CITY OF ELLENSBURG - NATURAL GAS DIVISION
Main & Service Line Agreement

OWNER INFORMATION	SERVICE LOCATION INFORMATION
Name	Applicant:
Street	Street
City/State/Zip	☐ Commercial Service ☐ Residential Service
Home Phone:	Developer: Ph:
Work Phone:	Excavator: Ph:
Development Name:	Gen. Contractor: Ph:
Lot #:	Mech. Contractor: Ph:

Natural Gas Appliances			REQUIRED INFORMATION
DESCRIPTION / BTUs LOAD			Please mark the following which apply
Energy Systems	**# / Future**	**BTU / HR**	
Space Heating/Furnace			☐ I will provide trenchwork for installation of gas facilities.
Fireplace Insert			☐ I request the City provide trenchwork for installing gas service lines. (not available for new construction/developments)
Free Standing Stove			☐ I have been given the gas service installation packet
Water Heater - tank			☐ I have been given the gas main installation packet
Water Heater - tankless			☐ I have supplied CAD drawing of proposed development
Cooking			☐ I have supplied site plan of proposed project
Clothes Dryer			**COMMENTS**
Other			
TOTAL BTU LOAD			
Special Delivery Pressure Requirements (7" W.C. standard)			

MAIN LINE CONNECTION

New Main Line Extension - Attributable Main Cost	$

SERVICE LINE EXTENSION

City Trenched Service Line First 70' - no charge - $8/ft for everything over _____ ft - 70 ft = _____ ft x $8 =	$
Customer Trenched/New Construction Service Line First 150' - no charge - $2/ft for everything over _____ft - 150 ft = _____ft x $2 =	$
Additional Costs - permitting/excavation	$
Total Cost	$

Invoice # _____ Date _____ Copy to Finance _____/_____/_____

Customer Acceptance

By signature below, the undersigned acknowledges that he/she is the owner of the property identified in the above Service Location Information. Property owner agrees to all terms and conditions of this Main & Service Line Agreement (see reverse side). This agrement is not valid until accepted by the City of Ellensburg. Should the customer choose to opt out of this agreement, he/she may do so by simply not paying the invoiced total for the main and/or service line.

Applicant Signature	Date	Approved and Accepted by: City of Ellensburg	Date
_____		_____	

TERMS OF AGREEMENT

GENERAL

This Natural Gas Service Agreement between the Developer ("Customer") and the City of Ellensburg ("COE") supersedes all prior Agreements, whether written or oral between the parties. In all matters not specifically agreed to or identified herein, the Washington Administrative Code ("WAC") and the Ellensburg City Code shall govern this agreement.

FACILITY EXTENSION

COE agrees to install the natural gas mains extension at the location given on the front of this Agreement. Customer in turn agrees to (a) pass on any attributable costs to the plot developer(s) and note such costs on the face of the recorded plat; and (b) abide by the terms and conditions stated herein.

EASEMENT / ACCESS TO PREMISES

Prior to commencement of construction, COE shall be provided adequate legal rights for construction of the facilities installed across all properties, including property not owned by the Customer. Customer grants COE, and its successors or assigns, all rights and easements, ingress and egress, for the installation and maintenance of natural gas facilities on Customer's property and for future extensions to provide service to adjoining properties.

The Customer grants the City the right to remove (and replace) or otherwise disturb, lawns, shrubs and other property on the Customer's premises as reasonably necessary for the purpose of installing an extension hereunder. The Customer under-stands that lawns, bushes, flowers, and other landscaping or vegetation may be damaged during installation and maintenance of natural gas service and will not be replaced by the COE.

The COE, and its successors or assigns shall not be liable for any damage done to privately owned ***unlocated*** facilities on the Customer's property.

The COE shall be provided with a satisfactory written easement prior to acceptence of the plat. The finalization of the plat will not be granted with the issue of easements still outstanding.

OWNERSHIP OF FACILITIES

All extensions of the distribution system will remain the property of the COE.

ECONOMIC ANALYSIS OF EXTENSION

The customer shall pay all costs for all City owned service facilities plus any applicable Plant Investment Fee, plus any applicable Reimbursement Fee, and less any applicable Service Credit. Adopted fee and credit amounts are listed in Chapter 9.92.of the City Code.

