



**DEPARTMENT OF PUBLIC WORKS  
ELECTRIC DISTRIBUTION SYSTEM  
OPERATING POLICY**

**Revised by City Council on January 26, 2016  
Revised by City Council August 28, 2001  
Adopted by City Council on September 12, 1995**

**City of Camden  
Department of Public Works  
Operating Policy**

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Electric Distribution**

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## **1.1 RESIDENTIAL SERVICE**

### **1.1.1 Meter Base Requirements**

All residential meter bases will be 200 amp UL approved meter bases with the exception of “saw services”, which are temporary power poles used solely for the purpose of constructing a new house or business. New residential customers may obtain a 200-amp meter base by placing a request with the Public Works Office. Customers are responsible for the meter base or service pole installation. All power poles used for temporary saw services and permanent services must be circular. Meter bases or private lights may not be attached to City poles or structures.

### **1.1.2 Meter Testing**

At the customer’s request, the City will pull and test a residential meter to check for accuracy. The request must be made at the Finance Department. The Finance Department will notify the customer of the test results. If results conclude that the meter was not within standards established by the American National Standard Institute, there is no charge to the customer. If results conclude that the meter was within standards established by the American National Standard Institute, the Finance Department will invoice the customer’s account a testing fee. Check with the Finance Department for the current fee. The City reserves the right to pull and test any meter at any time at no charge to the customer.

### **1.1.3 Overhead Service**

The City of Camden provides standard overhead electrical service to new residential customers at no charge.

### **1.1.4 Underground Service Fee**

Refer to the City of Camden Utility Rate Schedule.

### **1.1.5 Underground Service – New Subdivisions**

The City will install underground electric lines and pad mount transformers for new subdivisions at no cost to the developer if the following conditions are met:

- Plans have been reviewed and approved by the Department of Public Works.
- All lines located outside of the roadway right of way are within a dedicated and recorded utility easement granted to the City.
- Upon completion, one set of as built plans are provided to the City specifying the location of all underground and overhead utilities.

When individual service is requested in any home in the subdivision, the rates for underground residential service apply as outlined in the City Utility Rate Schedule.

## **1.2 COMMERCIAL SERVICE**

### **1.2.1 Meter Testing**

At the customer’s request, the City will pull and test a commercial meter to check for accuracy. The request must be made at the Finance Department. The Finance Department

will notify the customer of the test results. If results conclude that the meter was not within standards established by the American National Standard Institute, there is no charge to the customer. If results conclude that the meter was within standards established by the American National Standard Institute, the Finance Department will invoice the customer's account a testing fee. Check with the Finance Department for the current fee. The City reserves the right to pull and test any meter at any time at no charge to the customer.

### **1.2.2 Overhead Service**

The City of Camden provides standard overhead electrical service to new commercial customers at no charge. A load profile must be submitted to the Finance Department at City Hall prior to any commercial electric service request or to the City of Camden Building Inspector prior to obtaining electric building permits. An example of the Load Profile is provided as Attachment 1.

### **1.2.3 Underground Service**

The City will provide underground primary service to commercial customers based on the following conditions and sequence of events:

- A load profile must be submitted to the Finance Department at City Hall prior to any commercial electric service request or to the City of Camden Building Inspector prior to obtaining electric building permits. An example is provided as Attachment 1.
- Plans must be reviewed and approved by the Department of Public Works.
- The owner/developer will be responsible for placing the transformer pad and four two-inch conduits from the point of attachment (pole) to the new transformer pad. All work must be performed to specifications set forth by the City and inspected by a representative of the City Electric Department before backfill is placed.
- The City will provide a self contained meter base for the customer to install. The City will install the CT meter base if required. The City will provide and place the transformer. Application for service must first be made at City Hall.
- The owner/developer will be responsible for secondary wire, conduit, and connections. A licensed electrician must make all connections. An inspection by the City Building Inspector (within the City Limits) or the County Building Inspector (outside City Limits) is required after all connections have been made.
- The City will be responsible for CT connections, primary wire, and primary connections.
- It is the responsibility of the owner/developer to request inspections when needed. The City will not pull primary wire or make final electric connections prior to inspections.

### **1.2.4 Three-Phase Service**

All three-phase services are considered to be commercial installations. Normal voltages furnished are 208 volts or 120/240 hi-leg. Availability of 277/480 voltage will be evaluated from the required load profile submitted to the Finance Department and requires a significant amount of lead-time to procure transformer and metering components. If customers require service other than standard available voltage, conditions set forth in Section 1.6 of this policy will apply.

Requests for three-phase service to residential customers will be considered commercial accounts and will be honored only if the customer pays the cost of the three-phase construction. All stipulations stated above apply to such services.

Customers requesting three-phase service for large commercial projects shall refer to Section 1.2.2.

## **1.3 LIGHTING**

### **1.3.1 Street Lights**

It is the policy of the City to furnish street lighting for all areas within the City Limits. Policy allows for one streetlight per four houses. Decorative streetlights are provided only under special request conditions as stated in Section 1.6 of this policy.

