

KENTUCKY

MUNICIPAL UTILITIES

SUMMARY OF THE PSC FILING PROCESS

[IN ACCORDANCE WITH KRS CHAPTER 278 & 807 KAR CHAPTER 5]

Preliminary Steps:

- The municipal utility must prepare a notice to send to each public utility for which it has contracted to provide wholesale service. A public utility is a water district, sewer district, water association, or investor-owned corporation that provides water service, sewer collection service, or sewer treatment service to the public for compensation. The notice must include specific legal language and be given so that the wholesale customer receives notice in accordance with the contract, but at least thirty (30) days prior to the proposed effective date of the rate change. ([Link to sample notice](#))
- The municipal utility must prepare a tariff sheet in a specific format to send to the PSC along with a copy of the notice given to each public utility for which it has contracted to provide wholesale service. These documents are to be received by the PSC at least thirty (30) days prior to the proposed effective date of the rate change. ([Link to sample tariff](#))

Review Period:

- Once the PSC receives the information filed by the municipal utility, it will be uploaded into the PSC electronic Tariff Filing System for review for a period of thirty (30) days – or until the effective date of the proposed rate change, whichever is longer.
- During this review period, a public utility affected by the rate change may file a protest with the PSC requesting the rate to be suspended and investigated.

Final Steps:

- If the PSC receives a protest showing good cause, the PSC will suspend the rate to allow time for an investigation into the reasonableness of the proposed rate. The municipal utility will be emailed an Order from the PSC setting forth the details of the investigation.
- If the PSC does not receive a protest, the municipal utility's proposed wholesale rate is generally accepted and allowed to go into effect on the proposed effective date. The PSC will then email the municipal utility an acceptance letter and stamped tariff sheet for its records.

Questions:

- Any questions and/or requests for assistance should be directed to PSC Tariff Staff via email at psc.tariffs@ky.gov or by telephone at 502-564-3940.

The information contained herein represents Commission Staff's interpretation of the law, is advisory in nature, and is not binding on the Commission should the issues herein be formally presented for Commission resolution.