, during the project planning stage about the electric service available. Information in this section is to cover normal installations. Stillwater Electric Utility should be consulted for special cases and conditions.

All electric utility systems and facilities installed and maintained within the City of Stillwater shall adhere and conform to the installation and construction standards adopted by the Trustees of the Stillwater Utility Authority for the Stillwater Electric Utility electric system.

This document supersedes all previous sections of the Terms and Conditions of Service documents, and portions thereof, pertaining to electric utility service.

In compliance with the Stillwater City Code, Section 30-301, the responsibility of origination, content, and maintenance of this section rests with the Director of Electric Utility.

**5.1.2. CODES AND RULES**

All wiring installations must conform to requirements of applicable federal, state, and local electrical codes. State laws require that Stillwater Electric Utility must receive an authorized electrical inspector's certificate of approval stating that the wiring complies with the state electrical code before furnishing electrical service.

Stillwater Electric Utility is not required to inspect Customer wiring installations or equipment as to safety, suitability, or compliance with codes. Stillwater Electric Utility may refuse to connect or disconnect service to any installation which does not comply with these service rules or which may be dangerous to persons or property.

**5.1.3. CONTINUITY OF SERVICE**

- A.** The Stillwater Electric Utility goals are to provide continuous electric service, to restore service interruptions promptly, and to maintain its facilities with minimum inconvenience to customers.
- B.** Stillwater Electric Utility does not guarantee to supply continuous service or to maintain standard voltage or frequency at all times.
- C.** It shall be the responsibility of the consumer to install and maintain devices which will protect the consumer's equipment during abnormal service conditions or the failure of part or all of the electric service.

- D.** Stillwater Electric Utility reserves the right to suspend service without notice to a consumer for such periods as may be reasonably necessary in order to make repairs to or changes in the Stillwater Electric Utility's facilities. When conditions permit, an attempt will be made to notify affected consumers prior to a planned outage insofar as is practicable.

#### **5.1.4. QUALITY OF SERVICE**

- A.** Stillwater Electric Utility will strive to operate its electric system so that the quality of the electric service is consistent with normal, utility standards. However, Stillwater Electric Utility does not represent that this quality level will result in a pure, smooth sine wave voltage, without spikes or dips, as required by some electronic equipment.
- B.** The Customer is responsible for supplying his own internal power conditioning equipment, as required, when his electronic equipment is unable to tolerate the voltage waveform aberrations which occur on the electric supply system.

#### **5.1.5. LIABILITY FOR ELECTRICAL EQUIPMENT DAMAGE**

- A.** Stillwater Electric Utility will not be liable for any service interruption, irregularity, or any other cause or abnormality not caused by the sole negligence of Stillwater Electric Utility.
- B.** In arriving at the determination of whether negligence was involved, accidents, acts of God, acts of terrorism, and other failures beyond the control of Stillwater Electric Utility shall not be considered as negligence.

#### **5.1.6. CHARACTERISTICS, TYPES AND AVAILABILITY OF ELECTRIC SERVICE**

- A.** The electric service supplied by Stillwater Electric Utility is alternating current with a nominal frequency of 60 Hertz (or cycles per second).
- B.** It is the policy of Stillwater Electric Utility that voltage levels within plus or minus five percent (+/-5%) of the nominal system voltage shall be acceptable.
- C.** Each customer shall be provided with only one service voltage. Any exceptions must be approved by Stillwater Electric Utility and comply with Section 5.3 below.
- D.** Standard service types available from Stillwater Electric Utility are listed below. All standard service types include a grounded neutral conductor. Not every voltage is available at every location.

<b>Type</b>	<b>Nominal System Voltage</b>	<b>Application</b>	<b>Capacity</b>
1	120-Volts	Single phase, 2-wire	30 Amp max.
2	120/240-Volts	Single phase, 3-wire	Up to 167 kVA
3	120/208-Volts	Single phase, 3-wire	200 Amp max.
4	120/208-Volts	Three phase, 4-wire	25 to 750 kVA
5	277/480-Volts (OH)	Three phase, 4-wire	75 to 500 kVA
5	277/480-Volts (UG)	Three phase, 4-wire	45 to 2500kVA
6	7,200/12,470-Volts	Three phase, 4-wire	Consult Utility

- E. Service type (3) may only be made available for individually metered loads in multiple-occupancy buildings. These loads must be supplied from a service type (4) system and be balanced.
- F. The following non-standard service types are being phased out of use on the Stillwater Electric Utility system. However, they still exist at some locations and may be available in some cases with special approval. These service types are only available from overhead construction.

Type	Nominal System Voltage	Application	Capacity
7	240-Volts	Three phase, 3-wire	Up to 300 kVA
8	120/240-Volts	Three phase, 4-wire	Up to 300 kVA
9	480-Volts	Three phase, 3-wire	Above 75 kVA

#### 5.1.7. UNUSUAL CAPACITY REQUIREMENTS

Large power installations may require an extensive increase in the Stillwater Electric Utility distribution or transmission system which may take considerable time to complete. Such projects must be discussed with Stillwater Electric Utility well in advance to provide ample time for contract arrangements and construction of Stillwater Electric Utility facilities to meet the customer's start-up requirements.

#### 5.1.8. ADDITION TO EXISTING LOADS

The customer shall give Stillwater Electric Utility reasonable notice of substantial load increases (permanent or temporary) which require a larger transformer, service, or meter. This notice will enable Stillwater Electric Utility to change out its equipment, preventing poor service or burned-out transformers and meters. Customer failing to notify Stillwater Electric Utility may be charged for the replacement cost of damaged Stillwater Electric Utility equipment.

#### 5.1.9. SERVICE CONNECTIONS

Stillwater Electric Utility will make all service connections to its electric distribution system. Connection or alteration of Stillwater Electric Utility's electric service or other equipment is prohibited unless specifically authorized by Stillwater Electric Utility.

#### 5.1.10. CUSTOMER OR PUBLIC ATTACHMENTS

- A. The City prohibits unauthorized attachment of wires, guys, signs, clothes lines, antennas, fences, etc. to its poles, pedestals, pad-mounted transformers, or other structures.
- B. Attachment of communications circuits such as telephone, cable television, other communications media, or electric lines may be made, provided that a joint use agreement has been entered into between the City and those desiring to make such attachments. Said attachments shall conform to the requirements of the latest edition of the National Electrical Safety Code and additional requirements, if any, by the City.

**5.1.11. LOCATING OF UNDERGROUND ELECTRIC FACILITIES**

- A.** To prevent service interruptions, personal injury, and property destruction resulting from damage to underground facilities during excavation, Oklahoma state law requires notification of utilities at least forty-eight (48) hours, excluding Saturdays, Sundays, and legal holidays, prior to the commencement of any excavation. Notification shall be made through the Oklahoma One-Call system at 1-800-522-6543 or by simply dialing 8-1-1.
- B.** Upon receiving such notice, the City shall advise the excavator of the type of facilities and their approximate location, if any, located in the proposed excavation area.
- C.** Stillwater Electric Utility will designate the approximate location of existing underground electrical facilities with red colored markings. Approximate location of facilities is defined by the Oklahoma Underground Facilities Damage Prevention Act as a strip of land two (2) feet on either side of the utility's marks.
- D.** The excavator shall undertake the excavation only after the City and other affected utilities have marked the locations of underground facilities within ten (10) days of making the initial locate request.
- E.** In the event of damage to an underground utility facility, the excavator shall stop excavation and immediately notify the City of the location and extent of the damage. The excavator shall be responsible for the cost of repairing damaged facilities in the event of:
  - 1) Damage to correctly located underground facilities,
  - 2) Damage to facilities in areas where locations were not requested,
  - 3) Damage to facilities that were requested in excess of 10 days prior to excavation.
- F.** Excavators contracted by the City on public infrastructure projects shall be solely responsible for complying with the Oklahoma Underground Facilities Prevention Act.
- G.** Developers or others responsible for the installation and maintenance of underground utilities within new subdivisions prior to their dedication to the City who is not required to be registered with the Oklahoma One-Call System shall be contacted individually to mark or otherwise locate these facilities.

**5.1.12. EXCLUSIVE USE**

- A.** The customer's electrical service from the City shall be exclusive. The City does not allow customers to have service connections from other electric utilities to the same premises served by Stillwater Electric Utility.
- B.** Nothing in this section shall prevent an individual consumer from installing his own generation or power producing equipment (cogeneration, wind generators, diesel generation, etc.) However, the consumer shall not connect any such equipment in parallel with the Stillwater Electric Utility electrical system without permission. As a minimum, the City will require the following:
  - 1) Verification that the generation system has been designed and installed under the direction of a registered professional electrical engineer.
  - 2) The existence of a signed contract concerning at a minimum the operation, liability,

power interchange, and responsibility of the parties involved with the interconnection and the City.

- C. Auxiliary, Breakdown, or Supplementary Service as furnished by the City is not to be connected or operated in parallel with a consumer's generating equipment except when such operation is provided for by a special contract.
- D. Parallel operation of qualified customer-owned renewable energy generators up to a maximum rating of 100 kW is allowed if a customer enters into a Net Metering Interconnection Agreement with the City.

**5.1.13. CUSTOMER CHARGES**

The Board of Trustees of the SUA may from time to time establish by resolution infrastructure fees or aid-to-construction charges for utility services in addition to the fees and charges described herein. When established, such fees or charges will be filed with the office of the city clerk, for the City of Stillwater, and the same shall be hereby adopted and incorporated by reference as fully as if set out at length herein.

**5.1.14. ADDITIONAL INFORMATION**

<b>Subject</b>	<b>Contact</b>	<b>Phone Number</b>	<b>Location</b>
Electric Rates or Applications for Service	Customer Service	<b>742-8250</b>	City Hall 723 S. Lewis
Permits, Inspections, or Applicable Building Codes	Development Services	<b>742-8220</b>	City Hall 723 S. Lewis
Service Installations, Service Availability, or Transformer Locations	Stillwater Elect. Utility	<b>742-8230</b>	Main Office 411 E. 3 <sup>rd</sup>
After-hours Power Outage or City Utility Emergency	Boomer Lake Station	<b>372-3292</b>	BLS #1 BLS Dr.

**5.1.15. DEFINITIONS**

The following definitions are added here for use with this section of the Rules of Utility Service.

AUXILIARY, BREAKDOWN, OR SUPPLEMENTARY SERVICE is that electric service supplied by the City which is used to augment the normal electric service that the consumer secures from another source. This service is available to the consumer in the event of failure of the consumer's normal source, or to relieve, sustain, or reinforce the consumer's normal source.

CUSTOMER means a land owner, tenant or occupant who has entered into a service agreement with the SUA to receive electric service.

DEVELOPER means a land developer, land owner or business owner who is developing or redeveloping a land use project or expanding or remodeling an existing land use that requires the extension or expansion of electric service.

PROVIDE means to furnish and install.

SERVICE DROP means the overhead service conductor from the last pole or other aerial support, to and including the splices, if any, connecting to the service entrance conductors at the

weatherhead, building, or other structure on the premises.

SERVICE ENTRANCE CONDUCTORS means the conductors between the terminals of the service equipment and a point usually outside the building, clear of building walls, where they are joined by tap or splice to the service drop. The service entrance conductors are installed, owned, and maintained by the customer.

SERVICE ENTRANCE CONDUCTOR RACEWAY means the conduit that encloses the service entrance conductors.

STILLWATER ELECTRIC UTILITY or SEU means the division of the Stillwater Utilities Authority responsible for electrical service. In this Section, **SEU**, **Utility** and **City** are used interchangeably.

STILLWATER UTILITIES AUTHORITY or SUA, means a trust created by the City of Stillwater to oversee the operation of the water, wastewater, and electric utilities for the City.

SYSTEM EXTENSION means the addition of primary and/or secondary electric facilities to serve new customers or enhance facilities serving existing customers. These additional facilities may include construction required at the customer's location as well as other locations within the electric system where improvements are necessary to provide or enhance service to a customer.

UNDERGROUND SERVICE means the service conductors installed underground between the utility secondary and the first point of connection to the customer service entrance conductors. This termination point may be a meter base, a terminal box, or other enclosure with adequate space, located outside the building wall. On existing customers where there is no terminal box, meter, or other enclosure with adequate space, the point of connection is considered to be the point of entrance of the service conductors into the building.

UNDERGROUND SERVICE RACEWAY means the conduit which encloses the underground service conductors from the pedestal, transformer, or riser pole to the customer's meter base or junction box.

UNMETERED ELECTRIC POWER is any electricity which has not passed through an authorized utility metering device before being used by a consumer.

TARIFF means inclusion of every rate schedule, or provision thereof, and all terms, conditions, rules, and regulations for furnishing utility service.

## **CHAPTER 2** **CITY EQUIPMENT ON CUSTOMER PREMISES**

### **5.2.1. GENERAL**

The City shall have the right to install its equipment on the Customer's premises as required to supply adequate service. All such equipment shall remain the City's property and will be removed when service is discontinued.

### **5.2.2. ACCESS TO CITY EQUIPMENT**

The City shall have the right of access to its equipment for inspection, maintenance, and

restoration of service. The City will attempt to give advanced notice of the need for access when possible, but may not be able to do so during emergencies.

### **5.2.3. ENCLOSURE OF CITY EQUIPMENT**

The customer shall not erect fences, walls, or other constructions nor shall the customer plant shrubbery, trees, or bushes which would limit access to transformers, junction boxes, or other equipment on the customer's property. This section shall specifically prohibit the erection of such items around transformers which would limit ventilation to the transformers or provide an enclosure for the accumulation of debris around the transformer.

**Exception:** A commercial customer may request a variance to install a screen wall on no more than three sides of a transformer location. Such variances must be approved by the Director of Electric Utility in advance. Stillwater Electric Utility may require screen walls to have removable sections or gates to comply with the requirements of section 5.2.5 below.

### **5.2.4. CUSTOMER PAINTING OF CITY EQUIPMENT**

- A.** Customers, property owners, or residents of a property shall not be permitted to paint, decorate, or otherwise modify the finish of Stillwater Electric Utility overhead or underground distribution equipment located on private or public property without prior approval of SEU.
- B.** The only exception to this rule shall be that the meter base and underground riser conduit located on the customer's building may be painted by the customer to conform to the customer's building color scheme without prior approval of SEU. However, the customer shall not paint the glass or any other part of the electric meter itself.

### **5.2.5. PAD-MOUNT TRANSFORMER LOCATIONS**

In areas other than residential subdivisions, customer shall provide a Stillwater Electric Utility approved location on his premises outside the utility easement that is adequate for the transformer's installation. Customer shall furnish a site plan or drawing to Stillwater Electric Utility that establishes the exact location of the transformer slab with respect to known points. The location shall provide for the following:

- A.** Ready accessibility to transformer both vertically and horizontally.
- B.** Allow close approach with Stillwater Electric Utility truck (within eight feet (8') of a hard driving surface fifteen feet (15') wide minimum).
- C.** Separation of ten feet (10'), or more, from combustible walls, building overhangs, or building openings.
- D.** Slab located a minimum of three feet (3') from the walls of non-combustible building structures, provided that the ten foot clearance from building openings in 5.2.5.C is met, and provided that a reasonable wall clearance is left for air circulation and access to the back of the transformer along the wall.
- E.** For purposes of definition of this section, building openings shall be defined to include doors, windows, air vent penetrations, or any other opening which would allow flames to

penetrate an otherwise non-combustible wall.

- F. Allowance for eight feet (8') of clearance in front of transformer's doors. If possible, doors shall face away from buildings or other structures.
- G. Protection by use of concrete-filled bollards around transformer where it is exposed to vehicular traffic.

### **CHAPTER 3** **CUSTOMER ELECTRICAL SERVICES**

#### **5.3.1. RESPONSIBILITY**

Except as provided within these Terms and Conditions, the City will design, construct, own and maintain all extensions of its electric distribution system. The City will make all service and secondary connections on the electric distribution system. Rules governing electric services are established herein.