### **1.3.2 Rental Lights**

The City of Camden provides rental lights as a service to our customers. Monthly rates for rental lights are as outlined in the City Utility Rate Schedule. Standard service for rental lights shall be overhead construction. In most cases, the distance from the point of attachment to the light shall not exceed 225 feet. Placement and maintenance of rental lights are based on the following:

- Requests for rental lights must be made to the Finance Department.
- Lights will be placed in the location requested by the customer unless there is an obvious interference to the installation or obstructions that affect light performance.
- If a customer requests that an existing rental light be relocated, the customer shall pay the cost of relocation as outlined in the City Utility Rate Schedule.
- The City will be responsible for regular maintenance of the light based on normal usage.
- If a rental light is vandalized, the customer is responsible for the cost of repair/replacement. Vandalism charges are outlined in the City Utility Rate Schedule.
- The customer is responsible for maintaining the area surrounding rental lights. The city will not provide tree-trimming services for rental lights on private property.
- Underground service for rental lights will be supplied only at the expense of the customer. Rates are outlined in the City Utility Rate Schedule.

### **1.3.3 Annexation**

The Department of Public Works will monitor areas annexed to the City and submit costs for new street lighting with the following fiscal year budget. Upon budget approval, street lighting will be installed in areas annexed during the previous fiscal year.

## **1.4 RIGHTS-OF-WAY AND TREE TRIMMING**

### **1.4.1 Adjacent Properties**

The Department of Public Works requires right-of-way for all primary distribution systems located on private property. Services to residences or lights may not cross adjacent properties without the adjacent property owner's written permission. It is the responsibility of the individual requesting service to obtain and provide to the City written permission of the adjacent property owner prior to the installation.

#### **1.4.2 Trimming Primary Voltage Lines**

The City does not remove or trim trees on private property unless they are located near primary voltage distribution conductors and determined by the Electric Department to be a threat to safe and continuous operation of the electric system. In such case, the Electric Department will determine the extent to which the trees will be trimmed or removed at no cost to the Property Owner/Customer.

#### **1.4.3 Trimming Service Voltage Lines**

Trimming of service voltage lines on private property is the responsibility of the property owner; however, the City will provide temporary disconnection of the service wires at no cost to ensure customer safety. Request for this service should be made to the Finance Department with reasonable notice. Temporary disconnections shall be made and reconnected during the normal working hours of the Electric Department unless otherwise agreed upon by the Property Owner/Customer.

### **1.5 USED POWER POLES**

As a service to our customers, The City of Camden offers used utility poles. The procedure for procurement is:

- All poles are offered “as is”. No pole may be cut or altered in length. The customer must remove the entire pole from the premises.
- No customer will be allowed to “reserve” poles. They are on a “first come, first serve” basis only.
- Loading and transportation is the sole responsibility of the customer.

### **1.6 NON-STANDARD REQUESTED SERVICES**

Customers, whether individually or collectively as a neighborhood, requesting underground primary, decorative streetlights, or changes that are not within the standard services offered by the City, as outlined in the preceding policy, shall pay all costs for the service change. Non-standard service request changes may be submitted in writing to the City Manager. Upon receipt, a written cost estimate and site sketch will be prepared by the Department of Public Works. The City Manager will review the original request, cost estimate, and site sketch and will notify the customer in writing.

Consideration for approval will be based on the existing electrical distribution system, existing lighting, and planned system improvements.

### **1.7 INTERCONNECTION POLICY**

The City will allow residential and non-residential customers the opportunity to connect photovoltaic, wind-powered, micro-hydro, biomass-fueled or other proven environmentally conscious generation facilities to connect to the City’s electric distribution system on the following conditions:

- Interconnections are limited by the City's wholesale power purchasing agreement. The City will allow additional connection of 1 MW of nameplate capacity of distributed generation to interconnect to the system on a first come first serve basis.
- All interconnections are subject to the City's Standard for Interconnecting Small Generation with Electric Power Systems. Customer proposing interconnection must complete the application to interconnect, and, if approved, must enter into an interconnection agreement with the City. Interconnect standards and applications are available at the Electric Department.
- Residential interconnected generation is limited to 20 kW per billing address and commercial interconnected generation is limited to 1000 kW per billing address.
- If a customer with interconnected generation would like to be credited for excess generation they add to the electric system, a net metering rate is available. The City's Net Metering Rate Rider enumerates additional base charges that apply and credits available.
- Although all installations must meet interconnection standards, participation in the net metering rate is optional. It is up to the customer to determine if net metering is to their benefit.

# ATTACHMENT 1





**CITY OF CAMDEN  
DEPARTMENT OF PUBLIC WORKS**

**ELECTRIC LOAD PROFILE**

**Customer Name:** \_\_\_\_\_

**Service Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Type of Commercial Service Requested:**

Single Phase \_\_\_\_\_ Three Phase \_\_\_\_\_

**Voltage Requirement:** \_\_\_\_\_

**Main Disconnect Size:** \_\_\_\_\_ **Amps**

\_\_\_\_\_  
\_\_\_\_\_

**Service Information:**

Water Heater Electric or Gas

Kitchen Equipment Electric or Gas

Heat Electric or Gas

Heat Pump or Resistance

Total HP \_\_\_\_\_ Strip Heat KW Total \_\_\_\_\_

Air Conditioner Total BTU \_\_\_\_\_

**Total KW Required:** \_\_\_\_\_

**NOTE:** For commercial customers requiring loads over 50 KW, electrical drawings must be submitted to the Department of Public Works.

**NOTE:** By signing below, the customer accepts the existing power service currently provided to the property and also accepts responsibility for damages, at the property named above or at an adjacent property served by the same transformer that may occur should the actual power requirements exceed currently supplied power.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_