
	<h1>Business Practice</h1>	Department:	Real Estate
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Approved By: 	Author: Andy Eberhardt & Jennifer Meier
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CAUTION: Any hard copy reproductions of this Business Practice should be verified against the on-line system for current revisions.

1 PURPOSE

To ensure public safety and continuity of reliable electric transmission service, ATC will support customers' house moves by coordinating the process, roles, and responsibilities for house moves that affect ATC's facilities. This Business Practice provides this guidance for a house move under or adjacent to ATC's transmission lines.

2 SCOPE AND APPLICABILITY

ATC's Real Estate Department will coordinate the process among the requestor, local distribution utility and the appropriate ATC departments.

In its attention to public safety, reliable transmission service, and the National Electric Safety Code (NESC), ATC must carefully review safe clearance requirements with respect to the proposed house move and answer the following:

1. Will the proposed house move impact ATC facilities?
2. If so, are transmission line outages necessary?
3. If not, does ATC need only to assign utility oversight of the house move?

ATC requires a minimum of three (3) weeks to perform this necessary review of the proposed move. If ATC's review determines that ATC will be impacted, ATC will work with the requestor to establish a firm move date that enables sufficient (especially if including line outages) lead time for preparing ATC's work. In its review, ATC considers several factors when reviewing a house move including, but not limited to:

1. *Affected line(s)' voltage.* The NESC requires specific clearances between overhead electric conductors, including ATC's high voltage transmission lines, and any grounded objects, including the house to be moved and/or the ground itself. Higher voltage lines require greater clearances to minimize the safety and reliability risk of flashover.
2. *Time of year.* The more power a line carries, the more it heats up and the lower it sags as the aluminum expands. Typically a line will sag the most on a hot summer day and the least on a cold winter night. The time of year and even the time of day can be the difference between needing to take a line temporarily out of service and simply monitoring the activity as the house passes under a live line.
3. *Real-time conditions.* If a line outage is required, ATC real-time transmission system conditions (for example, weather conditions or heavy electric flows on the transmission system) will dictate if and when the house move can occur. ATC continually monitors such conditions and reserves the right to delay or reschedule a planned house move line outage up to and including the day of the house move. The likelihood of this possibility can be significantly minimized by carefully considering ATC's input on the house move schedule with respect to the time of year and day.

The following is ATC's process for conducting a house move

1. The customer shall complete and submit to ATC a "Request to Move a House under ATC Transmission Lines" form (Exhibit 1) together with a suggested route map.
2. ATC will study the request and determine the impact of the house move on ATC transmission lines. There is no charge to the requestor for this initial study.
3. ATC will respond to the requestor in writing with any ATC transmission equipment outage requirements and estimated costs associated with the house move.
4. The requestor shall affirm to ATC whether or not they will proceed with the house move. If the requestor will proceed with the move, ATC requires a minimum of three

(3) weeks from the time ATC is notified of the final move date to schedule and coordinate ATC's work due to the house move.

5. At this time ATC will forward the "Agreement for Payment for a House Move under American Transmission Company Facilities" (Exhibit 2) to the requestor.
6. The requestor shall execute the Payment Agreement and return it to ATC together with payment for ATC's estimated cost for its work due to the house move. ATC will only be able to perform their work due to the house move if ATC receives the agreement and payment prior to the house move date.
7. Within ninety (90) days of completion of the house move, ATC will calculate its actual expenses incurred for work due to the house move and render a final statement to the requestor.
 - a. In the event that the Requestor's advance payment exceeds the actual costs incurred by ATC, ATC will reimburse the Requestor for the overpayment within thirty (30) days of the date of the final statement.
 - b. In the event that ATC's actual costs and expenses incurred in performing the work exceed the Requestor's advance payment, ATC will submit an invoice to the Requestor. The Requestor shall pay the additional costs incurred by ATC in performing the work within thirty (30) days after the date of ATC's final statement.

3 ROLES AND RESPONSIBILITIES

Any External Affairs personnel who is the author of an External Affairs business practice will utilize this template as a starting point for its creation.

The assigned Real Estate Representative for this House Move Business Practice will meet with internal parties to build consensus when changes to the business practice are necessary. The assigned Real Estate Representative will edit the business practice using the track changes feature in Microsoft Word. The proposed revisions will be submitted to the Customer Relations Customer Communications Coordinator for grammatical review and improvement. The document will then be forwarded to the Executive Assistant to the Vice President -External Affairs for the Vice President - External Affairs signature and subsequent publication.

SUPPORTING INFORMATION

1. Request to Move a House under ATC Transmission Lines form – Exhibit 1
2. Agreement for Payment for a House Move under American Transmission Company Facilities – Exhibit 2
3. Attachment A – Exhibit 3

4 ADDITIONAL INFORMATION

Supporting Information: Given the house move requests are generally driven by external moving contractors, it is the responsibility of the requestor to provide adequate notice of the house move so they can be given the appropriate review by ATC. ATC will continually strive to provide safe transport of houses or other large items beneath ATC owned equipment.

5 DOCUMENT REVIEW

This business practice will be reviewed and revised as necessary, no less than every three years.

6 REVISION INFORMATION

In this "Revision Information" section, provide a timeline summary of all documents revisions, with the most recent revision shown first.