#### **5.3.2. APPLICATION FOR SERVICE**

- A. Application for service shall be in writing and shall be made well in advance of the date service is desired to be available, in order to permit Stillwater Electric Utility to plan and schedule its work to provide adequate service. No electrical or building permits will be issued until Stillwater Electric Utility is satisfied that the proposed service will comply with these Rules of Utility Service.
  - 1) **Individual Home or Subdivision:** Home builders or developers should consult with Stillwater Electric Utility as soon as possible in the planning stage to determine the availability and location of electric service.
  - 2) **Commercial Service:** A Commercial Service Request Form shall be submitted to, evaluated and accepted by the Electric Distribution Division, 411 E. 3<sup>rd</sup> Ave., for both new construction and modification to existing services.
- B. A single application for service cannot be made to apply to different locations, nor to cover more than one point of delivery at the same location to be used by the same customer, unless the City determines that the physical or electrical characteristics of the facility served requires more than one point of delivery according to good engineering and operating practices.

#### **5.3.3. CUSTOMER'S WIRING SYSTEM**

All electrical wiring and apparatus connected or to be connected to the City's electric distribution system shall be at the customer's expense and shall be installed and maintained by the customer.

#### **5.3.4. POINT OF DELIVERY OF ELECTRIC SERVICE**

The consumer may request a particular location for the electrical service entrance but the location must be approved by an authorized representative of Stillwater Electric Utility. If for a technical or code related reason the service cannot be supplied at that point, the Stillwater Electric Utility representative shall explain the problem, and a mutually agreed location will then be determined.

**5.3.5. OVERHEAD SERVICE DROPS**

- A. City Responsibility:** Stillwater Electric Utility installs, owns, and maintains an overhead service drop to a suitable point of support on the customer's premises.
- B. Location:** Overhead service conductors shall not be run along the exterior faces of buildings supported by insulators or other devices. Service conductors shall not be installed in violation of clearances specified in applicable sections of the National Electric Code or National Electrical Safety Code.
- C. Minimum Capacity:** No service connection of less than three wires shall be made to a consumer's single phase electric installation consisting of more than two circuits.
- D. Tree Clearance on Private Property:** Maintenance of the service drop does not include necessary tree trimming on private property along the service drop path. Trimming on private property is the responsibility of the property owner. A clear line-of-sight path from the pole to the service attachment point must be provided before a new or replacement service will be installed.

With adequate notice, Stillwater Electric Utility will make arrangements to lower and reinstall the service drop so that the owner's tree contractor can perform necessary trimming or tree removal. If Stillwater Electric Utility performs this work during normal working hours, there will be no charge to the customer for the work. If the work is done before or after normal working hours, the customer will be charged for a service call each time the crew comes to the location.

- E. Overhead Service Repair Costs:** For the first such occurrence, Stillwater Electric Utility will repair and/or replace an overhead service drop which has been damaged by tree contact. The customer shall be informed of the tree clearance problem and asked to correct it. Thereafter, if the service drop is again damaged by tree contact due to the property owner's failure to provide adequate tree clearance, Stillwater Electric Utility reserves the right to bill the customer/ owner for the actual costs associated with the repair of service drop. Such costs shall include the labor and material expenses incurred by Stillwater Electric Utility for the repair operation.

**5.3.6. UNDERGROUND SERVICE**

Stillwater Electric Utility installs, owns, and maintains underground secondary and primary voltage service conductors to a suitable point of termination on the customer's premises in accordance with rules established in Section 5.6.

**5.3.7. EXTENSION OF CUSTOMER'S UTILITY SYSTEM**

A customer shall not be permitted to extend his electric utility installation over, under, or across space dedicated for public use in order to obtain service at a lower rate for adjacent property, unless such extension is made pursuant to a special contract or filed rate schedule.

**5.3.8. SINGLE PHASE AND THREE PHASE SERVICE TO RESIDENTIAL CUSTOMERS**

- A.** Stillwater Electric Utility's standard service to residential consumers shall be single phase, 120/240 volt power.

- B. In existing residential areas which previously contained three phase power for air conditioning, three phase 120/240 power may still be available. This type of service requires pole mounted transformer installations. However, three phase residential services are being removed and discontinued whenever possible.
- C. If an existing three phase residential service requires repair or replacement, and the three phase power is still needed, the consumer shall arrange for all single and three phase service to be taken through one, three phase meter.
- D. Any motors installed on residential three phase services must comply with the requirements of Section 5.5, below.
- E. Three phase power is not available in areas served by underground residential distribution systems.

### **5.3.9. UTILITY METHODS OF SUPPLYING ELECTRIC SERVICE**

#### **5.3.9.1. MOBILE HOME PARKS**

- A. Electric service shall be provided by Stillwater Electric Utility through individual meters at each space within the mobile home park. Each space shall be billed separately under the appropriate residential rate schedule.
- B. The owner of the mobile home park shall furnish and install the necessary service equipment at each mobile home lot or location. The type and construction of the service equipment shall be as approved by Stillwater Electric Utility; however, Stillwater Electric Utility is not responsible for the sizing or capacity of the owner-installed service equipment.
- C. The construction of the distribution system within the mobile home park shall be as defined in Section 5.6.

#### **5.3.9.2. MULTIPLE DWELLING UNITS, APARTMENT COMPLEXES**

- A. Electric service shall be provided by Stillwater Electric Utility to all new-construction multiple dwelling units, apartment complexes, or similar residential units through individual meters for each dwelling unit. The billing for each dwelling unit shall be under the Residential Rate Schedule.
- B. Cases in which groups of apartments are supplied through a single meter still exist on the Stillwater Electric Utility system. These installations shall be considered grandfathered in and shall remain as is.
- C. Service extensions to multiple dwelling structures shall be provided under terms defined in Section 5.6.

#### **5.3.10. COMMERCIAL RATE CUSTOMERS; SINGLE AND THREE PHASE**

Commercial rate customers may be served with single phase or three phase power, as requested by the customer, subject to the following provisions:

- A. Single phase service shall be available for single phase motors subject to the provisions in Chapter 5, below.

- B. Three phase service shall be available for three phase motors rated for 5 horsepower or more, subject to provisions of the Standard Extension Policy, Chapter 6, below.
- C. Three phase service for motors smaller than 5 horsepower, at locations where three phase service is available, may be provided by Stillwater Electric Utility subject to the payment conditions of the Standard Extension Policy.
- D. When three phase service is furnished, the customer shall arrange his wiring so that all single phase and three phase service can be taken through one, three phase meter.

**5.3.11. BILLING FOR MULTIPLE ELECTRIC SERVICES**

- A. If Stillwater Electric Utility is requested to furnish two or more metering installations for one customer, each such installation shall be considered as a separate point of service and charges shall be calculated separately for each.
- C. If Stillwater Electric Utility determines that it is in the best interest of the electric utility that the customer be served with multiple metering points, and if such service configuration is in keeping with good engineering and operating practices, then this rule (5.3.11.A) may be waived.

**CHAPTER 4**  
**METERS**

**5.4.1. GENERAL**

- A. All meters shall be furnished, installed, and maintained by Stillwater Electric Utility.
- B. All meter bases and meter enclosures shall be furnished by Stillwater Electric Utility and installed by the customer. This equipment shall remain the property of the City.

**5.4.2. METER LOCATION**

- A. Meters and associated equipment shall be placed outside in accessible, non-hazardous locations. They shall not be located where subject to damage, vibration, excessive dust, chemical vapors, or corrosive liquids.
- B. Meters bases shall be installed so that the center of the meter will be located from 4-1/2 feet to 5 feet above the finished grade at the meter location.
- C. Meters for new residential dwellings will not be installed on the front of the building unless builder/owner agrees to such location in writing.

**5.4.3. SELF-CONTAINED METER INSTALLATION**

- A. On new buildings and during remodeling of existing buildings involving the electrical services, all meter bases shall be installed or relocated outside for loads of 200 amps and less.
- B. The meter base shall be installed on the source side of the service disconnect equipment.

**5.4.4. INSTRUMENT TRANSFORMER METERING INSTALLATIONS**

- A. Services involving loads of greater than 400 amps or voltages exceeding 500 volts (line to line) require instrument transformer metering systems. These systems require the installation of a meter base and conduit for metering conductors to the instrument transformer location.
- B. Multiple occupancy buildings with tenants that require both single phase and three phase services may also require instrument transformer metering. These applications will typically require the customer to provide a junction box for the instrument transformers on the building exterior.
- C. Stillwater Electric Utility will furnish the meter base. The consumer will install the meter base and provide conduit for the metering conductors. In cases when these systems require a junction box, the consumer shall provide a City-approved junction box at a mutually agreeable location. All metering wiring and connections will be done by Stillwater Electric Utility.

**5.4.5. RELOCATION OF METERS**

The City may relocate any meter at its option and expense.

**5.4.6. PULSE OUTPUTS**

Upon request, the City can provide meter pulse outputs at the meter location. The customer shall pay any applicable difference in cost for the utility to provide a meter with pulse output capability. Customer is responsible for all wiring beyond the meter location. Terminations at the meter location shall be made by utility staff.

**CHAPTER 5**  
**MOTORS AND SPECIAL REQUIREMENTS EQUIPMENT**

**5.5.1. GENERAL**

Many types of electric equipment adversely affect the quality of electric service. Close consultation by the consumer with Stillwater Electric Utility will be required before such equipment is connected, or when it is necessary to remedy an unsatisfactory condition on Stillwater Electric Utility's system.

**5.5.2. MOTORS - ALLOWABLE STARTING CURRENTS**

- A. The following motors may be started across the line if the starting current (which is the locked rotor current of the motor at name plate voltage) does not exceed the limits given below. Groups of motors starting simultaneously shall be classed as one motor.

<b>Application</b>	<b>Nominal Nameplate Voltage</b>	<b>Maximum Locked Rotor Current</b>
Single phase	120-Volt	50 Amps
Single phase	208 or 240-Volt	200 Amps
Three phase	208, 240, or 480-Volt	200 Amps

- B. Larger across-the-line starting currents than those stated above may be permitted where - Stillwater Electric Utility's facilities are adequate and the frequency of motor starts is such that other consumers' service will not be adversely affected. Upon request of the consumer,

Stillwater Electric Utility will make individual studies to determine the maximum allowable starting current for each specific installation and if necessary recommend a motor starting device.

- C. When part-winding, wye-delta, auto transformer, or resistor-type motor starting devices are required; closed-transition transfer from the starting to running conditions must be used unless an open-transition type starter is specifically approved.
- D. In the case of thermostatically controlled air conditioning or heat pumping equipment, a time delay device to prevent simultaneous starting of the compressor motor and associated fan motors is an acceptable method for reducing the locked rotor starting currents to acceptable values.

### **5.5.3. INTERMITTENT ELECTRIC LOADS**

Electric equipment such as spot and arc welding machines, x-ray machines, arc-furnaces, elevators, dredges, locomotives, shovels, feed grinders, etc., whose use of electricity is intermittent and subject to violent fluctuations may be served with other electrical loads or by a transformer dedicated solely to that equipment and served as a separate account. Except for individual transformer type arc welders whose rated primary input current does to exceed 15 amperes at 120 volt operation or 30 amperes at 240 volt operation (38 amperes if consumer is served by an individual transformer), all consumers contemplating the installation of such equipment must make specific prior arrangements with Stillwater Electric Utility.

### **5.5.4. INTERFERENCE PRODUCING EQUIPMENT**

- A. In the event that any consumer operates or connects any electrical device to his electric system which causes an interference, noise, distortion of the 60 Hz sine wave, or other disturbance on the Stillwater Electric Utility electric system which results in a disruption, disturbance, or interference to the utility, its consumers, or a communication company or its consumers, Stillwater Electric Utility will:
  - 1) Require the consumer causing the problem to take corrective measures by installing suitable or special equipment necessary to eliminate or reasonably limit such adverse effect, or
  - 2) Install, at the consumer's expense, equipment specifically designed to reasonably limit such adverse effect(s).
- B. The consumer causing the problem shall bear all expenses necessary to eliminate the adverse conditions or be subject to disconnection of service after written notice so that other consumers are not deprived of the quality of service provided prior to the existence of the problem. Where Stillwater Electric Utility believes that the condition creates a hazard to the public, the utility, or the property, the disconnection may be made without prior notice. However, Stillwater Electric Utility will notify the consumer as soon as practical after the disconnection.

### **5.5.5. HARMONICS**

In 60 Hz electric power systems, a harmonic is a sinusoidal component of the 60 Hz fundamental wave having a frequency that is an integral multiple of the fundamental frequency of 60Hz. "Excessive harmonics" in this section, shall mean levels of current or voltage distortion at the

connection between the customer and Stillwater Electric Utility that exceed the levels recommended in IEEE Standard 519-1992, subsection (f)(1) (IEEE Recommended Practices and Requirements for Harmonic Control in Electric Power Systems) or any successor standards.

- A. In addressing harmonic problems, the customer and Stillwater Electric Utility will implement, to the extent reasonably practicable, and in conformance with prudent operation, the practices of IEEE Standard 519.
- B. After receipt of notice by a customer or communications provider that it is experiencing problems caused by harmonics, Stillwater Electric Utility will determine whether the condition constitutes excessive harmonics. If so, Stillwater Electric Utility will investigate and determine the cause of the excessive harmonics.
- C. If the excessive harmonics are caused by the customer, Stillwater Electric Utility will provide written notice to the customer causing the excessive harmonics. The notice shall provide two options to cure the problem:
  - 1) Stillwater Electric Utility may cure the problem by working on the customers' electric facilities at a mutually agreeable time and charge the investigation and repair costs to the customer.
  - 2) The customer may elect to cure the problem at its option and its cost, within a reasonable time approved by Stillwater Electric Utility.
- D. Failure of the customer to remedy the problem may require Stillwater Electric Utility to disconnect the customer's service. In the event that the customer refuses to allow Stillwater Electric Utility to remedy the problem and the customer does not stop creating excessive harmonics within the time period specified, Stillwater Electric Utility will disconnect the customer's service until such time as the correction has been completed. Prior to disconnecting the service, Stillwater Electric Utility will provide written notice of its intent to disconnect at least five working days before doing so.

## **CHAPTER 6** **SYSTEM EXTENSION POLICY, EASEMENTS & RIGHT OF WAY AND SERVICE CONNECTIONS**

### **5.6.1. GENERAL**

- A. **Applicability:** Stillwater Electric Utility's System Extension Policy governs the extension and furnishing of electrical service to its customers. The System Extension Policy shall be considered in conjunction with the provisions of Stillwater Electric Utility's various rate schedules and other provisions of these Terms and Conditions.
- B. **Philosophy:** The basic philosophy of Stillwater Electric Utility is to provide the best possible service to the consumer at the most reasonable investment. All applicable options shall be given consideration when applying the extension policy.
- C. **Authority:** This document supersedes all previously issued directives concerning the extension policy. The application of the extension policy to the various situations and types of consumers shall be as outlined below.
- D. **Responsibilities:** After the final grade has been established, the developer requesting an

electric system extension shall be responsible for performing the trenching, providing and placing the conduit, bedding and warning tape and performing the backfilling and compaction of the trench within and immediately adjacent to their development. All work performed and materials provided by the developer shall be in accordance with SEU standards and as shown on the system extension plan. SEU shall be responsible for providing and installing the conductor (wire), junction boxes, transformers and any other equipment necessary. SEU shall provide the developer with a schematic system extension plan showing the locations of the conduit, junction boxes, transformers and all other necessary equipment. If for whatever reason SEU is unable to pull the conductor wire through the conduit, it shall be the developer's responsibility to correct the problem at their expense during the warranty period. Equipment that has to be reset due to trench subsidence shall be reset by SEU at the developer's expense. Any portion of a system extension that is not within or immediately adjacent to the development shall be the full responsibility of SEU subject to funding availability.