REQUIRED CUSTOMER CAPITAL CONTRIBUTION

All costs associated with a Gas Main Line extension must be fully paid for by the end use customer, except that an Extension Credit shall be given to all non-industrial applicants. Payment shall be in the form of a monthly fee added to the utility bill for a period of seven (7) years. If the customer is not the end use customer, the City will require the applicant to sign an agreement outlining the obligation above and will notice and record the obligation on the face of any plat.

Customers who use private funds for the construction of a natural gas main line extension beyond the capital contribution, may apply to the City to establish a gas main extension reimbursement agreement in order to recover a share of the cost from subsequent users of the main extension.

MINIMUM LOAD

To receive an acceptable return on investment, there is a requirement to install one major gas appliance in each of the lots. A major gas appliance being a furnace or water heater.

UNUSED FACILITIES

If the COE provides a facilities extension, the Customer agrees to pay the full installation cost if he/she/they do not take service within six months or continue service for seven (7) years.

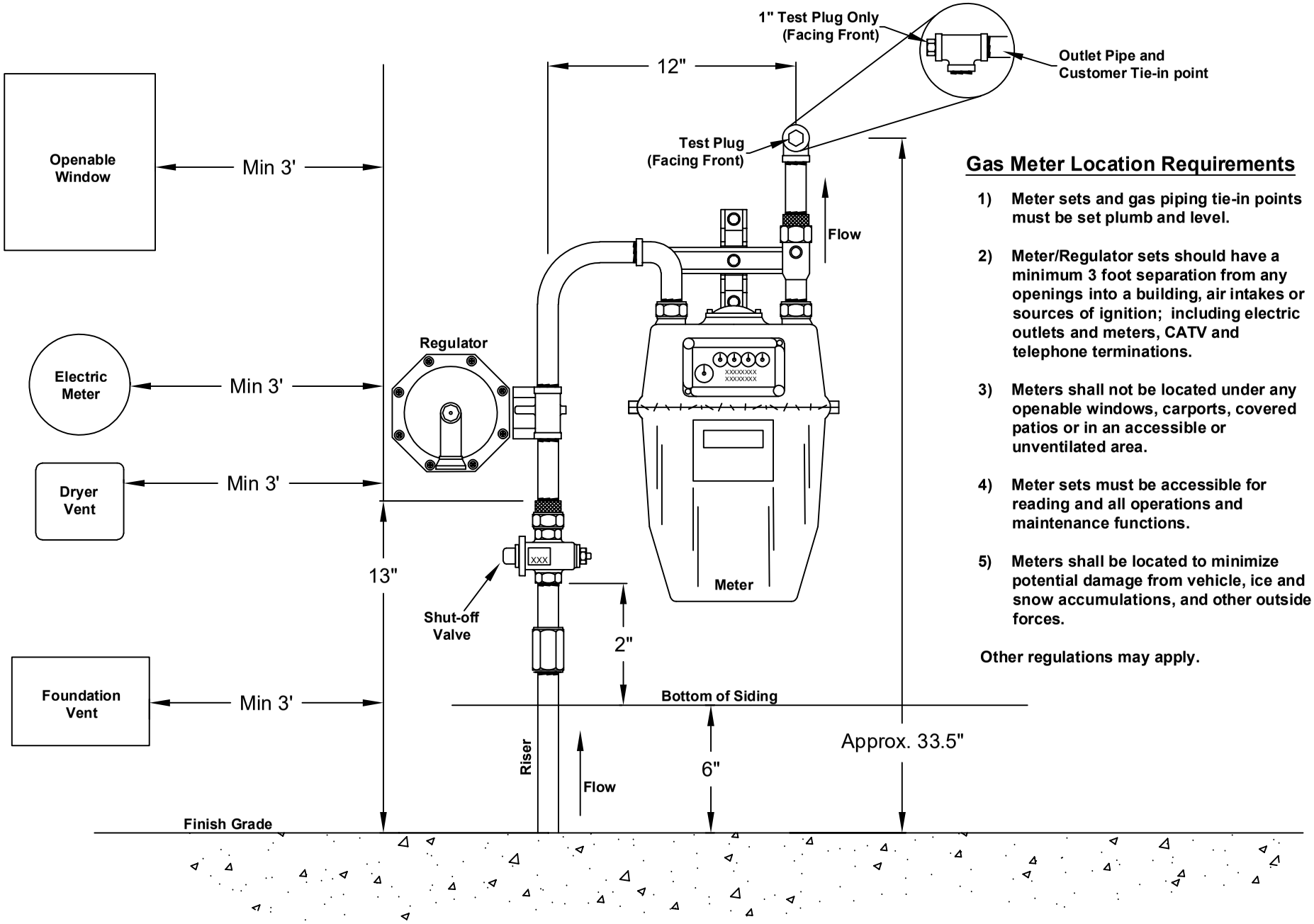
PAYMENT OPTIONS:

