

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

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**1. Informational meeting**

- If an informational meeting was held, the petition must be filed at least 30 days after the informational meeting but not later than 2 years.

**2. Petition (199 IAC 11.2(1))**

- 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.

**3. Exhibit A (199 IAC 11.2(1)(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
- Identify all counties involved in the project
- 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

**4. Exhibit B (199 IAC 11.2(1)(b))**

- Entire route of the proposed 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))

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- Starting and ending points of the proposed line
- 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
- Names and boundaries of any public lands, wildlife refuges, preserves, and recreational areas
- For any electric line within 0.6 mile of the route, must show:
  - Nominal voltage
  - Overhead or underground
  - Name and address of the owner
  - Whether it will be removed or relocated
- Location, owner name and address of any airports or landing strips within one mile of the route.
- Location, owner name and address of any pipelines within 0.6 mile of the route
- Location and identity of roads, railroads, major stream or body of water, any other man-made structures or landmarks.
- Name and address of the owners of telephone, communication, or cable television within 0.6 mile from the route
- Name and address of the owners of rural district water with facilities within 0.6 mile
- 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 identifying all existing lines
- Accurate and up-to-date addresses
- Not showing everything, i.e. cemetery
- Scale not appropriate
- Be careful with line symbols
- Voltage is not the same on map vs. actual
- Not indicating whether the existing line is to be removed and/or rebuilt
- Not reviewing digital files for legibility before submitting

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**5. Exhibit C (199 IAC 11.2(1)(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
- Grain bin, angle, tangent, and dead-end drawings if applicable
- Include crossing conductor clearance drawing where the proposed line crosses another transmission line.
- Include conductor clearance from buildings (If a building identified as less than 30 feet from proposed route during inspection)

Common errors:

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

**6. Exhibit D (199 IAC 11.2(1)(d))**

- Allegation that the line is necessary and serve a public use and represents a reasonable relationship to an overall plan of transmitting electricity in the public interest, including but not limited to:
  - The relationship of the proposed project to present and future economic development of the area.
  - The relationship of the proposed project to comprehensive electric utility planning.
  - The relationship of the proposed project to the needs of the public presently served and future projections based on population trends.
  - The relationship of the proposed project to the existing electric utility system and parallel existing utility routes.
  - The relationship of the proposed project to any other power system planned for the future.

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- The possible use of alternative routes and methods of supply.
- The relationship of the proposed project to the present and future land use and zoning ordinances.
- The inconvenience or undue injury which 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.
- A request for separate pole lines and justification if two or more electric line occupy the same right-of-way
- Any other information or explanations in support of the petition

Common errors:

- Using boilerplate language.

**7. Exhibit E (Only if company requested) (199 IAC 11.2(1)(e))**

- Petition must indicate that eminent domain is being sought
- The 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
  - The location of all electric lines and supports within the proposed easement
  - The 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

**8. Exhibit F (199 IAC 11.2(1)(f))**

- Sample notice letter
- Name and address of all affected parties listed in Exhibit B
- Include Railroad and Iowa DOT

Common errors:

- Not consistent with Exhibit B

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**9. Exhibit G (only if Info. Meeting was conducted) (199 IAC 11.2(1)(g))**

- Notice dates should be not less than 30 days prior to the info meeting
- Include mailed notice letter; a copy was filed no later than 5 days before publication of the notice
- Include published notice

Common errors:

- Failing to attach copy of publication notice.

**10. Route Inspection**

- Route inspection should be conducted before sending the first Staff Review Letter
- Clearance from the proposed route to any building that is located less than 100 feet from the proposed line route

**11. Segmental Ownership Affidavit**

- For lines having segments proposed to be constructed by other owners, 199 IAC 11.3(5)(b) requires petitions to include affidavits by the other owners certifying they will actually construct the other segments

**12. Franchise Publication Notice**

Before sending a franchise publication notice, the company must respond to any route issues raised during inspection. Also, if eminent domain is requested and/or objections filed, they have to be withdrawn before the filing of the notice.

- The official notice should be sent after all deficiencies have been corrected.
- 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.
- Notices for one project filed in multiple dockets must be filed at the same time.