### 5.6.2. EASEMENTS & RIGHT OF WAY

- A. Easement:** The developer shall furnish a written easement for the location of Stillwater Electric Utility service facilities upon, over, or under the developer's premises.
- B. Non-Owner Developer:** In the event that the developer is not the owner of the premises occupied by him, such developer shall be required to obtain from the property owner, or owners, the necessary easement for the installation, maintenance, and operation of Stillwater Electric Utility's service facilities on or under said premises.
- C. Developments:** In any real estate development where in Stillwater Electric Utility is requested or desires to install underground distribution facilities for service to existing and future consumers located therein, and the dedicated utility easements are found to be insufficient for such installations, the property owner/developer shall, upon request, furnish any additional easements required for such installations by Stillwater Electric Utility. The particular requirements and placements of equipment within an easement in an underground distribution area are explained in the City Code.
- D. Obligation to Serve:** The City's obligation to render service to a customer/developer is contingent upon the City's ability to secure the necessary rights of way and/or easements for its facilities across intervening properties at a cost which in its judgment is reasonable. The customer/developer shall be required to pay any such right of way costs in excess of that amount which the City determines to be reasonable.

### 5.6.3 OVERHEAD DISTRIBUTION SYSTEM; OVERHEAD SERVICE FROM OVERHEAD DISTRIBUTION SYSTEM

- A. Standard Overhead Electric Service:** The standard overhead electric service, as used herein, is one utilizing overhead conductors and not requiring support other than the line pole from which the service is taken and one standard service support for each wire or cable at the premises to be served. In cases where the premises cannot be served by a standard overhead service, other arrangements with Stillwater Electric Utility will be required.
- B. Location and Support for Service Drop:** The standard service support at the premises for the service drop shall be provided by the consumer. The point of attachment for a service drop to the premises shall be at least ten feet above the ground and at a point designated by authorized employees of Stillwater Electric Utility. The service drop location will be chosen

to meet the minimum clearance requirements of the National Electrical Safety Code as adopted by the City of Stillwater and to allow Stillwater Electric Utility to provide the service in the most cost efficient manner. In the case of a building which is not of sufficient height for conductors to be attached at least ten feet above the ground or the building is of other than wood construction, the consumer shall provide an adequate support mounted on the building to which the service drop may be attached.

- C. Service Entrance Conductor:** Service entrance conductor raceways are to be terminated on the exterior of the building at a point six inches or more above the service drop attachments to prevent the entrance of moisture into the service cables. The service entrance and the service drop conductor connections are to be made at a point below the level of the rain tight service head.

The consumer's service entrance conductors shall extend not less than 36 inches outside the service head to permit connection to the service drop when self contained meters are used. Where current transformer metering is required conductor length shall be a minimum of 48" beyond the weatherhead to accommodate the mounting of current transformers.

Service entrance conductors shall be carried in approved raceways or approved service entrance cable, and the distance to the service equipment shall be as short as possible.

#### **5.6.4. SINGLE PHASE UNDERGROUND SECONDARY SERVICE FROM OVERHEAD DISTRIBUTION SYSTEM**

Single phase underground secondary service from an overhead distribution system shall be installed by Stillwater Electric Utility (if economically feasible), at the request of the customer, in accordance with the provisions set forth below. The customer shall provide any easements necessary. If the length of the secondary circuit or service lateral, or the size of the load (generally any load in excess of 400 amperes), makes a secondary extension technically impractical, underground service shall be installed in accordance with Chapter 8.

##### **5.6.4.1. NEW RESIDENTIAL CUSTOMER - UNDERGROUND SERVICE TO A SINGLE METER OR MULTIPLE METER GROUP**

- A.** Stillwater Electric Utility will install and maintain the underground service lateral conductor and required conduit on the property from a pole or service pedestal located at or near the property line, to a location designated by Stillwater Electric Utility on the building, or to such other point of service as approved by Stillwater Electric Utility, provided soil, available minimum side-lot width, or other conditions do not make underground construction economically unfeasible for Stillwater Electric Utility.
- B.** The building contractor shall install the standard meter base furnished by Stillwater Electric Utility and the service lateral conduit (furnished by the contractor) to Stillwater Electric Utility's specifications from the meter base down to a point at grade level below the meter location. The customer's conduit shall terminate at the top of the 90° elbow provided by Stillwater Electric Utility.

If special, combination-type meter base/pedestals with receptacles and breakers are preferred by the owner of a mobile home park development; the owner shall purchase and install the special bases at their expense only after approval by Stillwater Electric Utility. The special meter base/pedestals shall remain the property of the mobile home park owner. Repair and maintenance of the pedestals shall be at the expense of the mobile home park owner.

- C. Installation of meter bases on riser poles is not permitted on new services. Where these installations exist, the point of delivery is defined as the line side of the meter base and the customer is responsible for all maintenance beyond that point.
- D. For underground service provided in accordance with this section, the customer shall pay to Stillwater Electric Utility the following amounts in addition to the connection fee:
  - 1) For services less than or equal to 150 feet, there is no additional charge to the customer.
  - 2) For services longer than 150 feet, the customer shall be charged an amount calculated as follows: the total cost of the service lateral or secondary conductors, including raceway and trenching provided by Stillwater Electric Utility on the customer's premises, will be divided by the total trench footage of the service and then multiplied by the trench footage in excess of 150 feet.
- E. When an obstruction has been installed, placed or planted after the initial underground installation, and maintenance requires access to a cable circuit or conduit under the obstruction, the customer shall:
  - 1) Permit utility access to the premises;
  - 2) Pay the cost of removing and replacing the obstruction;
- F. If side-lot widths along the service path are less than 12 feet, the customer shall provide the entire trench, sand and backfill for underground service. The trenching must be coordinated with Stillwater Electric Utility.

**5.6.4.2. NEW CUSTOMER - UNDERGROUND SERVICE TO FIVE OR MORE INDIVIDUALLY METERED LOCATIONS**

- A. Single phase, 120/240 volt, underground service from the overhead distribution system shall be furnished in accordance with 5.6.4.1. to five or more contiguous:
  - 1) Residential lots in a development;
  - 2) Mobile home park spaces;
  - 3) Dwelling units in an apartment house; or
- B. Single phase, 120/240 volt secondary service shall, at the option of Stillwater Electric Utility, be provided underground as set forth above to one or more contiguous locations on the periphery of a development, where the service laterals are underground.

**5.6.4.3. EXISTING CUSTOMER - REPLACE OVERHEAD SERVICE TO A SINGLE METER WITH UNDERGROUND**

- A. In each case where the size and condition of the existing overhead service drop is adequate for expected loads, and the customer requests that service facilities be relocated underground, Stillwater Electric Utility will maintain the service lateral on the property from a pole or service pedestal located at or near the property line to a location designated by Stillwater Electric Utility on the building, or such other point of attachment as approved by

Stillwater Electric Utility, provided soil or other conditions do not make underground construction economically unfeasible for Stillwater Electric Utility.

- B.** The customer's contractor shall perform the necessary trenching, provide and place the electric conduit, bedding and warning tape and perform the backfilling and compaction of the trench as required for installation of the service lateral. The service lateral conduit shall be placed four (4) feet below the final finished grade. The customer's contractor shall also install, to Stillwater Electric Utility's specifications, Stillwater Electric Utility owned meter base and the service lateral conduit (furnished by contractor) down the wall to the underground conduit. If for whatever reason SEU is unable to pull the conductor wire through the conduit, it shall be the customer's contractor's responsibility to correct the problem at their expense.

**5.6.5. THREE PHASE UNDERGROUND SECONDARY SERVICE FROM OVERHEAD DISTRIBUTION SYSTEM**

If three phase underground secondary service from an overhead distribution system is requested, such request shall be considered under Chapter 3. If, under the provisions of such sections, it is determined that three phase service is to be furnished, it shall be installed in accordance with Chapter 5.

**5.6.6. SERVICE LATERAL CONNECTION FEE**

For all new residential (one- and two-family) service laterals, the customer or building contractor shall pay the following service lateral connection fee when payment is made for the building permit:

200 AMP Service    \$400 per meter  
320 AMP Service    \$700 per meter

If the 12-foot rule (section 5.6.4.1.F.) is applies and/or the customer's contractor performs the excavation, provides and places the sand bedding and warning tape and performs the trench backfill and compaction, the service lateral connection fee shall be reduced to:

200 AMP Service    \$175  
320 AMP Service    \$425

For upgrades to existing residential (one- and two-family) service laterals, the customer, electrician or building contractor shall pay the following service lateral connection fee when payment is made for the building or electrical permit:

Upgrade to 200 AMP Service    \$150  
Upgrade to 320 AMP Service    \$480  
Upgrade above 320 AMP Service    Requires CT metering. The fee will be established based on the specific requirements of each individual request. The fee will be equal to the cost of all materials necessary to make the requested upgrade.

For conversions of an existing residential overhead service lateral to an underground service lateral the customer, electrician or building contractor shall pay a fee of \$150 when payment is made for the building or electrical permit. If the conversion from overhead to underground includes an upgrade, the applicable upgrade fee shall apply in place of the conversion fee.

**CHAPTER 7**

**UNDERGROUND DISTRIBUTION FOR RESIDENTIAL SUBDIVISIONS**  
**(for 1- and 2-family dwelling units)**

**5.7.1. STANDARD DESIGN**

- A. Stillwater Electric Utility's design standard for distribution system construction within all new residential subdivisions will be that of an underground distribution system. The system will be designed to supply single phase, 120/240 volt, underground service to each residence or mobile home space in an entire tract or subdivision.
- B. Stillwater Electric Utility will provide for underground service by installing pad mounted transformers (including necessary facilities in the easements for installation of transformers by Stillwater Electric Utility) at ground level. This design standard will include pad mounted junction boxes and above-ground secondary pedestals. All underground conductors supplied by Stillwater Electric Utility will be encased within conduit (furnished and placed by the developer).
- C. The location and placement of all utilities within the easements shall be as specified in this chapter.

**5.7.2. CONDITIONS**

Stillwater Electric Utility will provide and install the conductor wire for an underground distribution system with pad mounted transformers and equipment, subject to the terms contained in or referenced by this section, if the following conditions are met:

- A. The developer shall furnish Stillwater Electric Utility with a subdivision plat map which contains the necessary utility easements. The utility easements shall be located as specified and approved by the City for the electrical system installation.
- B. The developer shall provide cleared easements which are graded to final elevation (grade) and which meet the easement requirements specified later in this chapter.
- C. The developer shall have all lot corner pins placed and identified by a registered surveyor.
- D. The developer has installed the required conduit as shown on the SEU system extension plan and in accordance with SEU standards including backfilling of all trenches.
- E. The developer shall assist the City in coordination with other utility companies regarding the installation sequence of the other utility facilities before and during electric utility installation.

**5.7.3. CONSTRUCTION RESPONSIBILITY**

- A. Stillwater Electric Utility will perform the installation of the conductor wire, transformers and other surface mounted equipment and the ongoing maintenance of the completed underground primary and secondary facilities (distribution system) within the subdivision.
- B. After the final grade is established, developer shall perform the necessary trenching, provide and place the required conduit, bedding and warning tape and perform the, backfilling and compaction as required in the easements or right-of-ways for installation of the electric

primary and secondary service (distribution) system. The distribution conduit shall be four (4) feet deep below the finished grade. All work performed and materials provided by the developer shall be in accordance with SEU standards and as shown on the System Extension plan. If for whatever reason SEU is unable to pull the conductor wire through the conduit, it shall be the developer's responsibility to correct the problem at their expense during the warranty period. Equipment that has to be reset due to trench subsidence shall be reset by SEU at the developer's expense.

**5.7.4. DISCRETIONARY SYSTEM**

Stillwater Electric Utility, at its discretion, may install additional system in the easements including but not limited to spare conduits for any purpose. The developer shall not be responsible for the additional costs associated with the discretionary system. However, developer shall cooperate with SEU and place conduits provided by SEU or allow the placement of additional conduits in the trench prior to placing bedding and backfilling.

**5.7.5. TRANSFORMER AND EQUIPMENT LOCATIONS**

- A. The location of transformers and equipment shall be determined by Stillwater Electric Utility. The developer or customer shall not enclose or obstruct the transformers or equipment so as to impair ventilation to the transformers or restrict access by City personnel to the equipment or transformers for maintenance or replacement. Dirt, debris, rocks, ties, lumber, shrubs, tall vegetation, or other items which would impair ventilation, enhance rusting, and prevent access shall not be placed on or around transformers or equipment.
- B. If obstructions are found in emergency outage restoration conditions, Stillwater Electric Utility shall have the right to remove the obstructions immediately. If the obstructions are found during normal maintenance activities, Stillwater Electric Utility will attempt to notify the property owner or consumer to remove the obstructions within 6 working days via phone contact and door handle notices (door knockers). If removal has not been completed within 6 working days, Stillwater Electric Utility shall have the right to remove said obstructions.
- C. Stillwater Electric Utility will endeavor to locate transformers and equipment outside of drainage ways and above expected water levels. The developer or owner shall not alter the drainage ways in such a manner that would place City equipment within these wet areas. If this provision is violated, Stillwater Electric Utility will modify the distribution system as necessary to correct the problem at the cost of the developer or owner.

**5.7.6. SECONDARY SYSTEM**

If required as part of a system extension, the utility secondary system shall be installed by the developer as shown on the SEU system extension plan and in accordance with SEU standards.

**5.7.7. SERVICE LATERAL CONDUIT STUBS**

Service laterals to residences will originate within pedestals or transformers. The conduit (stub) for service laterals will be installed by SEU with the pedestal or transformer to a point determined by SEU outside of the utility easement.

**5.7.8. STREET LIGHTING ON PUBLIC STREETS**

Street light poles, fixtures and conductor wire will be installed and maintained by Stillwater

Electric Utility. . Street lighting is subject to the following conditions:

- A. The platted subdivision is within the City limits;
- B. The subdivision is served by the Stillwater Electric Utility electric system;
- C. The roads are dedicated City streets;
- D. The developer provides the necessary easements for the underground conduit and conductors.

After the final grade is established, developer shall perform the necessary trenching for the street light service lines, provide and place the electric conduit, bedding and warning tape and perform the backfilling and compaction as required in the easements or right-of-ways for installation of the street lights. The street light service conduit shall be four (4) feet below the finished grade. All work performed and materials provided by the developer shall be in accordance with SEU standards and as shown on the System Extension plan. If for whatever reason SEU is unable to pull the conductor wire through the conduit, it shall be the developer's responsibility to correct the problem at their expense during the warranty period. Equipment that has to be reset due to trench subsidence shall be reset by SEU at the developer's expense.

#### **5.7.9. STREET LIGHT FIXTURES ON PUBLIC STREETS**

Street lighting fixtures and poles will be of Stillwater Electric Utility's current, standard design and powered by underground wiring. Locations of street lights will be determined by Stillwater Electric Utility and shown on the SEU system extension plan. Street lighting fixtures and poles will be installed after the adjacent streets have been constructed and final grading completed..

#### **5.7.10. UNUSUAL CONDITIONS**

When unusual conditions are encountered, such as extraordinarily difficult terrain, rocky soil conditions, abnormally wide lots, or other conditions which make underground distribution economically unfeasible, the conditions under which service is to be provided shall be considered on an individual basis.

#### **5.7.11. OVERHEAD CONDUCTORS IN UNDERGROUND DISTRIBUTION SUBDIVISION**

- A. **Underground Distribution Subdivision Source:** The wording in this section shall not prohibit Stillwater Electric Utility from installing overhead conductors to access the subdivision property from across roads or adjacent properties, nor shall it prohibit the installing of overhead conductors to underground riser poles on the subdivision property.
- B. **Preexisting Overhead Circuits:** Any pre-existing overhead circuits along or across land which is later platted as a subdivision shall remain overhead unless the developer pays the applicable costs for removing, relocating, and/or reinstalling them. This requirement shall not prevent Stillwater Electric Utility from removing overhead lines at its cost if Stillwater Electric Utility determines that the lines will no longer be needed.

