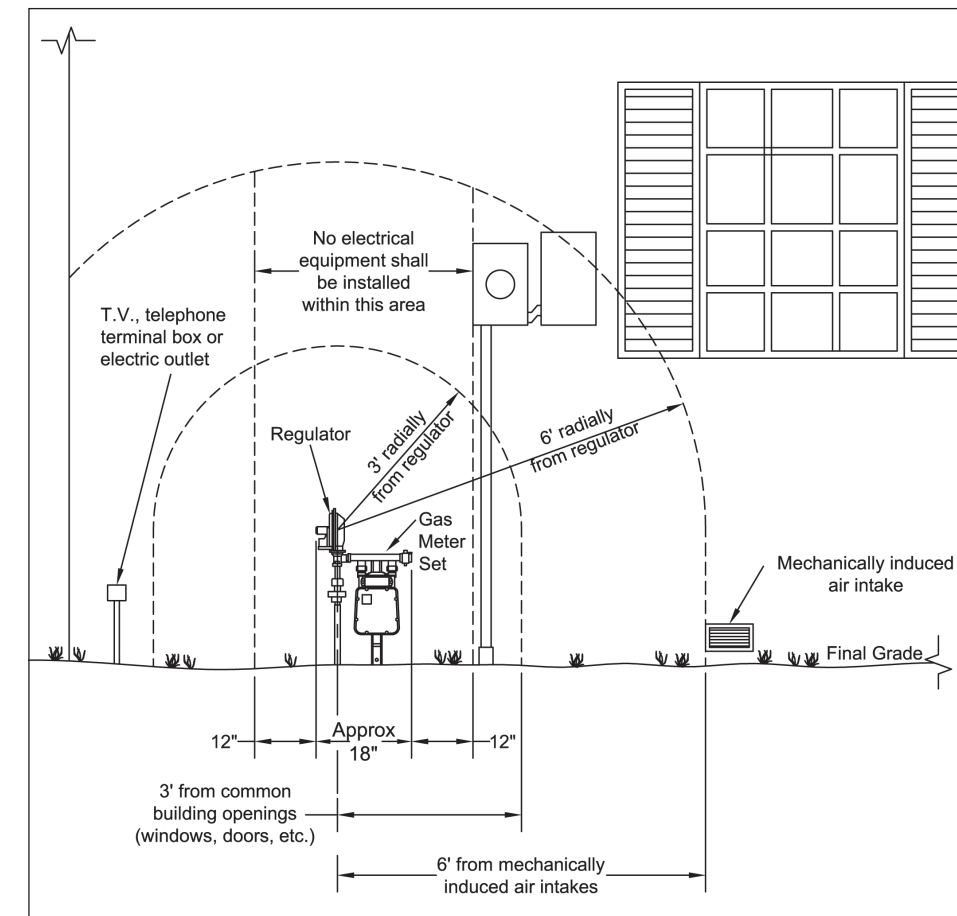




Minimum clearances for outside gas and electric meter installations

Clearance requirements from gas meter

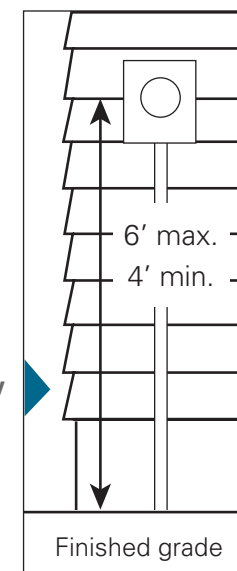


Notes:

- Three-foot minimum working clearance from non-electrical obstructions is preferred around gas meter set.
- Disregard clearances when measuring around corners of structure.

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

Electric meter heights, front view



Note: All prices are subject to change annually. Call the Builders Call Line at **800-628-2121** with additional questions.

Converting residential overhead electric service to underground (up to 400 amps/self-contained meters)

This guide will walk you through the steps you and Xcel Energy will take to convert your overhead electric service to underground service. It provides you with all the information you need to begin the process.

