

TREATED SEWAGE ADJUSTMENT FOR WATER DISTRICTS & ASSOCIATIONS

Filing Requirements Checklist

(Applicable Regulations: 807 KAR 5:001, 807 KAR 5:075)

Case No. \_\_\_\_\_ Applicant Name \_\_\_\_\_ Received Date \_\_\_\_\_ Form Circulation Date \_\_\_\_\_

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

Reviewed by following Divisions:

<u>Date</u>	<u>Staff Member</u>
_____	Filings _____
_____	Financial Analysis _____
_____	Legal _____

<u>Division Responsible</u>	<u>Law/Regulation</u>	<u>Filing Requirement</u>	<u>Requirement Met</u>		<u>Waiver Requested</u>	<u>Approve Waiver?</u>	
			Yes	No		Yes	No
Financial Analysis	<u>807 KAR 5:075: Section 1</u>	(a) A completed Treated Sewage Adjustment Form 1.					
Financial Analysis		(b) A schedule listing current and proposed rates.					
Legal		(c) A copy of the provider's notice showing a change in provider's base rate.					
Financial Analysis		(d) The calculation and all supporting documents used to determine the change in treated sewage costs sufficient to determine the accuracy of the calculation.					
Legal		(e) A copy of the resolution or other document of the utility's governing body authorizing the proposed rates.					
Legal	Section 4(2)(b)	Submitted no earlier than thirty (30) days prior to the proposed effective date of the provider's changed rate and no later than					

Division  
Responsible

Law/Regulation

Filing Requirement

twenty (20) days after the utility, without prior commission approval, adjusts its rates to reflect the change in its treated sewage costs due to the provider's changed rate.

Requirement Met		Waiver Requested	Approve Waiver?	
Yes	No		Yes	No

**NOT AN INITIAL FILING REQUIREMENT**

Legal

Section 5

If a copy of the public notice is included, does it meet the requirements?

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All filings with the Kentucky Public Service Commission which contain personal information must be redacted by the filer pursuant to 807 KAR 5:001 Sec. 4 (10). Filings which are not in compliance will be rejected.

Section 5  
Notice

A utility shall mail a written notice to each customer no later than the issuance of the first bill at the increased rate.

A utility shall file with the commission no later than thirty (30) days from the date of the commission's order approving an adjustment to the utility's rates pursuant to this administrative regulation an affidavit from an authorized representative of the utility verifying the contents of the notice, that notice was mailed to all customers, and the date of the mailing.

Each notice shall contain:

1. The effective date.
2. The present rates and proposed rates for each customer classification to which the proposed rates will apply.
3. The amount of the change requested in both dollar amounts and percentage change for each customer classification to which the proposed rates will apply.
4. The amount of the average usage and the effect upon the average bill for each customer classification to which the proposed rates will apply.
5. A statement that a person may examine this application at the offices of (utility name) located at (utility address).
6. A statement that a person may examine this application at the commission's offices located at 211 Sower Boulevard, Frankfort, Kentucky, Monday through Friday, 8:00 a.m. to 4:30 p.m., or through the commission's Web site at <http://psc.ky.gov>.