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|  | PSC Construction Authorization  **General Application for All Construction Projects**  Version 2.0: Updated 12/1/23 |

Welcome to the PSC Construction Authorization Application for All Construction Projects. Utilities must submit this Application to the Public Service Commission of Wisconsin (Commission) in order to receive authorization for construction-related projects. [Wisconsin Admin. Code § PSC 184.03](https://docs.legis.wisconsin.gov/code/admin_code/psc/184) describes in detail what types of construction activities require Commission authorization and which are exempt from Commission authorization. [Wisconsin Stat. § 196.49(5r)](https://docs.legis.wisconsin.gov/statutes/statutes/196/49/5r) provides for deadlines for Water Construction project review after an Application is filed.

**Steps for Completing the Construction Authorization Application­­**

1. **Complete the General Application**
   * The Application is a Microsoft Word document. Please complete the Application using the space provided.
   * The General Application includes Supplemental Questions related to specific project types. Please select the project type for your proposed project and answer the relevant questions.
   * In order to protect customer information, the applicant should not include actual customer names as part of the Application.
   * Avoid case delays! Carefully read all instructions and any special notes in the boxes of the General Application. Provide thorough and detailed answers throughout the Application and respond promptly to any subsequent data requests.

**The** **Commission may determine that an application is incomplete   
if it does not contain all of the listed components of the application.**

1. **Gather Maps and Other Supporting Documentation**
   * The applicant can submit additional information (construction plans, demand studies, etc.) as Attachments to support the Application. Please be careful not to submit information that contradicts the details included in the Application.
   * Provide the name of each attachment in the “II. Maps” and “III. Other Attachments” table lists. Clearly identify the type of map or attachment, as well as the number of attachments provided for each. For example:
2. General Map. One attachment provided.
3. Location Map. One attachment provided.
4. Cost Breakdown. Two attachments provided.
5. **Environmental Impact Component of the Application**

Wisconsin Admin. Code § PSC 4.10 defines construction projects as either Type 1, 2, or 3 Actions. The Environmental impact portion of this application, listed and described below in section IX, collect necessary information to allow the Commission to document the environmental impacts of a proposed project that are subject to Wis. Admin. Code § PSC 4.10 and that require coordinated Commission and Wisconsin Department of Natural Resources (DNR) review under Wis. Stat. § 30.025. After consultation with the applicant, the Commission shall identify any additional information required on a case-by-case basis. Please note that in the environmental impact application filing requirementsdocuments linked below, there are detailed instructions for the confidential filing of certain information related to rare species and historic resources. Please consult the documents prior to filing this information.

* **Type II water projects** – proposed projects which include construction of water main that is BOTH eight inches in diameter or greater and at least three miles in length or longer.
* **Type III water projects - a**ll other water projects that DO NOT involve water main construction of the size and length described above

1. **File the Application on ERF** 
   * Save the General Application and Attachments as pdf files. For smaller projects, attachments can be part of the same pdf file as the Application. However, for more complex projects, it’s best to have separate files for the Application and attachments. Note the file size restrictions when uploading files to the [PSC Electronic Records Filing](http://apps.psc.wi.gov/ERF/ERF/ERFhome.aspx) (ERF).
   * Submit the Applications and Attachments to the Commission using the ERF system. Click the “Upload Document” button on the bottom of the page.  
     Filing instructions are found at [Microsoft Word - ERF User Manual.docx (wi.gov)](http://apps.psc.wi.gov/ERF/ERF/documents/User%20Manual.pdf).
   * For questions about filing on the ERF system, please contact the Records Management Unit at (608) 261‑8524 or [PSCRecordsMail@wisconsin.gov](mailto:PSCRecordsMail@wisconsin.gov).
   * Some application materials may include confidential utility information. Please review and file as a confidential filing if necessary. For more information, go to [Microsoft Word - ERF User Manual.docx (wi.gov)](http://apps.psc.wi.gov/ERF/ERF/documents/User%20Manual.pdf).
2. **Note your Docket ID**

* Application = Construction Case = Docket Number
* The Commission notifies the applicant that it created a docket. The docket number is the official identification for the Application and case. Further information on the docket, including staff contacts and filed documents, can be found in the [Case Management System](http://apps.psc.wi.gov/APPS/dockets/default.aspx) (CMS).

1. **Subscribe to your Docket**

The PSC Division of Water Utility Regulation & Analysis relies on the Commission's [Electronic Records Filing System](http://apps.psc.wi.gov/ERF/ERF/ERFhome.aspx) (ERF) as the sole method for notifying utilities, consultants, and interested parties when documents are filed for dockets with the Commission. This includes documents such as data requests, memos, exhibits, testimony, notices, and final decisions.

The Commission only sends Notifications of such filings via email from the ERF system and only to those individuals subscribed to the docket or Utility ID.

In order for applicant contacts to receive notifications of documents filed by the Commission,   
applicant contacts must be subscribed to the specific docket number for the case or the applicant’s [Utility ID](http://apps.psc.wi.gov/APPS/UNF/default.aspx).

1. **Subscribing to an individual docket:** Click on [ERF – EZ Subscriptions](http://apps.psc.wi.gov/ERF/ERF/ERFhome.aspx). Simply enter the docket (case) number and your e-mail address, and click the Send Code Now link. Within seconds, you will receive an email with a five-digit code. Enter the code in the One-Time Code box, and click the Subscribe Now button.
2. **Subscribing to a Utility ID:** Parties cancreate unique subscriptions based on particular criteria, and all notifications that meet the criteria will be sent to your email. For example, you can set up a subscription based on your applicant’s ID and receive notifications of any documents filed on ERF. Go to the [ERF system](http://apps.psc.wi.gov/ERF/ERF/ERFhome.aspx), and click on the Subscription button.

For detailed instructions on both options, go to [Subscribing to Dockets](http://apps.psc.wi.gov/ERF/ERF/documents/subscriptions.pdf).

**Questions?** If you have any questions about the online Application process, please call (608) 266-3766 or email: [PSCWaterAppMail@wisconsin.gov](mailto:PSCWaterAppMail@wisconsin.gov).

**What Happens Next?**

* Once the applicant has filed its Application, the Commission will determine if the Application is complete and notify the applicant no later than 45 days after the application is filed the first time, and no later than 30 days after the application is refiled a 2nd or subsequent time. ([Wisconsin Stat. § 196.49(5r)](https://docs.legis.wisconsin.gov/statutes/statutes/196/49/5r).)
* A summary of the overall construction authorization process and general scheduling can be found at <http://psc.wi.gov/Pages/ForUtilities/Water/Construction.aspx>.

**Where to Get Help**

* Questions about completing the Application? Contact our Water Application Mailbox by e-mail at [PSCWaterAppMail@wisconsin.gov](mailto:PSCWaterAppMail@wisconsin.gov).
* Questions about filing the Application? Contact the Records Management Unit at (608) 261-8524 or [PSCRecordsMail@wisconsin.gov](mailto:PSCRecordsMail@wisconsin.gov).
* Questions about the Application after Filing? Contact the Case Coordinator for your docket. Enter your docket number in the [Case Management System](http://apps.psc.wi.gov/APPS/dockets/default.aspx) and click on the “Staff Involved” tab.

