

Application Checklist for PSC Construction Authorization

Wis. Admin. Code 184.04(3) requires that the application include the following items:

- (a) A description of the project including all project components, phases, and a schedule of construction (including proposed start date and end date).
- (b) Information supporting the purpose and necessity of the project.
- (c) An analysis and description of alternatives to the project.
- (d) An analysis of the effect of the project on the quality and reliability of service.

Per Wis. Stat. 196.49(3)(b), please specifically address how the project will:

- Not substantially impair the efficiency of this Utility's service.
- Not provide facilities unreasonably in excess of the Utility's probable future requirements.
- Increase the value or available quantity of service in proportion to any addition to this Utility's cost of service.

- (e) The project cost itemized by major plant accounts as identified in the PSC uniform system of accounts, including all administrative, overhead, engineering, legal, construction, and inspection costs. (Please note that if the as-built cost of the project exceeds the authorized amount by more than 10% then the utility will be required to notify the PSC and provide a justification for the cost overrun). PSC uniform system of accounts may be found at: <http://psc.wi.gov/theLibrary/usoas/document/muniWater.pdf>
- (f) Identification of the proposed project funding sources, including utility or municipal sources and outside grants or loans. If the project will be financed, the utility shall include expected financing rates and terms. (Identify estimated amount of grants, principal forgiveness, loans, impact fees, and special assessments).
- (g) An estimate of annual operating costs of the project, by major expense accounts as identified in the uniform system of accounts.
- (h) A description of any plant being retired or replaced and the year it was placed in service, if known.
- (i) A map showing the location of the project and all proposed facilities by Public Land Survey System (PLSS) quarter-quarter section or by another methodology approved by the commission.
- (j) A list of any permits or approvals required by other state agencies or local governmental units and a statement indicating whether the permits or approvals have been applied for or obtained.
- (k) For a project under s. PSC 184.03 (3), that includes new or expanded groundwater wells, surface water intakes, or other sources of water supply, information on any action the utility has taken to mitigate the need for the project. (See supplemental application).

- (L) The identification of any flood-sensitive facilities that would be located in designated flood plains or flood-prone areas.
- (m) For utility main construction projects, include all of the following: 1. The identification and description of each surface water potentially affected by construction. 2. The identification and description of each wetland potentially affected by construction. 3. An evaluation of whether any endangered or threatened species are present and what affect the project could have on those species. For each species identified, describe how the proposed project may be modified to reduce or eliminate any potential effect on the species. 4. An evaluation of whether any known archeological or historical resources are present. For each resource identified, describe how the proposed project may be modified to reduce or eliminate any potential effect on the resource.
- (n) Information to allow the commission to prepare an environmental assessment for a project subject to s. PSC 4.10 (2), or for a project that require coordinated commission and department review under s. 30.025, Stats. After consultation with the applicant, the commission shall identify any additional information required on a case-by-case basis.
- For Type II water projects see environmental review checklist at: <http://psc.wi.gov/utilityInfo/water/document/AFRwaterType2.pdf>
 - For Type III water projects see environmental review checklist at: <http://psc.wi.gov/utilityInfo/water/document/AFRwaterType3.pdf>
- (p) Any other information relevant to the project requested by the commission.
- Utility contact information including: name, title, address, phone, and email.
 - Consultant contact information including: name, title, address, phone, and email.
 - Description of why the project requires PSC authorization (e.g. exceeds cost threshold, construction in service area of another utility, etc.).
 - List of any items included in the application that are not related to the construction project.
 - Total number of water customers from latest PSC annual report.
 - Table showing total water sales (gallons) and percent change over last 5 years per PSC annual reports.
 - Table showing average residential customer's water usage per month (gallons) and percent change over last 5 years per PSC annual reports.
 - Total water operating revenues (\$) from latest PSC annual report Page W-1.
 - Total annual sales of water (\$) from latest PSC annual report Page W-1.
 - Percent non-revenue water over last 5 years from PSC annual reports.
 - Compute water rate impact based on the following formula:
 - Estimated Rate Impact
The following equation may be used to estimate the percent increase in water rates due to the construction of the proposed project:

$$\text{Estimated \% increase in rates due to construction project} = \frac{(\text{UP})(0.13) + (\text{CP})(0.03)}{\text{Annual Sales of Water}}$$
- Where:

UP = Utility financed project costs in dollars (loans or funds)

CP = Contributed financed project costs in dollars (grants and principal forgiveness)

Annual Sales of Water = the utility's annual "total sales of water" in dollars from page W-1 of the utility's most current annual report

- Compute the utility's existing water bill per month (including the public fire protection charge) for an average residential customer's water usage over last 5 years using the rates dashboard at: <http://www.efc.sog.unc.edu/reslib/item/wisconsin-residential-water-rates-dashboard>
- Compute the utility's proposed water bill per month (including the public fire protection charge) by multiplying the average residential customer's water bill by the estimated percent increase in rates.
- Compute the average residential customer's water bill per month for utilities with similar number of accounts using the rates dashboard at: <http://www.efc.sog.unc.edu/reslib/item/wisconsin-residential-water-rates-dashboard>
- Proposed construction that results in an estimated water rate increase of 50% or greater will require a public meeting. If a public meeting is required then describe when that meeting will occur and how the customers will be notified.
- Supplemental application form required for certain types of projects per PSC website.