

Application For A New Or Amended Certificate Of Public Convenience And Necessity

Dear Applicant:

Thank you for taking the time to fill out an application with the Regulatory Commission of Alaska ("Commission"). Our regulations require that all *applications for a new or amended certificate of public convenience and necessity* be filed electronically over the Commission's website. If this is your first time filing an application with the Commission, Information and Guidelines for filing an application electronically are available here:

<http://rca.alaska.gov/RCAWeb/Documents/Help/SubmissionGuide.pdf>

In addition to providing all of the information requested in APUC FORM PU 101, the application enclosed with this letter, all applications must include the following items:

- A *proposed* public notice describing the nature of the application, and that meets the language requirements set forth in [3 AAC 48.648\(e\)](#). A template notice that generally meets Commission requirements is included with this application package.
- A purchase order that demonstrates you have arranged for your *proposed* public notice to be published in a newspaper of general circulation in the state. (A purchase order can be in the form of a receipt from the newspaper or an email from the newspaper stating that you have arranged for payment and publishing of the *proposed* notice.)

Note: The applicant does not issue the final public notice. The Commission will review the proposed notice filed with your application, make changes as necessary, and issue the final public notice using the purchase order you provide with your application package.

If you do not wish to complete any portion of the application, you will have to file a motion for waiver, separate from your application, that meets the requirements set forth in [3 AAC 48.805](#)

You can request that any portion of your application be made confidential by filing a separate petition for confidentiality that meets the requirements set forth in [3 AAC 48.045](#)

If the Commission can be of further assistance with the completion of your application, call (907) 276-6222 and ask for the Engineering Section, or send an email to: engineering.rca@alaska.gov

Sincerely,

The Regulatory Commission of Alaska
701 West Eighth Avenue, Suite 300
Anchorage, Alaska 99501

RCA FORM – REFUSE UTILITY REDUCED STANDARD
Set by Commission Order U-85-66(3)

**APPLICATION FOR NEW OR AMENDED CERTIFICATE
OF PUBLIC CONVENIENCE AND NECESSITY**

PART I. GENERAL INFORMATION:

- A. Applicant:
Legal Name: _____

Business Name: _____

Business Address: _____

Business Telephone: (____) _____ - _____
- B. Person to be contacted with respect to this application:

Name: _____

Title: _____

Business Address: _____

Daytime Telephone: (____) _____ - _____

Fax: (____) _____ - _____
- C. Applicant proposes to:
- ☐ Secure a certificate of public convenience and necessity.
☐ Amend Certificate No. _____

- D. List any utilities or other entities, of which you are aware, that are currently providing the same type of service in the area sought by this application:¹

| | |
|--------------------------|--------------------------|
| (1) _____ | (2) _____ |
| _____ | _____ |
| (Address) | (Address) |
| _____ | _____ |
| _____ | _____ |
| (Competing Service Area) | (Competing Service Area) |

- E. Applicant is:
- | | |
|---|--|
| <input type="checkbox"/> Cooperative | <input type="checkbox"/> Privately-Owned Corporation |
| <input type="checkbox"/> Individual | <input type="checkbox"/> Municipally-Owned Utility |
| <input type="checkbox"/> Homeowner's or Condo Association | <input type="checkbox"/> Tribally Owned Utility |
| <input type="checkbox"/> Limited Partnership | <input type="checkbox"/> General Partnership |
| <input type="checkbox"/> Other: _____ | |

If Association, Corporation, or Partnership, what is the date of creation or organization?

Date of Organization (if applicable): _____

Provide proof of the utility's structure as an attachment to the application. This could include a business license or certificate or incorporation.

- F. List the owners of five percent or more of the applicant's equity.

| | |
|-----------|---------------------|
| _____ | _____ |
| (Name) | (Percent Ownership) |
| _____ | _____ |
| (Address) | |
| _____ | _____ |
| (Name) | (Percent Ownership) |
| _____ | _____ |
| (Address) | |
| _____ | _____ |
| (Name) | (Percent Ownership) |
| _____ | _____ |
| (Address) | |

¹Competing entities are those entities providing, or intending to provide, the same, or substantially the same, service or facility to any part of the requested service area.

- G. List all persons or entities which are affiliated interests of the applicant as defined in AS 42.05.720(1)(A)-(G):

| | |
|--------|------------------------------|
| _____ | _____ |
| (Name) | (Street Address or P.O. Box) |
| | _____ |
| | (City, State, and Zip Code) |

| | |
|--------|------------------------------|
| _____ | _____ |
| (Name) | (Street Address or P.O. Box) |
| | _____ |
| | (City, State, and Zip Code) |

- H. Location where company books will be kept:

(Address)

(Note: AS 42.05.491 requires that a public utility keep its books, accounts, papers, and records in an office within the State of Alaska, unless the utility has received Commission approval for another location.)