**GENERAL INFORMATION**

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| **I. Utility Contact Information** | | | | | | | | | |
| **(1) Utility Information** | | | | | | | | | |
| Utility Name: | |  | | | | | Utility ID: |  | |
| Municipality: | |  | | | | | County: |  | |
| **(2) Utility Primary Contact** | | | | | | | | | |
| Name: |  | | | | | | | | |
| Title: |  | | | | | | | | |
| Address Line 1: | | | |  | | | | | |
| Address Line 2 (optional): | | | |  | | | | | |
| City: | | |  | | State: |  | | Zip: |  |
| Phone: | | |  | | Email: |  | | | |
| **(3) Primary Consultant Contact (if applicable)** | | | | | | | | | |
| Name: |  | | | | | | | | |
| Title: |  | | | | | | | | |
| Address Line 1: | | | |  | | | | | |
| Address Line 2 (optional): | | | |  | | | | | |
| City: | | |  | | State: |  | | Zip: |  |
| Phone: | | |  | | Email: |  | | | |
| **(4) Additional Contact (if applicable)** | | | | | | | | | |
| Name: |  | | | | | | | | |
| Title: |  | | | | | | | | |
| Address Line 1: | | | |  | | | | | |
| Address Line 2 (optional): | | | |  | | | | | |
| City: | | |  | | State: |  | | Zip: |  |
| Phone: | | |  | | Email: |  | | | |

**ATTACHMENTS**

For smaller projects, the applicant can file attachments as part of the same .pdf file as the Application.   
For more complex projects, it’s best to have separate files for the Application and attachments.   
Note the file size restrictions when uploading files to the [PSC Electronic Records Filing](http://apps.psc.wi.gov/ERF/ERF/ERFhome.aspx) (ERF).

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| **II. Maps** | |
| **General Map(s).** The General Map normally covers the project area and the area immediately surrounding it within approximately two or three miles. The scale of the General Map should be adequate to clearly show listed details. A scale of approximately one to three miles per inch is commonly used. This map should contain:   1. A key map locating the general map within the State. 2. A legend of symbols used for existing and constructed facilities. 3. North arrow. 4. Existing or potential areas or features having a bearing on the design, construction, operation, or management of the project. The locations of these features should bear the parenthetical reference to the agency or entity which owns or operates the property; for example, the utility or consultant company:  * Recreation areas; fish and wildlife areas; building areas; highways, railroads, and shipping points; housing; areas of cultural sensitivity; areas of archeological, historical, and mining or paleontological interest; and bridges with special loads or size limitations. * Existing towns, residences, private property, roads, transmission lines, substations, stream-gauging stations. * Areas of environmental concern. * Water utility connections, mains, etc. * County, range, township, and section lines. * Land use restrictions such as easements and rights-of-way. * Land ownership boundaries and legal jurisdictions. Indicate ownership by agency acronym or private land with “private.”  1. The proposed structures and features:  * Location of features to be constructed or modified. Label size of new infrastructure (e.g. capacity of elevated storage tanks, capacity of well pumps, size of mains). | |
| **Attachment No.** | **Description** |
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| **III. Other Attachments** | |
| Please list below any attachments to the Application,  and provide a brief description of each attachment.  NOTE: Some Application materials may include confidential utility information.  Please review and file as a confidential filing if necessary.  For more information, go to [Microsoft Word - ERF User Manual.docx (wi.gov)](http://apps.psc.wi.gov/ERF/ERF/documents/User%20Manual.pdf). | |
| **Attachment No.** | **Description** |
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**PROJECT INFORMATION**

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| **IV. General Project Description** | | |
| **(1) Project Type:**  Select the project types below that best fit the proposed project. Please note that more than one project type may apply. For instance, a new well project could require information for both “Water Supply Facilities” and “Water Treatment Facilities.” Another example is a new water supply facility project could require information for “Water Supply Facilities,” “Utility Expansion, Acquisition, and Interconnection,” and “Large Mains”. The Supplemental Questions section below describes required additional information based on the selected project type(s).  *Project Type:*  Establish New Utility  Utility Expansion, Acquisition, and Interconnection  Water Supply Facilities (e.g. surface water intake, well, reservoir, and pumping station)  Water Treatment Facilities  Utility Buildings  Large Mains (8+ inches in diameter and 3+ miles in length)  Other  Note: Commission authorization no longer needed for Non-routine meter replacements per 2021 Wisconsin Act 86. | | |
| **(2) Official Project Name:**  Answer: | | |
| **(3) General Description of the Project:**  **(**Include all items and their quantities.)  Answer: | | |
| **(4) Describe Why the Project is Needed:**  Answer: | | |
| **(5) Is the project needed to meet existing DNR consent order or deficiencies listed in the applicant’s latest DNR Sanitary Survey Report? Please explain.**  Answer: | | |
| **(6) Attach the utility’s most recent DNR Sanitary Survey Report to the Application and add to Attachment List in Section III.**  NOTE: DNR Sanitary Survey Reports may include confidential utility information. Please review and file as a confidential filing if necessary. For more information, go to [Microsoft Word - ERF User Manual.docx (wi.gov)](http://apps.psc.wi.gov/ERF/ERF/documents/User%20Manual.pdf).  Attachment No.: | | |
| **(7) Anticipated Construction Start Date (m/d/yyyy):** |  |  |
| **(8) Anticipated Construction End Date (m/d/yyyy):** |  |
| **(9) Provide a list of any permits or approvals required by other state agencies or local governmental units and a statement indicating whether the applicant has applied for or obtained the permits or approvals**. If the applicant has not applied for or obtained the necessary permits or approvals, provide a timeline for doing so. | | |
| Answer: | | |

