

ELECTRIC SERVICE CONVERSION – OVERHEAD-TO-UNDERGROUND

XCEL ENERGY ELECTRIC CONVERSION CONNECTIONS

INFORMATION SHEET
MINNESOTA | NORTH DAKOTA
SOUTH DAKOTA



Overhead to underground conversion of electric service (Up to 400 amps/self-contained meters)

XCEL ENERGY CONVERSION CHARGES*

Base charge	\$700 per service conversion
Footage charge	\$28 per foot of wire from the pole to the meter socket. This is regardless the method of install. Xcel Energy will determine the method of install. No discount provided for having conduit installed. Customer is responsible to ensure a 10-foot-wide path for installation. Xcel Energy does not accept customer-installed underground service wire.
Winter construction	A \$2,000 winter construction deposit is required from Oct. 1 through April 15. The Bid Sheet, Site Sketch Form and an Affidavit or Inspection for the meter socket needs to be submitted to the Builders Call Line. To avoid winter construction charges, all information must be submitted outside that timeframe referenced above.
Pole removal	\$200 per utility pole. Most commonly requested in rural areas where a residential customer has a pole in their lot that is only servicing them. An Xcel Energy representative will need to confirm if removing the utility pole is possible.
Rate increase	Your Xcel Energy account will be placed on the Residential Underground Rate. This will increase your monthly service charge by \$2.

* Effective Jan. 1, 2023. All prices are subject to change annually.

Other costs to consider

Hire a licensed electrician: In most cases it will be necessary to hire a licensed electrician to upgrade and/or convert the meter socket to accept an underground service. Some communities require permits for this type of work and may also charge a fee. It is the electrician's responsibility to coordinate an inspection if that is required in your community or to submit an affidavit.

Restoration: Xcel Energy does not restore the lot to its original condition after the conversion is complete.

Other utilities: Xcel Energy does not have a contract with all phone and cable companies. There could be a charge to have wire dropped off at your site by them or they could have their own installation fee. If you are interested in having a telephone or cable wire buried during the conversion process, please work with your Xcel Energy representative.

Note: Xcel Energy reserves the right to refuse a conversion from overhead to underground service due to excess costs, impractical site conditions or easement issues.



Questions?

If you have additional questions please feel free to call the Xcel Energy Builders Call Line between 7 a.m. and 5 p.m., Monday through Friday, at **800-628-2121**.

Overhead-To-Underground Preliminary Site Sketch Form

	Closest pole
	New cable route
	Meter location
	Private buried facilities
	Sidewalk or driveways
	Trees, shrubs, & flowerbeds
	Retaining walls
	Grade changes

E Electric lines to detached buildings	L Lighting
G Propane gas lines	IF Invisible fence
T Telephone lines to detached buildings	SE Septic system
C Cable TV lines to detached buildings	ST Satellite TV
S Sprinkler system	W Water lines

[illegible]

Is there an alley? ☐ Yes ☒ No If yes, is pole on your side of the alley? ☐ Yes ☐ No

Utilities to be buried at same time ☐ Phone Company Name _____

(CUSTOMER TO COORDINATE WIRE DROPPED OFF AT HOME.) ☐ Cable TV Company Name _____

Customer or contact name John and Jane Public Date submitted 5/16/11

Street address & community 20 Main Street Anytown

Cross street Frank Ave.

Phone 612-555-1234 Email* johnandjane@gmail.com

FOR INTERNAL USE ONLY Xcel Energy project number: _____



PROCESS**1) Send the following:**

- **Overhead-to-Underground Conversion Bid Sheet.**

Complete the enclosed bid sheet to include the appropriate billing address and estimated footage of the service installation.

- **Overhead-to-Underground Preliminary Site Sketch.**

This form helps us understand your lot layout and assists us in our planning. Plot plan is not accepted as a replacement for the site sketch. Please include future plans so we can design the route accordingly.