#### **5.7.12. GUIDELINES FOR EASEMENTS IN UNDERGROUND DISTRIBUTION SUBDIVISIONS**

- A. Easements:** With the exceptions of the following items, easements shall be required as specified in the City Code. Placement of utilities within an easement shall conform to the utility placement requirements in the City Code or any superseding city-approved construction standards, except when in the interest of constructability, operations safety, future access considerations, or any combinations thereof, the Director of Electric Utility, at his discretion, may approve of an alternate location of electric lines within an easement where existing conditions or extenuating circumstances warrant.
- B. Coordination:**
- 1) All easements shall be shown on a recorded plat before Stillwater Electric Utility begins the installation of conductor wire and the surface equipment associated with the underground distribution system, or
  - 2) If the developer requests Stillwater Electric Utility to begin installation of conductor wire and the surface equipment associated with the system extension based on an approved preliminary plat, the following process shall be followed:
    - a) The developer will provide Stillwater Electric Utility with a document stating that the easements shown on the approved preliminary plat are for all intents and purposes the final easements that will be recorded.
    - b) The developer will acknowledge that if any of the easements are changed or relocated on any later version(s) of the plat that cause Stillwater Electric Utility to relocate its installed system, the developer will bear the total costs incurred by Stillwater Electric Utility to relocate its equipment to be in compliance with the revised easements.
- C. Easement Staking:** The staking defining the easement area must be done in such a manner as to allow easy identification during the construction period. The staking must be done in such a manner as to allow construction in any part of the easement.
- D. Slope of Easement:** The preferred easement contour shall be that of a level section of land. If the easement must have a slope, the slope of the easement shall not exceed a 1 (vertical rise) to 4 (horizontal run) ratio. The calculation of the slope shall not be averaged over the full width of the easement to meet the ratio requirements. Retaining walls, near vertical drops, and/or ditches shall not be permitted within the easement.
- E. Other Uses of Easement:** Utility easements shall only be used for the placement of utility equipment and other City-approved installations. The use of utility easements as drainage ways or pedestrian access ways shall not be permitted. The placement of permanent structures and trees within the easement are also prohibited.

**5.7.13. NON-STANDARD CONSTRUCTION IN UNDERGROUND DISTRIBUTION SUBDIVISIONS**

- A. Optional Equipment:** Stillwater Electric Utility has the ability to install below-ground secondary splice boxes within underground residential subdivisions. These splice boxes are more expensive to install and more difficult for service personnel to subsequently locate than the above-ground pedestals used in standard underground residential subdivisions.
- B. Conditions:** Stillwater Electric Utility will agree to install the below-ground splice boxes if

the following conditions are met:

- 1) The customer/developer must request the below-ground splice boxes in writing.
- 2) Pedestals must be located within recorded easements that are level and separate from any drainage ways.
- 3) All easements must be adequately sized for the equipment. If the easements are shared with other utilities, the size of the easements may have to be larger than those specified in the City Code.
- 4) Easements must be at final grade prior to the installation of the underground electric equipment.
- 5) If the property owners in a 1- or 2-family subdivision request that an existing above-ground pedestal system, or portion thereof, be changed to a below-ground splice box system, in addition to the above items 1 through 4, the is the property owners shall be required to pay for all of the costs (including SEU labor) involved in changing the pedestal system from its existing configuration to the below-ground style. Costs for labor and materials shall be estimated prior to construction. The estimate shall be pre-paid by the property owners. When the work has been completed, the actual costs shall be compared to the estimated costs and a refund provided or an additional billing submitted to the property owners. The same payment terms for the installation of underground equipment also applies to new system extensions when requested by the developer.

### **CHAPTER 8**

#### **UNDERGROUND COMMERCIAL OR INDUSTRIAL SERVICE TO A SINGLE CUSTOMER (SECONDARY METERING)**

##### **5.8.1. DELIVERY AT SECONDARY VOLTAGE THROUGH CITY-OWNED TRANSFORMERS**

When in Stillwater Electric Utility's judgment a new commercial or industrial customer's load is sufficient to make an underground secondary extension impractical, generally any load in excess of 400 amps, Stillwater Electric Utility may provide service as defined below.

Stillwater Electric Utility reserves the right to require easements for primary conductor installation necessary for the service.

The wording in this section shall not prohibit Stillwater Electric Utility from installing overhead conductors to access the customer's property from across roads or adjacent properties, nor shall it prohibit the installation of overhead conductors to underground riser poles on the customer's property.

##### **5.8.2. SINGLE SECONDARY METERING POINT**

- A.** A primary voltage supply will be extended to a transformer located near the point of usage under extension rules stated in 5.8.4. below.
- B.** The customer shall perform the necessary trenching, provide and place the electric conduit, bedding and warning tape, perform the trench backfilling and compaction and construct the required concrete transformer pad or pads. Where conduit will be installed under hard

surfaces such as concrete, asphalt paving, etc., customer shall furnish and place Schedule 80 poly pipe sized for the application. The electric conduit shall be placed four (4) feet below the final finished grade. All work performed and materials provided by the customer shall be in accordance with SEU standards and as shown on the system extension plan. Stillwater Electric Utility will provide and install the primary conductor wire and transformer as needed. If for whatever reason SEU is unable to pull the conductor wire through the conduit, it shall be the customer's responsibility to correct the problem at their expense during the warranty period.

- C. The point of delivery will be defined as the lugs on the secondary bushings of the transformer and the customer shall be responsible for installing, owning, and maintaining all of the customer's distribution system beyond those lugs. Stillwater Electric Utility will provide the secondary lugs and make the secondary terminations on the transformer bushings.
- D. The customer shall install a Utility-supplied meter base in a location determined by Stillwater Electric Utility. The customer installation shall include the conduit to the secondary compartment of the transformer. Stillwater Electric Utility will provide necessary metering equipment and metering wiring.
- E. If a single customer is to be provided secondary service, and due to service requirements Stillwater Electric Utility determines that more than one transformer station is required, primary metering may be used at the option of Stillwater Electric Utility. The point of delivery remains at the lugs on the secondary bushings.

### **5.8.3 MULTIPLE SECONDARY METERING POINTS**

- A. In cases in which several commercial customers are to be supplied from one pad-mounted transformer, or where residential apartment buildings require multiple meters, this section applies.
- B. Stillwater Electric Utility will make a reasonable estimate as to the capacity to be supplied and size its system accordingly. Any capacity requested by the customer above the estimated capacity shall be at the full expense of the customer.
- C. Any other special requests which require a more expensive installation than is judged to be necessary by Stillwater Electric Utility will be at the customer's expense.
- E. A primary voltage supply will be extended to a transformer located near the point of usage under extension rules stated in Section 5.8.4. below.
- F. The customer shall perform the necessary trenching, provide and place the electric conduit, bedding and warning tape, perform the trench backfilling and compaction for the primary and secondary conductors, construct the concrete transformer pad and install meter base(s) furnished by Stillwater Electric Utility in a location determined by Stillwater Electric Utility. Where conduit will be installed under hard surfaces such as concrete, asphalt paving, etc., customer shall furnish and place Schedule 80 poly pipe sized for the application. The electric conduit shall be placed four (4) feet below the final finished grade. All work performed and materials provided by the customer shall be in accordance with SEU standards and as shown on the system extension plan. When required, customer shall provide utility-approved junction boxes for current transformer installation. Customer may choose to provide a multi-positioned, ganged meter panel, with or without main breakers, instead of

using Stillwater Electric Utility-furnished meter bases. If for whatever reason SEU is unable to pull the conductor wire through the conduit, it shall be the customer's responsibility to correct the problem at their expense during the warranty period.

- G. Stillwater Electric Utility will provide and install the primary conductors, transformer and meters.
- H. The customer shall group the meters, as specified by Stillwater Electric Utility at a mutually satisfactory location or locations on the premises. Stillwater Electric Utility will provide, operate, and maintain all secondary cable to the points of delivery. The point of delivery will be defined as the physical connection of Stillwater Electric Utility secondary cables to the service entrance bus conductors, ganged meter base bus bar, or the line terminals of Stillwater Electric Utility supplied meter base.
- I. Stillwater Electric Utility will install up to 100 feet of secondary cable to each set of service connection points. Any secondary lateral on the consumer's premises in excess of the secondary footage limitation (100 feet) shall be installed by Stillwater Electric Utility at the expense of the customer.
- J. The consumer's secondary footage allowance shall be determined by multiplying the number of single meter or multiple meter groups by 100 feet. The installation costs for any and all secondary conductor footage in excess of footage allowance will be the actual cost of all materials and installation expenses for the secondary lateral(s), multiplied by the footage in excess of the footage allowance.

**5.8.4. REQUIREMENTS FOR UNDERGROUND PRIMARY CONDUCTOR EXTENSION TO PAD-MOUNTED TRANSFORMERS**

- A. The customer shall, at their expense, provide on their premises for each transformer installation, an approved transformer vault or transformer pad, as required by Stillwater Electric Utility. Stillwater Electric Utility shall provide to the customer a detailed drawing showing pad dimensions based upon the size of transformer that will be installed. Depending upon the method of metering to be used for the customer, additional drawings of required metering equipment may also be provided.
- B. When pad mounted transformers are to be used, the pad location shall be chosen to protect the transformers from damage by traffic, or the customer shall provide adequate guards, as approved by Stillwater Electric Utility.
- C. The transformer area shall be accessible to Stillwater Electric Utility's large trucks for installation and maintenance. The customer shall not enclose the transformer location so as to impair ventilation by the transformers or restrict access to Stillwater Electric Utility personnel for maintenance or replacement of Stillwater Electric Utility's equipment.
- D. The customer shall not paint the transformer or in any way alter its exterior finish without prior approval from SEU.

**5.8.5. STANDARD CONSTRUCTION FOR PRIMARY VOLTAGE ROAD CROSSINGS**

The electric utility's standard method for crossing City roads and state highways will be with overhead primary conductors. Where such crossings are necessary to serve a customer on the

side of the road opposite the location of the distribution line, Stillwater Electric Utility will require that the customer provide the necessary easement(s) on their side of the road for installation of pole(s) and anchor(s) as required for the road crossing. If the needed easement is granted, this overhead crossing will be made at no charge to the customer.

**5.8.6. OPTIONAL UNDERGROUND CONSTRUCTION FOR PRIMARY VOLTAGE ROAD CROSSINGS**

In areas where underground service methods will be employed for the new customer, the following options are available.

- A. Multiple Customers:** If the road crossing will be located such that it is economically feasible for Stillwater Electric Utility to provide service to more than one customer from the crossing, and if the customer on whose land the crossing terminates provides the necessary easements so that Stillwater Electric Utility can serve the additional customers, then Stillwater Electric Utility will pay the costs necessary to have the road bored for the underground crossing.
- B. Single Customer:** If the underground road crossing will be located such that it will serve only one customer, or such that it is not economically feasible to provide service to other customers from the terminal end of the road bore, then Stillwater Electric Utility will provide the crossing with a road bore only if the customer to be served assumes half the total cost of the road bore. Stillwater Electric Utility will assume the other half of this cost. The total cost shall include the costs of labor, materials, and any contract charges necessary for the installation from the base of the pole on one side of the road to the customer's property line on the other; charges associated with the underground riser on the pole shall not be included.

**5.8.7 MULTI-FAMILY SERVICE LATERAL CONNECTION FEE**

For all multi-family (3 or more dwelling units per building) service connections, the customer or building contractor shall pay a service lateral connection fee in the amount of \$175 per meter when payment is made for the building permit.

**CHAPTER 9**

**UNDERGROUND COMMERCIAL OR INDUSTRIAL SERVICE  
TO A SINGLE CUSTOMER (PRIMARY METERING)**

**5.9.1. LOADS SERVED AT PRIMARY VOLTAGE TO CONSUMER-OWNED EQUIPMENT (PRIMARY METERING)**

If the consumer requests single phase or three phase underground service from Stillwater Electric Utility's primary system (7,200 or 12,470 volts) Stillwater Electric Utility, if it finds such service to be feasible, shall provide the service based upon the following criteria.

**5.9.2 STARTING POINT**

Stillwater Electric Utility will bring its primary system source to a location adjacent to the customer's property line via overhead or underground system extension per Chapter 6, System Extension Policy. The costs for any road crossings shall be as described in Section 5.8.6.

**5.9.3. CUSTOMER'S SERVICE EQUIPMENT**

- A. The customer shall supply 15 KV rated, pad mounted, outdoor, metal enclosed switchgear as its point of service.
- B. The switchgear shall be mounted on a concrete pad outside of any buildings or enclosed structures.
- C. Stillwater Electric Utility will terminate its primary underground conductors upon the bus entrance connections in this switchgear.

#### **5.9.4. CUSTOMER'S PRIMARY SWITCHGEAR REQUIREMENTS**

The bays of the customer's switchgear shall be configured as follows:

- A. **Bay #1: Entrance and primary main disconnect.** Disconnect shall be a gang-operated three phase switch, externally operable by the customer's employees, and capable of providing a visual open point when the disconnect is open. Bay shall include primary main fuses or main breaker with protective relaying.
- B. **Bay #2: Metering equipment bay.** Stillwater Electric Utility will define the space needed for the potential and current transformers required to meter the service. Stillwater Electric Utility will provide standard metering transformers after arrival of the switchgear, or customer may elect to have the factory install the potential and current transformers. The metering bay shall be locked by Stillwater Electric Utility and inaccessible to the customer.
- C. **Bay #3, and on.** Customer's distribution equipment.

#### **5.9.5. UNDERGROUND PRIMARY CONDUCTOR INSTALLATION**

- A. The customer will provide the necessary trenching, conduit, and backfilling required from the location adjacent to the customer's property where Stillwater Electric Utility has electric service available to the consumer's service equipment. Stillwater Electric Utility may require additional conduit in the trench for communications or metering functions.
- B. Stillwater Electric Utility will provide the underground primary cable required for one, three-phase circuit from the location where Stillwater Electric Utility has electric service available to the customer's service equipment. This circuit shall be of sufficient capacity to carry the customer's electrical demand and may require multiple phase conductors. Customer shall prepay for balance of all utility-supplied materials and equipment including, but not limited to primary wire, junction boxes, and termination kits. Stillwater Electric Utility will install, operate and maintain the primary cable and required conduit to the terminations at the customer's main disconnect.
- C. Customer may request and receive second or back-up primary service and prepay all costs associated therewith.
- D. The point of delivery shall be at the point on the source side of the customer's service equipment where the primary conductors are terminated.
- E. Requests for service to large loads should be made far in advance and will be judged in view of Stillwater Electric Utility's extension policy as covered herein or considered as special cases.

- F. At the option of Stillwater Electric Utility, and in special cases, the metering may be done on the secondary voltage side. Plans for the facilities to be provided for the meter installation are to be submitted to Stillwater Electric Utility before the work is started in order to assure compliance with City and regulatory code requirements.

#### **CHAPTER 10**

### **OVERHEAD SERVICE TO A SINGLE CUSTOMER FROM A PRIMARY OVERHEAD SYSTEM (PRIMARY METERING)**

#### **5.10.1. SERVICE AT PRIMARY VOLTAGE TO CONSUMER-OWNED OVERHEAD EQUIPMENT (PRIMARY METERING)**

If the consumer requests single phase or three phase overhead service from Stillwater Electric Utility's primary system (7,200 or 12,470 volts), Stillwater Electric Utility, if it finds such service to be feasible, will provide the service based upon the following criteria.

#### **5.10.2. STILLWATER ELECTRIC UTILITY RESPONSIBILITY**

- A. Requests for service to primary metered loads should be made far in advance. Requests will be analyzed in view of Stillwater Electric Utility's extension policy as covered herein or considered as special cases.
- B. For primary metered, overhead service, Stillwater Electric Utility will terminate its primary overhead conductors on the line side of the customer's switch.
- C. The point of delivery will be defined as the line side of the customer's gang operated disconnect switch.
- D. Metering will be done at primary voltage with equipment placed on a pole one span prior to the customer's point of service.
- E. At the option of Stillwater Electric Utility, and only in special cases, the metering may be done on the secondary voltage side of the service. In this case, plans for the facilities to be provided for the meter installation are to be submitted to Stillwater Electric Utility before the work is started in order to assure compliance with City and regulatory code requirements.

#### **5.10.3. CUSTOMER'S RESPONSIBILITY**

- A. The customer shall be responsible for the installation, ownership, maintenance, and operation of the customer's distribution system beginning with the gang operated switch and the pole on which it is mounted.
- B. The customer shall be responsible for providing qualified personnel trained in high-voltage maintenance and operations to oversee his system and equipment. Stillwater Electric Utility is not required to provide personnel, materials, or equipment for repairs on any equipment on the customer's side of the point of service.
- C. Customer shall prepay for balance of all utility-supplied materials and equipment including, but not limited to primary overhead wire, poles, and line hardware. Stillwater Electric Utility will install, operate and maintain the primary overhead system to the line terminations at the customer's gang operated switch.

