

**City of Camden**  
**South Carolina**

**DEPARTMENT OF PUBLIC WORKS**  
**OPERATING POLICY**

**ELECTRIC DISTRIBUTION**

**ADOPTED AUGUST 28, 2001**

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

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## **1.1 RESIDENTIAL SERVICE**

### **1.1.1 Meter Base Requirements**

All residential meter bases will be crimp lug style 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. The Customer’s electrician is responsible for providing and crimping the lugs. New residential customers may obtain a 200-amp meter base by placing a request with the Customer Service Department at City Hall. 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 Customer Service Department. The Customer Service 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 Customer Service Department will invoice the customer’s account the prevailing test 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 – Standard Homes**

The base fee for underground service may be obtained from the Customer Service Department at City Hall. This fee includes up to 150 feet of primary or secondary underground wire and a pad or pole mount transformer. The cost for additional footage (greater than 150 feet) is as outlined in the City rate schedule.

If underground subdivisions completed before June 30, 1998 have upheld an agreement with the City to remain all-electric (no gas lines or tanks are present within the entire subdivision), then the following fees apply:

The first 150 feet of underground electric service is at no cost to the customer. Any additional footage required will be installed at the per foot rate as outlined in the City rate schedule.

In cases where the City has determined it to be advantageous to provide underground service, there will no charge to the customer for installation.

### **1.1.5 Underground Service - Mobile Homes**

Underground service will be installed for mobile homes and fees will be as stated in the City rate schedule if the following conditions are met:

- Wheels and axles have been removed.
- The mobile home is supported on a permanent masonry foundation.
- The mobile home is underpinned with permanent masonry material.

Mobile homes not complying with the above conditions will be serviced with standard overhead construction.

In cases where the City has determined it to be advantageous to provide underground service, there will no charge to the customer for installation.

### **1.1.6 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, two sets 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 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 Customer Service Department. The Customer Service 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 Customer Service Department will invoice the customer's account the prevailing test 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 Customer Service 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 Customer Service 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 two four-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 the CTS meter base to the owner/developer. 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 Customer Service 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 1.9 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, two houses on each side of the street.

Underground service for street lighting will be installed in underground subdivisions or if more cost effective for the City. Approval of Public Works Administration is required for all such installations. Decorative streetlights are provided only under special request conditions as stated in Section 1.9 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 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 125 feet. Placement and maintenance of rental lights are based on the following:

- Requests for rental lights must be made to the Customer Service 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 rate schedule.
- Customers requesting a different wattage light will only pay the applicable monthly rental cost of the new light.
- 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 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 rate schedule.

## **1.4 LOAD MANAGEMENT PROGRAM**

Customers with existing, operable load management switches will receive monthly credits on their electric bill based on the following schedule:

- \$2.50 for each electric water heater
- \$2.00 for the first electric central air conditioning unit
- \$1.00 for each additional electric central air conditioning unit

Requests for information concerning customer benefits should be directed to the Customer Service Department. The following conditions apply to all load management switches:

- Upon request, the City will remove load management devices at no charge to the Customer.
- All load management switches are the property of the City.
- Electricians or HVAC personnel in the employ of the customer are not allowed to remove, install, or tamper with these devices.
- Customers are required to notify the City prior to removal of a hot water heater or HVAC unit that is controlled by the load control program.
- Customers are responsible for notifying the City if the device has been removed or rendered inoperable.
- All load management switches are subject to inspection by City personnel. If the City is unable to access the switch after reasonable notice to customers, all credits will be discontinued.

## **1.5 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.

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

### **1.6.1 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 owners 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.

### **1.6.2 Trimming**

The City does not remove or trim trees on private property unless they are located within the right-of-way for primary distribution. Trimming of service lines is the responsibility of the property owner, however the City will provide for temporary disconnection of the service wire to ensure customer safety. Request for this service should be made to the Customer Service Department. Temporary disconnection shall be reconnected prior to the end of the working day unless otherwise agreed upon by the property owner/customer.

## **1.7 PURCHASE OF USED POWER POLES**

As a service to our customers, The City of Camden offers used utility poles for sale. The price schedule and procedure for procurement are:

- Poles are offered for sale at \$0.50 per foot. Payment must be in the form of check or money order made out to the City of Camden. No cash will be accepted.

- All poles are offered “as is”. No pole may be cut or altered in length prior to purchase. The customer must remove the entire purchase length of the pole from the premises on the day of purchase.
- No customer will be allowed to “reserve” poles. They are on a “first come, first serve” basis only.
- Customers must make application for purchase at the office of the Department of Public Works.
- Customers may then present an authorization for purchase to the attendant on duty at the City’s Recycle Center on Fair Street. If poles are available, payment is to be submitted before loading. If poles are not available, customers will be asked to present the authorization paper at a later date.
- Loading and transportation is the sole responsibility of the customer.

An example of the pole purchase agreement is provided as Attachment 2.

## **1.8 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. City Council will review the original request, cost estimate, and site sketch and provide a directive to the City Manager, who will notify the customer in writing. Consideration for approval will be based on the existing electrical distribution system, existing lighting, and planned system improvements.

# 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:** \_\_\_\_\_

# ATTACHMENT 2

**CITY OF CAMDEN  
DEPARTMENT OF PUBLIC WORKS**

**Pole purchase agreement**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**TERMS OF PURCHASE**

- Poles are offered for sale at \$0.50 per foot. Payment must be in the form of check or money order made out to the City of Camden. No cash will be accepted.
- All poles are offered “as is”. No pole may be cut or altered in length prior to purchase. The customer must remove the entire purchase length from the premises on the day of purchase.
- No customer will be allowed to “reserve” poles. They are on a “first come, first serve” basis only.
- Customers must make application for purchase at the office of the Department of Public Works.
- Customers may then present an authorization for purchase to the attendant on duty at the City’s Recycle Center on Fair Street. If poles are available, payment is to be submitted before loading. If poles are not available, customers will be asked to present the authorization paper at a later date.
- Loading and transportation is the sole responsibility of the customer.

I agree to the terms of purchase as stated above. I understand that the City is not responsible for damage or injury that may occur during loading, transporting, or off-loading of utility poles.

Signed: \_\_\_\_\_

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

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**Authorization for purchase**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

Authorized by: \_\_\_\_\_

# ATTACHMENT 3

