1. **Informational meeting - 199 IAC 11.4**
* If an informational meeting was held, the petition must be filed at least 30 days after the informational meeting, but not later than two years
* If a proposed line is a multi-county transmission line and informational meetings are required, the informational meetings must be held in each county, even if the line segment mileage in other counties could be less than one mile of new privately owned real estate
1. **Petition - 199 IAC 11.5(1)**
* New petition form on IUB website
* Show the docket number (if known), Iowa Code version, company name and address, county, commencing date, and the length and maximum voltage of the line
* Show contact information if a map was requested
* Petition must be signed
* Affidavit must be signed and notarized

Common errors:

* Incorrect version of Iowa Code
* Incorrect distance of proposed route
* Not designating which map is available to the public
* Notary Commission has expired
* Signatures not redacted
1. **Exhibit A - (199 IAC 11.5(1)(a)**
* Refer to example on IUB website for expected format
* Name of the county
* Nominal and maximum voltages are given
* Beginning and ending points of the proposed line
* Right-of-way type (public, private, railroad) for every segment is provided
* Termini locations
	+ A terminus must be a substation, three-way switch pole, generating station, or other electric line that the proposed line will tap to it
* Termini in other counties, if applicable
* Description consistent with Exhibit B
* Section, township, and range information provided for each segment, including crossing or in or adjacent to the right-of-way of a named road and/or named railroad
* Identify all counties involved in the project
* Page numbers needed for Exhibit A
* For multiple segments:
	+ Last sentence of each segment details the total mileage
	+ Sum of segments is the same as the mileage requested on the petition

Common errors:

* Voltage needs to be included
* Legal description accurate (miles shown in two decimal points)
* Designate private or public right-of-way
* Mileage of Exhibit A does not match mileage on petition
* No page number if more than one page
1. **Exhibit B - 199 IAC 11.5(1)(b)**
* Refer to example on IUB website
* Entire route of the proposed line as described in Exhibit A
* Scale not less than one inch per mile on an 11” x 17” sheet (See 199 IAC 14.8(1))
* Legend with all symbols and acronyms defined and compass (north specified)
* Starting and ending points of the proposed line
* For lines that parallel road or railroad, clearly shows which side the line is on
* Sections with double circuit or underbuild are clearly indicated and understandable
* Line symbols used to clearly indicate nominal voltage and ownership of all electric lines on the map
* Consistent with Iowa Department of Transportation (DOT) county maps (available on the DOT website) and Iowa Sportsman’s Atlas (if applicable)
* General requirements for map:
	+ County names and boundaries (if applicable)
	+ Name and corporate limits of cities
	+ Section, township, and range information: lines, numbers, and boundaries
	+ Names and boundaries of any public lands, wildlife refuges, preserves, and recreational areas
	+ Location and identity of roads, major stream or body of water, any other manufactured structures, or landmarks
	+ Location, owner name, and address of railroads
	+ Location, owner name, and address of any airports or landing strips within one mile of the route
* For any electric line within 0.6 miles of the route, map must show:
	+ Nominal voltage
	+ Overhead or underground
	+ Owner name and address
	+ Whether it will be removed or relocated, if applicable
* Additional requirements within 0.6 miles:
	+ Owner name and address of telephone, communication, or cable facilities; if there are communication towers within this area, indicate location as well
	+ Owner name and address of rural district water facilities
	+ Location, owner name, and address of any pipelines
* Sheet numbers are accurate

Common errors:

* Not identifying all existing electric lines
* Not identifying all facilities and utilities as required
* Inaccurate or out-of-date contact addresses
* Not showing everything; i.e., cemetery
* Scale not appropriate
* Line symbols not being consistent
* Symbols not being defined in the legend
* Voltage and/or mileage not consistent with either the petition or other exhibits
* Not indicating whether an existing line is to be removed and/or rebuilt
* Not reviewing digital files for legibility before submitting
* Corporate and/or city limits are not consistent with IDOT or county assessor maps
1. **Exhibit C - 199 IAC 11.5(1)(c)**

