

**CERTIFICATE OF PUBLIC CONVENIENCE AND NECESSITY - INITIAL OPERATIONS WITH TARIFF**

Filing Requirements Checklist

(Applicable Authority: 807 KAR 5:001, Section 14 and KRS 278.020, KRS 278.160, 807 KAR 5:011)

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	_____	_____

Division Responsible	<u>Law/Regulation</u>	<u>Filing Requirement</u>	Requirement Met		Waiver Requested	Approve Waiver?	
			Yes	No		Yes	No
	<u>807 KAR 5:001:</u>						
Filings	Section 14(1)	Full name, mailing address, and e-mail address of applicant and a reference to KRS 278.020, KRS 278.160 and/or 807 KAR 5:011.					
Legal	Section 4(3)	Paper signed by submitting party or attorney.					
Legal	Section 4(3)	Name, address, telephone number, fax number, and e-mail address of submitting party or attorney					

Division Responsible	Law/Regulation	Filing Requirement	Requirement Met		Waiver Requested	Approve Waiver?	
			Yes	No		Yes	No
Legal	Section 4(10)	Has submitting party redacted –					
		-					
		- All social security numbers					
		- All birthdates					
		- All financial account numbers					
		- All other personal identification information					
Legal	Section 8(4)(b)	Has submitting party optimized pdf document –					
		- Making all text pages searchable or OCR'd					
		- Bookmarks added to distinguish sections of the paper					
Legal	Section 14(2)	If applicant is a corporation, the applicant shall identify in the application the state in which it is incorporated and the date of its incorporation, attest that it is currently in good standing in the state in which it is incorporated, and, if it is not a Kentucky corporation, state whether it is authorized to transact business in Kentucky.					
Legal	Section 14(3)	If applicant is a limited liability corporation, the applicant shall identify in the application the state in which it is organized and the date on which it was organized, attest that it is in good standing in the state in which it is organized, and, if it is not a Kentucky limited liability company, state whether it is authorized to transact business in Kentucky.					
Legal	Section 14(4)	If applicant is a limited partnership, a certified copy of its limited partnership agreement and all amendments, or a written statement that its partnership agreement and all amendments have been filed with the Commission in a prior proceeding and a reference to the case number of that proceeding.					



Division Responsible	Law/Regulation	Filing Requirement	Requirement Met		Waiver Requested	Approve Waiver?	
			Yes	No		Yes	No
Financial Analysis	Section 3(3)	Second and succeeding pages containing:					
Financial Analysis		(a) The utility's name and territory served.					
Financial Analysis		(b) In the upper right hand corner, the commission tariff number and, if applicable, the cancelled commission tariff number.					
Financial Analysis		(c) In the upper right hand corner, the tariff sheet number and, if applicable, the cancelled tariff sheet number.					
Financial Analysis		(d) Date of issue and date tariff is to become effective.					
Financial Analysis		(e) The signature of the utility representative authorized to issue tariffs.					
Financial Analysis		(f) The signatory's title or position.					
Financial Analysis		(g) If applicable, a statement that the tariff is "Issued by authority of an Order of the Public Service Commission in Case No. _____ Dated _____, 20____".					
Financial Analysis		Section 3(4)	Each tariff sheet shall contain a blank space at its bottom right corner that measures at least three and one-half (3.5) inches from the right of the tariff sheet by two and one-half (2.5) inches from the bottom of the tariff sheet.				
Financial Analysis	Section 4(1)		In addition to a clear statement of all rates, each rate schedule shall state the city, town, village, or district in which rates are applicable.				
Financial Analysis		(a) If a schedule is applicable in a large number of communities, the schedule shall be accompanied by an accurate index so that each community in which the rates are applicable may be readily					

Division Responsible	Law/Regulation	Filing Requirement	Requirement Met		Waiver Requested	Approve Waiver?	
			Yes	No		Yes	No
		ascertained.					
Financial Analysis		(b) If a utility indicates the applicability of a schedule by reference to an index sheet, the utility shall use language indicating "Applicable with the corporate limits of the City of _____", or "see Tariff Sheet No. ____ for applicability."					
Financial Analysis	Section 4(2)	The following information shall be shown in each rate schedule under the following captions in the order listed:					
Financial Analysis		(a) Applicable: show the territory covered.					
Financial Analysis		(b) Availability of service: show classes of customers affected, including residential, commercial, and other groups of customers.					
Financial Analysis		(c) Rates: list all rates offered.					
Financial Analysis		(d) Minimum charge: state amount of charge, the quantity allowed (if volumetrically based), and if it is subject to a late payment charge.					
Financial Analysis		(e) Late payment charge: state the amount or reference the tariff section containing the amount.					
Financial Analysis		(f) Term: if contracts are made for certain periods, length of term.					
Financial Analysis		(g) Special rules: any special rules or regulations in effect covering this tariff.					
Financial Analysis	Section 4(3)	Each rate schedule shall state the type or class of service available pursuant to the stated rates, by using language similar to "available for residential lighting" or "available for all purposes".					
Financial	Section 4(4)	For a tariff in which a number of rate schedules are shown available for					

Division Responsible   Law/Regulation   Filing Requirement

Analysis

various uses, each rate schedule shall be identified either by:

Financial Analysis

(a) A number in the format "Schedule No. \_\_\_\_\_".

Financial Analysis

or  
 (b) A group of letters, with the designation indicative of the type or class of service for which the rate schedule is available.

Requirement Met		Waiver Requested	Approve Waiver?	
Yes	No		Yes	No