Customer may at any time, pay off the full unpaid balance due under the terms of this agreement.

SERVICE CREDIT:

Service credits are based on meter size. The service credits are as follows:

Meter Type / Size	Service Credit
250/275 cu. Ft.	$500.00
415 / 425 cu. Ft.	$850.00
750 / 800 cu. Ft. or 8C	$1,500.00
1000 cu. Ft.	$2,000.00
15C	$3,000.00
2M	$4,000.00
3M	$6,000.00
5M	$10,000.00
7M	$14,000.00



Gas Meter Location Requirements

1) Meter sets and gas piping tie-in points must be set plumb and level.

2) Meter/Regulator sets should have a minimum 3 foot separation from any openings into a building, air intakes or sources of ignition; including electric outlets and meters, CATV and telephone terminations.

3) Meters shall not be located under any openable windows, carports, covered patios or in an accessible or unventilated area.

4) Meter sets must be accessible for reading and all operations and maintenance functions.

5) Meters shall be located to minimize potential damage from vehicle, ice and snow accumulations, and other outside forces.

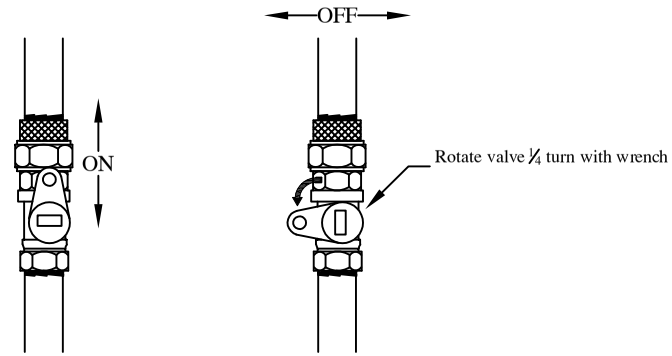
Other regulations may apply.