Xcel Energy strongly recommends that you hire a licensed electrician to complete any necessary work beyond our wires, which go to the top of the mast. For example, your meter socket, fuse box or internal wiring may need to be upgraded. Your electrician also coordinates with your local inspector when the work is finished.

Xcel Energy will not accept customer installed underground service wire or a customer provided trench. If trenched, the customer shall not receive credit toward the installation costs.

If you still have questions after reading this brochure, call the number listed below. We are pleased to be your power provider, and we're happy to assist you further.

Xcel Energy conversion charges

Xcel Energy charges to convert your overhead service to underground are as follows:

Base charge:

\$625 per service conversion

Circuit footage charge:

\$9.30 per trench foot (length of service path).

If actual footage exceeds our estimate, you'll be charged for the actual footage when the job is complete.

Charges include material and labor for the service installation from Xcel Energy point of service to the customer meter socket.

Customer is responsible to ensure an unobstructed 10-foot-wide minimum route for installation.

Xcel Energy will determine method of installation.

Pole removal:

\$265 per utility pole if applicable.

Winter Construction

Customers must be site ready and able to take service on or before October 1. Winter Construction charges, including a \$1,500 deposit, apply to service conversions from November 15 through April 30. A designer will confirm charges with you prior to installation.

Please note that the Xcel Energy charge does not include any other costs for work done by your electrician (see "Other Costs").

Other costs

In most cases, it will be necessary to hire a professional electrician to make some changes to your system.

For example, the overhead mast may need to be removed from the top of your meter box; or your fuse box or meter socket may need to be upgraded to accept the underground service. Xcel Energy does not recommend that you try to do these things yourself. Also, some communities require permits for this type of work and may charge a fee for the permit application. If you are changing telephone or cable TV, those companies may also charge a fee (see section 9 "Other utilities" inside).

Note: Xcel Energy reserves the right to refuse conversion from an overhead to underground service due to excess costs, impractical field conditions, easement issues, etc.

All prices are subject to change annually. Call the Builders Call Line at 800-628-2121 to confirm.

Questions?

If you have additional questions not covered in this brochure, 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**.



Electric Service Conversion Overhead-to-Underground

Xcel Energy electric connections
Wisconsin/Michigan

Process

Please fill out these forms and complete this checklist to begin your application process:

- 1) **Overhead to Underground Conversion Bid Sheet.** Complete the portion of the enclosed bid sheet marked “To be completed by customer” to calculate the estimated cost of your service installation.

- 2) **Preliminary Site Sketch.** This form helps us understand your lot layout and assists us in our planning.

- 3) **Send the following** to us at Builders Call Line, Builders.Call.Line@xcelenergy.com (Do not send payment at this time.)
- Preliminary Site Sketch Form
 - Overhead to Underground Conversion Bid Sheet

- 4) **Customer Agreement:**
- After Xcel Energy receives the **Site Sketch** and **Bid Sheet**, the request will be processed. We will send you an Agreement, including the amount of your customer contribution.
 - Email or mail the signed agreement to your Xcel Energy designer.
 - When you receive your invoice, please remit payment along with your stub to Xcel Energy.

- 5) **Easement.** Check your pole location **Is your pole located on your own property?**
- YES – continue with checklist
 - NO – Do not proceed with electrical work. You may require an easement to proceed with your overhead-to-underground conversion. Please contact Xcel Energy about how to move forward.
- 6) **Permits.** If Xcel Energy has to cross a public road, boulevard or alley to install your service, we will arrange to get the proper permits. Please keep in mind, however, that these permits may delay the process of converting your service by six to eight weeks.

- 7) **Install an Xcel Energy-approved meter socket.** Company-approved, manual heavy-duty lever operated by-pass meter sockets are required on all permanent and temporary residential, farm and commercial meter sets. These sockets must be rated for a minimum of 200 amps.