PART II. GENERAL DOCUMENTS:

Applicants must provide the following information in attachments numbered to correspond to the items below.

- A. A Copy of the Applicant's Business License
A current business license issued by the State of Alaska needs to be included in the application.
- B. List of Vehicles to be Used
A description of the equipment and/or facilities, i.e., number and type of vehicles, etc., which will serve the proposed service area should be included. Include information showing that the vehicles are suitable for refuse collection.
- C. Proof of Ownership of Vehicles
A showing that the applicant owns the vehicles or has the financial ability to purchase the vehicles listed in Item B should be included in the application. A copy of the titles of the vehicles with any lienholder information would be acceptable.

D. Vehicle Liability and Insurance

A showing that the applicant has met the State's vehicle registration and liability insurance requirements must be included in the application. A copy of the registration cards and insurance statements for each vehicle would be acceptable.

E. Location of Landfill

A statement of the location of the landfill, other drop site, or facility for disposal of refuse from the proposed service area should be included with the application.

F. Tariff

Attach a tariff to this application that meets the requirements listed in Appendix A to this application.

G. Service Area Map

Attach a written service area description that accurately represents the area requested. The description should be written using Range and Township descriptions, including the applicable Sections, as shown in the following example:

| EXAMPLE SERVICE AREA DESCRIPTION: | | |
|--|---------------|---|
| T1S | R3W Sections: | All |
| T1S | R2W Sections: | Those sections and portions of sections North of the Tanana River |
| T1S | R1E Sections: | NW1/4, and N1/2 of SW1/4 of 3; S1/2 of 10 |
| T1S | R2E Sections: | 7 through 9; and 13 through 36 |
| (All the above with reference to the Fairbanks Meridian) | | |

In addition, attach a map that clearly shows the boundary of the applicant's proposed service area using a United States Geographical Survey (USGS) topographic map, scale 1:63,360. In cases where the proposed service area is less than one square mile, contact the Commission Engineering Staff for instructions on what type of service area map may be accepted.

PART III. AUTHORIZATION

Verification of Application and Authorization of Notice

The undersigned hereby verifies the application and requests the Regulatory Commission of Alaska to grant to applicant a Provisional Certificate of Public Convenience and Necessity for the services and service areas set out above.

Dated at LOCATION Alaska, this DATE day of MONTH, YEAR.

Name of Applicant

By:

Principal Officer, Partner, or Owner

Name and Title

Address

Name of Attorney for Applicant (if applicable)

Address

Appendix A:

Tariff Requirements

General arrangement and content of tariff.

The tariff filed with the commission must contain the following elements:

- (1) a title page including the exact legal name of the utility, the service offered and the complete address of the utility;
- (2) an index page with a complete and accurate list of contents;
- (3) a map or set of maps depicting the utility's service area;
- (4) a written description of the service area matching the area approved by the commission;
- (5) a map depicting the areas, zones, or districts in which any different rate schedules apply;
- (6) a complete set of the regulations governing the services offered;
- (7) a schedule of all rates and charges for each class of service offered.

Content of rules and regulations.

To the extent applicable, the tariff must include:

- (1) applications for service, deposits, and credit rules;
- (2) definitions of terms used in the tariff;
- (3) terms, conditions, and charges for service connections;
- (4) the reconnection charge and conditions under which the charge applies;
- (5) use of service when it is a determining factor in the application of rates;
- (6) installation and allowable deviation of metering devices from fixed standards;
- (7) terms and conditions under which service will be extended to applicants via distribution main extensions, line extensions, or other means (except when stated in a rate schedule);
- (8) responsibility for, and maintenance of, service;
- (9) access to customer premises;
- (10) interruptions of service and credit for interruptions;
- (11) billing regulations, including special bills;
- (12) delinquent accounts;
- (13) illegal use of service;
- (14) discontinuance of service by customer or utility, including temporary disconnection;
- (15) sales for resale;
- (16) procedure for filing and disposition of customer complaints;

Appendix A:

Tariff Requirements

- (17) priority of service;
- (18) liability clauses;
- (19) responsibility of customer;
- (20) responsibility of utility;
- (21) sheet indicating locations of tariff or ordinance; and
- (22) terms and conditions concerning point of use devices owned, operated, and / or maintained by the utility.

Content of rate schedules.

Each schedule setting out the rates and charges for services offered by the utility must be given an appropriate heading.

- (1) the schedule number, class of service, and the locality or area where it is applicable;
- (2) to whom the service is available;
- (3) the kind or classification of service, the conditions under which it is offered, and, if necessary, the geographic area in which the rate is applicable;
- (4) the rate;
- (5) whether a schedule is optional, and the associated conditions;
- (6) the minimum charge;
- (7) the time when service is available if not 24-hour service;
- (8) the discount for prompt payment when applicable;
- (9) promotional practices involving an offer to pay compensation or consideration or furnish equipment as an inducement for the installation or use of a service or commodity;
- (10) any provision for the automatic revision of a rate or charge which is contingent on changes in a cost element entering into the cost of providing service such as changes in the wholesale rate paid by the utility for the service or commodity it purchases; and
- (11) all factors entering into the computation of bills under the schedule.