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| **V. Project Costs** | | | | |
| Itemize project costs by major plant accounts as identified in the [PSC Uniform System of Accounts](https://psc.wi.gov/Documents/water/USOAWater.pdf) (USOA), pages 52‑71, including all administrative, overhead, engineering, legal, construction, and inspection costs.  Note: After entering costs in each form field, please use the tab key to navigate to the next field or click directly inside the next field. The project cost verification will not update if you click elsewhere on the Application after entering itemized costs. | | | |  |
| **(1) Total Project Cost Estimate: $** | | |  | |
| **(2) Itemization of Project Costs:** | | |  | |
| *Expense Group­­* | *USOA No.* | *Account* | *Cost* | |
| **Intangible Plant** | 301 | Organization | $0 | |
| 302 | Franchises and Consents | $0 | |
| 303 | Miscellaneous Intangible Plant | $0 | |
| **Source of Supply Plant** | 310 | Land and Land Rights | $0 | |
| 311 | Structures and Improvements | $0 | |
| 312 | Collecting and Impounding Reservoirs | $0 | |
| 313 | Lake, Rivers, and Other Intakes | $0 | |
| 314 | Wells and Springs | $0 | |
| 316 | Supply Mains | $0 | |
| 317 | Other Water Source Plant | $0 | |
| **Pumping Plant** | 320 | Land and Land Rights | $0 | |
| 321 | Structures and Improvements  (includes electrical upgrades) | $0 | |
| 323 | Other Power Production Equipment  (includes backup power / generator) | $0 | |
| 325 | Electric Pumping Equipment | $0 | |
| 326 | Diesel Pumping Equipment | $0 | |
| 328 | Other Pumping Equipment | $0 | |
| **Water Treatment Plant** | 330 | Land and Land Rights | $0 | |
| 331 | Structures and Improvements | $0 | |
| 332 | Sand or Other Media Filtration Equipment | $0 | |
| 333 | Membrane Filtration Equipment | $0 | |
| 334 | Other Water Treatment Equipment  (includes chemical feed equipment) | $0 | |
| **Transmission and Distribution Plant** | 340 | Land and Land Rights | $0 | |
| 341 | Structures and Improvements | $0 | |
| 342 | Distribution Reservoirs and Standpipes | $0 | |
| 343 | Transmission and Distribution Mains | $0 | |
| 345 | Services | $0 | |
| 346 | Meters | $0 | |
| 348 | Hydrants | $0 | |
| 349 | Other Transmission and Distribution Plant | $0 | |
| **General Plant** | 389 | Land and Land Rights | $0 | |
| 390 | Structures and Improvements  (includes utility garage and office) | $0 | |
| 391 | Office Furniture and Equipment | $0 | |
| 391.1 | Computer Equipment | $0 | |
| 392 | Transportation Equipment | $0 | |
| 393 | Stores Equipment | $0 | |
| 394 | Tools, Shop and Garage Equipment | $0 | |
| 395 | Laboratory Equipment | $0 | |
| 396 | Power Operated Equipment | $0 | |
| 397 | Communication Equipment | $0 | |
| 397.1 | SCADA Equipment | $0 | |
| 398 | Miscellaneous Equipment | $0 | |
| **(3) - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - Verify Total Project Cost Estimate:** | | | $0 | |

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| **VI. Annual Operation and Maintenance Expenses for the Proposed Project** | | | | | |
| Provide an estimate of annual operating and maintenance costs of the project, by major accounts as identified in the [USOA](https://psc.wi.gov/Documents/water/USOAWater.pdf), pages 91-151. Note that the USOA accounts differ based on utility class (Class AB, C or D).  Note: After entering costs in each form field, please use the tab key to navigate to the next field or click directly inside the next field. The annual operating expenses verification will not update if you click elsewhere on the Application after entering itemized costs. | | | | |  |
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|  | **(1) Class AB Utility - New Annual Operation and Maintenance Expenses  for the Proposed Project** ([USOA](https://psc.wi.gov/Documents/water/USOAWater.pdf), p. 91-119) | | | |  |
| **(1a) New Annual Operating and Maintenance Expenses for the Proposed Project: $**(Note: Include only new costs as a result of the project.) | | | | |  |
| **(1b) Itemization of New Annual Operating and Maintenance Expenses for the Proposed Project:** | | | | | |
| *Expense Group* | | *USOA No.* | *Account* | *Cost* | |
| **Source of Supply Expenses -** Operation | | 600 | Operation Supervision and Engineering | $0 | |
| 601 | Operation Labor and Expenses | $0 | |
| 602 | Purchased Water | $0 | |
| 603 | Miscellaneous Expenses | $0 | |
| 604 | Rents | $0 | |
| **Source of Supply Expenses -** Maintenance | | 610 | Maintenance Supervision and Engineering | $0 | |
| 611 | Maintenance of Structures and Improvements | $0 | |
| 612 | Maintenance of Collecting and Impounding Reservoirs | $0 | |
| 613 | Maintenance of Lake, River and Other Intakes | $0 | |
| 614 | Maintenance of Wells and Springs | $0 | |
| 616 | Maintenance of Supply Mains | $0 | |
| 617 | Maintenance of Miscellaneous Water Source Plant | $0 | |
| **Pumping Expenses -** Operation | | 620 | Operation Supervision and Engineering | $0 | |
| 621 | Fuel for Power Production | $0 | |
| 622 | Power Production Labor Expenses | $0 | |
| 623 | Fuel or Power Purchased for Pumping | $0 | |
| 624 | Pumping Labor and Expenses | $0 | |
| 625 | Expenses Transferred – Credit | $0 | |
| 626 | Miscellaneous Expenses | $0 | |
| 627 | Rents | $0 | |
| **Pumping Expenses -** Maintenance | | 630 | Maintenance Supervision and Engineering | $0 | |
| 631 | Maintenance of Structures and Improvements | $0 | |
| 632 | Maintenance of Power Production Equipment | $0 | |
| 633 | Maintenance of Pumping Equipment | $0 | |
| **Water Treatment Expenses -** Operation | | 640 | Operation Supervision and Engineering | $0 | |
| 641 | Chemicals | $0 | |
| 642 | Operation Labor and Expenses | $0 | |
| 643 | Miscellaneous Expenses | $0 | |
| 644 | Rents | $0 | |
| **Water Treatment Expenses –** Maintenance | | 650 | Maintenance Supervision and Engineering | $0 | |
| 651 | Maintenance of Structures and Improvements | $0 | |
| 652 | Maintenance of Water Treatment Equipment | $0 | |
| **Transmission and Distribution Expenses -** Operation | | 660 | Operation Supervision and Engineering | $0 | |
| 661 | Storage Facilities Expenses | $0 | |
| 662 | Transmission and Distribution Lines Expenses | $0 | |
| 663 | Meter Expenses | $0 | |
| 664 | Customer Installation Expenses | $0 | |
| 665 | Miscellaneous Expenses | $0 | |
| 666 | Rents | $0 | |
| **Transmission and Distribution Expenses -** Maintenance | | 670 | Maintenance Supervision and Engineering | $0 | |
| 671 | Maintenance of Structures and Improvements | $0 | |
| 672 | Maintenance of Distribution Reservoirs and Standpipes | $0 | |
| 673 | Maintenance of Transmission and Distribution Mains | $0 | |
| 675 | Maintenance of Services | $0 | |
| 676 | Maintenance of Meters | $0 | |
| 677 | Maintenance of Hydrants | $0 | |
| 678 | Maintenance of Miscellaneous Plant | $0 | |
| **Customer Accounts Expenses -** Operation | | 901 | Supervision | $0 | |
| 902 | Meter Reading Expenses | $0 | |
| 903 | Customer Records and Collection Expenses | $0 | |
| 904 | Uncollectible Accounts | $0 | |
| 905 | Miscellaneous Customer Accounts Expenses | $0 | |
| 906 | Customer Service and Information Expenses | $0 | |
| **Sales Expenses -** Operation | | 910 | Sales Expenses | $0 | |
| **Administrative and General Expenses -** Operation | | 920 | Administrative and General Salaries | $0 | |
| 921 | Office Supplies and Expenses | $0 | |
| 922 | Administrative Expenses Transferred – Credit | $0 | |
| 923 | Outside Services Employed | $0 | |
| 924 | Property Insurance | $0 | |
| 925 | Injuries and Damages | $0 | |
| 926 | Employee Pensions and Benefits | $0 | |
| 928 | Regulatory Commission Expenses | $0 | |
| 929 | Duplicate Charges – Credit | $0 | |
| 930 | Miscellaneous General Expenses | $0 | |
| 931 | Rents | $0 | |
| **Administrative and General Expenses -** Maintenance | | 932 | Maintenance of General Plant | $0 | |
| **(1c) - - - - - - - - - - - Verify Total Annual Operating Expenses for the Proposed Project:** | | | | $0 | |
| **(1d) Notes:** | | | | | |

