

## DATE \_\_\_\_\_

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Telephone

|  |            |
|--|------------|
| <input type="checkbox"/> Administration approval | _____      |
|  | Sign/Date  |
| <input type="checkbox"/> Gas/Water/Sewer Dept.   | _____      |
| Project Complete                                 | Sign/Date  |
| <input type="checkbox"/> Electric Dept.          | _____      |
| Project Complete                                 | Sign /Date |
| <input type="checkbox"/> Public Works Dept.      | _____      |
| Project Complete                                 | Sign/Date  |

# CITY OF TWO HARBORS

## ELECTRIC SERVICE

## RESIDENTIAL APPLICATION

DATE \_\_\_\_\_

PROJECT ADDRESS:

TYPE OF SERVICE REQUESTED : \_\_\_\_\_ OVERHEAD  
 \_\_\_\_\_ UNDERGROUND \*  
 \_\_\_\_\_ TEMPORARY

SIZE OF ELECTRIC SERVICE \_\_\_\_\_ AMP

DATE NEEDED \_\_\_\_\_

I HAVE RECEIVED A COPY OF RESIDENTIAL ELECTRIC  
SERVICE EXTENTION CONDITIONS: \_\_\_\_\_ YES \_\_\_\_\_ NO

\* UNDERGROUND SERVICE NOT AVAILABLE IN ALL AREAS.

I/WE THE UNDERSIGNED AGREE TO PAY ALL COSTS FOR REQUESTED SERVICE.

SIGNED \_\_\_\_\_

NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

## CONDITIONS FOR SERVICE EXTENSIONS RESIDENTIAL INSTALLATIONS

### UNDERGROUND SERVICE

The customer shall complete an application for service form stating project address, type of service requested and the size of the electrical service in the building.

The customer will provide payment for all costs for underground service. In overhead distribution areas, an over current disconnect located on the riser pole may be required under certain installations.

The City will provide metering equipment as specified in Electric Service Regulations, Sect. 5, Metering. The customer shall install the meter base at 5' above finished grade in a readily accessible location. The City reserves the right to determine the electric meter location and the routing of the service laterals.

All equipment up to the point of delivery including the meter base is the property of the City. The City will maintain and repair or replace at their discretion, all equipment up to the point of delivery. For this purpose, the point of delivery shall be the "line" terminals in the meter base. EXCEPTION: over current disconnect on the riser pole is the property of the customer, repair costs will be borne by the customer.

Any costs to repair the City owned portion of the underground service caused by a fault in the cable shall be borne by the City. Any costs to repair the City owned portion of underground service caused by physical damage will be charged to the person causing the damage.

The minimum charge for an underground service is \$150.00.

### TEMPORARY SERVICE

Temporary service is available. The charge for basic temporary service is \$100. Removal of basic temporary service is included. Basic temporary service is based on no additional poles or wire. Any temporary service requiring additional poles, wire, or transformers will be billed to the customer based on material, labor and equipment. Moving a temporary service will incur an additional charge, based on labor, equipment and material. The customer will provide the temporary service equipment. The City reserves the right to determine the location of said equipment.

CONDITIONS FOR SERVICE EXTENSION  
RESIDENTIAL INSTALLATIONS

OVERHEAD SERVICE

The customer shall complete an application for service form stating project address, type of service requested and the size of the electrical service in the building.

The customer will provide payment for all costs for overhead service.

The City will provide metering equipment as specified in Electric Service Regulations, Section 5, Metering. The customer shall install the meter base at 5' above finished grade in a readily accessible location. The City reserves the right to determine electric meter location.

The customer will provide a suitable location for and install the point of attachment. The point of attachment for the service drop shall be in direct line of sight of the City distribution lines and in close proximity to the electric meter. There shall be an unobstructed route to nearest utility pole as determined by the City. Point of attachment shall be of sufficient strength to support wind and ice loaded weight of the service drop from pole. The City will provide the attachment device. Proper clearances according to the current National Electrical Code in force shall be maintained over buildings and finished grade.

