Commercial Service Application

Instructions for New Service

1. Complete Application.
2. Pay the engineering fee *(attached chart)*.
3. You will be contacted by the Field Engineer for an appointment.
4. If your service requires a right-of-way easement, you must sign the appropriate document, which may be obtained from the City's Community Development office. The document must be signed in the presence of a Notary.
5. If the construction of your service requires any other easements or permits, you also will be responsible for obtaining those documents.
6. At this point, the Field Engineer will complete a cost estimate on the necessary work. Please note this is an estimate only, and it will be increased or decreased based upon the project's actual cost once the work is completed.
7. You must then pay the following:
    - **Cost Estimate** as determined by Field Engineer *(See #6 above)*
    - **New Meter Connection** *(see attached chart)*
    - **Security Deposit**
8. The electric service requirements outlined in the attached specifications must be followed. Any variations must be approved by the Field Engineer.
9. The City does not take applications for Cable TV/Telecom (i.e. GCI (224-8912 or TelAlaska (224-5224).
10. Prior to any digging, a Utility Locate Request/Digging Permit is required within the City and to Mile Post 25 of the Seward Highway.

Process for Obtaining
A New Service Address

Inside City Limits

1) Please call the City's Community Development Department at (907) 224-4049 or visit the office located in City Hall at 410 Adams Street.

Outside City Limits

1) Visit the Kenai Peninsula Borough website at www.kpb.us
2) Select "Planning" listed in the left menu
3) Select "Street Naming Procedures" where you will find a fillable form, "Petition to Name/Rename Street"
4) Select the form and complete

Or

1) Contact the KPB Office at (907) 224-2001 or by visiting 13105 Seward Highway
2) An office representative will assist you in applying for your new address online
3) KPB Administrative Assistant: Cheryl Seese
   cseese@kpb.us
   (907) 224-2001

CITY OF SEWARD
P.O. BOX 167

SEWARD, ALASKA 99664-0167

UTILITIES & FINANCE
• Main Office (907) 224-4050
• Police (907) 224-3338
• Harbor (907) 224-3138
• Fire (907) 224-3445
• City Clerk (907) 224-4046
• Engineering (907) 224-4049
• Utilities (907) 224-4050
• Fax (907) 224-4038

GUARANTEE OF CORPORATE ACCOUNT

THIS AGREEMENT is made this_____day of_____,20____, by and between _____ _____ (Guarantor(s)) and Seward Public Utilities (SPU). In consideration of financial accommodation given or to be given to the Corporation by SPU, the Guarantor(s) hereby jointly and severally, with all other guarantors, guarantee payment to SPU, its successors and/or assigns, in whole or in part, of all liabilities and indebtedness which the Corporation has incurred or may incur to SPU.

SPU may apply all money received from the Corporation, or from collateral or otherwise, upon such part of the Corporation's indebtedness as Seward Public Utilities designates, without in any way limiting or lessening the liabilities of the undersigned under this Guarantee.

SPU shall not be required to exhaust its recourse or take any action against the Corporation or other parties on the collateral it may hold before being entitled to payment by the undersigned of all amounts hereby guaranteed, but may make such demand and may take such actions as it deems advisable.

This shall be a continuing guarantee and shall be binding without notice to the undersigned of its acceptance, and shall cover all liabilities which the Corporation may incur or be under, including indebtedness arriving under successive transactions and any extension or renewal thereof, until the undersigned shall have given SPU notice in writing to make no further advances on the security of this Guarantee.

This Guarantee shall be revocable only as to transactions entered into by SPU subsequent to its receipt of written notice by the Guarantor(s) of termination. Such notice by any one or more of the Guarantor(s) shall not lessen or diminish in any way the liability of any other guarantors on any indebtedness or liability incurred prior to receipt by SPU of such notice, nor shall it lessen or diminish the liability of other guarantors of the Corporation who do not give such notice. In the event that revocation of this Guarantee by one or more of the Guarantor(s) leaves SPU without adequate security for payment of subsequent indebtedness of the Corporation, it is understood that SPU may take further action to secure payment as may be lawful under the circumstances, including requiring an additional security deposit.