**REGULATORY COMMISSION OF ALASKA
MASTER UTILITY DIRECTORY INFORMATION**

Please complete form and return to:

Records and Filings
Regulatory Commission of Alaska
701 West Eighth Ave., Suite 300
Anchorage, AK 99501-3469
In Anchorage (907) 276-6222
Within Alaska (800) 390-2782

GENERAL INFORMATION UPDATE FORM

Name of Pipeline/Utility Carrier:_____

Address:_____

_____ Zip Code:_____

Telephone No:_____ Fax No:_____

EIN Number:_____ Certificate No.:_____

MANAGEMENT

List all principal management personnel

| Name | Address | Local Manager | Phone No. |
|-----------------------------|---------|---------------|-----------|
| President:_____ | | | |
| General Manager:_____ | | | |
| Principal Attorney(s):_____ | | | |
| Accountant:_____ | | | |
| Engineer:_____ | | | |

Service Area Information

For all principal management personnel

| Location | Local Address | Local Manager | Phone No. |
|----------|---------------|---------------|-----------|
| _____ | | | |
| _____ | | | |

NOTICE OF UTILITY APPLICATION

The REGULATORY COMMISSION OF ALASKA (Commission) gives notice that an application has been filed by **UTILITY NAME** for a new certificate. **UTILITY NAME** is a **TYPE OF CORPORATION**, registered in the State of **STATE**. **UTILITY NAME** proposes to provide **TYPE OF UTILITY SERVICE** to **PROPOSED SERVICE AREA (COMMUNITIES TO BE SERVED)**. Docket No. **U-xx-yyy** was opened to address this matter.

In conjunction with its application, **UTILITY NAME** has filed a request for waiver of the following requirements: **SPECIFY FILING REQUIREMENTS SUBJECT TO WAIVER REQUESTS**. Interested persons may file a response to the waiver request with the Commission by 5:00 p.m. **DATE**.

In conjunction with its application, **UTILITY NAME** has filed a petition for confidential treatment of the following information filed in conjunction with the application: **SPECIFY APPLICATION INFORMATION FILED UNDER SEAL**. Interested persons may file a response to the petition for confidential treatment with the Commission by 5:00 p.m. **DATE**.

The Commission has not assessed the completeness of the application. The Commission may determine whether the application is complete by **DATE**.

A person who proposes to file an application to furnish the same, or substantially the same, service or facility to essentially the same service area or route, in whole or in part, thus creating the potential for mutually exclusive applications must file a notice of intent to file a competing application **by (+30 days)**. The person must then file the competing application by **(+90 days)**. If no notice of intent to file a competing application is filed by **(+30 days)**, the Commission will proceed to grant or deny the **UTILITY NAME** application to amend its certificate in accordance with the applicable provisions of AS 42.05.221 - 42.05.281.

You may obtain information about this application by contacting **POINT OF CONTACT** for **UTILITY NAME**, **ADDRESS**, **PHONE**. The complete filing is also available for inspection at the Commission's office at 701 West 8th Avenue, Suite 300, Anchorage, AK 99501; phone: (907) 276-6222, or may be viewed at the Commission's website at <http://rca.alaska.gov> by typing Docket "**U-xx-yyy**" in the *Find the Matter* search box.

To comment on this filing, please file your comments by 5:00 p.m. **DATE**, at the Commission's address given above or via our website at:

<https://rca.alaska.gov/RCAWeb/WhatsNew/PublicNoticesComments.aspx>

Please reference the docket number and include a statement that you've filed a copy of the comments with **POINT OF CONTACT** at the address given above.

Comment [BSM1]: **GREEN** represents information to be filled out by the applicant

The Commission will establish all the information in **YELLOW**.

Comment [BSM2]: Only include this language if you file a separate MOTION FOR WAIVER

Most applicants do not need to include this language.

Comment [BSM3]: Only include this language if you file a separate PETITION FOR CONFIDENTIAL TREATMENT

Most applicants do not need to include this language.

Individuals or groups of people with disabilities, who require special accommodations, auxiliary aids or service, or alternative communication formats, please contact Joyce McGowan at (907) 276-6222, toll-free at 1-800-390-2782, or TTY (907) 276-4533 or send a request via electronic mail to rca.mail@alaska.gov by **DATE**.

DATED at Anchorage, Alaska, this ??th day of **[Month, Year]**.

REGULATORY COMMISSION OF ALASKA

T.W. Patch
Chairman