

Section 14.32.240 Service Modification Policy

A. Residential Service Modifications

1. Service Standards

- a. LPC is responsible for the standards, electrical engineering and design associated with the City owned and maintained electric utility.
- b. All electric distribution systems will comply with the requirements outlined in the Rules and Regulations.
- c. Available single phase voltage will be 120/240 volts.
 - (i) Contact LPC Engineering Division for non-standard residential voltages.
- d. A building permit from the appropriate governing agency is required.
 - (i) City of Longmont, contact City of Longmont Building Inspection Division.
 - (ii) Boulder or Weld County, contact County Inspection Division.
- e. The service modification may include a meter relocation, electric panel upgrade, conversion from overhead to underground, etc., and may include the customer's point of delivery. The responsibility for service facilities is:
 - (i) Underground: The City will own, install, and maintain the primary voltage system including transformers and the secondary voltage system including the metering pedestal or the secondary junction vault. LPC facilities will be relocated or upgraded to meet the customer's service change.
 - (a) Pedestals: The customer owns and maintains the service conductor from the pedestal to the electrical panel at the residence. The changes in customer owned facilities shall be completed by the customer in accordance with the NEC and the governing inspection agency.
 - (b) Secondary Junction Vaults: Where secondary junction vaults have been installed in residential subdivisions in lieu of pedestals, the customer is responsible for the modifications required to the conduit and conductor. LPC will take over the maintenance of the conductor one year after the final inspection date.

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The customer shall furnish a meter housing approved by the City of Longmont for the installation of the City's metering equipment as set forth in LPC's metering specifications and the City of Longmont's Design Standards and Construction Specifications.

- (ii) Overhead: The City will own, install, and maintain the primary voltage system, transformers, and service wiring up to the service mast. LPC facilities will be relocated or upgraded to meet the customer's service change.

The customer will own and maintain the service facilities including the mast, an attachment point for the secondary service wire drop that is secure and provides proper clearance, and associated wiring (and meter pole, if required). Customer-owned facilities will be modified in accordance with NEC and the governing inspection agency.

- (a) Service Line Conversion Overhead to Underground: Where overhead electric facilities exist and the customer requests an underground service, the City will own, install, and maintain the service wiring down the pole to a junction vault.

The customer installs, owns and maintains the service conductor from the junction vault to the electrical panel at the residence. Customer owned facilities shall be completed in accordance with the NEC and the governing inspection agency.

f. Connections

Customer-owned facilities must be inspected and approved by the appropriate governing agency prior to final connection to the City-owned facilities and/or system.

- (i) Underground Service: All connections to City-owned facilities will be made by City personnel.
- (ii) Overhead Service: Under standard practice, City personnel will connect the City-owned service drop to the customer-owned mast wiring.

Customer may elect to temporarily connect the City-owned service drop to the customer-owned mast if installed in accordance with the NEC, with further action by LPC for permanent connections. In such event, the City will assume no responsibility regarding the quality or performance of the connections or the connecting devices.

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2. Procedures

- a. To initiate the design and cost estimating process for residential service relocations, upgrades or other modifications the customer or designee shall submit the applicable request for electric service. Supporting documents shall be included with the request and a project coordination meeting scheduled with LPC.
- b. All project design and cost estimates will be scheduled by LPC based upon the date of submittal of the request for service, accompanied by the required project information.
- c. For services greater than 200 amps, current and voltage metering transformers will be issued by the LPC Meter Shop in the City Service Center, 1100 S. Sherman Street. A copy of the Building Permit and the completed Request for Service must be submitted and approved by LPC before the equipment will be released.
- d. For relocation of the electric service, the customer must provide written easements to the City for all properties which the service line will cross. The City will furnish the standard form for these easements and will designate width of easements and acceptable line routes.
- e. All required procedures must be satisfied before the project work order will be scheduled for construction.
- f. The following site preparation must be completed prior to LPC construction start.
 - (i) Lot corners or other requested references must be marked by the customer. This may include locating associated electric easement(s) granted for access to and construction within the project site.
 - (ii) If the service modification requires a new installation and the City determines that it passes through a rocky area, the customer must provide a six-foot deep hole for each pole and a seven-foot deep hole for each anchor for overhead construction, or a three-foot deep trench for underground construction. LPC Engineering Division personnel, or the customer if so required in LPC's sole discretion, will stake the required location of each pole and anchor or the route of each trench.
- g. Connections to the customer installed facilities will be scheduled after LPC receives an inspection release by the governing inspection agency.