**5.10.4. CUSTOMER'S OVERHEAD SERVICE EQUIPMENT**

- A. The customer shall supply a lockable, gang operated, 15 KV, load break switch as its point of service. The switch shall be of sufficient capacity to carry the customer's maximum electrical loads and to open successfully under loaded conditions.
- B. The switch shall be mounted on a substantial and sound pole owned and installed by the customer on the customer's property. As a minimum, the pole shall be a 40' Class 2, Southern Yellow Pine or steel pole equivalent to that size and class.
- C. The customer's gang operated switch shall have an insulated operating handle and shall be operable by the customer's employees from ground level.
- D. The customer shall provide a set of high voltage fuses sized for his electrical load and installed on the switch pole immediately after the switch. The fuses shall have an interrupt rating exceeding the available fault current at that location on the electric system.

**5.10.5. SUBMETERING**

Wording in this section shall not prohibit Stillwater Electric Utility from installing primary or secondary voltage sub metering equipment if necessary for metering customer usage for special tariffs.

**5.10.6. TRANSMISSION VOLTAGE SERVICES**

- A. Primary service at the transmission voltage of 69 KV may be available to qualified industrial customers in certain areas of the Stillwater Electric Utility system. If the size of the proposed industrial load indicates or requires a transmission voltage service, as determined by Stillwater Electric Utility staff, the general intent of this chapter shall be applied to the proposed service, but at the corresponding higher voltage and with the appropriate higher voltage class of equipment. In general, the minimum required customer loading needed to qualify for transmission voltage class service shall be any coincident customer demands greater than 10,000 KW.
- B. The customer shall contact Stillwater Electric Utility staff for a determination of the availability of such service. It is noted that transmission line construction and source substation modifications will require a significant lead time, and the customer should contact Stillwater Electric Utility as soon as possible to avoid excessive delays in receiving transmission voltage service.

**CHAPTER 11****OTHER UNDERGROUND DISTRIBUTION SYSTEMS****5.11.1 VAULTS FOR CITY OWNED EQUIPMENT**

- A. When an indoor installation of transformers or other equipment is required by the consumer, or when the condition of the property is such that an outdoor installation is impractical, the consumer shall furnish upon the property, without cost to Stillwater Electric Utility, a building, room, or vault adequate for the housing of this equipment. This space shall meet the requirements of the National Board of Fire Underwriters and the City Inspection

department.

- B.** Where the service requirements are such that a transformer vault must be installed, the consumer shall extend and terminate the service entrance conductors, as approved by Stillwater Electric Utility, inside the vault.

## CHAPTER 12

### CUSTOMER COST CALCULATIONS

#### 5.12.1. TEMPORARY ELECTRIC SERVICE FOR CONSTRUCTION

- A. Purpose:** Temporary service for building construction is supplied as a convenience to contractors for powering hand tools and work lights during the early stages of construction of a building or residence. It is not meant to provide power for air conditioning or electric heating loads during the final completion of the building, while the building or house is being shown to prospective buyers, or while the building stands empty after completion.
- B. Billing Rate:** Temporary service for building construction shall be installed and billed under the provisions of the Temporary Service for Building Construction (TSB) rate. Effective October 1, 2007, all new temporary services shall be metered and installed according to Stillwater Electric Utility construction standards. Billing for temporary electric service after October 1, 2007, shall be at the current General Service (GS) rate.
- C. Time Period:** Temporary service shall cease after 180 days or when a certificate of occupancy is completed. At that time, the service will be subject to the requirements of its proper rate classification. Once those requirements are met, the service will be billed at the applicable rate.

#### 5.12.2. MODIFICATIONS OF STILLWATER ELECTRIC UTILITY'S ELECTRICAL SYSTEM

Stillwater Electric Utility attempts to install its electrical system equipment on, over, and in easements, designated rights-of-way, and public property. Stillwater Electric Utility will consider relocating existing facilities in these areas only in the following cases.

- A. Equipment Relocation and/or Removal for Property Owner's Convenience.**  
The relocation and/or removal, for the convenience of a property owner, of an existing underground or overhead line, pad mount transformer, junction box, pedestal, guy, pole, street light, and/or other piece of equipment or conductor which is properly located on an easement, right-of-way, or public property, will only be performed if the following conditions are met:
- 1) **Relocation and/or removal work performed by Stillwater Electric Utility:** The requesting property owner shall pay the total estimated cost for installing, removing, and/or relocating the affected facilities. The cost to the property owner shall include the costs of all new materials and the labor and equipment needed to perform the work. The estimated costs shall be paid prior to the work. After completion of the work, any excess contribution shall be returned to the customer; if the actual cost was higher than estimated, the additional cost will be billed to the customer. **Exception:** If utility facilities are located upon, over, or under private property without a recorded easement and have openly existed at this location for more than 15 years, Stillwater Electric Utility will assume up to 50% of the relocation costs provided property owner grants or obtains, with no costs to utility, the easements necessary to serve any customers affected by the

relocation of facilities.

- 2) **Relocation work performed by Third Party:** At Stillwater Electric Utility's option, the property owner may be required to hire an outside professional engineer to prepare a utility relocation plan for review by the utility. Once a relocation plan is approved by the utility, the property owner may then be required to hire an electrical contractor to perform the actual relocation work to the satisfaction of the design engineer and utility. "As-built" plans and a one year maintenance bond shall be submitted to Stillwater Electric Utility before final approval of construction, issuance of related building permits and provision of electric service.
- 3) **Relocation of Equipment:** Regardless of who performs the relocation work, the system equipment will only be relocated onto another easement, right-of-way, or public property location. If none is readily available, then a suitable qualifying location must be procured or the equipment will not be relocated.
- 4) **Cost of Easements:** If the relocation requires that additional easement(s) be acquired by or on behalf of the City, the cost(s) involved in securing the required easement(s) shall be included in the estimated cost of the construction.

**B. Electrical Equipment Relocations Caused by Property Owner's Infringement on Clearance Spaces:** When a property owner knowingly or unknowingly constructs a structure, deck, sign, wall, fence, or other obstruction which creates a violation of clearances from overhead or underground electric facilities as defined in the National Electric Safety Code (ANSI C2), or as required by Stillwater Electric Utility construction practices, the violation must be corrected as soon as possible. Corrective action shall be the responsibility of the property owner, regardless of whether the obstruction was constructed with or without the knowledge and/or approval of Stillwater Electric Utility. The property owner shall be given the following alternatives:

- 1) The property owner, at his expense, may remove the structure causing the violation, or the violating part thereof, to the level or location at which the structure is no longer in violation.
- 2) Stillwater Electric Utility will relocate the electric facilities, as required, to eliminate the clearance violation. All costs associated with this relocation shall be charged to the property owner. Charges may be paid outright or billed in equal monthly installments on the electric bill over a 12 month period.

**C. Relocations to Provide Clearances for House Moves and Transport of Oversized Materials:** Where a house, structure, or equipment is to be moved upon, across, or over roadways, or along a way over which electric wires are strung, advance notice in writing must be made to Stillwater Electric Utility in accordance with Chapter 7, Article V of the City Code. Notice shall include the dimensions of the object, the time of the move, and the precise route over which the object is to be moved. For moves that occur during regular business hours, Stillwater Electric Utility will provide the manpower necessary for clearance work without charge. If the move involves after-hours work and/or material costs, Stillwater Electric Utility will calculate the estimated costs involved in providing clearance to overhead power lines. Payment shall be made to Stillwater Electric Utility in advance for these estimated costs involved in providing the necessary clearance. In no case shall anyone other than employees of Stillwater Electric Utility remove, cut, raise, or handle any wires in connection with the moving and providing of clearance.

**CHAPTER 13****STREET LIGHTING POLICY****5.13.1. STREET LIGHTS**

**A. General:** Appropriate street lighting is important to the night-time safety and way finding of both pedestrians and motorists along public streets. It is not intended for or adequate to provide security lighting of private property. The Director of Electric Utility shall approve of all designs and standard lighting equipment used on city street lighting projects. When selecting new lighting fixtures with light output above 9500 lumens (100 Watt HPS) or mounting heights above 15 feet, it shall be the policy of Stillwater Electric Utility to use fixtures that will limit unnecessary up-light that can cause light pollution and glare that impairs safe travel along public streets.

**B. Placement:**

- 1) Stillwater Electric Utility will attempt to place street lights at all intersections of two public streets within the City limits. Street lighting along private streets or at intersections of private and public streets shall be the responsibility of the developer or the property owner(s). Street lighting in new subdivisions with public streets shall be in accordance with the street lighting provisions contained within Chapter 7.
- 2) Street lighting on residential streets will not normally be placed mid-block unless there are exceptional circumstances such as a curve, significant change in elevation or the block is extremely long (in excess of 500 ft).
- 3) Residential cul-de-sacs or dead end streets serving 4 or more residential customers that exceed 250 ft in length measured from the street light location at the intersection to the right-of-way boundary at the end shall qualify for a street light near the cul-de-sac or street's ending point.
- 4) Placement of street lights at other locations can only be approved by special permission of the Director of Electric Utility and upon specific request.
- 5) Nothing herein shall preclude the rental of security lights by customers at locations that do not qualify for street lighting.

**C. Standard Street Lighting – Established Residential Areas:**

- 1) The standard street light shall consist of a high pressure sodium (HPS) fixture attached to a wood pole. Wiring shall be overhead.
- 2) As an alternate, a standard aluminum pole and associated fixture may be requested by a customer(s). If the Director of Electric Utility determines such an installation is feasible and permits the installation, all costs above those of a standard wood pole

installation shall be paid by the requesting customer(s). If the request is for replacement of a wood pole light, then the provisions of 5.13.1 G. below shall apply.

**D. Standard Street Lighting – New Residential Areas:**

- 1) Street lighting for new residential subdivisions with public streets shall be installed in accordance with the street lighting provisions contained within Chapter 7.
- 2) Street lighting for any new residential area served overhead will have wood poles with standard fixtures attached to the wood poles.

**E. Standard Street Lighting – Non-Residential Areas:**

- 1) The standard street lighting for non-residential areas shall use a variety of pole materials and fixture types selected for a given application. All new construction and materials shall conform to the Stillwater Electric Utility Electric Distribution Construction Specifications and standard drawings contained therein.
- 2) On collector and arterial streets, because of the increased traffic volume, continuous and more intense lighting is typically required. A request from a property owner, interested party in the area, or city department will prompt Stillwater Electric Utility to investigate, design and ultimately install lighting that is warranted.
- 3) Lighting installed on major arterial State controlled routes or highways must be designed in compliance with Oklahoma Department of Transportation (ODOT) regulations and be approved by ODOT prior to installation.

**F. Ownership:** All new street lighting fixtures and poles that are located along public streets will be owned, maintained and replaced as needed by Stillwater Electric Utility. All street lighting fixtures and poles that are located along private streets and the street light service lines shall be owned, maintained and replaced as needed by the property owners. Developers, homeowner associations, or individuals shall not specify or install their own lighting fixtures on the public right-of-way.

**G. Replacement of Fixtures, Overhead with Underground:**

- 1) If requested by customers in an existing overhead service area, Stillwater Electric Utility will consider replacing the wood pole lights with aluminum poles and associated fixtures with underground wiring if the following conditions are met:
  - a. The customers requesting the change shall pay the total cost involved in removing the old fixtures and installing the new. This cost shall include all materials, labor, trenching, repair of affected properties, etc. involved with the project.
  - b. The customers shall aid Stillwater Electric Utility in obtaining all required easements for the equipment necessary for the underground lighting system. In no case will Stillwater Electric Utility purchase easements for this equipment.

**H. Petition to Add or Remove Street Lights**

- 1) Upon request by customers, Stillwater Electric Utility may consider the addition or removal of street lights on a case-by-case basis.

- 2) A petition signed by a majority of customers impacted by a street light (typically 3 of the 4 closest customers), is required before the utility will add a street light within a developed area.

### **5.13.2 RENTAL LIGHTS**

- A. General:** Stillwater Electric Utility will make available rental lights of various types and sizes, as economically feasible, for installation at the request of customers. Costs for installation and monthly rental rates shall be as listed in the current Outdoor Security Lighting (OSL) rate schedule.
- B. Placement:** Rental lights will normally be installed on existing wood poles in areas where overhead distribution is present. In the interest of structural integrity, rental lights shall not be attached to other types of Stillwater Electric Utility poles such as aluminum or fiberglass street lighting poles. Rental lights shall not be available in areas with underground distribution systems.

**STILLWATER ELECTRIC UTILITY  
P.O. BOX 1449, 411 E. 3<sup>rd</sup> AVENUE  
(405) 742-8230**

Vernon Hall (405) 880-7073    Larry Biswell (405) 880-7075    Clint Oliver (405) 880-7074    Fax (405) 624-9628

## COMMERCIAL SERVICE REQUEST FORM

**APPLICANT PLEASE NOTE:** A commercial building permit cannot be issued prior to the completion of this form and approval by the Director of the Stillwater Electric Utility or his designated representative. For approval consideration, this form must be completed and returned to Stillwater Electric Utility along with two (2) copies of the final site plan. E-mail completed form to [vhall@stillwater.org](mailto:vhall@stillwater.org).

DATE SUBMITTED _____ DATE COMPLETION _____	
BUSINESS NAME _____ ELECT. CONTRACTOR _____	
SITE ADDRESS _____ BUSINESS NAME _____	
MAILING ADDRESS _____ BUSINESS ADDRESS _____	
PHONE _____	PHONE _____
TYPE OF BUSINESS _____ DATE WORK REQUIRED _____ (if apartment or lease space, see pg. 2)	
REMODEL PROJECT WITH NO CHANGES TO THE ELECTRICAL SERVICE? (if yes, no further information is required.) <span style="float:right;"><input type="checkbox"/> YES    <input type="checkbox"/> NO</span>	
SECONDARY VOLTAGE (CHECK BOX )  120/240 Single Ph. 3 WIRE <input type="checkbox"/> 120/240 3 Ph    4-WIRE <input type="checkbox"/> (OH Only) 120/208 3 Ph.    4-WIRE <input type="checkbox"/> 240    3 Ph.    4-WIRE <input type="checkbox"/> (OH Only) 277/480 3 Ph.    4-WIRE <input type="checkbox"/>	ESTIMATED DEMAND _____ KW BUILDING MAIN SIZE _____ AMP NUMBER OF METERS _____ (CHECK BOX) UNDERGROUND (SECONDARY) <input type="checkbox"/> UNDERGROUND (PRIMARY) <input type="checkbox"/> OVERHEAD <input type="checkbox"/>
ELECTRIC HEAT <input type="checkbox"/> YES <input type="checkbox"/> NO KW _____ 1 PHASE    _____ 3 PHASE ELECT. WATER HEATING <input type="checkbox"/> YES <input type="checkbox"/> NO	AIR CONDITIONING <input type="checkbox"/> YES <input type="checkbox"/> NO TONS _____ 1 PHASE    _____ 3 PHASE OTHER LOADS _____ 1 PH KW    _____ 3 PH KW
LIGHTING LOAD _____ KW	HP LARGEST MOTOR _____ 1 PHASE _____ 3 PHASE

I CERTIFY THE INFORMATION CONTAINED WITHIN THIS FORM TO BE CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT STILLWATER ELECTRIC UTILITY CANNOT BE HELD RESPONSIBLE FOR ANY LIABILITY INCURRED AS A DIRECT RESULT OF INCORRECT INFORMATION SUPPLIED TO STILLATER ELECTRIC UTILITY ON THIS COMMERCIAL SERVICE REQUEST FORM. I ALSO UNDERSTAND THAT I MAY BE BILLED FOR ANY EXPENSES INCURRED DUE TO INACCURATE INFORMATION SUPPLIED ON THIS FORM.

NAME OF PERSON COMPLETING THE FORM \_\_\_\_\_  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

COMMERCIAL SERVICE REQUEST – PAGE 2

APARTMENT

FILL OUT A SEPARATE PAGE FOR EACH BUILDING AND COMPLETE THE FOLLOWING.