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|  | **(2) Class C Utility - New Annual Operation and Maintenance Expenses  for the Proposed Project** ([USOA](https://psc.wi.gov/Documents/water/USOAWater.pdf), p. 120-140) | | | | |  |
| **(2a) New Annual Operating Expenses for the Proposed Project:** $      (Note: Include only new costs as a result of the project.) | | | |  | | |
| **(2b) Itemization of New Annual Operating and Maintenance Expenses for the Proposed Project:** | | | | |  | |
| *Expense Group* | | *USOA No.* | *Account* | *Cost* | | |
| **Source of Supply Expenses –** Operation | | 600 | Operation Labor | $0 | | |
| 601 | Purchased Water | $0 | | |
| 602 | Operation Supplies and Expenses | $0 | | |
| **Source of Supply Expenses –** Maintenance | | 605 | Maintenance of Water Source Plant | $0 | | |
| **Pumping Expenses -** Operation | | 620 | Operation Labor | $0 | | |
| 621 | Fuel for Power Production | $0 | | |
| 622 | Fuel or Power Purchased for Pumping | $0 | | |
| 623 | Operation Supplies and Expenses | $0 | | |
| **Pumping Expenses –** Maintenance | | 625 | Maintenance of Pumping Plant | $0 | | |
| **Water Treatment Expenses –** Operation | | 630 | Operation Labor | $0 | | |
| 631 | Chemicals | $0 | | |
| 632 | Operation Supplies and Expenses | $0 | | |
| **Water Treatment Expenses –** Maintenance | | 635 | Maintenance of Water Treatment Plant | $0 | | |
| **Transmission and Distribution Expenses –** Operation | | 640 | Operation Labor | $0 | | |
| 641 | Operation Supplies and Expenses | $0 | | |
| **Transmission and Distribution Expenses –** Maintenance | | 650 | Maintenance of Distribution Reservoirs and Standpipes | $0 | | |
| 651 | Maintenance of Mains | $0 | | |
| 652 | Maintenance of Services | $0 | | |
| 653 | Maintenance of Meters | $0 | | |
| 654 | Maintenance of Hydrants | $0 | | |
| 655 | Maintenance of Other Plant | $0 | | |
| **Customer Accounts Expenses –** Operation | | 901 | Meter Reading Labor | $0 | | |
| 902 | Accounting and Collecting Labor | $0 | | |
| 903 | Supplies and Expenses | $0 | | |
| 904 | Uncollectible Amounts | $0 | | |
| 906 | Customer Service and Informational Expenses | $0 | | |
| **Sales Expenses -** Operation | | 910 | Sales Expenses | $0 | | |
| **Administrative and General Expenses -** Operation | | 920 | Administrative and General Salaries | $0 | | |
| 921 | Office Supplies and Expenses | $0 | | |
| 922 | Administrative Expenses Transferred – Credit | $0 | | |
| 923 | Outside Services Employed | $0 | | |
| 924 | Property Insurance | $0 | | |
| Administrative and General Expenses – Operation (Continued) | | 925 | Injuries and Damages | $0 | | |
| 926 | Employee Pensions and Benefits | $0 | | |
| 928 | Regulatory Commission Expenses | $0 | | |
| 930 | Miscellaneous General Expenses | $0 | | |
| 933 | Transportation Expenses | $0 | | |
| **Administrative and General Expenses -** Maintenance | | 935 | Maintenance of General Plant | $0 | | |
| **(2c) - - - - - - - - - - Verify Total Annual Operating Expenses for the Proposed Project:** | | | | $0 | | |
| **(2d) Notes:** | | | | | | |

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|  | **(3) Class D Utility - New Annual Operation and Maintenance Expenses  for the Proposed Project** ([USOA](https://psc.wi.gov/Documents/water/USOAWater.pdf), p. 141-151) | | | | |  |
| **(3a) New Annual Operating Expenses for the Proposed Project:** $      (Note: Include only new costs as a result of the project.) | | | |  | | |
| **(3b) Itemization of New Annual Operating and Maintenance Expenses for the Proposed Project:** | | | | |  | |
| *Expense Group* | | *USOA No.* | *Account* | *Cost* | | |
| **Plant Operation and Maintenance** | | 600 | Salaries and Wages | $0 | | |
| 610 | Purchased Water | $0 | | |
| 620 | Fuel or Power Purchased for Pumping | $0 | | |
| 630 | Chemicals | $0 | | |
| 640 | Supplies and Expenses | $0 | | |
| 650 | Repairs of Water Plant | $0 | | |
| 660 | Transportation Expenses | $0 | | |
| **General Expenses** | | 680 | Administrative and General Salaries | $0 | | |
| 681 | Office Supplies and Expenses | $0 | | |
| 682 | Outside Services Employed | $0 | | |
| 684 | Insurance Expense | $0 | | |
| 686 | Employee Pensions and Benefits | $0 | | |
| 688 | Regulatory Commission Expenses | $0 | | |
| 689 | Miscellaneous General Expenses | $0 | | |
| 690 | Uncollectible Accounts | $0 | | |
| 691 | Customer Service and Informational Expense | $0 | | |
| **(3c)- - - - - - - - - - -Verify Total Annual Operating Expenses for the Proposed Project:** | | | | $0 | | |
| **(3d) Notes:** | | | | | | |
| **(4) Additional Questions - Total Annual Operation and  Maintenance Expenses for the Proposed Project** | | | | | | |
| **(4a) Provide a description of any plant/equipment the applicant will retire or replace and the year  it was placed into service.**   |  | | --- | | Additions: | | Retirements: | | | | | | | |

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| **VII. Project Rate Impact** | |
| **(1) Total Project Cost Estimate:** (This number should match the “Project Cost” estimate shown in Section V Item 3.) | $ |
| **(2) Provide Utility financed project cost (UP) in dollars where Utility/Municipality Financed Plant includes any plant paid with:** |  |
| * Water Rates * Water Utility Loans * “Take or Pay” Contract Payments * Direct Contributions from Sewer Utility * Direct Contributions from Municipality * Tax Incremental Financing (TIF) Funds * Cash on Hand * Cash from Sale of Water Utility Property | $ |
| **(3) Provide Contributed financed project costs (CP) in dollars where Contributed Plant includes any plant paid with:**   * Special Assessments to Property Owners * Customer / Developer Financed * Grants (USDA RD, CDBG, other) * Principal Forgiveness from Safe Drinking Water Loan Program * Impact Fees Charged by Municipality (not the utility)  in Accordance with Wis. Stat. § 66.0617 * Reserve Capacity Assessments | $ |
| **(4) Calculate the estimated rate impact of this project:**  “Annual Sales of Water” can be found on page W-01, Line 3  of applicant’s most recent [PSC Annual Report.](http://apps.psc.wi.gov/ARS/annualReports/default.aspx) | % |
| **(5) If the computed rate increase is greater than 25 percent, state when the utility plans to file its next Conventional Rate Case (CRC). If the proposed date is not within the next five years, please explain why.**  Answer: | |

