

# Overview and process for converting residential overhead electric service to underground

(Up to 400 amps/self contained meters)



## Overview

### Connexus Energy conversion charges\*

Base charge	\$1,835 (the first 80’ of trench footage is included with the base charge)
Footage charge	\$10.05 per foot after the first 80’ of trench footage from the pole to the meter socket. Connexus Energy will determine the method of install. No discount for providing conduit or trench. Customer is responsible to ensure a 10-foot-wide path for installation. Connexus Energy does not accept customer-installed underground service wire.
Winter construction	To avoid winter construction charges, all requirements must be met by November 1.
Transformer fee	If a transformer change is required, additional costs may be incurred.
Minimal impact	If minimal impact installation method is required, additional fees will be charged.

*\*All prices are subject to change annually*

### Other costs to consider

**Hire a licensed electrician:** 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:** Connexus Energy does not restore the lot to its original condition after the conversion is complete. If you require directional boring due to landscaping or other obstacles, additional fees will apply.

**Other utilities:** Connexus Energy does not have a contract with phone and cable companies. There may be a charge for them to bury their facilities. Contact your phone and/or cable provider to coordinate installations.

*Note: Connexus 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 Connexus Energy Builders Line between 7 a.m. and 3 p.m., Monday through Friday, at 763.323.4214.

## Process

### 1) Send the following:

- ☐ Complete the form provided in the link, ensuring the following information is included:
  - The appropriate billing address
  - The estimated footage of the proposed service installation

Accurate completion of this information is essential for processing your service request and ensuring proper planning and billing.”

For all service conversions, the following photographic documentation is required:

#### ☐ Conversions Not Involving Meter Base Relocation:

- A clear, site-ready photo of the current meter socket location must be provided.

#### ☐ Conversions Involving Meter Base Relocation:

Two photos are required:

- A clear, site-ready photo of the existing meter socket.
- A photo of the proposed new meter socket location. This location must be clearly identified with a visible marker, such as a stake in the ground or a marked spot on the building.

These photos are necessary to ensure accurate planning and coordination of your service conversion.

You can submit these forms by emailing a PDF to [builders@connexusenergy.com](mailto:builders@connexusenergy.com), or sending them by mail to: Connexus Energy Attn: Builders 14601 Ramsey Blvd., Ramsey, MN 55303

### 2) Easement – Check your pole location

Is your pole located on your own property?