The Guarantor(s) waive notice of acceptance of this Guarantee, and notice of transactions between SPU and the Corporation, and further waive notice of the incurring of liability by the Corporation, and of the mounts and terms thereof, and of all defaults or disputes with the Corporation, and of the settlement or adjustment of such defaults or disputes.

Signature:_____ Date:_____

APPLICATION FOR COMMERCIAL SERVICE
SEWARD PUBLIC UTILITIES
PO Box 167, Seward, AK 99664-0167
Phone: (907) 224-4050 • Fax: (907) 224-4038

Date: _____ City Business License No: _____

Business Name: _____ FIN: _____

Business Phone: _____ Fax: _____

Mailing Address: _____ Email: _____

Service Address: _____ Seward, Alaska 99664

Type of Business: ☐ Corporation (must sign corporate guarantee)

☐ Partnership

☐ Sole Partnership

Owner/Partner/ Corp Officer	*Title*	*Social Security #*	*Driver's License #*

Have you had an account with us before? ☐ No ☐ Yes

If "YES", under what individual name or business name: _____

I certify that the above information is true and accurate and that I have received a copy of the policies for the City utility service, per the applicable tariffs and fees established by the City. I agree to pay for all charges relative to my utility service and to notify the City of Seward Utilities in person or in writing when I wish to discontinue service.

In the event that this is a corporate account, I represent that I hold the above position with the corporation and possess the authority to execute this application on behalf of the corporation as it's authorized agent.

_____ _____
Signature/Title Date

_____ _____
Signature/Title Date

Office Use Only Below

DEPOSIT REQUIRED:$_____ DEPOSIT PAID:$_____ DEPOSIT#_____

CITY OF SEWARD
E L E C T R I C S E R V I C E A P P L I C A T I O N

Name (please print) _____

Mailing Address _____

Phone No. Home/Cell _____ Email_____

Service Address _____ Subd. _____

Kenai Peninsula Borough Street Address _____

1. Type of Service: check one

a) Single family residence ☐
b) Mobile home park ☐
c) Multi family dwelling ☐
d) Commercial/Industrial ☐
e) Other (specify) ☐_____

2. Closest neighbor with existing power_____

3. Line preference:

a) Overhead ☐
b) Underground ☐
c) Single phase ☐
d) Three phase ☐

IT IS RESPONSIBILITY OF THE CUSTOMER TO PROVIDE A LOAD STUDY TO THE ELECTRIC DEPARTMENT SHOWING THE CONNECTED AND ANTICIPATED LOADS. IF THE SERVICE REQUESTED IS THREE PHASE, THE LOAD STUDY MUST SHOW HOW THE LOAD WILL BE BALANCED, AS WELL.

- The engineering fee covers time spent by the engineer to assess and design the specific service requested, and is NOT REFUNDABLE. It will be applied to the cost of the job only if the job goes to completion.
- Per City of Seward Policy, if not completed, this job order will be canceled 24 months from the job date and no refund given.
- Once the job is completed you will receive either a credit or an invoice based upon the final job cost.
- SECURITY DEPOSIT: To be collected at time of account creation or applied to the first electric bill.

The undersigned owner(s) of Lot____,Block____, of_____ Subdivision, or aliquot part Sect.____ T____ R____ of the S.M., whose boundaries are surveyed and officially monumented, agrees to grant to The City of Seward, a Municipal corporation, an easement to construct, operate, repair, and maintain electric distribution and service on said property.

Signature X_____ Date_____

Commercial Single Phase
CT Metered Services

(Brief of requirements)

Enclosed is a pictorial of a standard Current Transformer Can and meter installation
Revision: 3-11-11

Customer supplied equipment

1. 6 jaw meter base with test switch provision

2. Conduit between meter base and CT can of one inch minimum diameter and maximum run of 50 feet with less than 180° in total bends. Galvanized rigid steel is suggested, but Galvanized IMC may be approved depending on location. Upon approval due to special circumstances conduit may run up to 120 feet with 1¼ inch conduit