Any Questions contact City of Ellensburg Gas Division at 509-962-7124

REVISED XX-XX-XX

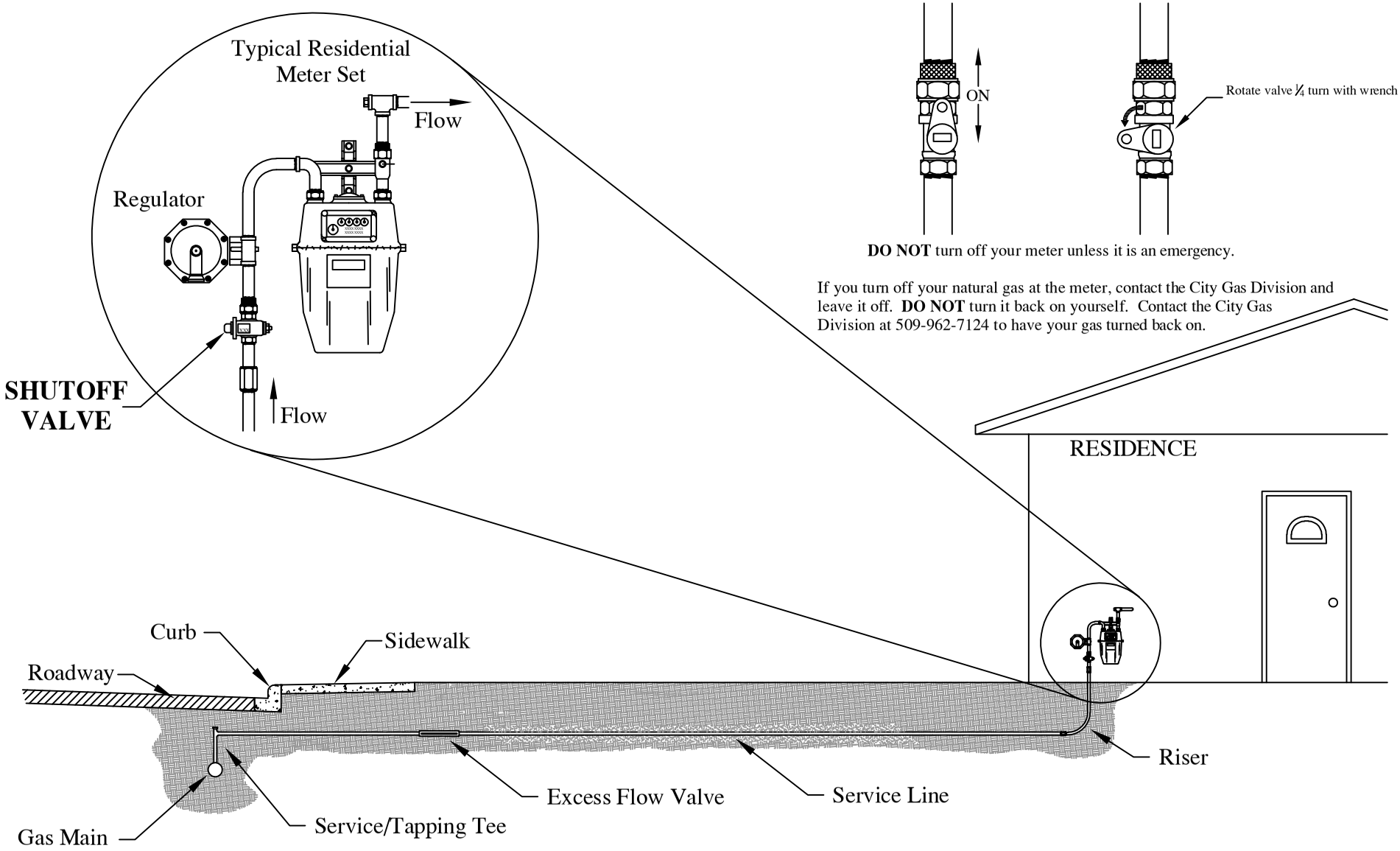
City of Ellensburg WASHINGTON	CITY OF ELLENSBURG STANDARD PLANS & DETAILS	DRAWN BY: HF / UPDATED BY:	DATE: 03-28-19 / SCALE: NONE	GAS METER LOCATION REQUIREMENTS	PLAN NO. G-20