NUMBER OF BUILDINGS

NUMBER OF APARTMENTS PER BUILDING:

BUILDING1 _____	APTS _____	BUILDING6 _____	APTS _____
BUILDING2 _____	APTS _____	BUILDING7 _____	APTS _____
BUILDING3 _____	APTS _____	BUILDING8 _____	APTS _____
BUILDING4 _____	APTS _____	BUILDING9 _____	APTS _____
BUILDING 5 _____	APTS _____	BUILDING 10 _____	APTS _____

IF APARTMENTS ARE TO HAVE INDIVIDUAL METERS, COMPLETE THE FOLLOWING. IF NOT, FILL OUT THE LOAD INFORMATION ON PAGE 1

ELECTRIC HEAT PER APT. _____	1 PHASE KW _____	3 PH KW _____
AIR _____	CONDITIONING 1 PHASE KW _____	3 PH KW _____
LIGHTING LOAD _____	1 PHASE KW _____	
ESTIMATED MAX. LOAD _____	KW _____	
MAIN SIZE _____	AMPS _____	

LEASED SPACE:

IF THE LEASED SPACES ARE TO BE METERED INDIVIDUALLY, COMPLETE A SEPARATE PAGE FOR EACH SPACE. OTHERWISE FILL OUT ON PAGE SHOWING THE TOTAL BUILDING LOAD.



**STILLWATER ELECTRIC UTILITY COMMERCIAL SERVICE  
CUSTOMER INFORMATION FORM DIVISION OF RESPONSIBILITIES  
FOR UNDERGROUND SERVICE INSTALLATIONS**

**COMMERCIAL CUSTOMERS RESPONSIBILITIES:**

**The Owner or Developer shall provide or perform the following:**

1. Clear the right of way and/or easement(s) and bring them to grade.
2. Dig or provide all trench for the conduit, as follows:
  - a. Ditch for primary and secondary conduit is to be a minimum of 18" wide and 48" deep.
  - b. Ditch is to have a clean, smooth bottom. If rocks or hard soils prohibit smooth ditch bottom, the trench shall be dug to 54" deep and a 6" layer of bedding sand shall be placed on the bottom of the trench.
  - c. Once installed, the conduits shall be covered with 18" to 24" of sand.
  - d. A yellow marking ribbon shall then be placed on the sand for the full length of the trench.
  - e. The remainder of the ditch is to be backfilled in a manner acceptable to the City of Stillwater. This backfilling may require tamping and/or flowable concrete fill to meet compaction requirements.
3. Provide grading, supply forms, provide concrete, and labor to finish concrete for needed transformer and junction box pads if applicable.
4. Supply the following materials, in quantities specified or as needed for the conduit installation
  - a. 2" Schedule 40 PVC, 90 degree elbow, 48" sweep (quantity as needed)
  - b. 2" Schedule 40 PVC conduit with belled ends (quantity as needed for distance from riser pole to transformer)
  - c. Schedule 80 Poly Pipe – 2", 3", or 4" (quantity as needed) under hard surface areas such as concrete, asphalt paving, etc.
5. Glue and/or fasten conduit sections together and place the assembled conduit in the trench for all primary conduit required to complete conduit run from the dip pole to the transformer.
6. Provide all labor necessary to lay the conduit.
7. Provide installation services required to install the meter base including a 1" conduit from the secondary of the transformer pad to the meter location. Metering shall be done in the secondary compartment of the transformer if applicable.
8. Provide and install all necessary secondary cable to the secondary side of the transformer pad. Sufficient tails shall be left to reach 6" above secondary lugs if metering is a transformer location.

**Stillwater Electric Utility (SEU) will provide or perform the following:**

1. Provide the meter base to the Owner's electrical contractor for installation by the electrical contractor unless otherwise specified.
2. SEU will provide and install the conduit for the riser pole as needed above the 90 degree elbows.
3. Provide, set, and install the transformer and any needed primary junction boxes.
4. Provide, install, and terminate the primary conductors.
5. Provide lugs, terminate the lugs on the secondary conductors, and bolt the secondary conductor lugs onto the low side of the transformer.
6. Provide, install, and connect the wiring needed for the current transformer (C.T.) metering.
7. Commercial with multifamily use, SEU will provide and install secondary conductor to SEU meter locations.

**CONTACT NUMBERS**

Vernon Hall (405) 880-7073

Larry Biswell (405) 880-7075

Clint Oliver (405) 880-7074

**STILLWATER ELECTRIC UTILITY  
COMMERCIAL SERVICE CUSTOMER INFORMATION FORM  
DIVISION OF RESPONSIBILITIES  
FOR UNDERGROUND SERVICE INSTALLATIONS**

**CUSTOMERS THAT USE NATURAL GAS FOR BUILDING OR WATER HEATING:**

**The Owner or Developer shall provide or perform the following:**

1. Clear the right of way and/or easement(s) and bring them to grade.
2. Dig or provide all trench for the conduit, as follows:
  - a. Ditch for primary conduit is to be a minimum of 18" wide and 48" deep.
  - b. Ditch is to have a clean, smooth bottom. If rocks or hard soils prohibit smooth ditch bottom, the trench shall be dug to 54" deep and a 6" layer of bedding sand shall be placed on the bottom of the trench.
  - c. Once installed, the conduits shall be covered with 18" to 24" of sand.
  - d. A yellow marking ribbon shall then be placed on the sand for the full length of the trench.
  - e. The remainder of the ditch is to be backfilled in a manner acceptable to the City of Stillwater. This backfilling may require tamping and/or flowable concrete fill to meet compaction requirements.
3. Provide grading, supply forms, provide concrete, and labor to finish concrete for needed transformer and junction box pads.
4. Supply the following materials, in quantities specified or as needed for the conduit installation
  - a. 2" Schedule 40 PVC, 90 degree elbow, 48" sweep (quantity as needed)
  - b. 2" Schedule 40 PVC conduit with belled ends (quantity as needed for distance from riser pole to transformer)
  - c. Schedule 80 Poly Pipe – 2", 3", or 4" (quantity as needed) under hard surface areas such as concrete, asphalt paving, etc.
5. Provide installation services required to install the meter base including a 1" conduit from the secondary of the transformer pad to the meter location. Metering shall be done in the secondary compartment of the transformer.
6. Provide and install all necessary secondary cable to the secondary side of the transformer pad. Sufficient tails shall be left to reach 6" above secondary lugs.

**Stillwater Electric Utility (SEU) will provide or perform the following:**

1. Provide the meter base to the Owner's electrical contractor for installation by the electrical contractor.
2. Glue and/or fasten conduit sections together and place the assembled conduit in the trench for all primary conduit required to complete conduit run from the dip pole to the transformer. SEU will provide and install the conduit for the riser on the pole as needed above the 90 degree elbows.
3. Provide all labor necessary to lay the conduit.
4. Provide, set, and install the transformer and any needed primary junction boxes.
5. Provide, install, and terminate the primary conductors.
6. Provide lugs, terminate the lugs on the secondary conductors, and bolt the secondary conductor lugs onto the low side of the transformer.
7. Provide, install, and connect the wiring needed for the metering.

**CUSTOMERS THAT ARE ALL-ELECTRIC:**

***(NO NATURAL GAS ON SITE EXCEPT FOR COMMERCIAL COOKING PURPOSES)***

**The Owner or Developer shall provide or perform the following:**

1. Clear the right of way and/or easement(s) and bring them to grade.
2. Provide installation services required to install the meter base including a 1" conduit from the secondary of the transformer pad to the meter location. Metering shall be done in the secondary compartment of the transformer.
3. Provide and install all necessary secondary cable to the secondary side of the transformer pad. Sufficient tails shall be left to reach 6" above secondary lugs.
4. Provide compaction of backfill as necessary prior to paving, concrete work, etc.

**Stillwater Electric Utility will provide or perform the following:**

1. Provide the meter base to the Owner's electrical contractor for installation by the electrical contractor.
2. Provide all required labor, material, and equipment for service installation.

**CONTACT NUMBERS**

Bryan Venable (405) 880-7074

Larry Biswell (405) 880-7075

Vernon Hall (405) 880-7073



## TEMPORARY UTILITES AGREEMENT

Pursuant to City of Stillwater Terms and Conditions of Use temporary power and water service for construction purposes may be activated upon issuance of a building permit and the temporary equipment and services having been inspected and approved and upon signing of this document.

The City frequently receives requests to activate gas, water, and electric services before the building has been completed. This may be granted when the City confirms that particular utilities work is complete and safe to operate under construction conditions. Temporary service equipment will be disconnected when the permanent equipment to the building is activated, with the possible exception of equipment serving remote job site trailers or offices.

I, the undersigned and building permit applicant, agree and understand that temporary utility services are being allowed only for the purpose of construction and I will call for final inspections and obtain a certificate of occupancy or a temporary certificate of occupancy, before the building or addition to the existing building is occupied or used for any other reason (including storage of items other than building materials and tools).

I, the undersigned and building permit applicant, understand that temporary utility services may be disconnected at anytime the property is found to be in violation of the Terms and Conditions of Use.

I, the undersigned and building permit applicant, agree the furnace is NOT to be operated any time fumes are present (such as glue, paint, dust, etc.), or any other substance harmful to the furnace. No electrical equipment may be left in an unsafe condition. It is not in the best interest of the building's owner to operate permanent HVAC system for temporary heating or cooling purposes during construction.

I, the undersigned, do agree to assume all responsibility for any cost associated with these temporary utilities. I, the undersigned, do understand that once a Certificate of Occupancy or Certificate of Completion is issued or upon completion of the construction project outside the city limits, then City of Stillwater Customer Service shall be contacted to change the status of the utility account.

I understand and agree that temporary water service is for construction purposes only and is NOT to be connected to any building/structure in any manner, whether directly or indirectly, until a permitted sewer connection is made to an approved sewage disposal system. I also understand that prior to issuance of a certificate of occupancy, any costs associated with the relocation/adjustment of the meter can or repairs required on the City's side of the meter due to damages during construction will be my responsibility.

I understand that a violation of any of the above conditions, or failure to comply with the requirements of and within the time constraints of the Terms and Conditions of Use, shall be considered a Class A Offense and may result in the immediate disconnection of the utility services and/or issuance of a municipal citation.

Project Address \_\_\_\_\_

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Billing Address \_\_\_\_\_

Phone Number: \_\_\_\_\_

# Attic Ventilation Calculation Worksheet

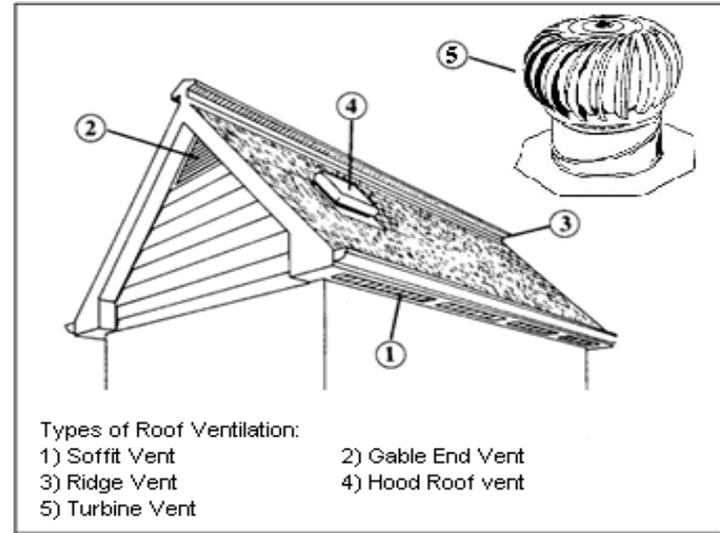
Address: \_\_\_\_\_

Contractor: \_\_\_\_\_

Type and Amount of roof ventilation proposed: **(check ALL that apply)**

	Size	Length	# of	Manufacture
<input type="checkbox"/> Soffit Vent				
<input type="checkbox"/> Gable End Vents				
<input type="checkbox"/> Ridge Vent				
<input type="checkbox"/> Hood Roof Vents				
<input type="checkbox"/> Turbine Vents				

**Total NFVA Area Proposed =** \_\_\_\_\_



## Ventilation Calculation

A. Attic area square footage	=	_____	Square Feet
B. Attic area (divided by) 150 <u>or</u> 300	=	_____	Sq Ft of attic ventilation required
C. Sq Ft of attic ventilation required x 144	=	_____	
<b>Total NFVA Area Required =</b>		_____	

**NFVA - Note:** *The net-free area can be as much as 50% less than the gross opening area. The manufacturer's literature should be consulted to obtain free-area information.*

**\*(IRC), IBC Minimum area.** The total net free ventilating area shall not be less than 1 to 150 of the area of the space ventilated except that the total area is permitted to be reduced to 1 to 300, provided at least 50 percent (and not more than 80 percent) of the required ventilating area is provided by ventilators located in the upper portion of the space to be ventilated at least 3 feet (914 mm) above eave or cornice vents with the balance of the required ventilation provided by eave or cornice vents.



Department of Development Services 723 S. Lewis Street Stillwater, Oklahoma 74074

Office: (405) 742-8218 Fax: (405) 742-8321 Web: stillwater.org

Form Date: 06.10.15

# Attic Spray Foam Worksheet

Address: \_\_\_\_\_

Contractor: \_\_\_\_\_

**Type of spray foam proposed: (check ALL that apply and provide product spec sheets)**

If product information is not known, enter "Will submit later"

	Product Name	Manufacturer
<input type="checkbox"/> Open Cell	_____	_____
<input type="checkbox"/> Closed cell	_____	_____
<input type="checkbox"/> Ignition barrier	_____	_____
<input type="checkbox"/> Approved without additional ignition barrier		

**Attic storage information**

<input type="checkbox"/>	Attic storage is planned
<input type="checkbox"/>	No attic storage is planned
<input type="checkbox"/>	Attic storage is planned but will be separated from insulated attic

R316.5.3 Attics. The thermal barrier specified in Section R316.4 is not required where all of the following apply:

1. Attic access is required by Section R807.1.
2. The space is entered only for purposes of repairs or maintenance.
3. The foam plastic insulation is protected against ignition using one of the following ignition barrier materials:
  - 3.1. 1 1/2-inch-thick (38 mm) mineral fiber insulation;
  - 3.2. 1/4-inch-thick (6.4 mm) wood structural panels;
  - 3.3. 3/8-inch (9.5 mm) particleboard;
  - 3.4. 1/4-inch (6.4 mm) hardboard;
  - 3.5. 3/8-inch (9.5 mm) gypsum board; or
  - 3.6. Corrosion-resistant steel having a base metal thickness of 0.016 inch (0.406 mm).

The above ignition barrier is not required where the foam plastic insulation has been tested in accordance with Section R316.6.



Department of Development Services 723 S. Lewis Street Stillwater, Oklahoma 74074

Office: (405) 742-8218 Fax: (405) 742-8321 Web: stillwater.org

Form Revised: 07.01.2015

**City of Stillwater  
Improvement Plans Checklist  
Sanitary Sewer, Water, Paving, Stormwater**

This CHECKLIST identifies the items needed. All items indicated as SUCH are required for the submittal to be considered complete.