3. Current transformer (CT) can of size indicated in item #6 is a minimum. Actual size required may be larger to provide minimum wire bending radius and working space.
   a. Insulated mounting/connection points for Current Transformers with buss bars is recommended and must fit Westinghouse Type CBT or CMF--supplied by The City of Seward. A raised mounting pad type CT can is also acceptable which keeps both ends of mounting bolts inside the can.
   b. An insulated neutral buss mounted in the CT Can.
   c. The neutral ground connection in the disconnect switch **shall be easily accessible without interruption of service**. The ground wire shall route through the CT can. A bonding lug will also be in the CT can.
   d. Bonding as required by the NEC Code.
4. Underground service conduit will be galvanized rigid steel conduit (GRSC). Their number and size will depend upon anticipated load and service length. Underground service riser(s) will extend a standard 18 inches below final grade. Bushing(s) on the bottom of the riser(s) will be required for direct burial Utility conductors. For service runs in conduit the riser length may vary from 18 inches below grade to some distance above ground.

Overhead service conduit will be GRSC unless IMC is approved. The number, size, and length of this mast(s) with weatherhead(s) and insulated attachment(s) will depend on the size of service requested.

5. Two ground rods, _ inch by 8 foot copper clad, driven at 7 foot spacing and connected in a loop with #4 copper for 400A services and #2 copper for 600A services.

6.Current Transformer can minimum size:

200 - 400 Amps	32"wide X 36"high X 11"deep
600 - 800 Amps	36"wide X 36"high X 11"deep
1000-1200 Amps	48"wide X 48"high X 14"deep

The City of Seward will supply at customers expense

1. Conductors and connection to the load side of the CTs.

2. Test Switch and installation.

3. All instrument wiring from the CT can to the test switch and test switch to the meter base lugs.

4. Current transformers to be mounted by the customers electrician.

Commercial/Industrial
CT Metered Services

(Brief of requirements)

Enclosed is a pictorial of a standard Current Transformer Can and meter installation

Revision: 3-11-11

Customer supplied equipment

1. 13 jaw meter base with test switch provision (example Circle AW 121413)

2. Conduit between meter base and CT can of one inch minimum diameter and maximum run of 50 feet with less than 180° in total bends. Galvanized rigid steel is suggested, but Galvanized IMC may be approved depending on location. Upon approval due to special circumstances conduit may run up to 120 feet with 1¼ inch conduit

3. Current transformer (CT) can of size indicated in item #6 is a minimum. Actual size required may be larger to provide minimum wire bending radius and working space.
   a. Insulated mounting/connection points for Current Transformers with buss bars is recommended and must fit Westinghouse Type CMF or Astra Type AB--supplied by The City of Seward. A raised mounting pad type CT can is also acceptable which keeps both ends of mounting bolts inside the can. Switchgear type CT cans must fit Westinghouse type CMV or CLC CTs—supplied by the City of Seward.
   b. An insulated neutral buss mounted in the CT can.
   c. The neutral ground connection in the disconnect switch **shall be easily accessible without interruption of service**. The ground wire shall route through the CT can. A bonding lug will also be in the CT can.
   d. Bonding as required by the NEC Code.

4. Underground service conduit will be galvanized rigid steel conduit (GRSC). Their number and size will depend upon anticipated load and service length. Underground service riser(s) will extend a standard 18 inches below final grade. Bushing(s) on the bottom of the riser(s) will be required for direct burial Utility conductors. For service runs in conduit the riser length may vary from 18 inches below grade to some distance above ground.

Overhead service conduit will be GRSC unless IMC is approved. The number, size, and length of this mast(s) with weatherhead(s) and insulated attachment(s) will depend on the size of service requested.

5. Two ground rods, ⅝ inch by 8 foot copper clad, driven at 7 foot spacing and connected in a loop with #4 copper for 400A services, #2 copper for 600A services, #1 copper for 800A services, and #2/0 copper for 1000A services with 4 ground rods.