Shutting Off Your Natural Gas in the Event of an Emergency



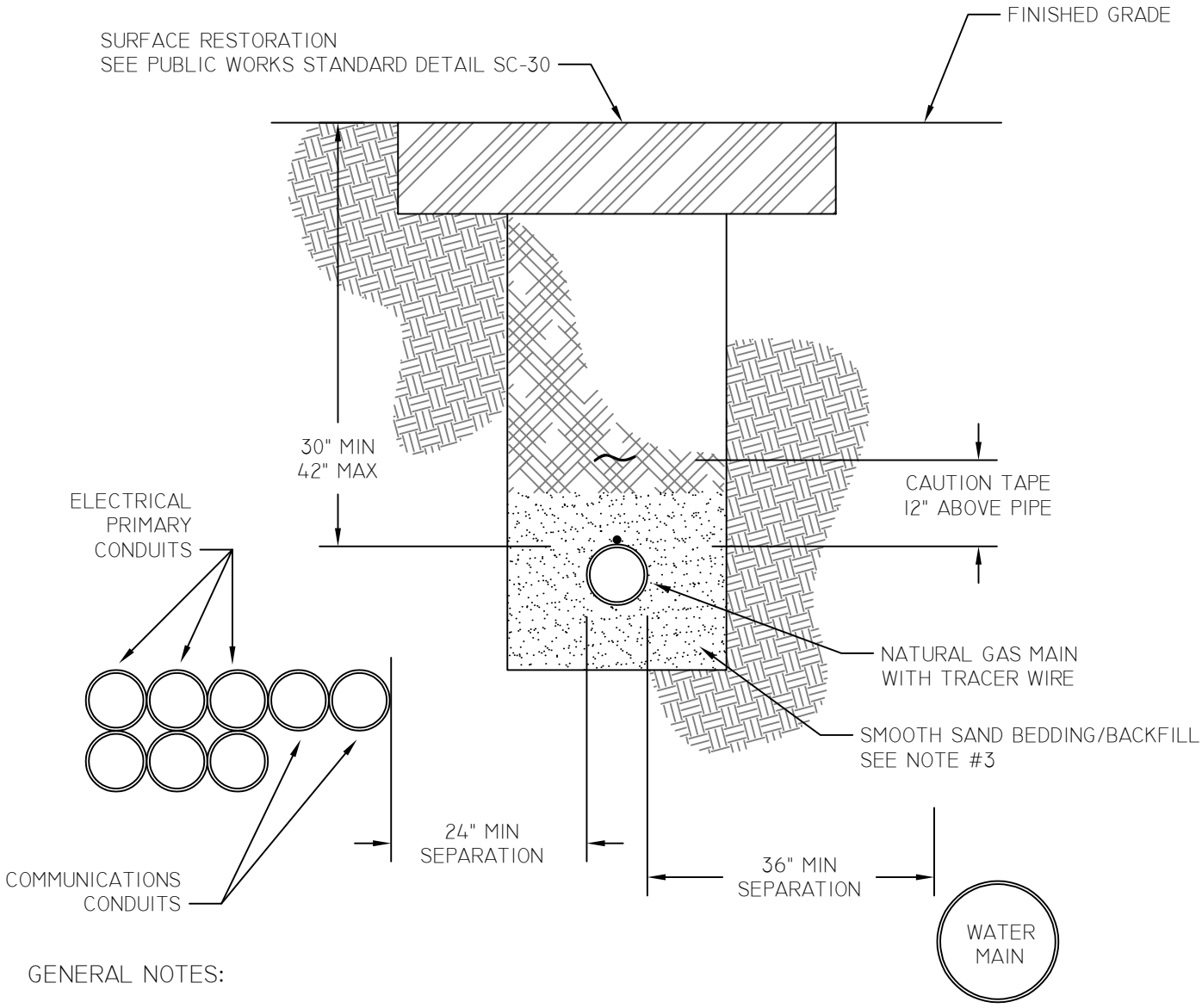
DO NOT turn off your meter unless it is an emergency.

If you turn off your natural gas at the meter, contact the City Gas Division and leave it off. **DO NOT** turn it back on yourself. Contact the City Gas Division at 509-962-7124 to have your gas turned back on.



REVISED XX-XX-XX

City of Ellensburg WASHINGTON	CITY OF ELLENSBURG STANDARD PLANS & DETAILS	DRAWN BY: DY	DATE: 03-28-19	GAS SERVICE LINE & EMERGENCY SHUTOFF VALVE DETAIL
		UPDATED BY:	SCALE: NONE	PLAN NO. G-24



GENERAL NOTES:

1) A COMPREHENSIVE LIST OF TRENCHING REQUIREMENTS IS FOUND IN SECTION ELEVEN OF THE GAS DIVISION OPERATION AND MAINTENANCE MANUAL.

2) THE WIDTH OF TRENCH WILL BE SUFFICIENT TO ALLOW FOR THE LOWERING OF PIPE WITHOUT DAMAGE. FOR 6-INCH PIPE, THE TRENCH WIDTH MUST BE AT LEAST 12-INCHES WIDER THAN THE PIPE. FOR PIPE SMALLER THAN 6-INCH, THE WIDTH MUST BE SUFFICIENT TO ALLOW SOME SNAKING OF THE PIPE FOR EXPANSION AND CONTRACTION.