*See Exhibit C Instructions for more details*

* Length and location of the segment must be consistent with Exhibits A and B
* Correct section, township, and range information for each segment
* Indicate the correct maximum and nominal voltage for each segment
* Indicate clearances as required by the appropriate NESC edition
* Correct phase conductor information
* Correct insulator type and flashover voltage ratings
* Information for second transmission line or underbuild circuit, if applicable
* Total length indicated in Exhibit C segments should be consistent with Exhibits A and B and the Petition
* Structure drawings need to show:
	+ Dimensions consistent with the Exhibit C
	+ Insulator length
	+ Vertical and horizontal lengths between phase conductors
	+ Vertical and horizontal lengths between conductors of different circuits
	+ Vertical and horizontal lengths between top phase conductor and shield wire
	+ Underbuild circuit, if applicable
* Grain bin, angle, tangent, and dead-end drawings, if applicable
* Conductor crossing clearance drawing, if the proposed line crosses another transmission line
* Conductor clearance drawing from buildings, if building identified as less than 30 feet from proposed route during inspection

Common errors:

* Railroad crossing requires additional three feet of clearance
* Using the correct NESC edition for required adders and additional adders
* Additional adder due to higher voltage than the NESC’s voltage omitted in grain bin clearance drawings
* Required clearance drawings missing
1. **Exhibit D - 199 IAC 11.5(1)(d)**
* Allegation that the line is necessary and serves a public use and represents a reasonable relationship to an overall plan of transmitting electricity in the public interest, including but not limited to:
	+ Relationship of the proposed project to present and future economic development of the area
	+ Relationship of the proposed project to comprehensive electric utility planning
	+ Relationship of the proposed project to the needs of the public presently served and future projections based on population trends
	+ Relationship of the proposed project to the existing electric utility system and parallel existing utility routes
	+ Relationship of the proposed project to any other power system planned for the future
	+ Possible use of alternative routes and methods of supply
	+ Relationship of the proposed project to the present and future land use and zoning ordinances
	+ Any inconvenience or undue injury that may result to property owners as a result of the proposed project
* If the route is not near and parallel to roads, railroad right-of-way, or along division lines of the lands, a showing of why such parallel routing is not practicable or reasonable
* Any other information or explanations in support of the petition

Common errors:

* Using boilerplate language
* For a completely new transmission line, missing information regarding approval by a Regional Transmission Organization (RTO) or Midcontinent Independent System Operator (MISO) and its project ID
1. **Exhibit E (Only if company requested) - 199 IAC 11.5(1)(e)**
* Petition must indicate that eminent domain is being sought
* Legal description of the property
* Legal description of the eminent domain easement
* A specific description of the easement rights being sought
* Name and address of all persons with ownership interest in the property
* A map that shows the following:
	+ Appropriate scale
	+ Boundaries of the property
	+ Boundaries and dimensions of the proposed easement
	+ Location of all electric lines and poles within the proposed easement
	+ Location of and distance to any building within 100 feet of the proposed electric line
	+ Any other features pertinent to the location of the line and its supports or to the rights being sought

Common errors:

* Property and owner information does not match available county assessor information
* Locations and number of poles not clearly detailed on the map
1. **Exhibit F - 199 IAC 11.5(1)(f)**
* Sample notice letter
* Name and address of all affected parties listed in Exhibit B
* Include Railroads and Iowa DOT

Common error:

* Not consistent with Exhibit B
1. **Exhibit G (only if informational meeting was conducted) - 199 IAC 11.5(1)(g)**
* Notice dates should be not less than 30 days prior to the informational meeting
* Include mailed notice letter; a copy should be filed no later than five days before publication of the notice
* Include published notice

Common error:

* Failing to attach copy of publication notice and route map
1. **Exhibit H (only if petition requests separate pole lines) - 199 IAC 11.5(1)(h)**
* Needs to describe in detail the good cause for the IUB to authorize the construction of separate pole lines
1. **Route Inspection - 199 IAC 11.9(4)**
* Any violations will need to be addressed prior to final action taken by the IUB
* Additional corrections to exhibits and petition may be required after inspection
1. **Segmental Ownership Affidavit - 199 IAC 11.9 (3)**
* For lines having segments proposed to be owned by other owners, subrule requires petitions to include affidavits by the other owners, certifying they have agreed to the construction being proposed
1. **Franchise Publication Notice - 199 IAC 11.5(2), 11.5(3), 11.5(4)**
* Official notice will be filed after all deficiencies in the petition and exhibits have been corrected
* Affidavit must be dated and signed on or after the second publication date
* Notices for one project filed in multiple dockets must be filed at the same time
* Newspaper published dates must match the publication dates shown in the official notice (as 1st and 2nd publication dates) and in the newspaper publisher’s affidavit

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