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3. Fees

- a. The cost associated with the service modification will be paid by the customer or other responsible party. These costs may include the relocation or alteration of existing electric facilities necessitated by the project. The cost will be the total of material, labor, equipment, City subcontracted work associated with the project, and engineering/administration costs, based on standard estimating procedures established by LPC.
- b. Charges for changes during construction or after initial installation of the system will be borne by the developer, the customer or designee in accordance with paragraph (C) (a) above. Changes in installation techniques due to unforeseen conditions will also result in charges to be borne by the developer, customer or designee.
- c. An Electric Community Investment Fee (ECIF) for all new electric services and upgrades is required. Specific details of the ECIF are provided in Section 14.32.150.
- d. Payments shall be made as required by LPC.

B. Commercial/Industrial Service Modifications

1. Service Standards

- a. LPC is responsible for the standards, electrical engineering and design associated with the City owned and maintained electric utility.
- b. All electric distribution systems will comply with the requirements outlined in this Chapter.
- c. Underground installations will utilize pad mounted transformers. Overhead installations are limited to a maximum transformer size of 300 kVA.
- d. Under standard practice, commercial/industrial services will incorporate a three phase primary voltage system with associated tap points. Individual service installations may be either single or three-phase at the customer's option. Available three-phase voltages will be 120/208 or 277/480 volts. Available single-phase voltage will be 120/240 volts. If supplied by a three-phase installation, 120/208 volts single-phase will be the service standard.
- e. A building permit from the appropriate governing agency is required.
 - (i) In the City of Longmont limits, contact City of Longmont Building Inspection Division.
 - (ii) In Boulder or Weld County, contact County Inspection Division.

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- f. All installations will have the meter located on the exterior of the customer's building unless an approved design is presented and approved by LPC staff. No customer-owned facilities will be mounted on City facilities or structures. Access must be provided to all City facilities or structures.
- g. The service modification may include meter relocation, electric panel upgrade, etc., and will include the customer's point of delivery. The responsibility for service facilities is:

- (i) Underground: The City will own and maintain the primary voltage system including transformers. City facilities will be modified to meet the customer's service requirements.

The customer owns and maintains the service facilities from the transformer secondary spades. The service facilities will be modified by the customer in accordance with the NEC requirements and the governing inspection agency. Additionally, the customer must furnish the concrete pad as required for the transformer defined in the LPC Engineering Division specifications. The customer has ownership and maintenance responsibility for this concrete pad.

- (ii) Overhead: The City will own, and maintain the primary voltage system including transformer, and service wiring up to the service mast. City facilities will be relocated or upgraded to meet the customer's service requirements.

The customer will own and maintain the service facilities, including the mast, an attachment point for the secondary service wire that is secure and provides proper clearance, and associated wiring. These facilities will be modified in accordance with NEC requirements and the governing inspection agency.

h. Primary Meter Services

- (i) The City will own and maintain all primary voltage facilities up to and including the customer's metering point. City facilities will be relocated or upgraded to meet the customer's service requirements.
- (ii) The customer is responsible for modifying all facilities on the load side of the metering point. The customer will continue to own and maintain all facilities on the load side of the metering point except for customers who are substation metered in which case arrangements for ownership, installation and maintenance will be established unless determined otherwise by individual contract. All customer facilities will be modified in accordance with NEC requirements and the governing inspection agency.

i. Connections of Service Facilities

Customer-owned facilities must be inspected and approved by the appropriate governing agency prior to final connection to the City-owned facilities and/or system.