APPLICANT	REQUIREMENTS	CITY
	1) COMPLETED APPLICATION FORM	
	2) SEWER PLANS: 3 SETS	
	a) ODEQ APPLICATION (ODEQ 252:656-3-1)	
	b) ODEQ ENGINEERING REPORT FORM (ODEQ 252:656-3-1)	
	c) SEWER IMPACT ANALYSIS	
	d) CITY OF STILLWATER STANDARDS, SECTION 1500 – WASTEWATER COLLECTION SYSTEMS - DESIGN	
	e) CITY OF STILLWATER STANDARDS, SECTION 2500 – WASTEWATER COLLECTION SYSTEMS - CONSTRUCTION	
	f) CITY OF STILLWATER STANDARDS, SECTION 3500 – WASTEWATER COLLECTION SYSTEMS - DETAILS	
	3) WATER PLANS: 3 SETS	
	a) ODEQ PERMIT APPLICATION Submitted with Water Line Plans	
	b) ODEQ ENGINEERING REPORT FORM (ODEQ 252:656-3-1)	
	c) WATER IMPACT ANALYSIS	
	d) CITY OF STILLWATER STANDARDS, SECTION 1400 – DRINKING WATER DISTRIBUTION SYSTEM - DESIGN	
	e) CITY OF STILLWATER STANDARDS, SECTION 2400 – DRINKING WATER DISTRIBUTION SYSTEM - CONSTRUCTION	
	f) CITY OF STILLWATER STANDARDS, SECTION 3400 – DRINKING WATER DISTRIBUTION SYSTEM - DETAILS	
	4) PAVING PLANS: 2 SETS	
	a) CITY OF STILLWATER STANDARDS, SECTION 1700 – STREETS & APPURTENANCES - DESIGN	
	b) CITY OF STILLWATER STANDARDS, SECTION 2700 – STREETS & APPURTENANCES- CONSTRUCTION	
	c) CITY OF STILLWATER STANDARDS, SECTION 3700 – STREETS & APPURTENANCES - DETAILS	
	5) STORMWATER PLANS: 2 SETS	
	a) CITY OF STILLWATER STANDARDS, SECTION 1800 – STORMWATER COLLECTION SYSTEM- DESIGN	
	b) CITY OF STILLWATER STANDARDS, SECTION 2800 – STORMWATER COLLECTION SYSTEM- CONSTRUCTION	
	c) CITY OF STILLWATER STANDARDS, SECTION 3800 – STORMWATER COLLECTION SYSTEM - DETAILS	
	<b>Note: Not all ODEQ requirements are listed on this checklist. ***</b>	

\*\*\* If improvement plans are lacking significant details required for a complete review of all proposals, the applicant will be notified of such and the processing of the application will halt until sufficient details are submitted and the application is deemed complete.

---

**Certification:** I hereby certify that the information provided herein is both complete and accurate to the best of my knowledge and I understand that any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application.

Preparer's Signature \_\_\_\_\_

Date \_\_\_\_\_

# WATER METER REQUEST

RURAL WATER CORP #3   
  CITY SYSTEM   
  RURAL WATER DIST. #1   
  OUTSIDE CITY LIMITS  
 >>>> **Within 1/2 mile of City Limits**   
 Yes   
 No   
Map Required for Review with RWD#1 & Outside City Limits  
 IRRIGATION/AGRICULTURE METER   
 CHANGE IN METER SIZE

**CS Contract:**

**If this request is for existing developer tap/benefit units, please indicate number of taps and price per tap paid:**  
 # of developer taps \_\_\_\_\_ \$/Tap \_\_\_\_\_

SERVICE ADDRESS: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT/BUSINESS NAME: \_\_\_\_\_

SIZE OF WATER METER REQUESTED: \_\_\_\_\_ (INCH)    PROPERTY SIZE (ACRES) \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

TELEPHONE: (W) \_\_\_\_\_ (H) \_\_\_\_\_ (CELL) \_\_\_\_\_

**APPLICABLE FEES:** (See reverse side for fees)

Applicable Account Code:

1. Water Capacity Fee		
2. Meter & Fittings Charge		
3. Meter Tie-On Fee		
4. Sewer Capacity Fee (If Applicable)		
<b>Total Cost</b>		

**NOTE:** For all water meter sizes greater than 1", the meter and fittings charge will be billed at actual costs. Road crossing bore cost, if applicable, will be billed after the work.

WO# \_\_\_\_\_

**NOTE:**

- The ability to provide water service to the above location depends on the proximity to a water main and will be field verified by city crews. Upon verification of ability to serve, you will be contacted by Development Services to make the above payment amount.
- To initiate service, contact with Customer Service is required before installation to setup account.
- Sewer Disposal System Requirements:** Each water meter request must be accompanied by documentation of an ODEQ approved/installed/certified complete on-site sewage disposal system or connection to the City's sanitary sewer system. If a system or connection is not available when the meter is requested, a Temporary Water Service Agreement may be executed by the applicant. This will allow the meter to be set for construction, agricultural or irrigation uses prior to the installation of the on-site sewage disposal system or connection to City's sanitary sewer system.

For office use only

\_\_\_\_\_ from the City of Stillwater has field verified and confirms that the  
 (print name) City of Stillwater is able/unable to provide water service to the above location.  
 (circle one)

Water Line Size: \_\_\_\_\_ Verified  YES  No

Comments: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**This form must be returned to Development Services, fax # 742.8321 within 5 business days.**

## Water Meter Fees (Does not include cost of required permits/inspections)

Per Resolution CC-2009-1

Per Resolution CC-2005-26

Inside City Limits	Water Capacity Fee (W3)	Meter/Fittings (W4)	Meter Tie-On (W5)	Total	<b>A/R Code: WA</b>  <b>Rural Water Corp. #3:</b> <b>Pursuant to Agreement Amendment dated Sept. 13, 2010, the fees charged for water meters shall be the same fee schedule as the "Inside" City Limits fee chart.</b>
¾" Meter	\$ 150.00	\$ 127.00	\$ 100.00	\$ 377.00	
1" Meter	\$ 375.00	\$ 215.05	\$ 255.00	\$ 845.05	
1 ½" Meter	\$ 725.00	Time + Materials	\$ 571.00	\$ 1,296.00*	
2" Meter	\$ 2,500.00	Time + Materials	\$ 1,013.00	\$ 3,513.00*	
3" Meter	\$ 3,775.00	Time + Materials	\$ 2,281.00	\$ 6,056.00*	
4" Meter	\$ 9,575.00	Time + Materials	\$ 4,055.00	\$ 13,630.00*	
6" Meter	\$ 19,150.00	Time + Materials	\$ 9,919.00	\$ 29,069.00*	

\*Amount to be collected before work order is entered – all other fees to be billed by WU.

Outside City Limits	Water Capacity Fee (W3)	Meter/Fittings (W4)	Meter Tie-On (W5)	Total	<b>RWD#1 requests are subject to terms of their respective agreements.</b>  <b>All other requests require City manager approval-Route request through Development Services and Water Utilities Departments.</b>
¾" Meter	\$ 300.00	\$ 127.00	\$ 200.00	\$ 627.00	
1" Meter	\$ 750.00	\$ 215.05	\$ 510.00	\$ 1,475.05	
1 ½" Meter	\$ 1,450.00	Time + Materials	\$ 1,142.00	\$ 2,592.00*	
2" Meter	\$ 5,000.00	Time + Materials	\$ 2,026.00	\$ 7,026.00*	
3" Meter	\$ 7,550.00	Time + Materials	\$ 3,422.00	\$ 10,972.00*	
6" Meter	\$ 38,300.00	Time + Materials	\$ 14,879.00	\$ 53,179.00*	

\*Amount to be collected before work order is entered – all other fees to be billed by WU.

## Sewer Meter Fees (Does not include cost of required permits/inspections)

Per Resolution CC-2009-1

Per Resolution CC-1995-7

Inside City Limits	Sewer Capacity Fee (W3)	Water Closet Fee	Outside City Limits
¾" Meter	\$ 400.00	\$100 per toilet/urinal. Fee to be paid upon connection to sewer or switch from alternate system to sewer.	<b>All request require City manager approval-Route request through Development Services and Water Utilities Departments. The Sewer Capacity Fee charged for Sewer Service outside the City Limits is twice (2X) the Inside City Limit Rate shown at the left. The Water Closet Fee is the same as inside City Limit Rate.</b>
1" Meter	\$ 975.00		
1 ½" Meter	\$ 1,925.00		
2" Meter	\$ 6,675.00		
3" Meter	\$ 10,100.00		
4" Meter	\$ 25,750.00		
6" Meter	\$ 51,475.00		

Water meter applications without City sewer must provide documentation of having a properly installed ODEQ approved sewer system.



City of Stillwater
Water Resources Department
Temporary Water Service Agreement

I, \_\_\_\_\_ agree that water service is provided to

\_\_\_\_\_
for only the uses listed below. I agree to provide the appropriate backflow prevention devices as required by plumbing code and/or State law and as determined by the City. I agree that the water service line shall not be connected to any habitable building/structure without a permitted sewer connection to the City's sanitary sewer system or a connection to an ODEQ approved/installed/certified complete on-site sewage disposal system. I will provide the City with ODEQ documentation of said connection prior to any connection of water service to any habitable structure. I understand that any violation of the above conditions will result in the immediate disconnection of utility service and possible municipal citation.

Uses Allowed:

\_\_\_\_\_ Irrigation

\_\_\_\_\_ Livestock

\_\_\_\_\_ Construction

Staff Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name Printed: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Mailing Address of Account Holder:
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_



STILL PIONEERING

Department of Operations
Water Utilities Service Center
707 E 8th Ave
Stillwater, OK 74075

Office: 405.533-8048
Fax: 405.533-8044
Web: Stillwater.org

PLEASE PROVIDE INFORMATION NEEDED TO FACILITATE ALL NEW WATER METER REQUESTS

Contact Name: \_\_\_\_\_

Office phone #: \_\_\_\_\_

Cell phone #: \_\_\_\_\_

Meter set address: \_\_\_\_\_

- 1. Date the meter requested to be set by: \_\_\_\_\_
2. Water distribution crew needs a wood stake placed to:
a. Show location where customer prefers the meter box to be set.
b. Mark the finished grade on the stake.
3. After stake has been set, kindly contact the Water Distribution Service Center:
a. Administrative Assistant Staci Cundiff at (405) 533-8048 - scundiff@stillwater.org or
b. Water Distribution Deputy Team Leader Kelley Hitch at (405) 880-7037 khitch@stillwater.org
4. Until the Water distribution staff is contacted with staking information, the meter request will be put on hold.
5. Please be informed that:
a. We install water meter taps and meter set in the order received by water distribution.
b. Meter sets that require road crossing will need a road bore. The road bore has to be scheduled with a boring contractor. For county road bores a road crossing permit is required, and the application is submitted to the county.

Should you have any questions, please do not hesitate to call.

Thank you

OFFICE USE ONLY:
[ ] Copy given to customer
[ ] Work order number: \_\_\_\_\_
Completed by: \_\_\_\_\_

# City of Stillwater

## Development Services Department

### Water Demand Analysis (WDA) Reports, Collection System Demand Analysis (CSDA) Reports and submittals

#### Guideline

In keeping with the requirements of the Design and Construction Standards, Sections 1400, Drinking Water Distribution Systems, and Part 2, subsection B & C therein, and Section 1500, Wastewater Collection Systems, and Part 2, subsection B & C therein, a usage demand analysis and modeling must be performed to verify that demand or usage does not overload the available system and negatively impact the surroundings. It is required of the project's Engineer of Record to develop hydraulic studies and analysis with supporting information and data that may be reviewed and, where appropriate, incorporated in area models for the City system being used as a source or repository.

#### **Data Collection:**

Development Services has made every effort to assist the designer in collecting data and information for their studies and design. To that end, the Department provides a Water/Wastewater Demand Form (WWDF), which provides a series of information prompts to help the applicant collect or develop the necessary information expected for design, review, and modeling. This form is presently available through the Development Services' front desk and will be shortly available on the City's webpage.

#### **Reporting:**

The Water Demand Analysis (WDA) as well as Collection System Demand Analysis (CSDA) shall be prepared and presented as a report or reports. Reports shall follow the general guidelines and format set forth in Design and Construction Standard Section 1010, Part 3.A. Presentation of the information and findings of these analyses is designed to ease everyone's ability to keep information straight as well as reduce time in hunting for that information. Since Water Demand Analyses and Collection Demand Analysis are engineering studies, the City of Stillwater will expect that these studies will be submitted in a report format that closely resembles the requirements of section 1010. Reports shall be sealed, dated, and signed by the Engineer of Record, either in the cover letter or on the face of the report.

Following this format will allow the applicant to organize the information in a logical manner, and reduce the time necessary for the reviewer to find the information that they need to use to provide modeling verification. The use of summary tables where a great deal of data is provided is an appropriate tool, and can be used and located in front of that data, easing in the search effort as long, as the supporting data is provided as part of the report as back up.

A review of Chapters 1400 and 1500 may identify specific criteria or information that can be presented in a format within the report to simplify preparation, presentation, resolution, and information retrieval. The depth and breadth of the report will depend on the nature of the work involved.

**City of Stillwater**  
**Water/Wastewater Demand Form (WWDF)**

Request Date: \_\_\_\_\_ Building/Planning Case #: \_\_\_\_\_  
Requestor: \_\_\_\_\_ Title  
Requester Firm: \_\_\_\_\_  
Requester Address: \_\_\_\_\_  
Requester Contact Info: Phone # \_\_\_\_\_ E-mail: \_\_\_\_\_

---

Name of Development/Project: \_\_\_\_\_  
Address/Location of Project: \_\_\_\_\_  
(Please attach legal description)  
Type of Development: \_\_\_\_\_ Current Zoning: \_\_\_\_\_  
Type of units (SFH, apartments, etc.): \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_  
Location (include proposed point(s) of service on Plan): \_\_\_\_\_  
(The developer is responsible for design of internal improvements)

**General:**

The engineer of record shall submit a Water and Sewer Impact Hydraulic Analysis report(s) in which hydraulic analysis is performed for each system. The purpose of this analysis is to provide sufficient information for the City to enter into its water and sanitary sewer hydraulic models and verify that after the proposed service is added to the existing collection and distribution systems, a) the existing systems will remain compliant with the Stillwater Standards and b) any areas that are not currently compliant with the City of Stillwater Standards are not negatively impacted.

This form is designed to aid the applicant in assembling the appropriate information. It remains the responsibility of the applicant to ensure that all required information is submitted as part of the required report(s). As a result revoew of the report(s), data provided and the initial modeling, the City may request additional clarification and further information.

Attach source of information; if calculated please provide basic back-up; or if similar facility information is used provide that historical back-up.

**Building(s):**

Residential Uses: \_\_\_\_\_ Commercial Uses: \_\_\_\_\_  
Number of units: \_\_\_\_\_ Number of Units: \_\_\_\_\_  
Beds per unit \_\_\_\_\_  
OR  
Number of tenants: \_\_\_\_\_

Size of units (Building Square Footage): \_\_\_\_\_ Lot Size (Square Footage): \_\_\_\_\_  
\*If there are different model units, attach supporting information.

**Site Plan:**

Please submit a site plan or reasonably detailed sketch (to scale) showing the following minimum information:

- a. Project labels with project title, address of project, contact name, contact phone number, drawing scale and north arrow.
- b. Main roads/streets.
- c. Location and size of pertinent lines, both existing and proposed.
- d. Tie-ins to City services for water, sewer and/or both.
- e. Location of key meters including irrigation meter(s) if applicable.
- f. Any further information which will assist in analysis.

**City of Stillwater**  
**Water/Wastewater Demand Form (WWDF)**

**WATER**

Please review the requirements of Section 1400 of the City of Stillwater Design and Construction Standards. In particular, review the requirements of Section 1400, Part 2, Item C: Distribution System Modeling, therein.

Size of public main for service connection (if known): \_\_\_\_\_ Correlate supporting information with site plan or sketch.

**WATER FLOW SUMMARY:** Have one or more water flow summary(ies) been requested and/or received? If not and this information is needed to complete your on-site hydraulic analysis, please complete Water Utilities Assistance/Information Request form(s).