6.Current Transformer can minimum size:

200 - 400 Amps	36"wide X 36"high X 11"deep
600 - 800 Amps	48"wide X 48"high X 11"deep
1000-1200 Amps	48"wide X 52"high X 14"deep

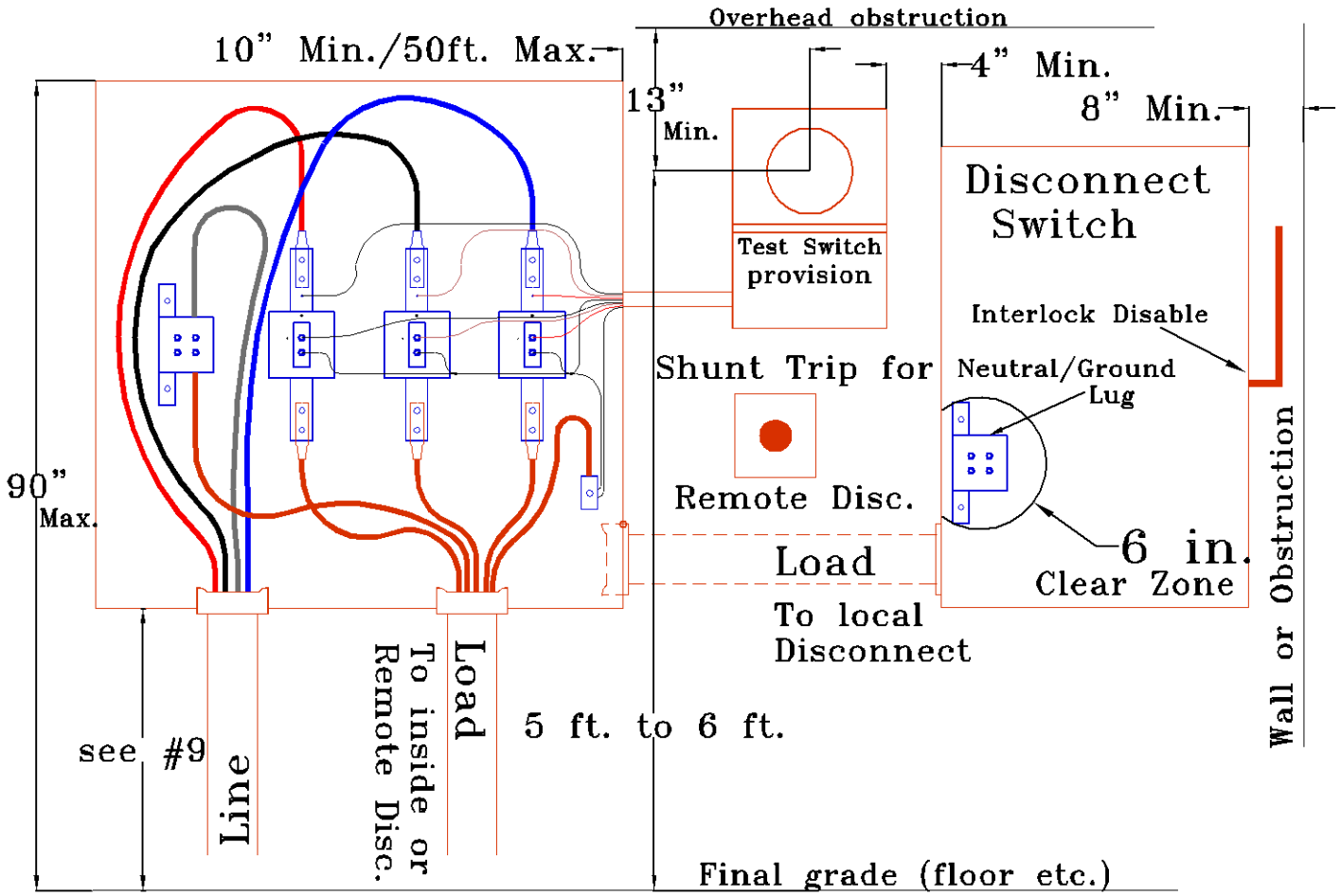
The City of Seward will supply at customers expense