You can submit these forms by emailing a PDF to **Builders.Call.Line@xcelenergy.com**, online through **my.xcelenergy.com/BuildingRemodeling/s/request-overview** or sending them by mail to:

Xcel Energy
Attn: Builders Call Line
414 Nicollet Mall - CSC
Minneapolis, MN 55401

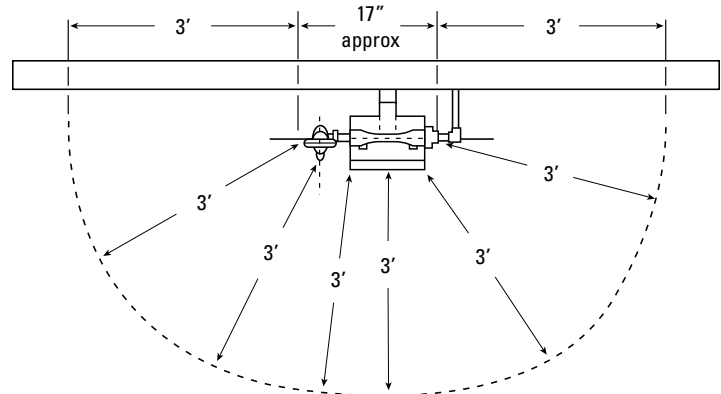
2) Easement – Check your pole location

Is your pole located on your own property?

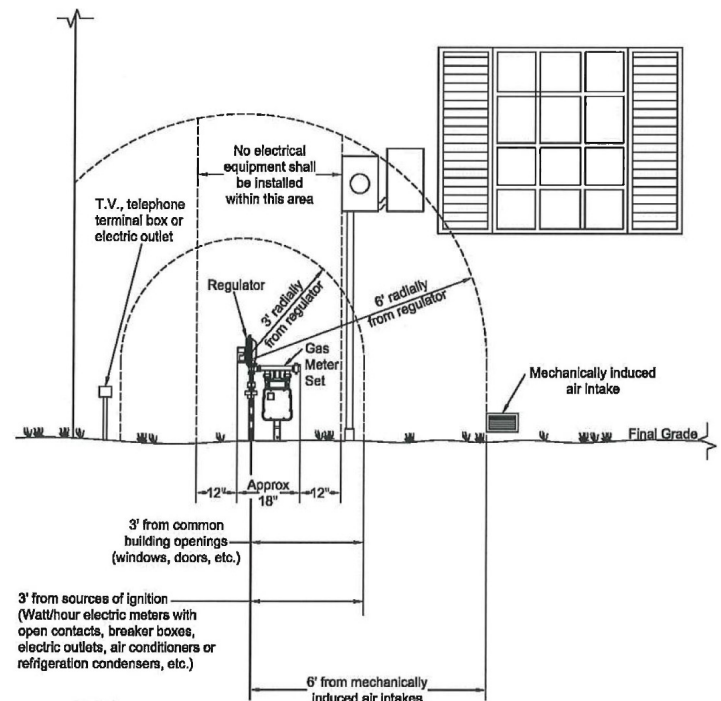
- YES – Continue with process
- NO – Do not proceed with electrical work. You may require an easement to proceed with your overhead-to-underground conversion. Please contact Builders Call Line at Xcel Energy about how to move forward.

3) Install an Xcel Energy-approved meter socket – In most cases it will be necessary to hire a licensed electrician to upgrade and/or convert the meter socket to accept an underground service. Your electrician has or can obtain Xcel Energy information on which meter sockets are approved.

Minimum clearances for outside gas and electric meter installations



▲ Natural gas meter, clear zone for ignition sources, top view

**NOTES:**

1. 3' minimum working clearance from non-electrical obstructions is preferred around gas meter set.
2. Disregard clearances when measuring around corners of structure.

▲ Natural gas meter, clear zone for ignition sources, front view view

Ignition sources include outlets, switches and other electric contact points. Electric meters are not considered ignition sources, but for extra safety, Xcel Energy needs a 3-foot separation between the gas meter & vent and the electric meter stand pipe.

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4) Affidavit or inspection – The electrical work has been approved or has been completed by a licensed electrician. Submit the following acknowledgement into the Builders Call Line:

- An approval call from state/city certified electrical inspector; or
- A copy of the affidavit from a licensed electrical contractor.