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| **VIII. Project Funding Sources** | | | | | | | | | |
| **(1) Funding Source** | | | | | | | | **Amount** | |
|  | | | | | | | | $ | |
|  | | | | | | | | $ | |
|  | | | | | | | | $ | |
|  | | | | | | | | $ | |
|  | | | | | | | | $ | |
|  | | | | | | | | $ | |
|  | | | | | | | | $ | |
| **(2) Are Safe Drinking Water Loan Program (SDWLP) funds identified in the above question to help pay for this project?** | | | | | | | | | |
|  | | **Yes** – If yes, answer questions below. | | |  | | **No –** If no, skip to next section. | | |
| **(3) Who is the DNR Loan Officer you are working with to ensure proper project coordination?** | | | | | | | | | |
| Name: |  | | | Title: | |  | | | |
| Phone: |  | | | Email: | |  | | | |
| **(4) If the applicant will finance the project, provide financing rates and terms.** | | | | | | | | | |
| Source | | | Interest Rate | | | Finance Period | | | Amount |
|  | | |  | | |  | | | $ |
|  | | |  | | |  | | | $ |
|  | | |  | | |  | | | $ |
|  | | |  | | |  | | | $ |
|  | | |  | | |  | | | $ |
| **(5) - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - Total Project Cost Check:** | | | | | | | | | $0 |

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| **IX. Environmental Impact Component of the Application** | |
| [Wisconsin Admin. Code ch. PSC 4.10](https://docs.legis.wisconsin.gov/code/admin_code/psc/4/10) defines construction projects as either Type 1, 2, or 3 Actions.  The Environmental impact application documents listed below collect necessary information to allow the Commission to document the environmental impacts of a project that are subject to § PSC 4.10 and that require coordinated Commission and DNR review under Wis. Stat. § 30.025.  Please determine what Type of Action (per Wis. Admin. Code ch. PSC 4) your project is, complete the relevant Application Filing Requirements (AFR) below, and submit it as an attachment to, or a distinct section in, the Application. | |
| 1. **Select the Type of Action for the Proposed Project and Complete the AFR.**   See [Wis. Admin. Code ch. PSC 4.80](https://docs.legis.wisconsin.gov/code/admin_code/psc/4/80) for definitions of each Type of Action.  **THE TYPE 3 APPLICATION (OR TYPE 2 APPLICATION) MUST BE COMPLETED IN FULL FOR EVERY APPLICATION. WISCONSIN DEPARTMENT OF NATURAL RESOURCES APPLICATION MATERIALS MAY NOT BE SUBMITTED IN LIEU OF THE AFRs SHOWN BELOW.**  **Type 3 Water Projects** – **a**ll other water projects that DO NOT involve water main construction  of the size and length described above.  **AFR**: <https://psc.wi.gov/Documents/water/WaterTypeIII_AFR.pdf>  **Type 2 Water Projects** – proposed construction projects that include water main  that is BOTH eight inches in diameter or greater and at least three miles in length or longer.  **AFR**: <https://psc.wi.gov/Documents/water/WaterTypeII_AFR.pdf>  The above AFR document requires the completion of the following Impact Tables.   * [Type 2 Water Construction DNR Impact Tables.zip](https://psc.wi.gov/SiteAssets/2021WDNR_Tables_Electric.zip) * [Type 2 Water Construction PSC Impact Tables.zip](https://psc.wi.gov/SiteAssets/2017PSC_Tables_NG.zip)   Please note that in the environmental impact application filing requirementsdocuments linked above, there are detailed instructions for the confidential filing of certain information related to rare species and historic resources. Please consult the documents prior to filing this information. | |
| 1. **Confirm that the filing requirements for the Environmental Impact Information are complete and will be filed with the Application.** | |
|  | **Yes** – The Environmental Impact Information is complete and will be filed as an attachment to the Application. |

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| **X. Actions Taken to Reduce Project Costs** | | | | | | |
| **(1) Did the applicant evaluate partnering with other utilities (water and/or other)  to achieve potential cost savings?**  Partnerships could include shared procurement, project management services, system maintenance, training, etc. | | | | | | |
|  | **Yes** – If yes, answer questions 2 and 3. | |  | **No –** If no, answer question 4. | | |
| **(2) Describe partnerships evaluated.** | | | | | | |
| Answer: | | | | | | |
| **(3) Describe other options the applicant evaluated to achieve potential cost savings.** | | | | | | |
| Answer: | | | | | | |
| **(4) Describe why the utility did not consider partnerships.**  Answer: | | | | | | |
| **(5) Evaluate the applicant’s non-revenue water and water loss.**  Controlling non-revenue water and water loss is generally a cost-effective way to reduce system demand, protect water resources, and enhance a utility’s financial viability. Refer to page W-15 of the applicant’s PSC annual reports to fill in the table below for the last five years. The non‑revenue water may be found on line 21, and the water loss may be found on line 22. | | Year | | | Non-Revenue Water (%) | Water Loss (%) |
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| **(6) Compare the non-revenue water and water loss in the table above with the criteria set forth in Wis. Admin. Code § PSC 185.85(4)(b), as shown below.** | | | | | | |
| **(6a) What factors may have contributed to such high non-revenue water and water loss?**  Answer: | | | | | | |
| **(6b) What steps has the applicant taken or plan to take to reduce the non-revenue water and water loss?**  Answer: | | | | | | |
| **(6c) Has the applicant considered using the AWWA water audit process to evaluate sources of non‑revenue water and water loss in its system?**  Answer: | | | | | | |

**PROJECT EVALUATION**

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| **XI. Alternatives** | | | |
| Provide a description of the applicant’s alternatives analysis, including all alternatives considered and the assumptions and methodology used to develop a comparison of all relevant alternatives. The analysis should consider capital costs, effect on quality and reliability of service, feasibility, and other factors the applicant determines to be relevant. Alternatives may include, but are not limited to the list shown below. List the applicant’s alternatives in the following order: | | | |
| * Chosen Alternative * Take No Action (if relevant) * Alternative Sources of Supply * Increase Storage * Purchase Water from Neighboring Utility * Reduce Customer Demand Through Conservation Program Measures * Reduce Non-Revenue Water * Operational Changes * Other Partnership/Regional Approaches * A Portfolio of Alternatives that Combines Some or All of the Above Alternatives. * Other   Please note “Total Cost” should include inspection, legal, engineering, surveying, and administrative costs. | | | |
| 1. **Alternative 1 (Selected Alternative)** | | (1a) Total Cost: | $ |
| (1b) Description: |  | | |
| (1c) Advantages: |  | | |
| (1d) Disadvantages: |  | | |
| 1. **Alternative 2** | | (2a) Total Cost: | $ |
| (2b) Description: |  | | |
| (2c) Advantages: |  | | |
| (2d) Disadvantages: |  | | |
| 1. **Alternative 3** | | (3a) Total Cost: | $ |
| (3b) Description: |  | | |
| (3c) Advantages: |  | | |
| (3d) Disadvantages: |  | | |
| 1. **Alternative 4** | | (4a) Total Cost: | $ |
| (4b) Description: |  | | |
| (4c) Advantages: |  | | |
| (4d) Disadvantages: |  | | |
| 1. **Alternative 5** | | (5a) Total Cost: | $ |
| (5b) Description: |  | | |
| (5c) Advantages: |  | | |
| (5d) Disadvantages: |  | | |
| 1. **Alternative 6** | | (6a) Total Cost: | $ |
| (6b) Description: |  | | |
| (6c) Advantages: |  | | |
| (6e) Disadvantages: |  | | |
| 1. **Alternative 7** | | (7a) Total Cost: | $ |
| (7b) Description: |  | | |
| (7c) Advantages: |  | | |
| (7d) Disadvantages: |  | | |
| 1. **Explain the basis for selecting the alternative included in the Application.**   (For example: After the cost analysis was done comparing all available alternatives, it was very notable that Alternative 2 was more advantageous than Alternatives 3 and 4 due to lower capital costs. Additionally, technical analysis revealed that despite Alternative 1 having the same cost as Alternative 3, the brand of submersible pumps has less reliability than the ones proposed in Alternative 2. Another example: While Alternative 1 has higher capital costs than Alternatives 2 and 3, when operating costs over the life of the alternatives are considered, the total cost of Alternative 1 is lower than the total cost of Alternatives 2 and 3.) | | | |
| Answer: | | | |