**Provide** diurnal curve information showing peak day hourly domestic water demand (indicate gallons per minute or gallons per hour):

**NOTE: Clarify rate if using billing records.**

12:00 AM-1:00 AM		8:00 AM-9:00 AM		4:00 PM-5:00 PM	
1:00 AM-2:00 AM		9:00 AM-10:00 AM		5:00 PM-6:00 PM	
2:00 AM-3:00 AM		10:00 AM-11:00 AM		6:00 PM-7:00 PM	
3:00 AM-4:00 AM		11:00 AM-12:00 PM		7:00 PM-8:00 PM	
4:00 AM-5:00 AM		12:00 PM-1:00 PM		8:00 PM-9:00 PM	
5:00 AM-6:00 AM		1:00 PM-2:00 PM		9:00 PM-10:00 PM	
6:00 AM-7:00 AM		2:00 PM-3:00 PM		10:00 PM-11:00 PM	
7:00 AM-8:00 AM		3:00 PM-4:00 PM		11:00 PM-12:00 AM	

*Provide source of data (literature reference(s) or date(s) and location(s) of field data collection)*

**Provide** diurnal curve information showing peak day hourly irrigation demand (indicate gallons per minute or gallons per hour):

**NOTE: Clarify rate if using billing records.**

12:00 AM-1:00 AM		8:00 AM-9:00 AM		4:00 PM-5:00 PM	
1:00 AM-2:00 AM		9:00 AM-10:00 AM		5:00 PM-6:00 PM	
2:00 AM-3:00 AM		10:00 AM-11:00 AM		6:00 PM-7:00 PM	
3:00 AM-4:00 AM		11:00 AM-12:00 PM		7:00 PM-8:00 PM	
4:00 AM-5:00 AM		12:00 PM-1:00 PM		8:00 PM-9:00 PM	
5:00 AM-6:00 AM		1:00 PM-2:00 PM		9:00 PM-10:00 PM	
6:00 AM-7:00 AM		2:00 PM-3:00 PM		10:00 PM-11:00 PM	
7:00 AM-8:00 AM		3:00 PM-4:00 PM		11:00 PM-12:00 AM	

*Provide source of data (literature reference(s) or date(s) and location(s) of field data collection)*

**Provide** diurnal curve information showing peak day hourly other demand (indicate gallons per minute or gallons per hour):

**NOTE: Clarify rate if using billing records.**

12:00 AM-1:00 AM		8:00 AM-9:00 AM		4:00 PM-5:00 PM	
1:00 AM-2:00 AM		9:00 AM-10:00 AM		5:00 PM-6:00 PM	
2:00 AM-3:00 AM		10:00 AM-11:00 AM		6:00 PM-7:00 PM	
3:00 AM-4:00 AM		11:00 AM-12:00 PM		7:00 PM-8:00 PM	
4:00 AM-5:00 AM		12:00 PM-1:00 PM		8:00 PM-9:00 PM	
5:00 AM-6:00 AM		1:00 PM-2:00 PM		9:00 PM-10:00 PM	
6:00 AM-7:00 AM		2:00 PM-3:00 PM		10:00 PM-11:00 PM	
7:00 AM-8:00 AM		3:00 PM-4:00 PM		11:00 PM-12:00 AM	

*Provide source of data (literature reference(s) or date(s) and location(s) of field data collection)*

Building fire suppression system flow: \_\_\_\_\_ gpm (coordinate with Building Official).

Fire hydrant flow requirement: \_\_\_\_\_ gpm (coordinate with Building Official).

**City of Stillwater**  
**Water/Wastewater Demand Form (WWDF)**

**NOTE:** Fire flow requirements maybe different depending on final zoning action.

**SANITARY SEWER**

Please review the requirements of Section 1500 of the City of Stillwater Design and Construction Standards. In particular, review the requirements of Section 1500, Part 2, Item B: Collection System Modeling, therein.

Size of public main for service connection (if known): \_\_\_\_\_ Correlate supporting information with site plan or sketch.

Peak day hourly wastewater demand (indicate gallons per minute or gallons per hour):

12:00 AM-1:00 AM		8:00 AM-9:00 AM		4:00 PM-5:00 PM	
1:00 AM-2:00 AM		9:00 AM-10:00 AM		5:00 PM-6:00 PM	
2:00 AM-3:00 AM		10:00 AM-11:00 AM		6:00 PM-7:00 PM	
3:00 AM-4:00 AM		11:00 AM-12:00 PM		7:00 PM-8:00 PM	
4:00 AM-5:00 AM		12:00 PM-1:00 PM		8:00 PM-9:00 PM	
5:00 AM-6:00 AM		1:00 PM-2:00 PM		9:00 PM-10:00 PM	
6:00 AM-7:00 AM		2:00 PM-3:00 PM		10:00 PM-11:00 PM	
7:00 AM-8:00 AM		3:00 PM-4:00 PM		11:00 PM-12:00 AM	

*Provide source of data (literature reference(s) or date(s) and location(s) of field data collection)*

**Special Information:**

Please identify special information required of the City of Stillwater to complete your analysis such as specific HGL or demand curve information, water flow summaries, etc. Be specific with the request for information and identify the line, hydrant, etc., where this information is needed.

An Assistance/Information Request form is attached for applicant's use in order to request a water flow summary, if not already requested this must be completed and submitted with the balance of this information.

To the best of my knowledge, the information represents the design criteria to be used for this project.

Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_

The City will make every effort to provide the requested information and conduct modeling in a timely manner. The City is not responsible for missing information or for identifying further requirements after modeling is evaluated.

For administrative use

Date Received: \_\_\_\_\_ Date uploaded to Reviewer: \_\_\_\_\_

Date Design Accepted: \_\_\_\_\_ Initialed by: \_\_\_\_\_

City of Stillwater - Water Utilities - Assistance / Information Request

-- SUBMIT REQUESTS TO THE WATER UTILITIES OFFICE--

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Request for Assistance/Information regarding Property located at \_\_\_\_\_  
(Provide legal description/address/general location)

Type of Assistance \*: (circle one)

Initial Development Review w/Staff

Water Flow Summary Report

Field Assistance

Water/Sewer Line Locations

Analysis of Existing Water/Sewer Capacity (please attach your anticipated demand/usage requirements)

\*include a detailed location sketch for all requests.

Additional Comments:

\_\_\_\_\_  
(office use only)  
Date Received: \_\_\_\_\_ Forwarded/Date: \_\_\_\_\_ Response Method/Date: \_\_\_\_\_  
By: \_\_\_\_\_ Forwarded/Date: \_\_\_\_\_ Staff notes: \_\_\_\_\_

## **Services Available from the Water Utilities Department**

The Water Utilities provides water and sanitary sewer service to the Stillwater area. While it is our goal to continue to provide our existing customers with high quality water services, we also recognize the need to assist potential future customers. Below is a list of services that the Water Utilities can currently provide. Requests should be submitted to the Water Utilities office using the Assistance Request form attached. Call (405) 742-8320 for more information or to schedule an appointment.

### **Initial Development Review w/Staff.**

If you would like to visit with Water Utilities staff regarding a proposed development or a specific issue please schedule an appointment by calling (405) 742-8320.

### **Water Flow Summary Report.**

A water flow summary provides the static/residual pressure of a water line at a given flow rate. This information is provided in the form of a graph that can be used to develop fire protection systems. To obtain a water flow summary, please submit in writing, including a location sketch, a description of the water line from which you are need information. This information can usually be provided within 3 weeks of your request if appropriate outlets exist.

### **Field Assistance.**

From time to time field assistance is requested. Examples of this type of assistance include exposing a manhole lid, excavating water lines at specific points to determine depths, etc., etc. Please submit in writing, including a detailed location sketch, a description of the type of assistance you are requesting. Also include a contact person and phone number so that the field crew can coordinate their work with the individual needing the information. Please note that for assistance that requires excavation, the minimum 48 hour CALL OKIE notice is required. Readily available information can usually be provided within 2 weeks of your request.

### **Water/Sewer Line Locations for Planning or Excavation Purposes.**

The Water Utilities has atlas maps of water and sewer lines available for most areas of Stillwater. Copies of these maps are available in the Water Utilities office. There is a fee required for copies. Another source of information that is available is the City of Stillwater GIS database online at [www.stillwater.org](http://www.stillwater.org). If you are requesting locations for the purposes of general excavation, the City of Stillwater Water Utilities is a member of the Oklahoma One-Call System which provides communications between excavators and underground facilities operators/owners. Call 1-800-522-6543 for more information. Please note: Only those lines on public owned property or easements are located. Private water and sewer lines from the main to the house are typically not located.

### **Analysis of Existing Water/Sewer Capacity.**

The Water Utilities has the ability, through the use of computerized hydraulic flow models and flow monitoring devices, to analyze water and sewer capacity for specific areas. Please submit in writing the anticipated demand/usage based on Oklahoma Department of Environmental Quality recommendations for the specific use proposed. Include a detailed location sketch of where the demand/usage will occur. The time frame for providing this information will depend on the amount of data collection that is required on our part. The Water Utilities will only provide analysis of existing improvements. No recommendations will be made regarding the sizing of proposed improvements.



## 2016 Building Permit Fee Schedule

**STILL PIONEERING**

Per Resolution CC-2008-8 07/01/2008

Complete Update of Fee Schedule Effective 07/01/2016  
PFR (Plan Review Fee)

<b>Building Permit Fees (Effective 7/1/2016)</b>	
New Commercial / Industrial	\$303.36 + \$0.060/sf (\$60.00 Min)
New Multi-Family Residential	\$29.78/dwelling unit + \$0.060/sf (\$60.00 Min)
New Residential (1 & 2 Family)	\$29.78/dwelling unit + \$0.030/sf (\$30.00 Min)
Remodel Commercial	PRF + \$60.70
Remodel Multi-Family Residential	\$48.53 / dwelling unit
Remodel Residential (1 & 2 family)	\$48.53 / dwelling unit
Addition Commercial	PRF + \$0.060/sf (\$60.00 Min)
Addition Multi- Family Residential	\$29.78/dwelling unit + \$0.060/sf (\$60.00 Min)
Addition Residential (1 & 2 family)	\$29.78/dwelling unit + \$0.030/sf (\$30.00 Min)
Accessory Structure including but not limited to; garages, carports, storage sheds (>200 sf), decks (uncovered and >30-inches above grade), emergency storm shelters, fences (>6 feet in height)	\$29.78
Swimming Pools	\$29.78
Mobile Home	\$60.70
Demolition	\$45.22 + \$14.88 if attached to City Sewer
Structure Move	\$45.22 + \$14.88 if attached to City Sewer
Re-Inspection Fee - Required due to incomplete or incorrect construction.	\$42.48 Second Re-inspection \$84.95 Subsequent Re-inspection for same violation
Construction started without appropriate permit(s)	3x cost of permit(s)
<b>Fire Permit Fees (Effective 7/1/2016)</b>	
Fire Sprinkler (commercial)	\$ 55.16 - For 1-100 heads
	\$ 44.11 - each additional 100 (or fraction of)
	\$ 55.16 - Standpipe, per riser
	\$110.30 - Fire Pump, Per pump
Fire Sprinkler Inspection/Test	\$55.16
Fire Sprinkler Alteration (more than 20 heads)	\$55.16
Fire Sprinkler Maintenance	\$13.79
Fire Sprinkler (residential)	\$55.16
Exstinguishing System (other)	\$110.30 - For 1-100 heads
	\$ 82.74 - each additional 100 (or fraction of)
Fire Alarm	\$110.30 - For 1-50 devices (smoke/heat detector, horn/strobe, etc)
	\$110.30 - each additional 50 devices (or fraction of)
Fire Alarm Alteration (more than 5 devices)	\$55.16
Fire Alarm Maintenance	\$13.79
Commercial Cooking Hood Suppression	\$27.59
High Pile Storage (>12-feet and/or >500/sf)	\$55.16
Hazardous Materials (>allowable quantities)	\$55.16
Construction started without appropriate permit(s)	3x cost of permit(s)

<b>Electrical Permit Fees (Effective 7/1/2016)</b>	
Temporary Construction Pole	\$14.88
New Construction Service	\$45.22 for each 100 amps or any amp fraction thereof
Replacement of Existing Service Equipment ( <i>except storm damage</i> )( <i>with or without meter base replacement, 100 amp min</i> )	\$28.69 for first 100 amps plus \$0.166 per amp over 100
Branch circuit wiring with no change in service equipment	\$29.78
Re-Inspection Fee - <i>Required due to incomplete or incorrect construction.</i>	\$42.48 Second Re-inspection \$84.95 Subsequent Re-inspection for same violation
Construction started without appropriate permit(s)	3x cost of permit(s)
<b>Plumbing Permit Fees (Effective 7/1/2016)</b>	
New Commercial / Industrial	\$90.45 + \$2.97 per fixture
New Multi-family Residential	\$24.27 per dwelling unit
New Motel or Hotel	\$14.88 per guest room + \$90.45 + \$2.97 per fixture for additional plumbing fixtures ( <i>other than guest rooms</i> )
New Residential (duplex)	\$90.45 + \$14.88 per bathroom over two
New Residential (single family)	\$45.22 + \$14.88 per bathroom over one
Replacement including but not be limited to; <i>sewer, water, gas, waterheaters, boilers, evaporative coolers, interceptors, separators and any other installations covered under the Code.</i>	\$14.88
Lawn Sprinkler	\$29.78
Re-Inspection Fee - <i>Required due to incomplete or incorrect construction.</i>	\$42.48 Second Re-inspection \$84.95 Subsequent Re-inspection for same violation
Construction started without appropriate permit(s)	3x cost of permit(s)
<b>Mechanical Permit Fees (Effective 7/1/2016)</b>	
New Construction	\$45.22 + \$14.88 for each air handler over one.
Replacement including but not be limited to; <i>new installations, replacements or alterations of systems covered under the Code</i>	\$14.88
Re-Inspection Fee - <i>Required due to incomplete or incorrect construction.</i>	\$42.48 Second Re-inspection \$84.95 Subsequent Re-inspection for same violation
Construction started without appropriate permit(s)	3x cost of permit(s)

<b>Sign Permit Fees (Effective 7/1/2016)</b>	
New Installations or Replacement	\$0.169 per sq ft (\$16.90 minimum)
Re-Inspection Fee - Required due to incomplete or incorrect construction.	\$42.48 Second Re-inspection \$84.95 Subsequent Re-inspection for same violation
Construction started without appropriate permit(s)	3x cost of permit(s)

<b>COMMERCIAL Remodel / Addition Plan Review Fees (PRF) (Effective 7/1/2016)</b>	
<b>TOTAL VALUATION</b>	<b>FEE</b>
\$1.00 to \$500.00	\$36.40
\$501.00 - \$2,000.00	\$54.05
\$2,001.00 - \$5,000.00	\$72.80
\$5,001.00 - \$10,000.00	\$145.61
\$10,001.00 - \$50,000.00	\$218.41
\$50,001.00 and up	\$303.36



## Contractor License & Development Fee Schedule

LICENSING (Updated 10/10/2006)	
Trade Contractor <b>NEW</b>	\$200.00
Trade Contractor <b>RENEWAL</b>	\$55.00
<i>License expires on the last day of the applicants birth month. No bond or insurance required</i>	
Sign Contractor <b>NEW</b>	\$55.00
Sign Contractor <b>RENEWAL</b>	\$25.00
<i>License expire on June 30 following the date of issuance, and shall be renewed annually. New licenses issued on or after June 1 are exempt from renewal until the following year.</i>	
Sign Contractor <b>BOND</b>	\$3,000.00
Sign Contractor <b>INSURANCE</b>	Bodily Injury \$300,000 per occurrence \$300,000 aggregate Property Damage \$100,000 per occurrence \$100,000 aggregate
Structure Mover Contractor License <b>NEW</b>	\$200.00
Structure Mover Contractor License <b>RENEWAL</b>	\$55.00
<i>License expire on June 30 following the date of issuance, and shall be renewed annually.</i>	
Structure Mover Contractor <b>BOND</b>	\$50,000.00
Structure Mover Contractor <b>INSURANCE</b>	Workers compensation and employers liability \$500,000, General transport liability \$1,000,000 general aggregate and \$1,000,000 for each occurrence
<b>ALL Insurance and Bonds must remain effective and in place during the entire licensing period</b>	

DEVELOPMENT FEES (Updated 4/15/2008)	
Residential Transportation Fee	\$0.075/sq ft of lot area (\$750.00 Maximum)
Commercial Transportation Fee	\$0.075/sq ft of lot area or tract (\$750 Minimum)
Water Closet Fee	\$100.00 per toilet or urinal
<b>Water and Sewer Capacity Fees: Please refer to Water Meter Fee Sheet.</b>	<b>Updated Per Resolution CC-2009-1 February 9, 2009</b>

WATER METER FEES
Please refer to the Water Meter Fee Chart on Page 5.