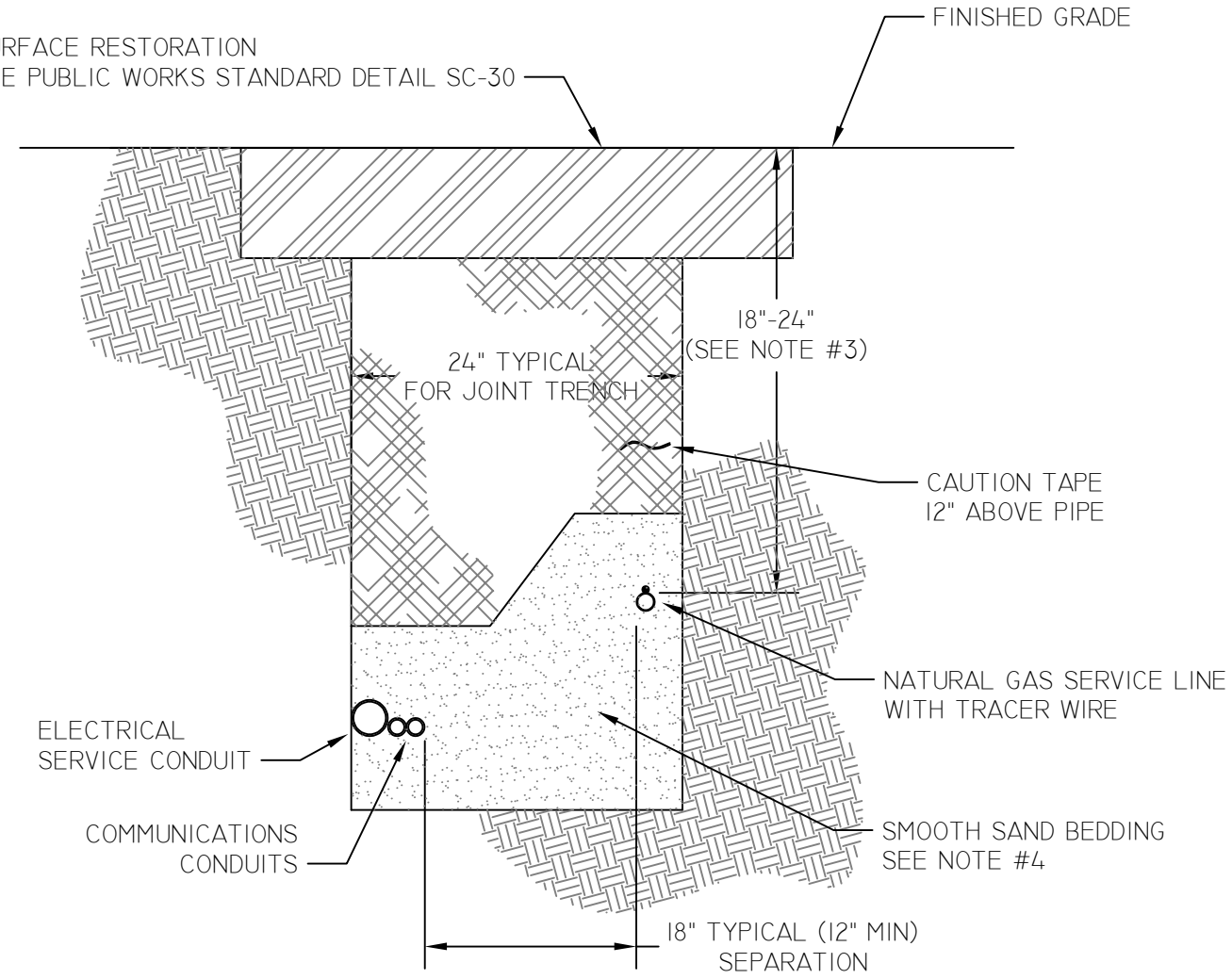
3) SMOOTH SAND BEDDING IS REQUIRED AND MUST BE A MINIMUM OF 6-INCHES BELOW AND 6-INCHES ABOVE THE PIPE. MAINTENANCE SAND MAY NOT BE USED AS SAND BEDDING/COVER.

4) BACKFILL MATERIAL ABOVE THE SAND BEDDING AND BELOW THE CAUTION TAPE MUST BE FREE FROM LARGE AGGREGATES. THE REMAINDER OF THE BACKFILL MAY BE COMPLETED WITH EXCAVATED MATERIAL AND MUST BE MECHANICALLY TAMPED TO 95% MINIMUM DENSITY.