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| **XII. Statutory Review** |
| **Provide an analysis of the effect the project will have on the quality, reliability, and cost of service.** [**Wisconsin Stat. § 196.49(3)(b)**](https://docs.legis.wisconsin.gov/statutes/statutes/196/49/3) **lists the conditions the Commission evaluates when reviewing a construction project. Per Wis. Stat. § 196.49(3)(b), please specifically address how the project will:** |
| 1. **Not substantially impair the efficiency of this utility’s service.** |
| Answer: |
| 1. **Not provide facilities unreasonably in excess of the utility’s probable future requirements.** |
| Answer: |
| 1. **Increase the value or available quantity of service in proportion to any addition to this utility’s cost of service.** |
| Answer: |

**ADDITIONAL QUESTIONS**

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| **A. Additional Questions for Specific Project Types** |
| **Project Type:**  Select which kind of additional questions the project will require according to the type of general project. For instance, a new well project should include “Water Supply Treatment Facilities” additional questions, or a whole new water facility project will require “Establish New Utility” additional questions, etc..  *Additional Questions:*  Establish New Utility [Go to Section B below]  Utility Expansion, Acquisition, and Interconnection [Go to Section C below]  Water Supply Facilities [Go to Section D below]  (e.g. surface water intake, well, reservoir, and pumping station)  Water Treatment Facilities [Go to Section E below]  Utility Buildings [Go to Section F below]  Large Mains (8+ inches in diameter and 3+ miles in length) [Go to Section G below] |

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| **B. Additional Questions – Establish New Utility** | |
| 1. **Application should request authorization from the Commission to create a new water utility with new Utility ID number and to establish water rates for the new water utility.**   Answer: | |
| 1. **Include a brief history of the project, explaining why it is needed, how it started and what studies and reports have been completed.**   Answer: | |
| 1. **Provide proof that all requirements have been met for** [**Wis. Stat. §§ 66.0803**](https://docs.legis.wisconsin.gov/statutes/statutes/66/VIII/0803)**,** [**66.0817**](https://docs.legis.wisconsin.gov/statutes/statutes/66/VIII/0817)**,** [**196.49**](https://docs.legis.wisconsin.gov/statutes/statutes/196/49)**,** [**196.80**](https://docs.legis.wisconsin.gov/statutes/statutes/196/80) **and** [**196.81**](https://docs.legis.wisconsin.gov/statutes/statutes/196/81)**.**   Answer: | |
| 1. **Number of residential, multi-family, commercial, industrial, and public authority customers by meter size expected to be connected to the water system by the third year of operation.**   Answer: | |
| 1. **For residential customers provide a forecast of the volume sales to an average residential customer for a single billing period.**   Answer: | |
| 1. **For the other customer classes estimate the volume of water anticipated to be sold in each billing period.**   Answer: | |
| 1. **List all large industrial or commercial customers and a forecast of their volume sales during each billing period.**   Answer: | |
| 1. **What is the proposed billing period (monthly or quarterly)?**   Answer: | |
| 1. **Engineering analysis that includes: total system annual volume, max day demand, fire demand, and max hour demand, size of proposed supply, treatment, storage and distribution facilities.**   Answer: | |
| 1. **Maps clearly showing the locations of existing facilities, proposed facilities, the proposed service area, the service area of neighboring water utilities, and any existing water utilities located in the proposed service area.**   Answer: | |
| 1. **A discussion and detailed engineering and economic analysis of alternatives including their associated costs and water rates.** At a minimum the alternatives should include: receiving retail service from an existing water utility, receiving wholesale service from an existing water utility, and maintaining the status quo.   Answer: | |
| 1. **List of plant to be constructed by USOA accounts, including cost for each alternative.**   Answer: | |
| 1. **Total cost separated into Utility Financed and Contributed Plant categories (grant, assessment, connection charges).**   Answer: | |
| 1. **Method and terms of financing.**   Answer: | |
| 1. **Describe staffing plans for the new utility (number of staff, FTEs, and their responsibilities).**   Answer: | |
| 1. **Estimate of operating expenses for the third year of operation per USOA accounts.**   Answer: | |
| 1. **Information that describes outreach and communication to affected property owners about the terms and conditions for receiving service from the new utility.**   Answer: | |
| 1. **Will the municipality require properties with private wells to become customers of the new utility when service becomes available to them?**   Answer: | |
| 1. **Summarize the discussions the applicant has had with the DNR regarding the proposed water utility.**   Answer: | |
| 1. **Perform a cost-of-service study and rate design for the proposed water utility. If the Commission approves the proposed water utility, the applicant must apply to the Commission for initial water rate sheets before providing service.**   Cost-of-service study and rate design is attached. | |
| 1. **If the applicant plans to purchase wholesale water from another utility, then the application must include a letter from the potential wholesale provider that includes:**  * **Proof that the wholesale provider has sufficient excess capacity to supply the new utility.** * **A schedule showing when the wholesale provider plans to apply to the Commission to provide wholesale water service to the new utility.** * **A copy of an Intergovernmental Agreement between the applicant and the wholesale provider.** | |
| Applicant plans to purchase wholesale water from another utility. Letter from wholesale provider is attached. | Applicant does not plan to purchase wholesale water from another utility. |