1. Conductors and connection to the load side of the CTs.

2. Test Switch and installation.

3. All instrument wiring from the CT can to the test switch and test switch to the meter base lugs.

4. Current transformers to be mounted by the customers electrician.



1. Customer to supply UL approved connectors for load side. Customer can double runs by using both sides of CT pad.
2. Use steel conduit 1" min. diameter by 50' max. length with 180° max. bends.
3. Mount CTs on back wall of box using appropriate sized bolts, mounting bolts shall be avoided where both ends of each bolt are not accessible for removal.
4. The Utility to install Ct wiring by training wires down between CTs and against the back wall of the box and run to the meter base.
5. Make ground–neutral connection in the disconnect switch. Ground/bond wire run to bonding lug in CT can Insulated neutral lug in CT can supplied by customer.
6. Instrument transformer enclosure and meter can shall be UL approved.
7. Instrument transformer cover – The entire front shall be fastened to the box with studs and wing nuts suitable for wire seals and shall be equipped with two handles or similar lifting devices.
8. When exposed to weather, cabinet shall be raintight.
9. Exposed service lateral rigid steel conduit shall not exceed more than 5'–6" max. or 12" minimum.

THREE-PHASE SERVICES: 200 AMPS OR LESS

A seven terminal meter base is required on all three phase 120/240 *volt,* 120/208 *volt* and *277/480 volt* services where the current carrying capacity of the service entrance conductors do not exceed 200 amps. The neutral conductor must be connected to the third terminal from the left on the lower terminals. Four wire delta services require a high leg (power leg or wild leg) to be connected through the right hand terminals of the socket. In addition, the high leg shall be identified in orange at the point of termination in the meter socket. This is done in addition to the grounded conductor required by NEC. (See figure 2d.)

Meter Base/ Main Disconnect Combinations

Meter base and circuit breaker combinations are preferred for single phase services of less than 400 amps, and three phase services 200 amps or less. All self-contained service equipment must be metered ahead of the main disconnect. Test by-pass shall be manual link only. Automatic type, slide type and lever type are not approved under any circumstances. Safety sockets are approved for self-contained non-residential services less than 480V but they are not required. Line side lugs shall be sized to accommodate 4/0 AWG

Service Conductors for Self Contained Metering

Line side conductors must always be connected to the top terminals of the meter safety socket. Service conductors must be arranged in the meter base to avoid interfering with the meter installation or operation of the bypass blocks. You are responsible for ensuring that the connection of the service entrance conductors in the meter base are inspected and tightened before the service is energized. Where safety sockets are used, circuit connecting nuts must be tightened to the proper torque. Meters will not be installed unless these connections are tight and wired correctly. Meters will not be installed if conductors place undo strain on the meter base terminals. Terminal blocks must be provided by the electrician and must be rated for the size of the conductor used. Strands may not be removed to make conductors fit under sized terminals.

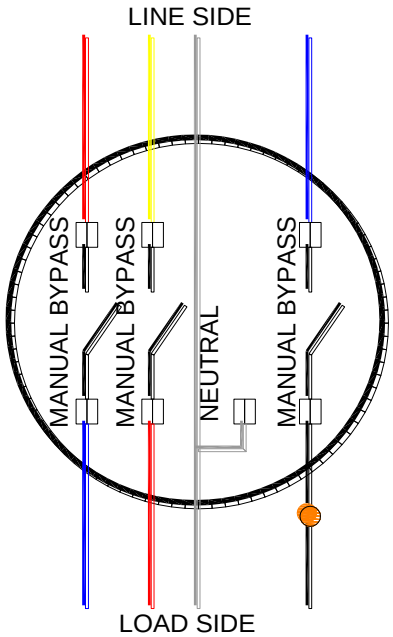


FIGURE 2d
3 PHASE
SCHEMATIC

Electric Rates & Charges 2025

As of January 15, 2025 via Res 2025-xxx

ELECTRIC RATES & CHARGES
RATES FOR ELECTRICAL POWER BY CLASS OF SERVICE

Class of Service	Seward Utility Charge /kWh	Demand Charge /kWh **	Customer Charge	Cost of Power Adjustment (COPA)
Residential Summer * Winter	Base Rate $0.1817 $0.1251	 N/A N/A	$22.10	Monthly cost adjustment passed directly to Seward by Chugach Electric Association (CEA), based upon CEA's cost of power
Small General Service (less than 25 kW) Summer * Winter	Base Rate $0.1869 $0.1327	 N/A N/A	$42.22	See explanation above
Large General Service	$0.1361 (1" 200kWh/kW) $0.0864 (Additional kWh)	$26.93	$44.23	See explanation above
Industrial	$0.1037	$30.00	$100.00	See explanation above
Yard Lights	N/A	N/A	$9.94 (175 watts) $14.75 (250 watts) $28.09 (400 watts) $70.21 (1000 watts) LED equivalent is ½ of cost	$10.23 (175 watts) $15.19 (250 watts) $28.92(400 watts) $72.29 (1000 wats)
Metered Street Lights	$0.2064	N/A	$44.23	N/A

