

**Iowa Utilities Board
Safety and Engineering Section
Checklist for Petition of Extension of Electric Line Franchise**

E-

1. Petition (199 IAC 11.2(2))

- Same form as the one posted in the IUB's website
- Shows docket number, Iowa code version, company name and address, county, commencing date, and the length and voltage of the line
- Shows the contact information if a map was requested
- The 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.

2. Exhibit A (199 IAC 11.2(a))

- Name of the county
- Maximum and nominal voltage is 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, 3-way switch pole, generating station, or other electric line that the proposed line will tap to it.
- Termini located in other counties
- Description should be consistent with Exhibit B
- Section numbers are provided for each segment
- Township and Range information is listed for each segment
- Sum of segment lengths equals total length if provided
- Page numbers for Exhibit A are correct

Common errors:

- Voltage needs to be included or at least list "V"
- Legal description accurate (miles shown in 2 decimal points)
- Designate private or public right-of-way
- Mileage of Exhibit A does not match mileage of petition

3. Exhibit B (199 IAC 11.2(2)(b))

- Entire route of the line as described in Exhibit A
- Scale not less than one inch per mile on a 11" x 17" sheet (See 199 IAC 14.8(1))
- Starting and ending points of the line

**Iowa Utilities Board
Safety and Engineering Section
Checklist for Petition of Extension of Electric Line Franchise**

- When it paralleling road or railroad which side it's on
- Section with double circuit or underbuild are clearly indicated and understandable
- Line indicators used clearly indicate nominal voltage and ownership of all lines on the map
- County names
- County and section lines
- Section, Township, and Range numbers
- Other significant features or landmarks are shown
- Name and corporate limits of cities
- Name and address of the owner of the railroad shown in the map
- Maps should be consistent with Iowa DOT county maps or/and Iowa Sportsman's Atlas
- Legend with all symbols and acronyms are defined and compass (North direction)
- If route is close to county lines all county names and boundaries are provided
- Sheet numbers are correct

Common errors:

- Not showing everything, i.e. cemetery
- Scale not appropriate
- Be careful with line symbols
- Voltage is not the same on map vs. actual
- Not reviewing digital files for legibility before submitting

4. Exhibit C (199 IAC 11.2(2)(c))

Use [Exhibit C Instructions](#) for more details.

- Length and location of the segment must be consistent with Exhibit B
- Indicate the correct maximum and nominal voltage
- Table should show clearances as required by NESC
- Show correct phase conductor information
- Show correct Insulator type and flashover ratings
- Information for second transmission line or underbuild circuit
- The total length indicated in Exhibit C segments should be consistent with the Exhibit A and the Petition
- Structure drawings should show
 - Dimensions are 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
 - Include underbuild circuit if there is one

**Iowa Utilities Board
Safety and Engineering Section
Checklist for Petition of Extension of Electric Line Franchise**

Common errors:

- Railroad crossing – Add 3 feet.
- Adding surge arresters
- Show section, township, and range only

5. Exhibit D (199 IAC 11.2(2)(d))

- Existing franchise issuance date must not exceed 25 years from the date of the petition filing.
- 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 the 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

6. Safety Inspection

- Route inspection should be conducted before sending the first Staff Review Letter
- Company must respond to probable violations before issuing the franchise

7. Franchise Publication Notice

- The official notice should be sent after all deficiencies have been corrected and responses to the inspection report are in file.
- Compare the notice and Exhibit A to the proof of publication filed by the company. The publication dates and how to file an objection must be shown clearly.
- Affidavit must be dated and signed after the second publication date.

Common errors:

- Failing to attach copy of publication notice.