To determine which form of acknowledgement is required for your area, verify at the state website at dli.mn.gov/business/electrical-contractors or call the Builders Call Line at **800-628-2121**, between 7 a.m. and 5 p.m., Monday through Friday.

5) Residential underground service contract –

An Xcel Energy representative will visit the site and determine the installation method and the route of the conversion. After the site visit is completed you will receive a contract with the total due. Read this agreement thoroughly before signing and returning it to the representative.

6) Invoice – You will receive an invoice in the mail for the total amount due that is stated on the contract. Your conversion will not be scheduled until full payment is received.

7) Permits (Internal) – If Xcel Energy must cross a public road, boulevard or alley to install your service, we will arrange to get the proper right of way permits. Please keep in mind, however, that these permits may delay the process of converting your service by six to eight weeks.

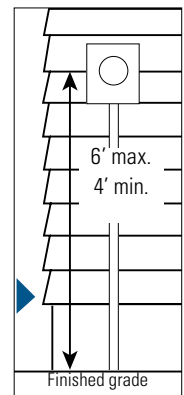
8) Other utilities – If you want other utilities buried at the same time, it is your responsibility to have your phone and cable TV provider(s) get the wire on site before Xcel Energy starts the installation. If the phone and cable TV wires are not there when Xcel Energy comes to do the conversion we will bury the electrical wire only.

Note: Not available with all utilities.

9) Prepare the site – Clear a 10-foot-wide path from the utility pole to the new meter location. This includes rocks, brush or trees, any gardens or flower beds, and any other obstacles that would prevent us from digging a trench in your yard. Xcel Energy will install the underground cable from the first utility pole to the meter socket. We will fill the trench, but will not restore disturbed ground to its original condition. Also remember that the disturbed area will settle over time. If you have excavated the site during a remodel, the lot needs to be within 6 inches of final grade.

10) Prepare access to the meter socket –

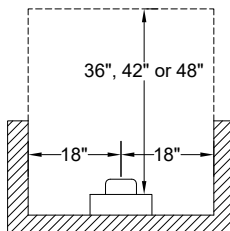
We need an open work area of at least 4 feet by 4 feet if there is a sidewalk, patio or concrete/hard-scape below or within four feet of your meter socket. You'll need to open an area so the wires can be brought from underground into the new meter and you will be responsible for the restoration.



Electric meter heights, front view

DRAWING CR-120

CLEARANCE REQUIREMENTS FOR ELECTRIC METERS



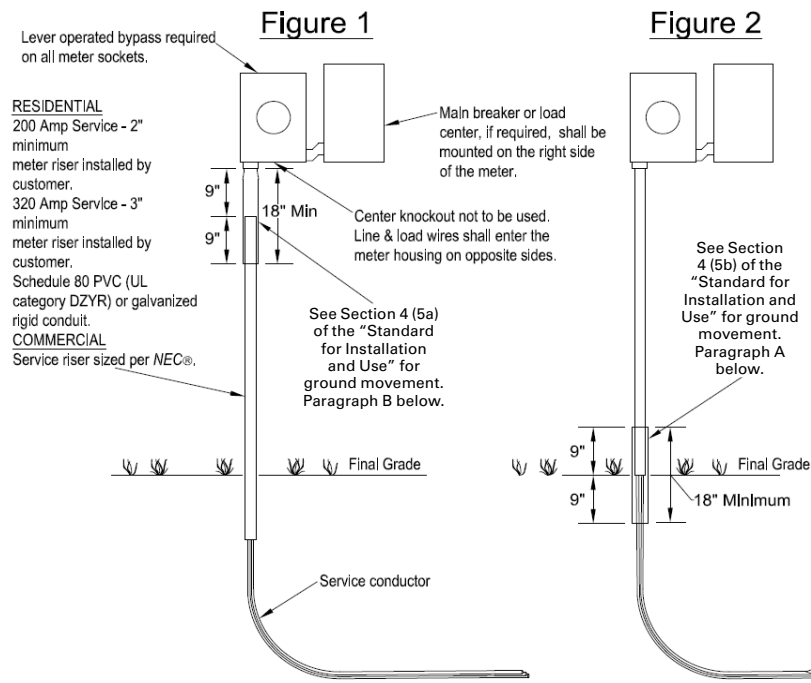
Minimum Clear Distance			
Nominal Voltage to Ground	Condition 1	Condition 2	Condition 3
120V	36"	36"	36"
240V, 277V, 480V	36"	42"	48"
>600V	36"	48"	60"