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- (i) **Underground Service:** All connections to City-owned facilities will be made by City personnel. Unless specifically approved by LPC Engineering Division, the total number of connections within a three-phase transformer will be limited to six conductors per phase; within a single-phase transformer, the limit will be four conductors per phase. The customer will install cable of sufficient length for termination.

In the event that more than the allowed numbers of conductors are required, a separate termination cabinet and associated facilities may be installed at the customer's expense. This cabinet will be owned, installed, and maintained by the City and will be the point of attachment for the service. The City will own, install or increase capacity as required, and maintain the wiring between the cabinet and transformer and make all associated connections. The customer will own, install or increase capacity as required, and maintain the facilities between the cabinet and the service entrance and will make all associated connections.

- (ii) **Overhead Service:** Under standard practice, City personnel will connect the City-owned service drop to the customer-owned mast wiring.

Customer may elect to temporarily connect the City-owned service drop to the customer-owned mast if installed in accordance with the NEC, with further action by LPC for permanent connections. In such event, the City will assume no responsibility regarding the quality or performance of the connections or the connecting devices.

2. Procedures

- a. To initiate the design and cost estimating process for commercial service relocations, upgrades or other modifications, the customer or designee shall submit the applicable request for electric service. Supporting documents shall be included with the request and a project coordination meeting scheduled with the LPC Engineering Division.

All project design and cost estimates will be scheduled by the LPC Engineering Division based upon the date of submittal of the Request for Service, accompanied by the required project information.

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- b. The customer shall furnish a meter housing approved by the City of Longmont for the installation of the City's metering equipment. If, in the City's discretion, instrument transformers are required, an approved location and mounting bracket shall be provided for outdoor type instrument transformers. If an outdoor installation is not desirable, the customer shall furnish and install an approved suitable metal enclosure for the installation of instrument transformers and the metering sockets for which the City will furnish and install the meters. In the case of meter clusters, the customer shall furnish and install metering equipment that has been approved by LPC. LPC staff will inspect installations at the time of service connection. LPC staff shall not install the service meter until the customer installs a meter housing approved by LPC. The governing inspection agency will be notified and an additional inspection may be required.
- c. For relocated services, the customer may be required to provide easements in addition to previously recorded plats to the City for all properties which the electric facilities will cross. Surveying costs required to provide such easements are at the customer's expense. The City will furnish the standard form for these easements and will designate width of easements and acceptable line routes.
- d. All procedures must be satisfied before the project work order will be scheduled for construction.
- e. The following site preparation must be completed when new construction efforts are required prior to construction start:
 - (i) Refer to City of Longmont Design Standards for specific development requirements.
 - (ii) If the City determines that the service modification requires a new installation and it passes through a rocky area, the customer must provide a six-foot deep hole for each pole and a seven-foot deep hole for each anchor for overhead construction, or a three-foot deep trench for underground construction. LPC Engineering Division personnel, or the customer if so required in LPC's sole discretion, will stake the required location of each pole and anchor for the route of each trench.

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3. Fees

- a. The cost associated with the service modification will be paid by the customer or other responsible party. These costs may include the relocation or alteration of existing electric facilities necessitated by the project. The cost will be the total of material, labor, equipment, City subcontracted work associated with the project, and engineering/administration costs, based on standard estimating procedures established by the LPC Engineering Division.
- b. Charges for changes during construction or after initial installation of the system will be borne by the responsible party in accordance with paragraph (3) (a) above. Changes in installation techniques due to unforeseen conditions will also result in charges to be borne by the customer or designee.
- c. An Electric Community Investment Fee (ECIF) for all new electric services and upgrades is required. Specific details of the ECIF are provided in Section 14.32.150.
- d. Payment shall be made as required by LPC.