

**A DEVELOPER'S GUIDE**

**FOR**

**ELECTRIC - WATER - WASTEWATER  
UTILITY SERVICES**

**from**

**SIKESTON BOARD OF MUNICIPAL UTILITIES**

**138 N. PRAIRIE ST.**

**2004**

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## **PURPOSE**

This guide is designed to make the process of obtaining utility services a little easier for you, our customer, to understand and follow and to provide you with informative material on how to obtain electricity, water, and wastewater services from the Sikeston Board of Municipal Utilities (BMU). The BMU can provide you - the owner, builder, developer, architect, engineer, planner or contractor - with electric, water, and wastewater facilities. It is our goal to make doing business with us easy and efficient. It's as easy as calling (573) 471-3388.

## I. GETTING STARTED

To start the process, contact the Customer Service Representatives at the BMU Central Office at 138 N. Prairie Street, Sikeston, Missouri 63801. The office is open between 8 a.m. and 5 p.m., Monday through Friday (except holidays). Drop by or give the Representatives a call at (573) 471-3328.

The BMU should be contacted whenever a project involves electric, water, or wastewater utility service, regardless of the size of the project. Let us know your plans for construction so BMU can provide the service you need when requested. In general, BMU provides utility service for residential, industrial, and commercial construction projects in accordance with the current edition of the BMU's General Rules, Policies, and Regulations. A copy of the General Rules, Policies, and Regulations is available on request.

Contact the BMU to learn the location of the nearest electric, water, and wastewater distribution facilities to your project location.

### A. RESIDENTIAL PROJECTS

Residential customers may apply for utility service at the BMU office by submitting their name and address and making service deposits, if applicable. Payment of appropriate connection fees are required before service requests are completed.

### B. INDUSTRIAL AND COMMERCIAL PROJECTS

Ideally, BMU should be contacted at the beginning of project planning. At this stage, we can inform you about utilities available to serve your proposed site. As design progresses, you will need to provide specific information about meter location, service sizes, etc. Electric, water, and wastewater usage requirements are important information. An accurate determination of electric, water, and wastewater services cannot be made until the project utility requirements are known; therefore, this information will be requested early in the process. A sample of our "Industrial/Commercial Utility Information Sheet" is appended to this guide for your reference, and may be used as a guide to submit the requested information.

When your project has progressed to the point of submitting plans for approvals and permits issued by the City of Sikeston, please forward one set of plans to the BMU for review.

## C. SUBDIVISION AND DEVELOPMENT PROJECTS

Contact BMU when you begin your planning process for subdivisions and developments in Sikeston. We will show you the location of our existing facilities and work with you to determine how to route utilities to your project.

BMU requires that all water and wastewater extensions to serve subdivision and development projects be made by the Developer. The Developer hires his own contractor to perform the work.

Electric facilities within a subdivision are usually installed underground and are normally connected to an overhead electric distribution line. BMU crews will install the conductor cables, transformers, switch boxes, meters, and street lights.

We need the following information for your project.

1. Developer's Name, Names of Corporate Officers, Mailing Address, and Telephone numbers.
2. A set of the following, approved by the appropriate regulatory agencies: An overall layout plan or plat of the project, showing lots, rights-of-way and easement information, street and storm sewer plans, and water and sewer distribution plans.
3. Your anticipated project schedule.

## II. SPECIFIC INFORMATION ABOUT COMMERCIAL AND INDUSTRIAL SERVICE REQUESTS

### A. ELECTRIC SERVICE LINES:

1. Temporary Electric Service:

If an electric distribution line is available at the premises, the BMU will provide a temporary service connection for the fee specified in the Schedule of Charges (Section VI).