NOTES:

1. Area within dashed lines shall be clear of all obstructions.
2. 18" clearance shall be maintained to either side of the center line of the meter socket.
3. 36", 42" or 48" clearance shall be maintained in front of meter socket per NEC®.
4. Height of working clearance shall be per NEC®.

Issued	Replaces	Drawn by	Approved	File	STANDARD FOR ELECTRIC INSTALLATION AND USE
Oct-21	Dec-07	CTS		I-7.12	PAGE I-7.12

Customer Instruction Page Slip Sleeve Installation



11) Ground movement – A slip sleeve or expansion joint must be furnished and installed by the customer on all new and underground residential meter installations and is recommended for all commercial installations.

- A) The slip sleeve must be an 18-inch length of 2 ½" Schedule 40 or 3" Schedule 80 PVC conduit. It should be buried to a depth of 9 inches so that 9 inches is exposed above final grade.
- B) An expansion joint must be a minimum of 18-inch length Schedule 80 PVC installed at the bottom of the meter housing.

*Refer to Xcel Energy Standard for Electric Installation and Use Manual Section 4.3.



Figure 1:
Expansion Joint Installation



Figure 2:
Expansion Joint Installation

12) Prepare access to the utility pole – If the work area is open but enclosed by a fence, you are responsible for removing a portion of the fence and providing an opening at least 10 feet wide to get our equipment in and out of the property.

Note: If a neighbor's fence is in the path to the pole, it is the customer's responsibility to gain approval and discuss removal with that homeowner. Xcel Energy will not remove or re-install sections of fence.