- 8) **Acknowledgement.** We need the following documentation that the electrical work has been approved or completed by a licensed electrician:
- A copy of the “Proof of Compliance” (Xcel Energy Electrical Inspection Certificate) signed by a licensed electrical contractor and/or state or city inspector is required. Call the Builders Call Line for more information regarding inspection requirements.

To determine which form of acknowledgement is required for your area, call the Builders Call Line at **800-628-2121**, between 7 a.m. and 5 p.m., Monday through Friday.

- 9) **Other utilities.** Xcel Energy will bury the wire from the utility pole to your meter. If you want other utilities buried at the same time, it is your responsibility to have your phone and cable TV wire 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.

- 10) **Prepare the work area.**
- Clear a 10-foot-wide path from the utility pole to the new meter location. This includes rocks, brush or trees around the pole, 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 nearest electric distribution pole to the house, following an acceptable route. We will fill the trench, but will not restore disturbed ground to its original condition. Remember that the disturbed area will settle over time.
 - We need an open work area at least eight feet by three feet if there is a sidewalk, patio or concrete/ hard-scape below or within three feet of your meter. 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.
 - If the work area is open but enclosed by a fence, you are responsible for providing an opening at least 8-feet wide to get our equipment in and out of the fence.

- 11) **If lot is not to finished grade**, please be within six inches of final grade.
- 12) **Private underground obstacles.** Locate and mark 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 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.

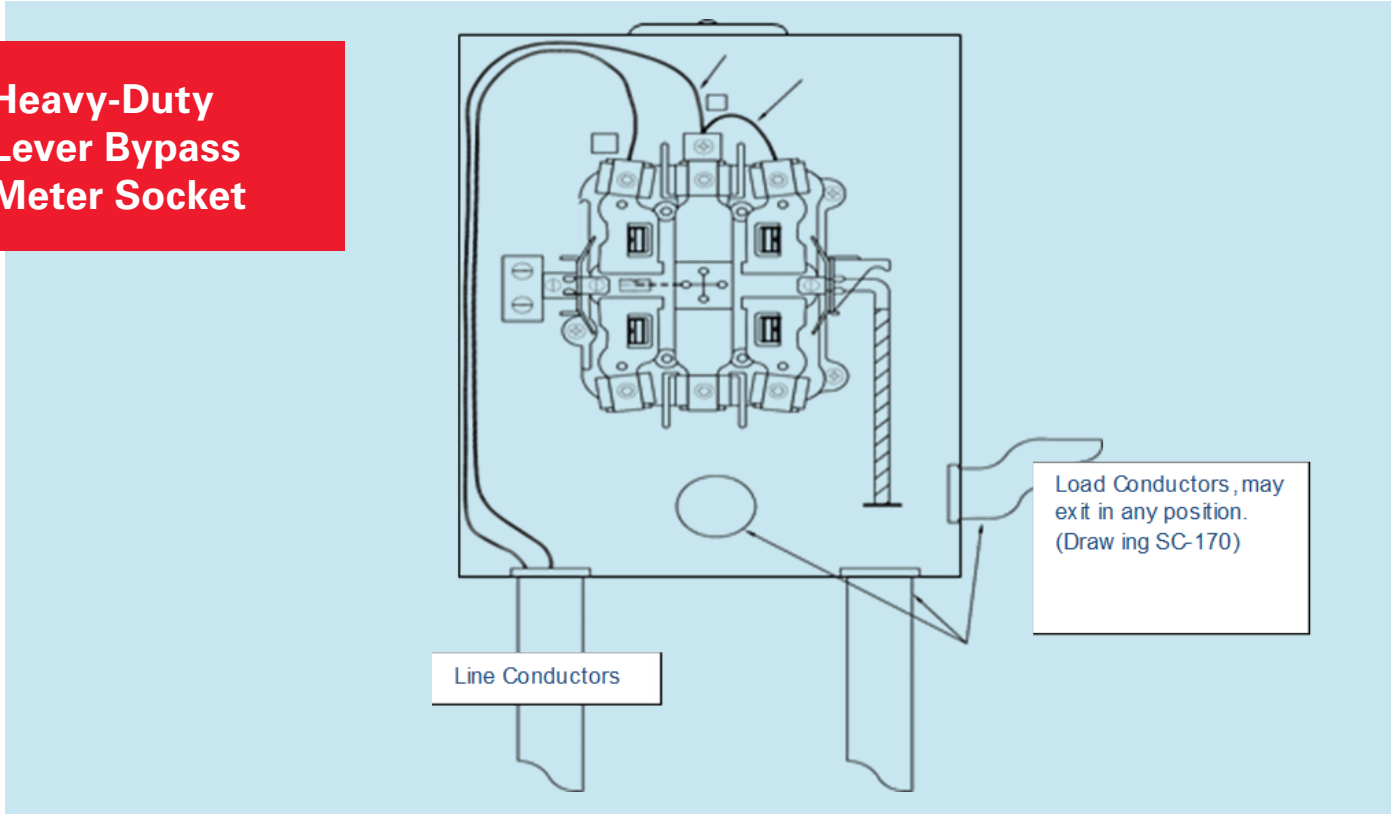
- 13) **Conduit:** future decks, sidewalks or patios.
- We don’t install conduit as part of an overhead-to-underground installation. However, if you have or plan to build a deck, sidewalk or patio near or abutting the house and above the new service wire, you will need to install a 2 or 3 inch conduit depending on cable size (consult your Xcel Energy