If it is necessary to build a temporary electric distribution line to a site to provide temporary power, the customer will be required to reimburse the BMU for all labor, equipment, and materials required to build, and later, remove, the temporary line. The BMU will prepare a Memo of Understanding that includes an estimate of all labor, materials, and related costs for such services. The customer will be required to sign the Memo of Understanding and pay for the estimated cost of this service before the BMU begins work. Final reimbursement will be based on actual labor,

equipment and material costs incurred. A copy of the Memo of Understanding is appended to this Guide.

The BMU will provide all transformers, standard meters and related appurtenances at no cost to the customer.

2. Permanent Electric Service:

The BMU will install overhead primary electrical service to commercial/industrial customers at no charge to the customer.

Any commercial/industrial customer desiring underground electric service from an overhead electric distribution riser pole to the customers transformer will be required to reimburse the BMU for the differential in cost between overhead service and underground service. The BMU will prepare a Memo of Understanding that includes an estimate of all labor, materials, and related costs for such services. The BMU will require the customer to sign the Memo of Understanding and pay the estimated cost differential for this service before the BMU begins work. Final reimbursement will be based on actual labor, equipment and material costs incurred.

If the primary service to the customer's premise is underground, the customer will be required to build, at his expense, a concrete pad meeting BMU specifications to support a pad-mount transformer. The BMU will furnish the necessary pad-mount transformer. The customer must also install either two (single phase) or four (three phase) 2-1/2" PVC conduits from the riser pole to the transformer pad. The BMU will install the primary conductors in the conduits and include the associated time and material costs in the estimated charges shown on the Memo of Understanding.

The BMU will make all terminations at the transformer, both primary and secondary. The customer will reimburse the BMU for all labor, materials, and equipment required to make necessary terminations at the transformer. Again, these costs will be included in the estimated charges shown on the Memo of Understanding.

The customer is responsible for installing all secondary service wiring, conduit, etc. from the transformer to his premise.

The customer will also be responsible for other costs related to electric service to his premise, such as:

- a. Special metering, if required by customer.

- b. Back-up (spare) transformer if customer's service is critical and required transformer is not standard or maintained in BMU stock.
- c. The cost of moving, relocating, or rebuilding any of BMU's lines, poles, or equipment to accommodate the customer's development.

3. Easements:

The BMU will extend its facilities to and place its facilities on the customer's property on rights-of-way dedicated to public use or within the confines of utility easements acceptable to the BMU. The customer will, upon request of the BMU, execute and deliver without cost to BMU, such easements as may be required to extend its facilities to the customer's premises.

B. WATER SERVICE:

If a water main is not available at the customer's property, the necessary water main extension will be surveyed, designed, constructed and paid for in full by the customer. All plans for water main extensions must be approved by the BMU and the Missouri Department of Natural Resources. The minimum size of a water main extension will be six (6) inches. Water main extensions will be located in designated easements and will be dedicated back to the BMU for perpetual maintenance.

Costs to customers for connection to a water main will vary depending on location of existing water mains and size of service connection. Charges for connections of one inch (1") or less to existing mains are shown in the BMU Schedule of Charges. Charges for connections greater than one inch (1") are calculated on a time and materials basis and the BMU will be reimbursed for the actual labor, equipment and materials required to install the customers service connection. The BMU will furnish all meters at no cost to the customer. The BMU will establish the meter(s) at the customer's property line.

In addition to the connections fees stated herein, each new customer who requests and receives a water service connection to an existing main which was installed by the BMU, and at the expense of the BMU, will pay a proportional share of the cost of the water main. The procedure for calculating the customer's proportional share of the water main cost is detailed in the General Rules, Policies, and Regulations.

Connections for fire protection systems will be separate from connections for a potable water system serving a customers premise. Costs for tapping an existing main for a fire protection system will be charged to the customer on a time and

materials basis. Fire service connections are not metered, and there are no monthly charges.

In general, backflow prevention devices are required on service connections for potable water, fire protection, and irrigation systems within any residential, commercial or industrial premise, unless the BMU determines no hazard or potential hazard exists. The type of protective device (i.e., air gap separation, reduced pressure principal backflow prevention device, or double check valve assembly) required will be determined by the BMU and will depend on the degree of hazard that exists.