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| **C. Additional Questions – Utility Expansion, Acquisition, and Interconnection** |
| **Utility Expansion** |
| In general, the authority to serve water in a municipality automatically expands into an annexed area, and no Application to the Commission is required. When a water utility service area expands by ordinance outside a municipality’s boundaries, however, additional Commission authorization is typically required. Occasionally, a service area expansion case might involve more complicated circumstances. The additional checklist for utility service area expansion should include the following items: |
| 1. **Map showing the utility’s existing and proposed service areas.**   Attachment: |
| 1. **Map showing the service area boundaries of any nearby utilities.**   Attachment: |
| 1. **Map showing the existing and proposed mains near and within the proposed service area expansion.**   Attachment: |
| 1. **Written agreement (memorandum of understanding (MOU) or water service agreement) between the utility expanding its service area and the municipality (or utility) that currently governs (or serves) the proposed area. The written agreement should include:**  * The extent of the service expansion. * The customers (municipality, entity, etc.) that may connect to the new main. * Whether these new customers are retail or wholesale customers. * The terms and conditions under which properties may connect/are required to connect to the new main * Discussion of any annexation issues/requirements related to the service area expansion. * Discussion which methods in Schedule X-2 are being used to pay for any new mains. * Proposed rates based on standard cost-of-service and rate design principles.   Attachment: |
| 1. **Information that describes outreach and communication to affected property owners about the terms and conditions for receiving service from the new utility.**   Attachment: |
| **Utility Acquisition – Utility A Acquires Utility B** |
| 1. **“Asset Purchase Agreement” between Utility A and B including:**  * Map showing Utility B’s existing water utility service area, Utility A’s existing water utility service area, and Utility A’s proposed water utility service area. * List the number of customers by customer class and meter size that will be transferred from Utility B to Utility A. * Itemized list per Uniform System of Accounts of all water plant that will be sold/contributed from Utility B to Utility A. * Compute sale price (or identify as contributed plant) of water plant based on book value of itemized plant. Provide detailed description with original cost and depreciation rates. * List of Utility B’s debt and plan for paying debt prior to or as part of the utility acquisition. * Water service agreement stating that Utility B’s former customers will now become retail customers of Utility A and will pay the same tariffed rates as all other retail customers of Utility A. * Estimate of the acquisition’s rate impact on Utility B’s water customers and Utility A’s water customers. * Proof that all requirements under [Wis. Stat. §§ 66.0803](https://docs.legis.wisconsin.gov/statutes/statutes/66/VIII/0803), [66.0817](https://docs.legis.wisconsin.gov/statutes/statutes/66/VIII/0817), [196.49](https://docs.legis.wisconsin.gov/statutes/statutes/196/49), [196.80](https://docs.legis.wisconsin.gov/statutes/statutes/196/80) and [196.81](https://docs.legis.wisconsin.gov/statutes/statutes/196/81) have been met. * Plans to notify customers of the change in water service provider. * Information that describes outreach and communication to affected property owners about the terms and conditions for receiving service. * Plans to coordinate with DNR for utility acquisition. * Plans to migrate Utility B’s customer billing information to Utility A’s billing system.   Attachment: |
| 1. **Utility B then applies to the Commission for authority to abandon service (Docket XXXX-WA-XXX).** The contents of the Application should include all relevant items listed in [Wis. Admin. Code § PSC 184.04(3)](https://docs.legis.wisconsin.gov/code/admin_code/psc/184/03) as well as the Asset Purchase Agreement. The Application must be uploaded to the PSC ERF system under the utility’s identification number.   Attachment: |
| 1. **Utility A concurrently applies to the Commission for authority to acquire the water system facilities and operations of Utility B (Docket XXXX-CW-XXX).** Utility A’s Application should include all relevant items listed in [Wis. Admin. Code § PSC 184.04(3)](https://docs.legis.wisconsin.gov/code/admin_code/psc/184/03) as well as the Asset Purchase Agreement. The Application must be uploaded to the ERF system under the utility’s identification number.   Attachment: |

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| **Utility Interconnection** |
| 1. **Written agreement (memorandum of understanding (MOU) or water service agreement) between the two utilities making the interconnection. The written agreement should include:**  * Proof that DNR has been notified (email or letter correspondence from the DNR). * Map showing location of all new and existing interconnections. * Description of physical connection between utilities and method for measuring usage. * Proposed rates based on standard cost-of-service and rate design principles.   Attachment: |

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| **D. Additional Questions – Water Supply Facilities (New or replacement wells, surface water intakes, storage facilities, and pumping stations)** |
| 1. **The applicant must clearly articulate why the new source of water supply is needed. Reasons may include but are not limited to:**     * Meeting increased customer demand.    * Improving system reliability.    * Providing adequate fire protection flows.    * Replacing plant that has reached the end of its design life.    * Meeting water quality regulations.   Answer: |
| 1. **Based on the answer above, the applicant must address** [**Wis. Admin. Code § PSC 184.04(3)(b)**](https://docs.legis.wisconsin.gov/code/admin_code/psc/184/03) **“Information supporting the purpose and necessity of the project” by numerically justifying the need for the new source of supply.**  At a minimum, the applicant should use one of the following spare capacity equations to justify the new source of supply. If this analysis is not sufficient to justify the new source of supply then the applicant must provide numerical analysis showing why the new supply is needed. 2. SC = [FWC \* (18 hours/24 hours)] – (MD / (24\*60)) 3. SC = [FWC \* (12 hours/24 hours)] – (AD / (24\*60)) 4. SC = FWC + – F – 5. SC = FWC + –   **Where:**  SC = spare capacity (gpm)  FWC = firm well (or source) capacity (gpm)  ES = effective storage (gallons)  R = reserve (gallons)  F = fire demand rate (gpm)  T = fire demand duration (hours)  MD = maximum day demand (gallons)  MH = maximum hour demand (gpm)  AD = average day demand (gallons)  Source: “How Much Water Supply Capacity Should a Public Water System Have?”  (Andy Jacque, Wisconsin Water Association, Spring 2013).  Answer: |
| 1. **If the applicant uses future demand to demonstrate the need for the new water supply source, include a copy of the demand study with the Application.**  If the demand study includes a scenario analysis (with low, medium, and high customer demand levels, for example), provide a copy of the analysis and descriptions of how the scenarios were developed.   Answer: |
| 1. **Is the project needed to meet an existing DNR consent order or deficiencies listed in the applicant’s latest DNR Sanitary Survey Report?** If so, please explain. Also, attach the DNR consent order or latest DNR Sanitary Survey Report to the Application and add to Attachment List in Section III.   NOTE: DNR Sanitary Survey Reports may include confidential utility information. Please review and file as a confidential filing if necessary. For more information, go to [Microsoft Word - ERF User Manual.docx (wi.gov)](http://apps.psc.wi.gov/ERF/ERF/documents/User%20Manual.pdf).  Answer/Attachment No.: |
| 1. **Describe actions the applicant has taken to delay, reduce the size of or otherwise mitigate the need for the project. Examples include but are not limited to:**  * Operational changes * Evaluating expansion of capacity of existing wells. * Evaluating expansion of reservoir storage. * Connecting to or purchasing water from neighboring utilities. * Implementing a conservation program to reduce customer demand. * System efficiency improvements, including reductions in non-revenue water. * A combination of some or all of the above.   Answer: |
| 1. **Describe how any large water customers impact the design of the new water source. Information should include, but is not limited to:**  * List the largest customer(s) in the water utility and their most recent annual water use. * What percentage of the applicant’s total water use do these customers represent? * Does these customers’ use significantly impact the proposed capacity of the new source of supply? * Do any of these customers plan to drill their own well or significantly reduce their use of public water supply in the next 5 to 10 years? * Do they plan to expand their water use in the next 5 to 10 years? * Do they plan to make any efficiency improvements that would result in significantly lower water use? * Describe how any large industrial customer will either pay a share of the new construction or guarantee water purchases over the life of any loans used to pay for the project. * Is there a city ordinance in place to prevent large customers from drilling their own wells and disconnecting from the applicant’s water system?   Answer: |
| 1. **Describe how the new water supply source fits into the applicant’s Water Infrastructure Capital Improvement Plan Water System Improvement Plan, or Asset Management Plan.**  Include a copy of the relevant plan with the Application. If the applicant does not have a Capital Improvement Plan or Water System Improvement Plan, describe how and when the applicant will develop such a plan.   Answer: |

