Electric Service Conversion
Overhead-to-Underground

Xcel Energy Electric Connections

Minnesota | North Dakota | South Dakota
Overview and process of converting residential overhead electric service to underground (Up to 400 amps/self contained meters)

Overview

Xcel Energy conversion charges*

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<table>
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<tbody>
<tr>
<td><strong>Base charge</strong></td>
<td>$340 per service conversion</td>
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<tr>
<td><strong>Footage charge</strong></td>
<td>$6.50 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.</td>
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<td><strong>Winter construction</strong></td>
<td>A $1,500 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.</td>
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<tr>
<td><strong>Pole removal</strong></td>
<td>$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.</td>
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<tr>
<td><strong>Rate increase</strong></td>
<td>Your Xcel Energy account will be placed on the Residential Underground Rate. This will increase your monthly service charge by $2.00.</td>
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</table>

*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.

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.
Sample site sketch – Note: All prices are subject to change annually. Call the Builders Call Line at 800.628.2121 to confirm.

Overhead-To-Underground Preliminary Site Sketch Form

Please use these symbols to show us where customer-owned buried facilities or obstructions are located on the property.

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

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

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

An accurate sketch will ensure the installation will occur in a timely manner.

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 __________________________
☐ 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.

You can submit these forms by emailing a PDF to BCLMN@xcelenergy.com, online through xcelenergy.force.com/FastApp or sending them by mail to:

Xcel Energy
Attn: Builders Call Line
1518 Chestnut Ave
Minneapolis, MN 55403

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

- 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.
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;
- 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/CCLD/ElectricalInspect.asp 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 has to 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 4 inches of final grade.

10) Prepare access to the meter socket – We need an open work area of at least four feet by four feet if there is a sidewalk, patio or concrete/hardscape 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.

11) 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 reinstall sections of fence.

12) 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.
13) **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 two-inch 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 OVC (meeting the requirements of Scheduled 40, ASTM-D-1785).

- 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.

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**Example of future deck/pavers/driveway, etc.:**

- **Conduit should extend three feet past future structure**
- **Use gray electrical conduit Scheduled 40 or better**
  - Two-inch for 200 amps or less
  - Three-inch for 400 amps

- **Have pull rope installed in conduit***
  - Used by crew so they can tie rope to service wire and pull the service wire through conduit vs. pushing wire in

- **Mark where the end of the conduit is**

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*Note: Example does not show additional conduit for phone or cable TV. Install another route of conduit for communications if needed. All utilities cannot go in same conduit.
14) 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.

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.