C. SEWER SERVICE:

The customer will pay a fee for each service connection (tap) to the sanitary sewer collection system. The fees for connecting to an existing tap or installing a new tap are as stipulated in the BMU' Schedule of Charges (Section VI). Connection fees are not included in the cost of sewer extensions to the customer's property.

If a sewer main is not available at the customer's property, the necessary sewer extension will be surveyed, designed, constructed and paid for in full by the customer. All plans for sewer extensions must be approved by the BMU and the Missouri Department of Natural Resources. Sewer main extensions will be in public rights-of-way or a designated easement and will be dedicated back to the BMU for perpetual maintenance.

D. PERMITS:

The BMU does not issue permits. All permits required for electrical or plumbing work on the customer's premises are issued by the City of Sikeston. It is the customer's responsibility to insure that all permits necessary for his development project are properly requested from and issued by the City of Sikeston Planning Division/Code Enforcement Departments.

III. SIKESTON BOARD OF MUNICIPAL UTILITIES - CITY OF SIKESTON

The Sikeston Board of Municipal Utilities and the City of Sikeston are separate agencies. The Board of Municipal Utilities Central Office is at 138 N. Prairie Street. The City of Sikeston offices are in the City Hall at 105 E. Center Street. The agencies are responsible for the following:

<u>BOARD OF MUNICIPAL UTILITIES</u>	<u>CITY OF SIKESTON</u>
<u>Responsibilities</u>	<u>Responsibilities</u>
! Electricity	! Streets
! Water	! Storm Sewers
! Sanitary Sewers	! Building Inspections and Permits

The City of Sikeston is not responsible for Electric, Water, and Sanitary Sewer utilities owned and operated by the BMU. When the City Planning Division/Code Enforcement Department reviews, approves, or rejects various types of building plans, they are not reviewing or approving the location where BMU will serve the building. Approval received from the City of Sikeston Planning Division/Code Enforcement Department covers the owner’s system “downstream” from the meter.

BMU specifies the location for its facilities, including electric, water and sanitary sewer services, and meters. Locally adopted codes, as well as state and federal requirements, also influence service and meter locations.

The City Planning Division/Code Enforcement Department’s approval of the owner’s wiring system is required before BMU will install permanent electric meters.

#### IV. CALL BEFORE YOU DIG

YOU NEVER KNOW WHAT YOU MIGHT HIT!

When you dig you run the risk of cutting into electric, water, sewer, or other underground service lines.

It is Missouri State Law that any time you plan to dig, you must notify every utility with underground facilities in your area.

Call Missouri One Call two (2) working days before you plan to dig. All utility members will be notified for you ..... free of charge!

All members utilities will be located for you ..... free of charge!

ITS SIMPLE!

ITS FREE!

ITS THE LAW!

1-800-DIG-RITE

1-800-344-7483

[www.mocall.org](http://www.mocall.org)

V. WHO TO CONTACT

A. BOARD OF MUNICIPAL UTILITIES - 138 N. Prairie Street

Board of Municipal Utilities General Offices ..... 573-471-3328  
Wayne McSpadden Operations Manager ..... 573-475-3229  
Bill Culp Customer Service Manager ..... 573-471-3328  
Jackie Hulls Customer Service Representative ..... 573-471-3328

EMERGENCIES - SERVICE PROBLEMS

Electric, water, and sanitary sewers - service problems ..... 573-471-3328  
Electric, water, and sanitary sewers - After Hour Emergencies ... 573-471-1181

B. CITY OF SIKESTON - 105 E. Center Street

City Hall ..... 573-471-2512  
Planning Division/Code Enforcement ..... 573-471-2186  
Public Works ..... 573-471-2174  
Street Department ..... 573-471-5100

