

LOUISIANA PUBLIC SERVICE COMMISSION

RATE APPLICATION GUIDE

- 1) All applications for rate increases shall be filed in the form of a petition with a cover letter addressed to the Secretary of the Louisiana Public Service Commission.
- 2) Applicant must file an original and two (2) copies of application.
- 3) Applicant should include attachments/exhibits with the application in support of the applicant's request.
  - Attachments/Exhibits may include: tax returns or other financial statements, tables, charts, pre-filed testimony of witnesses supporting the applicant's request, receipts, and administrative orders of other state agencies requiring repairs and/or upgrades, or any other documents pertaining to the proposed rate increase.
- 4) The correct addresses to which the application should be filed are as follows:

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| <b><u>Mailing:</u></b><br>Eve Gonzalez, Secretary<br>Louisiana Public Service Commission<br>Post Office Box 91154<br>Baton Rouge, Louisiana 70821-9154 | <b><u>Physical:</u></b><br>Eve Gonzalez, Secretary<br>Louisiana Public Service Commission<br>602 N. 5 <sup>th</sup> Street, 12 <sup>th</sup> Floor<br>Baton Rouge, Louisiana 70802 |
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- 5) Application must comply with Rule 13 of the Louisiana Public Service Commission's Rules of Practice and Procedure (***Docket No. R-33198***).
  - Including, but not limited to, the requirement that the application be accompanied by sworn statements containing the applicant's case-in-chief. This requirement is deemed met if the application is accompanied by an affidavit. ([http://lpsc.louisiana.gov/regs7\\_water.aspx](http://lpsc.louisiana.gov/regs7_water.aspx))
- 6) The current application fee is \$50.00.
- 7) The applicant is required pursuant to Article IV Section 21 of the Louisiana Constitution, to provide notice of publication of the proposed rate increase within twenty (20) days after the filing of the proposed rate schedule with the Commission.
  - The publication of the proposed rate increase must be in the official state journal, *The Advocate* in Baton Rouge; and
  - The official journal for each parish within the geographical area in which the proposed rate increase will be applicable.
  - For a list of the official state journals refer to the Louisiana Secretary of State website at <http://www.sos.la.gov/OurOffice/PublishedDocuments/OfficialParishJournals.pdf>.
  - Proof of publication in the journals must be filed into the record of the LPSC proceeding (*an original and two copies*).

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- 8) Applicant may use the sample application and affidavit as a basic guide in preparing their pleadings. The sample application and affidavit may be obtained by visiting the Water and Sewer, Regulations and Applications, section of our Louisiana Public Service Commission website at [http://lpsc.louisiana.gov/regs7\\_water.aspx](http://lpsc.louisiana.gov/regs7_water.aspx). Applicants are always encouraged to provide as much detailed information as possible in support of their proposal for a rate increase.