designer) 24 to 36 inches below finished grade and extending at least 3 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 Schedule 80, ASTM-D-1785).

- 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.

- 14) **Scheduling.** Xcel Energy will contact you to schedule when:

- We have received a signed Overhead to Underground Service Agreement with payment. (See checklist number 4.)
- An Xcel Energy-approved meter socket has been installed. (See checklist number 7.)
- Electrical work has been approved or completed by a licensed electrician and an Xcel Energy Electric Inspection Certificate has been received. (See checklist number 8.)
- Please inform us at this time if your phone and cable TV utilities will be involved with this installation (see checklist number 9).
- Xcel Energy has completed a site precheck.



Note: All prices are subject to change annually. Call the Builders Call Line at **800-628-2121** with additional questions.

Application Wisconsin | Michigan

Clear form

Xcel Energy®

Overhead to Underground Conversion Bid Sheet

To calculate the estimated cost of your service installation, please complete the following section. To assist you in this process, we have included an example. **Charges include a \$625 base charge and a \$9.30 per circuit foot charge to convert your service from overhead to underground based on the information you provide.** If you are requesting that Xcel Energy also remove a utility pole, an additional \$255 will be assessed per pole (if applicable). If actual footage exceeds our estimate, you'll be charged for the actual footage when the job is complete. Please do not remit payment at this time.

From November 15 through April 30, a \$1,500 Winter Construction deposit is required.

Example

1	Base charge		\$625.00
2	Circuit footage (path must be at least 10 feet wide with no obstructions along route)	65 ft. x \$9.30 =	\$604.50
3	Pole removal (if applicable)	1 ea. x \$265.00 =	\$265.00
Total			\$1,494.50

To be completed by customer

1	Base charge		\$625.00
2	Circuit footage (path must be at least 10 feet wide with no obstructions along route)	_____ ft. x \$9.30 =	\$ _____
3	Pole removal (if applicable)	_____ ea. x \$265 =	\$ _____
Total			\$ _____

Please note: The worksheet is to assist the Xcel Energy designer with the customer-preferred path for the conversion. The designer will confirm actual costs and route prior to installation. Discrepancies between your calculated estimate and what is verified by Xcel Energy may result in increased costs and significant installation delays.

Billing information

Customer name _____

Address _____

City _____ State _____ ZIP _____

SITE VERIFICATION (For company use only — do not write below this line)

1	Base charge		\$625.00
2	Circuit footage (path must be at least 10 feet wide with no obstructions along route)	_____ ft. x \$9.30 =	\$ _____
3	Pole removal (if applicable)	_____ ea. x \$265 =	\$ _____
Total			\$ _____

Note: All prices are subject to change annually. Call the Builders Call Line at 800-628-2121 with additional questions.