5) FOR JOINT TRENCH INFORMATION, SEE PUBLIC WORKS STANDARD DETAIL WT-15 (WATER & GAS) OR EL-12 (POWER & GAS). GAS & POWER JOINT TRENCH TYPICALLY OCCURS WITHIN THE ROADWAY SHOULDER ON UNDEVELOPED FRONTAGE. ANY GAS & POWER JOINT TRENCH MUST BE APPROVED BY THE GAS ENGINEER.

REVISED 11-30-22

City of Ellensburg WASHINGTON	CITY OF ELLENSBURG STANDARD PLANS & DETAILS	DISTRIBUTION TRENCH REQUIREMENTS	PLAN NO. G-12
DRAWN BY: MB	DATE: 07-19-01	UPDATED BY: DY	SCALE: NONE



GENERAL NOTES:

1) A COMPREHENSIVE LIST OF TRENCHING REQUIREMENTS IS FOUND IN SECTION ELEVEN OF THE GAS DIVISION OPERATION AND MAINTENANCE MANUAL.

2) THE WIDTH OF TRENCH MUST BE SUFFICIENT TO ALLOW SOME SNAKING OF THE PIPE FOR EXPANSION AND CONTRACTION WHILE MAINTAINING MINIMUM SEPARATION FROM OTHER UTILITIES.

3) THE MINIMUM DEPTH FOR A GAS SERVICE LINE IS 18-INCHES ON PROPERTY AND 24-INCHES WITHIN RIGHT-OF-WAY.

4) SMOOTH SAND BEDDING IS REQUIRED AND MUST BE A MINIMUM OF 6-INCHES BELOW AND 6-INCHES ABOVE THE PIPE. MAINTENANCE SAND MAY NOT BE USED AS SAND BEDDING/COVER.

5) BACKFILLING MUST BE COMPLETED AT THE TIME THE GAS SERVICE LINE IS INSTALLED.

REVISED 12-02-22

City of Ellensburg WASHINGTON	CITY OF ELLENSBURG STANDARD PLANS & DETAILS	SERVICE LINE TRENCH REQUIREMENTS		PLAN NO. G-13
DRAWN BY: MB	DATE: 07-19-01	UPDATED BY: DY	SCALE: NONE	

City of Ellensburg, Gas Division
Gas Meter Check List

The following checklist has been prepared to assist contractors in preparing for and scheduling meter sets. The purpose of the checklist is to help clarify and expedite the meter set connection process.

Before calling the City of Ellensburg, Gas Division office to schedule an appointment for a gas meter set, please verify that the following items have been completed.

1. The installation has been inspected by the City or County Building Department. A yellow tag should be hung on the piping and be signed by the inspector.
2. The gas piping is tied-in to the meter bar at the outlet tee, and is plumb and level.
3. There is at least one appliance ready to fire off.
    * Flex piping is tied-in
    * Electrical service is connected & power to unit.
    * Venting is properly installed.
4. The applicant is an approved City utility customer. New utility customer application: https://fs19.formsite.com/reichm/form5/index.html

When an appointment has been scheduled for a gas meter set, please make sure:

1. The heating contractor is available to meet our serviceman at the address. If the person meeting our serviceman is running late, please call 509-962-7124 to let our office know.
2. The yellow tag from the building department is on site, filled out and signed by the building inspector; the gas serviceman will need to include it with his paperwork. Mechanical Permits can not be substituted.

The Gas Division will not set a meter if an appliance is not ready to fire off.

If the following requirements have been met, our serviceman can typically complete his work in about 10 minutes.

City of Ellensburg
Yellow Tag

Kittitas County
Yellow Tag

501 N. Anderson Street, Ellensburg, WA 98926
Public Works & Utilities Department – 509-962-7124

Dear Natural Gas Customer:

As your natural gas distributor, the City of Ellensburg's Gas Division is required by federal regulations to make you aware of certain safety recommendations regarding customer owned, ***buried*** gas piping.

Buried piping is subject to the hazards of corrosion and leakage. It should be periodically inspected for leaks and, if it is metallic, checked for corrosion. Any unsafe conditions found should be repaired. Also, when excavating near buried gas piping, it should always be located in advance and the excavation done by hand.

The City's Gas Division does not maintain customers' buried piping; However, many of the licensed heating and plumbing contractors listed in the yellow pages can assist with the locating, inspecting, and repairing of buried piping.