All equipment up to the point of delivery including the meter base is the property of the City. The City will maintain and repair or replace at their discretion, all equipment up to the point of delivery. For this purpose, the point of delivery shall be the connection of the service drop to the service conductors.

The minimum charge for overhead service is \$150.00.

## CITY OF TWO HARBORS

### ELECTRIC SERVICE REGULATIONS

#### 1. SERVICE AGREEMENTS

An ELECTRIC SERVICE AGREEMENT and an ELECTRIC UTILITY INFORMATION FORM shall be executed by the customer and submitted to the City Electrical Superintendent for review and preliminary approval. All Electric Service Agreements must then be approved by the City Council.

#### 2. CONDITIONS OF TAKING SERVICE

##### Supplying of Service:

Service is supplied only under and pursuant to these Service Regulations. Service is supplied under a given rate schedule only at such points of delivery as are adjacent to facilities of City adequate and suitable, as to capacity and voltage, for the service desired.

Service will be subject to disconnection and deposit requirements as provided, if, at the time of application for services, the customer is indebted to the City for service previously supplied at the same or another address.

##### Continuity of Service:

The City will endeavor to provide continuous service but does not guarantee a constant supply of electric energy and shall not be liable to customer for damages occasioned by interruption from any cause other than gross negligence of the City. The City shall not be liable for any loss of profits, special, or consequential damages resulting from the use of service or any interruption or disturbance of service.

In the event of power shortage any curtailment among customers shall be made as nearly as practical pro rata without liability on the part of the City to any customer affected.

If any part of service furnished by the City is employed for purpose of pumping water, the City assumes no obligation to maintain an adequate supply for fire protection, or any other purpose, whatsoever, and such use shall not subject the City to any liability to any party for damages to person or property due to failure of water supply resulting from an interruption or deficiency of electric service from whatsoever cause the same may arise.

**Suspension of Service for Repairs and Changes:**

When necessary to make repairs to or change in its lines or system, the City may, without incurring any liability therefore, suspend service for such periods as may be necessary and, in such manner as to minimize inconvenience to customer.

**Use of Service:**

Service is for customer's use only. If desired by the owner, the City will permit the installation of individual City meters to measure consumption and render bills on the applicable Rate Schedules to each customer and separately occupied building and occupancy unit.

In no case may customer, except with the written consent of the City, extend or connect an installation to lines across or under a street, alley, lane, court or avenue or other public or private space in order to obtain service for adjacent property through one meter even though such adjacent property be owned by customer. Such consent may be given when such adjacent properties are operated as one integral unit under the same name and for carrying on parts of the same business.

In case of unauthorized remetering, sale, or extension of service to another person, the City after five (5) days written notice, excluding Sundays and legal holidays, may discontinue the supplying of service to customer until such unauthorized act is discontinued and full payment is made for all service supplied or used, billed on proper classification and Rate Schedule, and reimbursement in full made to the City for all extra expenses incurred, including expenses for clerical work, testing and inspections.

**Customer's Responsibility:**

Customer assumes all responsibility on customer's side of the point of delivery for the service supplied or taken, as well as for the electrical installation, appliances and apparatus used in connection therewith, and shall save the City harmless from and against all claims for injury or damage to persons or property occasioned by or in any way resulting from such service or the use thereof on customer's side of the point of delivery.

**Right-of-Way:**

Customer shall, without compensation, make or procure satisfactory conveyance to the City of right-of-way for the City's lines necessary and incidental to the furnishing of service to customer and for continuing or extending said lines over, under, across or through the property owned or

controlled by customer in a manner deemed appropriate by the City.

Customer shall allow City personnel access to City owned lines for line maintenance and tree trimming.

**Access to premises:**

City personnel may enter customer's premises only as authorized by applicable law and regulations.

3. **CUSTOMERS INSTALLATION**

All customers wire, apparatus and equipment will be approved and installed according to the National Electrical Code's most recent edition.

The City may require auto starters or other suitable starting devices for motors above 5 horse power. When poly phase services is supplied, customer shall control the use thereof so that the load at point of delivery is in reasonable balance between the phases.