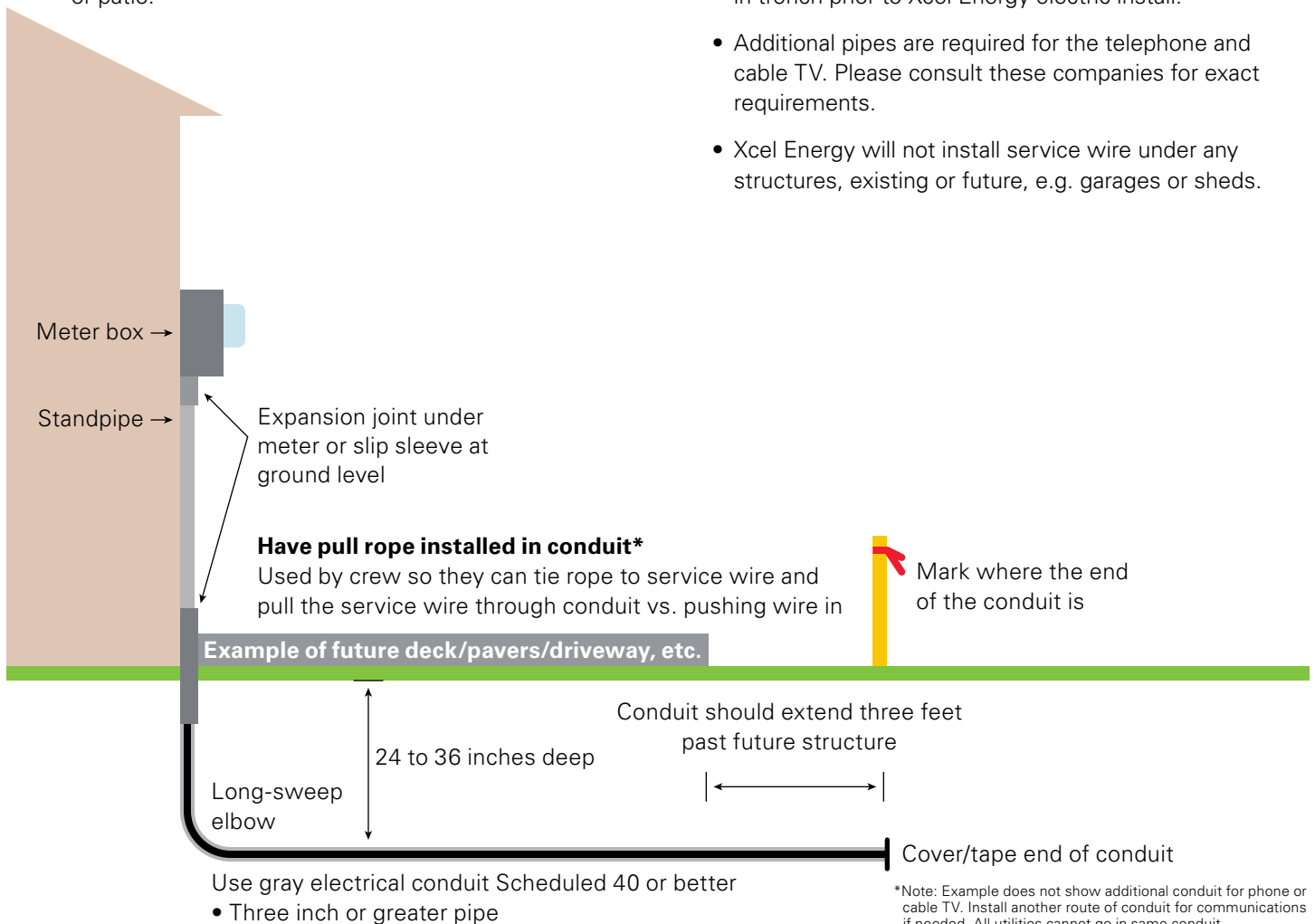
13) Private underground obstacles – This information should also be on the site sketch form. Expose all private underground obstacles such as sprinkler systems, invisible fencing, drain tiles or old septic or oil tanks. Also expose any other buried lines that do not belong to a utility, such as a private electrical line from your house to a garage or lamp in your yard.