C. MISSOURI ONE CALL LOCATION SERVICE ..... 1-800-344-7483

VI. BOARD OF MUNICIPAL UTILITIES SCHEDULE OF CHARGES

A. WATER MAIN EXTENSIONS:

In addition to normal water main tapping charges, a new customer who requests a connection to a water main installed by the BMU, and at the sole expense of the BMU, shall pay a proportional share of the cost of the water main. The following estimated per foot costs for installed water main shall be used to calculate the customer's proportional share:

4.	Six inch (6") nominal diameter:		
	PVC	\$ 6.00	
	DIP (Ductile Iron Pipe)	\$10.00	
2.	Eight inch (8") nominal diameter:		
	PVC	\$10.00	
	DIP	\$15.00	
3.	Twelve inch (12") nominal diameter:		
	PVC	\$15.00	
	DIP	\$20.00	

B. OTHER CHARGES:

Temporary Electric Service	\$50.00	
Minimum Service Charge	\$35.00	
Regular Connect/Transfer Fee	\$15.00	
After Hour Calls (new connects, reconnects, transfers, etc):		
	<u>Light</u>	<u>Water</u>
Weekdays and Saturdays:	\$70.00	\$50.00
Sundays and Holidays:	\$100.00	\$70.00
Water sold at plants, fire hydrants, etc.	\$1.80/m gallons	
(Shall also include a labor charge for actual amount of time spent.)		

C. WATER AND SEWER TAP CHARGES:

1.	Water Tap Charges:	
	3/4" meter	\$350.00
	1" meter	\$475.00
	>1" meter	Time and Materials
2.	Sewer Tap Charges:	
	Connection at existing tap	\$200.00
	New Tap	Time and Materials

Note: The charges listed are subject to change upon Board approval.

Industrial/Commercial Utility Information Sheet

General Information

- Name/Identification: \_\_\_\_\_
- Type of Manufacturing/Wholesale Trade/Services: \_\_\_\_\_  
\_\_\_\_\_
- Standard Industrial Classification: SIC # \_\_\_\_\_
- Number of Employees (Initial) \_\_\_\_\_ (Future) \_\_\_\_\_
- Shift Information: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_
- Contact Information:
  - Name: \_\_\_\_\_
  - Address: \_\_\_\_\_  
\_\_\_\_\_
  - City: \_\_\_\_\_
  - State: \_\_\_\_\_ Zip: \_\_\_\_\_
  - Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Electrical Requirements Information

- Service Voltage: 1 $\phi$  \_\_\_\_\_ 3 $\phi$  \_\_\_\_\_ 3-wire \_\_\_\_\_ 4-wire \_\_\_\_\_
- Connected Load: \_\_\_\_\_ KW, Peak Demand \_\_\_\_\_ KW
- Monthly Energy Use or Monthly Load Factor: \_\_\_\_\_
- Diversity: \_\_\_\_\_
- Service Desired: Overhead \_\_\_\_\_ Underground \_\_\_\_\_ (Underground is required in some areas)
- Any Special Considerations? \_\_\_\_\_  
\_\_\_\_\_
- What size conductor and how many per phase?
  - Phase conductor size \_\_\_\_\_ Cu.      Quantity \_\_\_\_\_
  - Neutral conductor size \_\_\_\_\_ Cu.      Quantity \_\_\_\_\_

Water Requirement Information

- Water Service Tap Size: \_\_\_\_\_ inch
- Water Usage:  
Gallons/Minute \_\_\_\_\_ Gallons/Day \_\_\_\_\_  
Gallons/Month \_\_\_\_\_
- Fire Protection Tap Size: \_\_\_\_\_ inches  
Gallons/Minute required: \_\_\_\_\_
- Backflow Protection and Type (if needed): \_\_\_\_\_  
\_\_\_\_\_