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Sample site sketch

Builders.Call.Line@xcelenergy.com

Clear form



Site Sketch Form

All new and modified electric and/or gas service

Please check one: ☐ Electric ☐ Gas ☒ Gas and Electric

Account holder information

Customer name John & Jane Public Date 11/10/23

Installation address 20 Main Street City Anytown State WI ZIP 55555

Phone (715) 555-1100 Cell phone (715) 555-1112

Email JohnPublic@myemailaddress.com

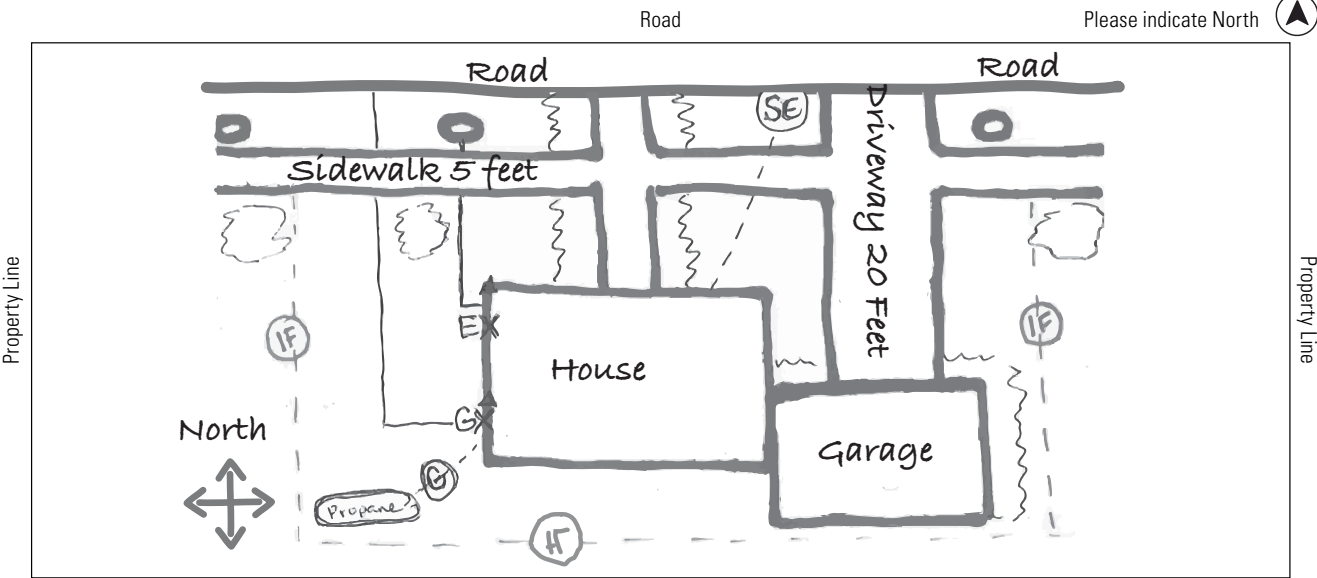
Site contact during construction (If different than above) Schneider Plumbing (Russ)

Site contact daytime phone (715) 555-1100 Site contact cell phone (715) 555-1112

Preparer John Public Preparer signature John Public

An accurate sketch will ensure the installation will occur in a timely manner. The sketch **must** include the location of the sewer lateral or septic system and meter(s) plus the distance (in feet) from the corner of your home to the meter(s). *If the sewer information is not known please check the box below.*

☐ Please check here if you do not know the location of your sewer lateral or sewer system.



Distance from corner of house to gas meter location 30 feet. Distance from the corner of house to electric meter location 30 feet. Please use the symbols below to show us where **customer-owned buried facilities** or obstructions are located on the property.

Use these codes to distinguish the type of customer-owned buried facility

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

FOR INTERNAL USE ONLY Xcel Energy project number _____