Cost of Power Adjustment (COPA) is based on the cost of energy and demand from Chugach Electric Association (CEA) and will change when there is an adjustment to CEA rates charged to the City of Seward.

* Summer is defined to mean the period from April 15 through October 15, with Winter defined as the remainder of the year.

** Demand Charges will be based on the maximum demand recorded over a 15-minute period.

The Large General Service rate will be applicable to all services with a demand of 25 kilowatts or greater for three or more consecutive months during a year.

A Small General Service customer may elect to be billed under the Large General Service schedule. However, the election to change the billing rate from one customer group to another may not be made more often than once every 12 months.

The Industrial rate will be applicable to all services with energy usage equal to or greater than 1 million kWh/year.

Definitions and Miscellaneous Charges

System Delivery Charge: A System Delivery Charge (SDC) of $28.75 will be applied to any service that uses less than 150 kWh/month, whether or not electric service is used. This replaces the Seward Utility energy charge and the Cost of Power Adjustment and is subject to proration. SDC under this schedule is an addition to the customer charge and is based on a monthly usage of 150 kWh times the energy rate and the COPA. Absent an active customer, the registered property owner will be billed this monthly minimum charge.

Cost of Power Adjustment (COPA)*:* The Cost of Power adjustment charge from the Power Provider is a direct pass-through of the monthly total Power bill, including fuel costs, energy charges, customer charges, demand charges, and other miscellaneous adjustments, prorated according to the number of kilowatt hours the Seward Electrical Utility customers consumed during the billing period. The monthly rate for COPA may be modified as frequently as monthly, or through the use of a balancing account intended to reduce rate fluctuations.

Seward *Fuel* ***Adjustment:*** The Seward Fuel Adjustment cost may be included in the COPA in the event The City operates the standby generation plant, including fuel, labor, maintenance and repair when the cost exceeds the amount budgeted. The cost will be prorated according to the number of kWh the customers consumed during the billing period.

VAR Change (Power Factor Adjustment): All schedules requiring demand metering will be subject to the following power factor adjustment provisions:

1. Demand-metered customer should attempt to maintain a unity power factor. If the power factor falls below ninety percent lagging, the customer will take corrective steps to return the power factor to ninety percent or higher. Also, the following charge for billed kilowatts will apply:

$$\text{Monthly Billing Demand} = \frac{\text{Maximum Demand x 90\%}}{\text{Actual Power Factor}}$$

2. All power factor adjustment equipment installed by the customer must be approved by the city. Power factor can be determined by permanently installed monitoring equipment or by periodic testing at reasonable intervals, at the discretion of the City.

Standby Generation: The cost of operating the standby generation plant to meet a specific customer's need will be charged directly to that customer. Such cost will be the total cost of operating the plant, ***i****ncluding* fuel, labor, overtime, maintenance, repair and overhead, less the value of energy generated in excess of customer's need.

Other Miscellaneous Fees and Charges: Fees and charges for existing facilities can be found on the following pages, as well as engineering service fees and charges for new facilities. Fees are listed according to service zones as follows:

ZONE 1	**Inside City Limits (excluding the Boat Harbor)**
ZONE II	**City limits to Mile 12 Seward Highway, and all roads connecting to the highway within this area**
ZONE III	**Mile 12 to Lawing**

APUC Regulatory Cost Charge: A special surcharge of $0.000626/kWh imposed on electrical utilities by the Regulatory Commission of Alaska (RCA) in response to the state's intent to assess user fees to support activities of the RCA and departments. This charge was recommended by the RCA as a pass-through charge to retail utilities customers.