If we can answer any questions, please call the Gas Division at 962-7124.

Thank you.

City of Ellensburg
Gas Division

Excess Flow Valve

Natural Gas Division

What is an excess flow valve?

As part of the ongoing commitment towards safety, the City of Ellensburg is offering existing natural gas customers the option to install an excess flow valve on their existing service line. An excess flow valve (EFV) is an underground safety device designed to limit the flow of natural gas to a very small amount if there is a sudden break in a service line. An EFV meeting the performance standards prescribed under Title 49 CFR, Part 192.381 will be installed as part of any new service or alteration work as long as it meets specific criteria.

How does an excess flow valve work?

The City's Gas Division will install the EFV near the connection to the main. The EFV should activate when the downstream gas flow increases sharply such as when a gas service line breaks. The EFV is designed to limit the flow of gas to a very small amount which significantly reduces the risk of natural gas fire, explosion, personal injury and/or property damage.

Are there limitations to the protection an EFV can provide?

Yes. The EFV is not designed to close due to slow leaks in your service line, leaks or breaks in the gas main in the street, or leaks in your house piping. The EFV will only shut off the flow of gas due to a break in your service line between the location the EFV was installed and your meter set. An EFV may not protect against any damage to a service line from flooding or earthquakes.

Will all of the City Gas Division's customers have an EFV installed on their service line?

The City began installing EFVs in 2008 on all new and replaced residential service lines and has recently expanded this practice to include small multi-family and commercial service lines that meet specific criteria. Beginning April 14, 2017, the City is now offering existing natural gas customers without EFV's the option to have one installed at the customer's expense, on their service line by the City, at a mutually agreed upon date.

EFVs cannot be installed on some service lines due to high gas flow (1,000 SCFH or more), low pressure (less than 10 psig) or other factors (such as interfering with necessary operation and maintenance activities or an EFV meeting the performance standards in Title 49 CFR, Part 192.381 is not commercially available to the City). If you request an EFV but your service line cannot accommodate an EFV, we will let you know.

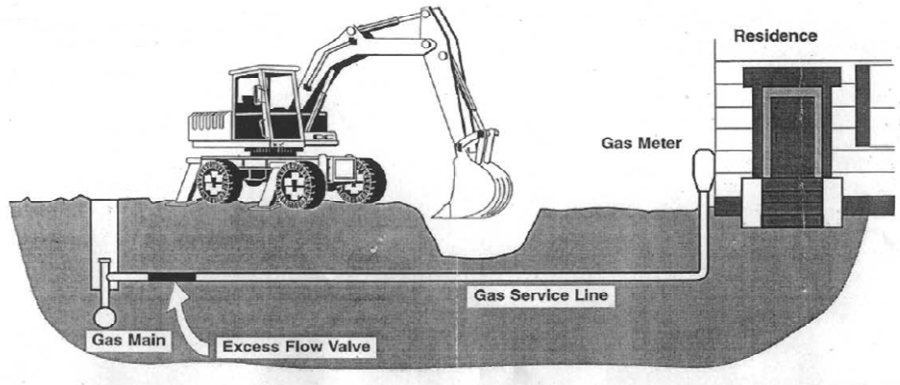
What will it cost to install and maintain the EFV?

If you are having a new service line installed or a service line replaced, the installation cost is included in the cost for the service. If you request an EFV be installed on your existing service line, you will be given an estimate for the cost and billed for the actual cost to install the EFV. Under normal circumstances there should be no required maintenance on an EFV. If it becomes necessary to replace the EFV on your service line, you will be billed for the cost of replacing the EFV. EFV replacement may be necessary if you add large gas loads that exceed the capacity of the EFV. The average installation or replacement cost for an EFV varies from $500-$1000, but the actual cost will depend on the difficulty of installation or replacement.

Are there other options that provide protection against service line breaks?

EFVs are designed to protect against breaks caused by excavation. Your best protection against service line breaks is to call your local Underground Utilities Locating Service Center two business days prior to digging to obtain locations of all underground utilities free of charge. The toll free number for locate requests is 1-800-424-5555 or 811

Interested natural gas customers are encouraged to contact the City of Ellensburg Gas Division at (509)962-7124 or visit the City's website at: www.ci.ellensburg.wa.us



Typical EFV Installation