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| **E. Additional Questions – Water Treatment Facilities** |
| 1. **The applicant must clearly articulate why the new water treatment facility is needed. Reasons may include but are not limited to:**  * Replacing plant that has reached the end of its design life. * Improving system reliability. * Meeting water quality regulations.   Answer: |
| 1. **Based on the answer above, the applicant must address** [**Wis. Admin. Code § PSC 184.04(3)(b)**](https://docs.legis.wisconsin.gov/code/admin_code/psc/184/03) **“Information supporting the purpose and necessity of the project” by numerically justifying the need for the new source of supply.**  At a minimum, the applicant should use one of the following spare capacity equations to justify the new source of supply. If this analysis is not sufficient to justify the new source of supply then the applicant must provide numerical analysis showing why the new supply is needed. 2. SC = [FWC \* (18 hours/24 hours)] – MD 3. SC = [FWC \* (12 hours/24 hours)] – AD 4. SC = FWC + – F – 5. SC = FWC + –   **Where:**  SC = spare capacity (gpm)  FWC = firm well (or source) capacity (gpm)  ES = effective storage (gallons)  R = reserve (gallons)  F = fire demand rate (gpm)  T = fire demand duration (hours)  MD = maximum day demand (gallons)  MH = maximum hour demand (gpm)  Source: “How Much Water Supply Capacity Should a Public Water System Have?”  (Andy Jacque, Wisconsin Water Association, Spring 2013).  Answer: |
| 1. **If the applicant uses future demand to demonstrate the need for the new water supply source, include a copy of the demand study with the Application.**  If the demand study includes a scenario analysis (with low, medium, and high customer demand levels, for example), provide a copy of the analysis and descriptions of how the scenarios were developed. 2. Application.   Answer: |
| 1. **Is the project needed to meet an existing DNR consent order or deficiency listed in the applicant’s latest DNR Sanitary Survey Report?** If so, please explain. Also, attach the DNR consent order or latest DNR Sanitary Survey Report to the Application and add to Attachment List in Section III.   NOTE: DNR Sanitary Survey Reports may include confidential utility information. Please review and file as a confidential filing if necessary. For more information, go to [Microsoft Word - ERF User Manual.docx (wi.gov)](http://apps.psc.wi.gov/ERF/ERF/documents/User%20Manual.pdf).  Answer/Attachment No.: |
| 1. **If the treatment facility is part of a project that includes a new or expanded source of water supply, describe actions the applicant has taken to delay, reduce the size of, or otherwise mitigate the need for the project.** Examples include but are not limited to:  * Operational changes * Evaluating expansion of capacity of existing wells. * Evaluating expansion of reservoir storage. * Connecting to or purchasing water from neighboring utilities. * Implementing a conservation program to reduce customer demand. * System efficiency improvements, including reductions in non-revenue water. * A combination of some or all of the above.   Answer: |
| 1. **Describe how any large water customers impact the design of the new water source. Information should include, but is not limited to:**  * List the largest customer(s) in the water utility and their most recent annual water use. * What percentage of the applicant’s total water use do these customers represent? * Does these customers’ use significantly impact the proposed capacity of the new source of supply? * Do any of these customers plan to drill their own well or significantly reduce their use of public water supply in the next 5 to 10 years? * Do they plan to expand their water use in the next 5 to 10 years? * Do they plan to make any efficiency improvements that would result in significantly lower water use? * Describe how any large industrial customer will either pay a share of the new construction or guarantee water purchases over the life of any loans used to pay for the project. * Is there a city ordinance in place to prevent large customers from drilling their own wells and disconnecting from the applicant’s water system?   Answer: |

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| **F. Additional Questions – Utility Buildings** |
| 1. **The applicant must clearly articulate why the new utility building is needed.**   Answer: |
| 1. **Identify how much of the existing building and proposed building (by percentage and square feet) is used by the water utility, and how much by other municipal departments. Describe how the project cost is shared between other municipal departments.**   Answer: |
| 1. **Provide a cost comparison analysis of alternatives the applicant evaluated (e.g. renting commercial space, hiring out services like vehicle maintenance).**   Answer: |
| 1. **How would a new building impact the efficiency of the applicant’s service (e.g. location, age, size, new technology needed, consolidation of staff, centralization of storage/maintenance operations)?**   Answer: |
| 1. **Provide information to support any increase in the building size based on population projections, demand projections, or new capabilities needed over the next 20 years.**   Answer: |
| 1. **Include information on energy efficiency, or conservation features, including:**  * The whole building heat loss in Btu/square foot of the building envelope. * The type and R‐value of insulating material used for walls, ceilings, roofs, doors, and windows. * The type of heating and cooling system selected and the annual end‐use energy estimate in Btu/square foot/year for space heating, space cooling, and any process use. * The type and source of fuel or fuels selected. * The type of lighting system selected and the annual end‐use energy estimate for lighting.   Answer: |

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| **G. Additional Questions – Large Mains** |
| Per [Wis. Admin. Code § PSC 184.03(4)(a)2](https://docs.legis.wisconsin.gov/code/admin_code/psc/184/03), a large main is defined as one that is 8 inches or greater in nominal diameter and 3 or more miles long. The length of the entire project determines whether Commission review occurs, even projects constructed in phases. Commission staff suggest using the following criteria to determine if a phased project should be considered one reviewable project:   * Are all phases needed to meet the goals of the project? If yes, include all phases as one reviewable project. * If funding were not an issue, would the applicant construct the project? If yes, then include all phases as one reviewable project.   Generally, staging/timing of phases is not a significant factor when determining if the Commission  should review all phases as one project. |
| 1. **Summarize the length and diameter of main in a summary table.**   Answer: |
| 1. **Provide an analysis computing the demand that justifies the new transmission main.**   Answer: |
| 1. **Provide an analysis computing the size of the main.**   Answer: |
| 1. **If future demand is used to demonstrate the need for and to size the new main, include a copy of the demand study with the Application.** If the demand study includes a scenario analysis (with low, medium, and high customer demand levels, for example), provide a copy of the analysis and descriptions of how the scenarios were developed.   Answer: |
| 1. **Does the main serve customers outside the applicant’s existing service area?** If yes, provide information from the Utility Expansion section in Supplemental Questions – Utility Expansion, Acquisition, and Interconnection.   Answer: |
| 1. **Any annexation issues need to be documented and included in any water purchase agreement or water service agreement.**   Answer: |
| 1. **Does the construction require a right-of-way permit from another governmental unit?** If yes, then has the right‑of-way permit been obtained?   Answer: |
| 1. **Does the proposed large main serve a new wholesale customer?** If yes, provide an initial wholesale rate that is based on standard cost‑of-service and rate design methods and information about how the applicant calculated the rate.   Answer: |