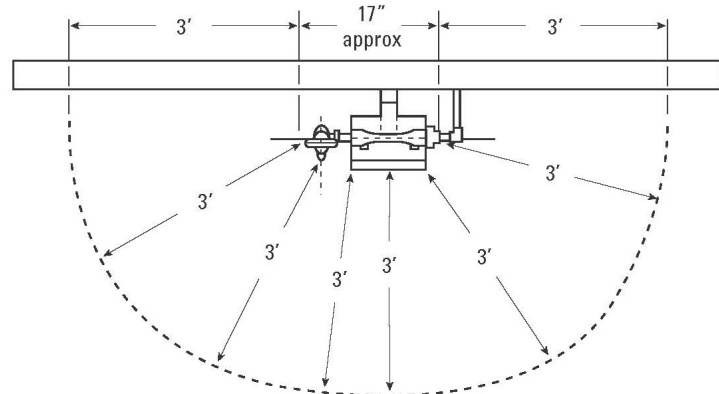
YES – Continue with process

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

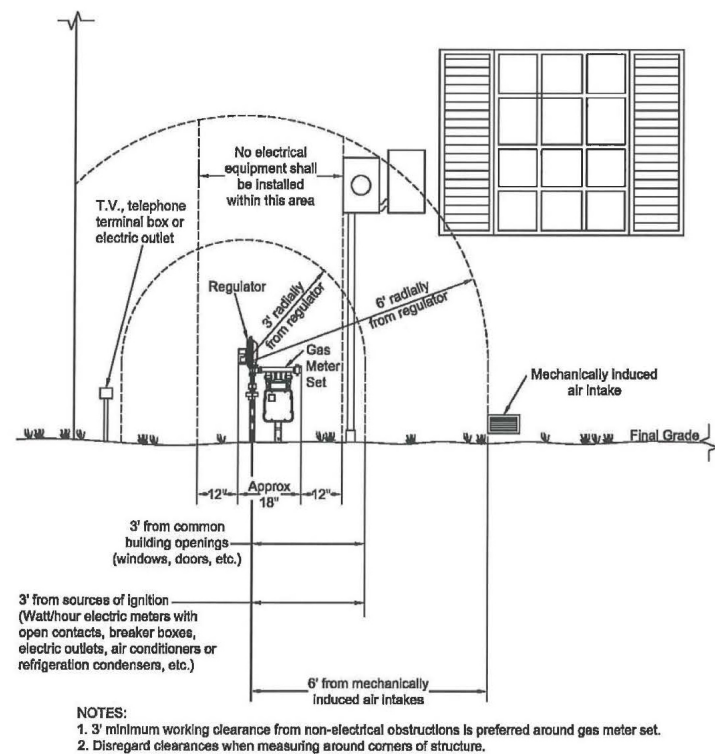
### 3) Install a Connexus Energy approved meter socket

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 Connexus 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, Connexus Energy needs a 3-foot separation between the gas meter & vent and the electric meter stand pipe.

#### 4) Electrical permit

The electrical work has been approved or has been completed by a licensed electrician. Submit the following acknowledgment into the Builders Line:

- Inspection notice from state/city certified electrical inspector; or
- A copy of the electrical permit from a licensed electrical contractor. To determine which form of acknowledgment is required for your area, verify at the state website at [dli.mn.gov/CCLD/ElectricalInspect.asp](http://dli.mn.gov/CCLD/ElectricalInspect.asp) or call the Builders Line at 763.323.4214, between 7 a.m. and 3 p.m., Monday through Friday.

#### 5) Residential underground service contract

A Connexus 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 quote with the total due. **Your conversion will not be scheduled until full payment is received and requirements are met.**

#### 6) Permits (Internal)

If Connexus 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.**

#### 7) Other utilities

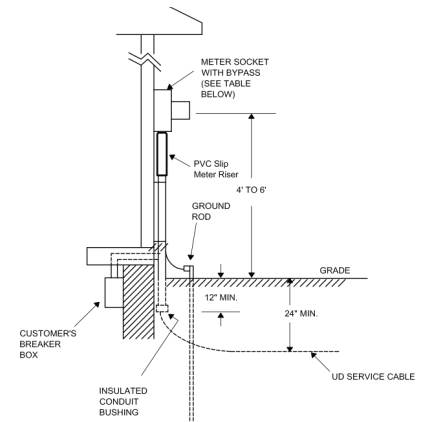
We do not coordinate installation of other utilities. Please contact them for information.

#### 8) 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. Connexus 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.

#### 9) 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/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.



#### 10) 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. Connexus Energy will not remove or re-install sections of fence.