Sanitary Sewer Information

- Sewer Service Tap Size: \_\_\_\_\_ inch
- Amounts of Discharge: \_\_\_\_\_ gallons/day  
Maximum Discharge: \_\_\_\_\_ gallons/minute
- Concentrations of Discharge:

	<u>Maximum</u>	<u>Average</u>
TSS, mg/l	_____	_____
Bod, mg/l	_____	_____
Oil & Grease, mg/l	_____	_____
Cd	_____	_____
Cr	_____	_____
Cu	_____	_____
Pb	_____	_____
Ni	_____	_____
Zn	_____	_____
Cn	_____	_____

- Pretreatment Facilities? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# MEMO OF UNDERSTANDING

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

The Board of Municipal Utilities is requested to (move, relocate, or build):

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Estimated Cost: \_\_\_\_\_

Type of Deposit: \_\_\_\_\_

In accordance with the Board of Municipal Utilities' Rules & Regulations, the cost of moving, relocating and/or rebuilding any utilities for a reason which would benefit any person, firm or corporation other than the City Utilities, shall be paid by the party requesting the work. A cash deposit in such amount as determined by the City Utilities to cover the estimated cost of the above described work, shall be made with the Utility prior to commencement of said work.

A refund/invoice will be developed for any difference in the deposit made and actual cost.

Mailing Address:

For: \_\_\_\_\_  
(Company/Individual)

\_\_\_\_\_  
(Name)

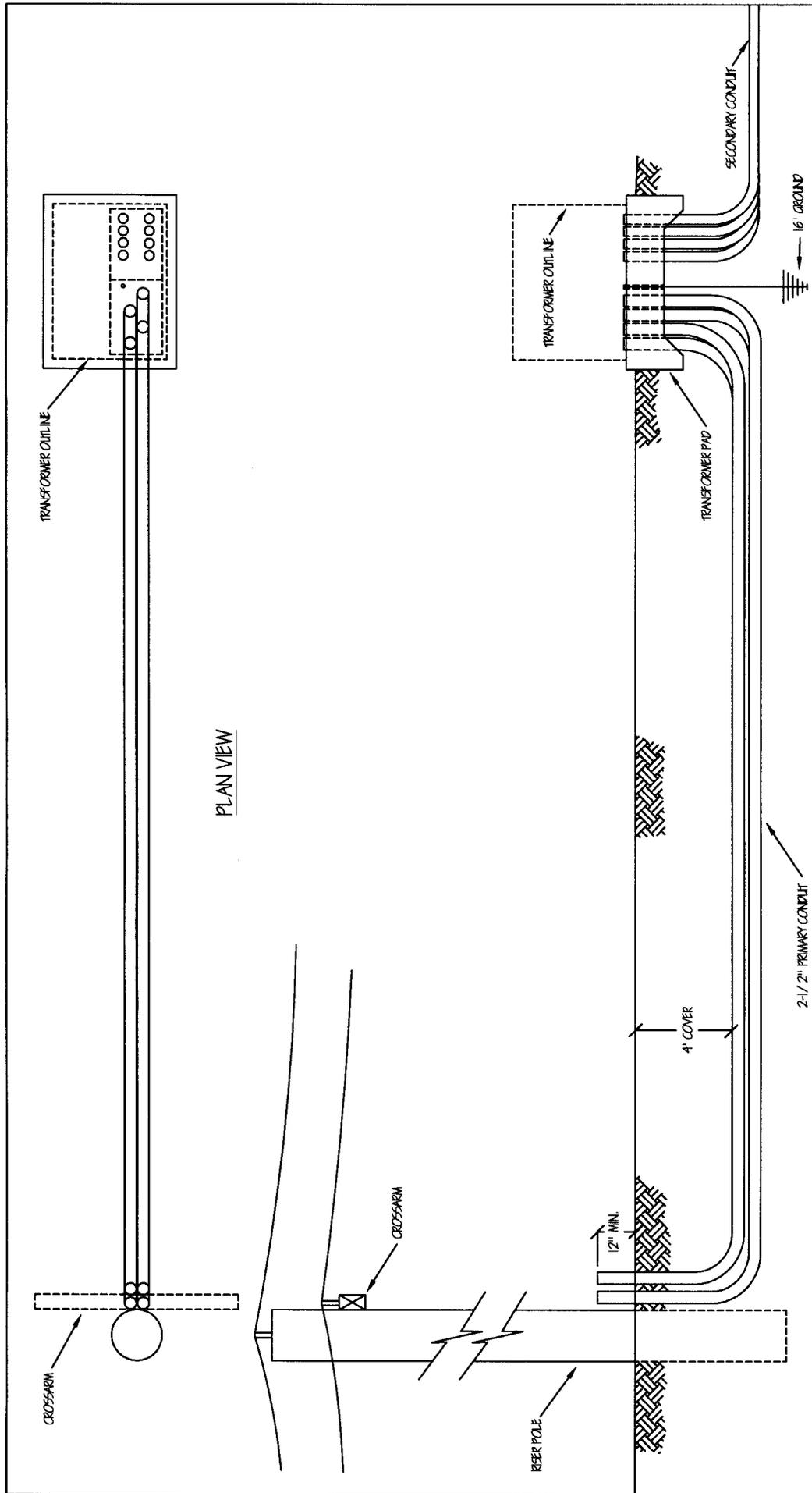
By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Street No./P.O. Box)