Alternative Power Rebate: Calculated by subtracting kWh generated by an alternative power source from the kWh supplied to the customer from the City of Seward during the billing cycle. The difference is multiplied by the City's utility/energy charge and the Cost of Power Adjustment (COPA), which are itemized and shown on the bill.

Alternative Power Excess Credit: If a customer's alternative power source generates more kWh than supplied from the City of Seward during the billing cycle, the difference is credited to the customer's account at the non-firm avoided cost rate (dollars per kilowatt-hour) of the City's Electric Department. The non-firm avoided cost rate for Seward is defined as those expenses equal to the variable cost per kilowatt-hour for purchased power during the billing cycle—adjusted upward by X percent* to account for line losses. Credits are not provided for capacity.

The variable cost of purchased power for Seward is equal to the sum of the base energy rate (BER) and the purchased power & fuel (PP&F) cost as set by Seward's wholesale power supplier.

Electric Reliability Organization (ERO) Charge: This charge supports the state mandated R**ailbelt Reliability** Council (RRC) which was approved as the Electric Reliability Organization (ERO) by the Regulatory Commission of Alaska in September of 2022. The City Seward is subject to this charge through state statute. The primary mission of the RRC is to ensure grid reliability by develop**ing and enforcing technically** sound reliability standards, reducing long-term costs through grid-wide resource planning, **and designing consistent** interconnection protocols for grid users. The ERO Surcharge is based on **monthly kWh usage**.

*The percentage used for line losses will be updated annually based on the previous year's line loss rate and rounded to the nearest half percentage point

EXISTING FACILITIES

SCHEDULE OF FEES AND CHARGES

Service	Zone I	Zone II	Zone III
Meter testing Per test, when results determined meter is accurate	$77.99	$109.20	$140.37
Reconnection to approved existing meter installation	$31.20	$39.00	$46.81
Reconnection to approved existing meter installation outside regular business hours	$218.39	$265.14	$311.95
New connection fee	$227.69	$227.69	$227.69
Minimum deposit - Residential account	$125.14	$125.14	$125.14
Minimum deposit - Commercial or Industrial account	$250.29	$250.29	$250.29
Deposit - Interruptible, Off-peak account	The larger of twice the estimated bill or $250.29	The larger of twice the estimated bill or $250.29	The larger of twice the estimated bill or $250.29
Tampering with or unauthorized breaking of meter seal	$758.88	$758.88	$758.88
Per annum interest on delinquent account	10.5%	10.5%	10.5%
Door hanger fee	$36.14	$36.14	$36.14
Monthly late fee on delinquent account	$6.52	$6.52	$6.52
Dishonored check fee	$40.76	$40.76	$40.76
Seasonal turn-on or seasonal turn-off fee (excludes brand new service; includes new account name or same account name; waived if < 2 months between turn-off and turn-on)	$161.13 each	$161.13 each	$177.27 each
Reconnection during regular business hours following disconnection of delinquent account	$59.02	$73.81	$88.58
Reconnection outside regular business hours following disconnection of delinquent account	$206.68	$250.93	$296.31
Transmission rate	$7.90/kW per month	$7.90/kW per month	$7.90/kW per month

NEW FACILITIES
ENGINEERING SERVICES

SCHEDULE OF FEES AND CHARGES

Service	Zone I	Zone II	Zone III
Temporary secondary service	$75.89	$91.08	$106.25
Primary overhead extensions - Residential	$75.89	$91.08	$106.25
Primary underground extensions - Residential	$75.89	$91.08	$106.25
Secondary service	$75.89	$91.08	$106.25
Primary overhead extensions - Subdivision, Mobile Home Park, Multi-Residence	$151.77	$182.19	$212.51
Primary overhead extensions - Commercial, Industrial	$303.56	$364.27	$394.63
Primary underground extensions - Commercial, Industrial	$303.56	$364.27	$394.63
Modifications of existing facilities	$151.77	$182.19	$212.51
Street lighting systems & Yard lights	$75.89	$91.08	$106.25

NOTE: The Zone Fee or Charge is non-refundable until the service is connected. If the service is constructed and connected, the charge will be adjusted to the actual cost of engineering services.