Version	Author	Date	Section	Description
V1,0	Jennifer Meier & Andy Eberhardt	09/17/2014	Scope and Applicability	Changes to the house move request review schedule

7 APPENDIX A

7.1 EXHIBIT 1



REQUEST TO MOVE A HOUSE UNDER ATC TRANSMISSION LINES
 SUBMIT TO: HouseMoves@atcllc.com

REQUESTOR INFORMATION		
DATE SUBMITTED TO ATC:		
NAME:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	EMAIL:	

CONTRACTOR INFORMATION		
NAME OF MOVING COMPANY:		
CONTACT NAME:		
MAILING ADDRESS:		
CITY:	STATE:	ZIP:
PHONE:	EMAIL:	

NOTE: INITIAL PROCESSING OF THIS APPLICATION FOR FEASIBILITY MAY TAKE UP TO 3 WEEKS TO COMPLETE. IF A LINE OUTAGE IS REQUIRED, SYSTEM CONDITIONS WILL DICTATE IF AND WHEN THE MOVE CAN OCCUR.

PROPERTY INFORMATION		
CURRENT ADDRESS OF BUILDING:		
CITY:	STATE:	ZIP:
ADDRESS OF BUILDING AFTER MOVED:		
CITY:	STATE:	ZIP:
PARCEL NO. <i>(Not required if address is provided.)</i>		
COUNTY:		

PROPERTY DETAILS
TYPE OF BUILDING:
HEIGHT OF BUILDING MOUNTED ON TRAILER (INCL ALL PROTRUSIONS):
WIDTH OF BUILDING (INCL ALL PROTRUSIONS):
ESTIMATED DATE OF MOVE:
DESCRIPTION OF ROUTE TO BE TAKEN:
ATTACH A DETAILED MAP SHOWING THE ROUTE TO BE TAKEN.

This form is a part of ATC's House Move Business Practice which can be found at: http://www.atcllc.com/wp-content/uploads/2011/06/070507FinalHouseMoves_000.pdf

House Moves Coordinator: Jennifer Meier
 Phone: (262) 506-6975
 Fax: (262) 506-6711

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7.2 EXHIBIT 2

**AGREEMENT FOR PAYMENT FOR A HOUSE MOVE UNDER
AMERICAN TRANSMISSION COMPANY FACILITIES**

This Agreement is made by and between the AMERICAN TRANSMISSION COMPANY LLC, a Wisconsin limited liability company, (hereinafter "ATC"), and [Owner, and Address] (hereinafter "OWNER").

WITNESSETH:

WHEREAS, ATC owns transmission facilities located at [Description, County, State] (hereinafter the "Parcel"), and

WHEREAS, OWNER has requested ATC to [Describe Work] for OWNER'S own purposes, and

WHEREAS, ATC is willing to [Describe Work] to accommodate OWNER (hereinafter the "Work") on the following terms and conditions.

NOW THEREFORE, it is mutually agreed as follows:

1. ATC, through its contractors and agents, shall perform the Work on the Parcel as requested by OWNER, and as further described in Attachment A attached hereto and made a part hereof.
2. ATC shall procure all licenses and permits required to perform ATC transmission Work. The ATC transmission Work shall be performed consistent with normal utility practices, and shall comply with all applicable Federal, State and local laws and ordinances, and the Wisconsin Administrative Code.
3. ATC shall de-energize Existing Facility as set forth and further described in Exhibit A. *Owner acknowledges and understands that the Existing Facility is an element in the Eastern United States integrated transmission system and that outages on the Existing Facility require the consent of the Midwest Independent System Operator (MISO). Owner further acknowledges and understands that MISO may order that the Existing Facility be re-energized at any time for reasons beyond ATC's control. In the event the Existing Facility must be re-energized, ATC will notify Owner, and Owner agrees immediately to cease its operations in the vicinity of the Existing Facility and vacate the area so that the Existing Facility may be re-energized. Owner further agrees that it will be responsible to reimburse ATC for all costs and expenses associated with any unplanned switching event.* Owner also acknowledges that it will be liable for additional costs per the Rights and Remedies clause below in the event of a failure to be clear of the line by the scheduled end of the outage period, or within the time period stated in the work plan in the event that the line needs to be re-energized.

OWNER shall reimburse ATC all Direct and Indirect costs and expenses incurred by ATC in performing the Work. Direct costs include labor, employee expenses, material costs and outside contractors. Indirect costs include Labor, Management, Organizational Support, Incentive and Project Administration Clearing Loadings. The estimated cost to perform the Work shall be \$ _____, which amount shall be paid to ATC prior to the commencement of the Work. After the Work is completed, ATC shall calculate its actual expenses incurred in performing the Work, and shall render its final statement to OWNER within ninety (90) days of completion of the Work. In the event that ATC's estimate has been remitted in full to ATC by OWNER, and the estimate exceeds ATC's actual costs and expenses incurred in performing the Work, ATC will reimburse OWNER for the overpayment in costs and expenses within thirty (30) days of the date of the final statement. In the event that ATC's actual costs and expenses incurred in performing the Work exceed the estimate, OWNER will reimburse the additional costs and expenses incurred by ATC in performing the Work within thirty (30) days after the date of ATC's final statement.

American Transmission Company LLC by its corporate manager ATC Management Inc.

(Signature) (Date)

(Title)

(OWNER)

(Signature) (Date)

(Title)

(Signature) (Date)

(Title)

IN WITNESS WHEREOF the Parties have executed this Agreement on the date set forth above, in reference to the work described in Attachment A.

7.3 EXHIBIT 3

ATTACHMENT A
For ATC Use

Owner:

Date:

Start time of move:

Description of work to be performed:

Special provisions: [Add anything special regarding the work or Schedule.]