1. **Petition - 199 IAC 11.8(1)**
* Extension petition form on IUB website
* Show the docket number, Iowa Code version, company name and address, county, commencing date, and the length and maximum voltage of the line
* Show the 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 line route
* Not designating which map is available to the public
* Notary Commission has expired
* Signatures not redacted
1. **Exhibit A - 199 IAC 11.8(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 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 should be 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
* Last sentence details total mileage
* 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 of petition
* No page number if more than one page
1. **Exhibit B - 199 IAC 11.8(1)(b)**
* Refer to example on IUB website
* Entire route of the line as described in Exhibit A
* Scale not less than one inch per mile on an 11” x 17” sheet
* Legend with all symbols and acronyms defined and compass (north specified)
* Starting and ending points of the 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 either as multiple-circuit construction or underbuild on the subject line on the map
* Consistent with Iowa Department of Transportation (IDOT) county maps (available on the IDOT 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
	+ Location, owner name, and address of railroads
	+ Significant features or landmarks are shown
* Sheet numbers are correct

Common errors:

* Not identifying all existing electric lines
* 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 not consistent with IDOT or county assessor maps
1. **Exhibit C - 199 IAC 11.8(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 line crosses another transmission line
* Conductor clearance drawing from buildings, if building identified as less than 30 feet from line 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 11.8(1)(d)**
* Existing franchise issuance date must not exceed 25 years from the date of the petition filing
* Petition for extension should be filed one year before existing franchise expiration date or have a request to waive 199 IAC 11.8(2)
* Existing franchise number, docket number, date of issue, county of location, and to whom granted
* A listing of all amendments to the franchises listed, including the docket number, amendment number, date of issue, and purpose of the amendment
* A description of any substantial rebuilds, reconstructions, alterations, relocations, or changes in operation not included in a prior franchise or amendment action
* A description of any changes in ownership or operating and maintenance responsibility
* An allegation, with supporting testimony, that the line remains necessary to serve a public use and represents a reasonable relationship to an overall plan of transmitting electricity in the public interest
* Any other information or explanations in support of the petition
* Verify previous franchise has not expired
* An explanation would be included if the petition is filed less than a year from a current expiration date
1. **Exhibit F (Notice to other persons) - 199 IAC 11.8(7)**
* 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. **Field 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. **Franchise Publication Notice - 199 11.8(5), 11.8(6), 11.8(7)**
* Official notice will be filed after all deficiencies in the petition and exhibits have been corrected
* Affidavit must be dated and signed after the second publication date
* Notices for one project filed in multiple dockets must be filed at the same time
* The newspaper publication dates must match the publication dates shown in the official notice (as first and second publication dates) and in the newspaper publisher’s affidavit

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