\_\_\_\_\_  
(City, State)

\_\_\_\_\_  
(Zip Code)

\_\_\_\_\_  
(Utility Representative)



PLAN VIEW

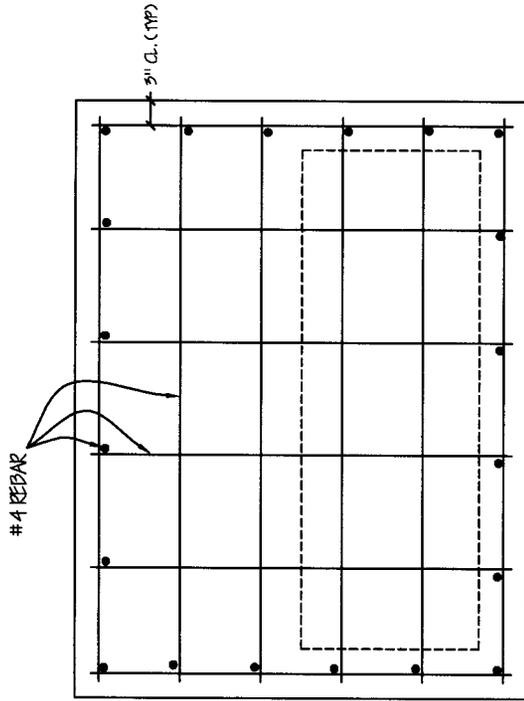
SIDE VIEW

STANDARD DETAILS  
FOR INSTALLATION OF  
PRIMARY CONDUIT - RISER POLE TO TRANSFORMER PAD

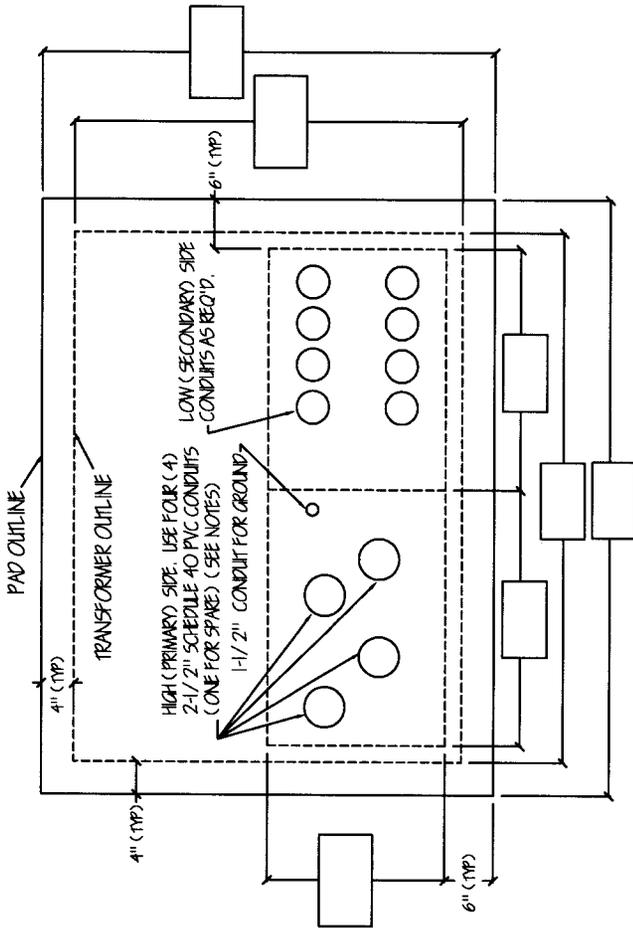
NO.	DATE	REVISIONS	INIT.	DRAWING NO.

PROJECT:  
BOARD OF MUNICIPAL UTILITIES - SKESTON MO.

NOTES:  
GROUNDING: USE TWO (2) 8" x 5/8" (MIN.)  
GROUND RODS COUPLED FOR TOTAL  
DEPTH OF 16'  
CONDUITS MUST BE INSTALLED FROM TRANSFORMER PAD  
TO RISER POLE. TWO (2) CONDUITS MAY BE INSTALLED  
FOR PRIMARY SINGLE PHASE CONNECTIONS.



#4 REBAR