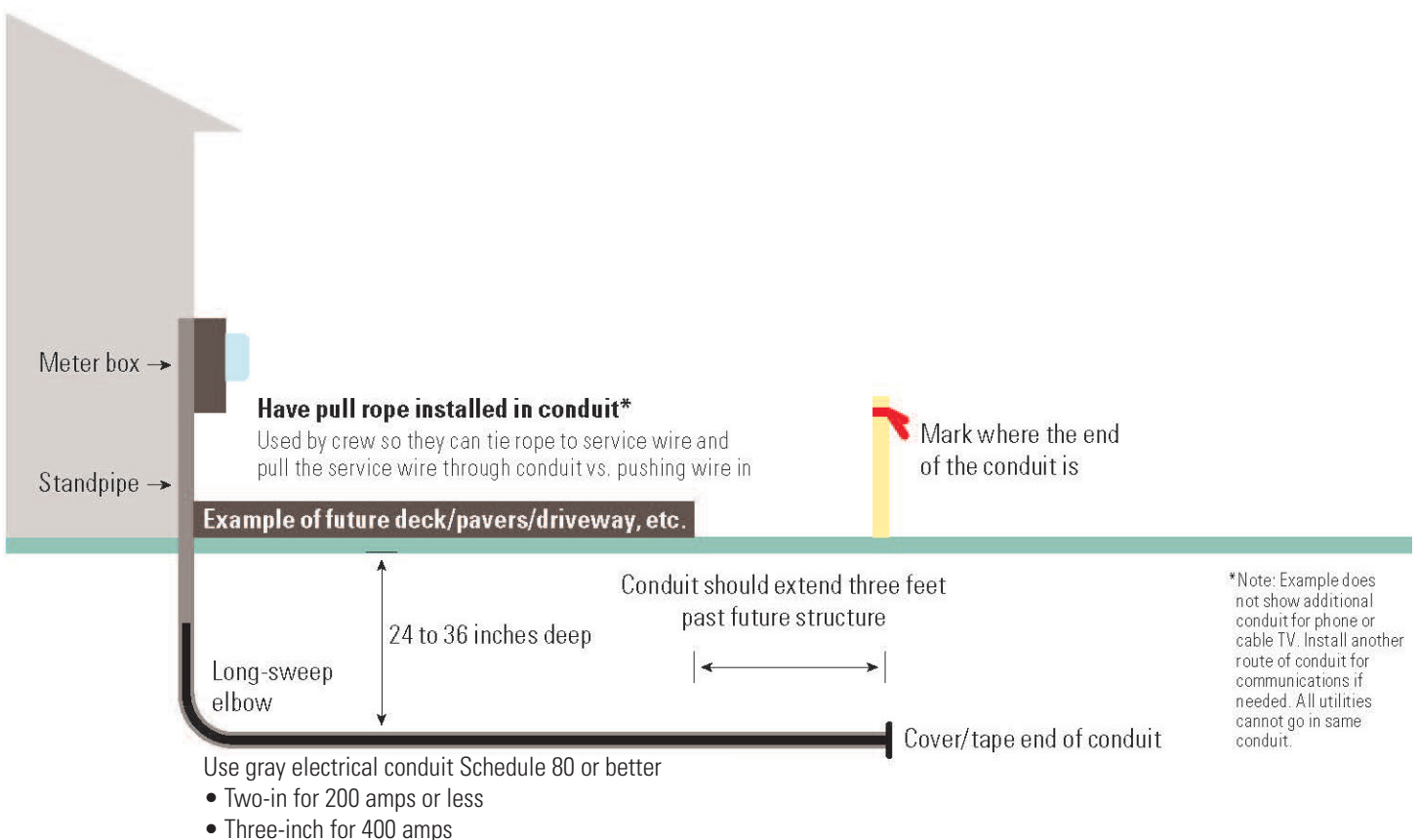
#### 11) Private underground obstacles

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

## 12) Conduit

Future decks, sidewalks or patios

- Note: **NO DISCOUNTS FOR CUSTOMER-INSTALLED CONDUIT**
- Connexus 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 schedule 80 PVC conduit 24 to 36 inches below finished grade and extending at least three feet beyond deck, sidewalk or patio.
- If conduit is installed, the customer is responsible to fill in trench prior to Connexus Energy electric install.
- Connexus Energy will not install service wire under any structures, existing or future, e.g. garages or sheds.





### **13) Scheduling**

Connexus Energy will contact you to schedule when all of the following requirements are met:

- We have received the signed Residential Application.
- Invoice has been paid in full.
- Connexus Energy has received appropriate Right of Way Permits (internal) and/or customer easements.
- Electrical permit

### **Restoration**

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 Connexus 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 Connexus Energy's Builders Line between 7 a.m. and 3 p.m., Monday through Friday at 763.323.4214.

