

PURCHASED WATER ADJUSTMENT - PRIVATELY OWNED COMPANIES

Filing Requirements Checklist

(Applicable Regulations: 807 KAR 5:001

807 KAR 5:067)

Case No. _____ Applicant Name _____ Received Date _____ Form Circulation Date _____

Instructions:

- 1) Each division noted by checkmark () is to complete its review and return within three business days of receipt.
- 2) This form is to list only the specific filing deficiencies as identified in the regulations. If additional information is needed, an information request must be issued.
- 3) Staff member should use initials and list date review is completed.
- 4) Return by email to Filings Branch following review and copy all Team members.

Reviewed by following Divisions:	Date	<u>Staff Member</u>
_____ Filings	_____	_____
_____ Financial Analysis	_____	_____
_____ Legal	_____	_____

<u>Division Responsible</u>	<u>Law/Regulation</u>	<u>Filing Requirement</u>	<u>Requirement Met</u>		<u>Waiver Requested</u>		<u>Approve Waiver?</u>	
			Yes	No			Yes	No
	<u>807 KAR 5:067</u>							
Financial Analysis	Section 1	(b) A schedule listing current and proposed rates						
Financial Analysis		(c) A copy of the supplier's notice showing a change in supplier's base rate						
Financial Analysis		(d) The calculation and all supporting documents used to determine the change in purchased water costs sufficient to						

Division Responsible	Law/Regulation	Filing Requirement	Requirement Met		Waiver Requested	Approve Waiver?	
			Yes	No		Yes	No
		determine the accuracy of the calculation					
Financial Analysis		(e) If the utility is not a sole proprietorship or partnership, a copy of the resolution or other document of the utility's governing body authorizing the proposed rates.					
Financial Analysis	Section 4	Satisfactorily completed Purchased Water Adjustment Form 2					

Requirement Met		Waiver Requested	Approve Waiver?	
Yes	No		Yes	No

NOT AN INITIAL FILING REQUIREMENT

Legal	Section 5	If a copy of the public notice is included, does it meet the requirements?					
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All filings with the Kentucky Public Service Commission which contain personal information must be redacted by the filer pursuant to 807 KAR 5:001 Sec. 4 (10). Filings which are not in compliance will be rejected.

Section 5
Notice

If a utility has twenty (20) or fewer customers the utility shall mail a written notice to each customer no later than the date on which the application is submitted to the commission.

If a utility has more than twenty (20) customers it shall provide notice by:

1. Including notice with customer bills mailed no later than the date the application is submitted to the commission;
2. Mailing a written notice to each customer no later than the date the application is submitted to the commission;
3. Publishing notice once a week for three (3) consecutive weeks in a prominent manner in a newspaper of general circulation in the utility's service area, the first publication to be made no later than the date the application is submitted to the commission; or

A utility that provides service in more than one county may use a combination of the notice methods.

A utility shall file with the commission no later than forty-five (45) days from the date the application was initially submitted to the commission proof of publication of the notice.

1. If notice is mailed to its customers, an affidavit from an authorized representative of the utility verifying the contents of the notice, that notice was mailed to all customers, and the date of mailing.
2. If notice is published in a newspaper of general circulation in the utility's service area, an affidavit from the publisher verifying the contents of the notice, that the notice was published, and the dates of the notice's publication.

Each notice shall contain:

1. The proposed effective date and the date the proposed rates are expected to be filed with the commission;
2. The present rates and proposed rates for each customer classification to which the proposed rates will apply;
3. The amount of the change requested in both dollar amounts and percentage change for each customer classification to which the proposed rates will apply.
4. The amount of the average usage and the effect upon the average bill for each customer classification to which the proposed rates will apply.
5. A statement that a person may examine this application at the offices of (utility name) located at (utility address).
6. A statement that a person may examine this application at the commission's offices located at 211 Sower Boulevard, Frankfort, Kentucky, Monday through Friday, 8:00 a.m. to 4:30 p.m., or through the commission's Web site at <http://psc.ky.gov>.
7. A statement that comments regarding the application may be submitted to the Public Service Commission through its Web site or by mail to Public Service Commission, Post Office Box 615, Frankfort, Kentucky 40602.
8. A statement that the rates contained in this notice are the rates proposed by (utility name) but that the Public Service Commission may order rates to be charged that differ from the proposed rates contained in this notice.