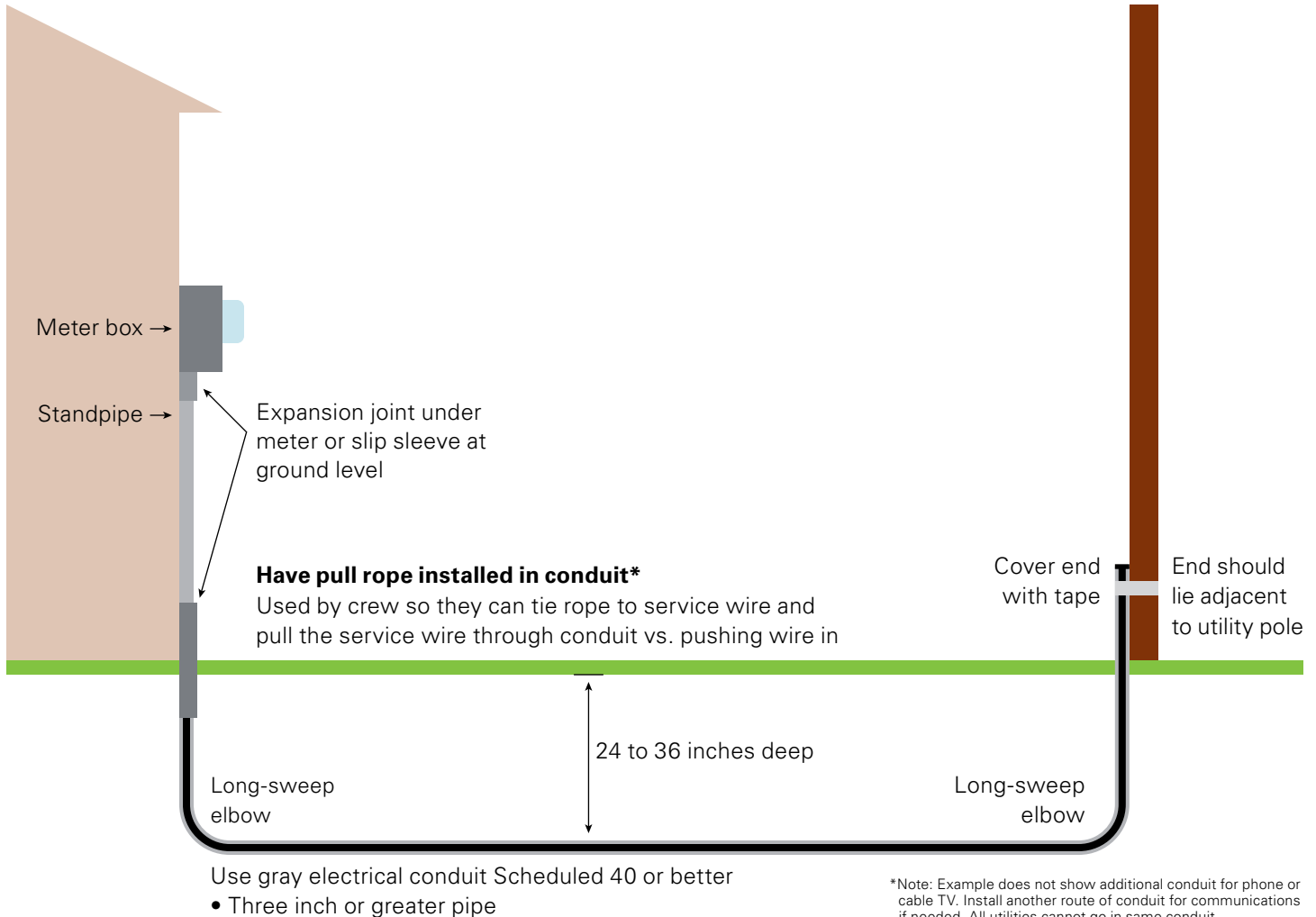
Xcel Energy will not be financially responsible for damage to any unexposed facilities.

14) Conduit – Future decks, sidewalks or patios

- Note: **NO DISCOUNTS FOR CUSTOMER-INSTALLED CONDUIT**
- Xcel Energy does not install conduit as part of an overhead-to-underground installation.
- However, if you plan to build a deck, sidewalk or patio near or abutting the house and above the new service wire, you will need to install a three inch or greater gray electrical conduit 24 to 36 inches below finished grade and extending at least three feet beyond deck, sidewalk or patio.

- The conduit should be made of either galvanized rigid steel (meeting the requirements of the ASA Standard(C80.1) or PVC (meeting the requirements of Scheduled 40, ASTM-D-1785). An expansion joint or slip sleeve is required.
- Conduit may also need to be installed if the path of installation is not wide enough for our equipment or too steep of a path.
- If conduit is installed, the customer is responsible to fill in trench prior to Xcel Energy electric install.
- Additional pipes are required for the telephone and cable TV. Please consult these companies for exact requirements.
- Xcel Energy will not install service wire under any structures, existing or future, e.g. garages or sheds.



**15) Scheduling** – Xcel Energy will contact you to schedule when:

- We have received the signed Residential Underground Service Contract.
- Invoice has been paid in full.
- Xcel Energy has received appropriate Right of Way Permits (internal) and/or customer easements.

16) Restoration – Xcel Energy will install the underground cable from the first utility pole to the house. We will fill in the trench, but will not restore disturbed ground to its original condition. Also remember that the disturbed area will settle over time.

We will be extremely cautious around your trees and shrubs, but Xcel Energy is not financially responsible for any damages that may occur. You will have to put anything moved, such as fencing or swing sets, back in place.

**Questions?**

If you have additional questions, please call Xcel Energy's Builders Call Line between 7 a.m. and 5 p.m., Monday through Friday at **800-628-2121**.