NOTES:

CONCRETE: 5-1/2 BAG MIX

REINFORCEMENT: USE #4 REBARS

HORIZONTAL SPACING SHALL BE 12" MAX. OR 6" MIN.

PAD CAN BE POURED WITH OPENING

FOR CONDUIT AS SHOWN OR SOLID

WITH CONDUIT IN PLACE

GROUNDING: USE TWO (2) 8"

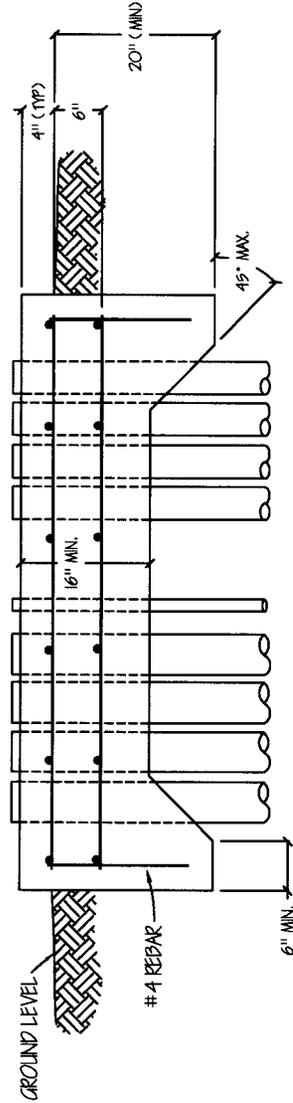
GROUND RODS COUPLED FOR TOTAL

DEPTH OF 16'

CONDUITS MUST BE INSTALLED FROM TRANSFORMER PAD

TO RISER POLE. TWO (2) CONDUITS MAY BE INSTALLED

FOR PRIMARY SINGLE PHASE CONNECTIONS.



STANDARD DETAILS  
FOR

TRANSFORMER PAD

PROJECT:

BOARD OF MUNICIPAL UTILITIES - SIKESTON MO.

DRAWING NO. D-2

DATE	REVISIONS	AWM
5/99	ADD NOTES ON CONDUITS & ADD DIMENSIONS	