**Changes in Installations:**

As the City's service drops, transformers, meters and other facilities used in supplying service to customer have a definite limited capacity, customer shall give notice to the City, and obtain the city's consent, before making any material changes or increases in customer's installation. The City as promptly as possible after receipt of such notice, will give its approval to the proposed change or increase, or will advise customer upon what conditions service can be supplied for such change or increase. The customer will be responsible for all costs incurred by the City to increase service equipment to the customer. Failure to secure the City's approval shall make customer liable for any damage to the City's facilities. When service equipment size is increased, overhead service conductors must be upgraded, if necessary, with the cost borne by the customer.

All electrical work on customers premise will be inspected by the state electrical inspector.

All installations will be so designed so that at any given time, Power Factor is not less than APP 85% lagging.

4. **CITY'S INSTALLATION**

The City will maintain its lines and equipment on its side of point of delivery. The City will not maintain any customer's equipment on customers premise except City owned metering equipment.

Only City employees are authorized to connect City service drops or laterals to customer owned equipment. In residential overhead installations, MN State licensed electricians may make temporary connections with permission from the Electrical Superintendent or his designate.

**Relocation of Facilities:**

The City, at its discretion, will alter, relocate or remove City facilities as may be requested in writing by Customer. Customer shall pay the City for all costs associated with such

alteration, relocation or removal including any new facilities required to provide service after the alteration, relocation, or removal. These costs to include all material, labor and equipment necessary.

5. **METERING**

The City will provide the electric meter and all instrument transformers, if necessary, in all installations. The City will provide meter bases for the following installations: all single and two family residential dwellings, all single meter commercial and industrial locations, both self contained and transformer rated installations. In commercial and industrial installations, the customer will provide and install an instrument transformer cabinet if necessary. In all residential "underground only" areas, the City will provide and install lot line meter pedestals. All customer supplied meter bases must be approved by the City. All meter bases will be installed at 5' from finished grade by the customer. The City reserves the right to determine all meter locations. All meter bases will be located outside and not covered or obstructed in any manner unless authorized by the City.

6. **DAMAGE TO CITY OWNED FACILITIES**

All repair costs for damage to City owned facilities will be charged to the person causing the damage. Repair costs will include: all materials, labor and equipment needed to restore the installation to its original condition.

Temporary repairs may be made if weather, manpower or shortage of repair material prohibits permanent repairs. Party causing the damage will be responsible for temporary repair costs as well as permanent repair costs.

7. **Locating**

The City will locate all underground City owned facilities at no charge to the customer. The City will locate, to the best of its ability, customer owned service lateral conductors only, as a courtesy to the customer. However, the City **WILL**



NOT assume any liability of any kind, for any damage of any kind, to customer owned service lateral conductors because of mis-marked or incorrect locating.

8. Extension of Electric Service

The following rules will apply to the extension of electric service to new additions or plats in the City not presently served.

The property to be served must be within the corporate limits of the City or that will be annexed to the City.

The type of extension shall be the most feasible as determined by the City and be constructed in accordance with utility standards. When conditions are such as to require line construction other than the City's standard line construction, the City reserves the right to make any necessary adjustments to these rules to meet those conditions. The City reserves the right to stipulate the method of construction, location of poles and/or wires, location of all transformers, and all metering locations. All material for the extension will be purchased by the City.

The Customer will provide to the City satisfactory utility easements with complete legal description, drawing showing location of the easement and title evidence acceptable to the City Attorney without cost to the City, necessary for the construction, maintenance, repair, and operation of the line extension, including the right to trim trees and remove vegetation, as necessary. The Customer will also provide access to the extension on the Customer's premise and for continuing the extension to other customers as deemed necessary by the City.

The Customer will provide payment for all material necessary for the construction of the service extension that is purchased by the City. Payment must be made in full before service is provided. The City will provide the labor and necessary equipment to do the construction subject to the last sentence of this Policy and up to a maximum of \$5,000.00. The customer will be responsible for labor and equipment costs that exceed \$5,000. After the completion of the service extension, all facilities installed by the City up to the point of delivery will become the sole property of the City. The City will maintain and repair or replace at their discretion all equipment up to the point of delivery. The point of delivery is described in the "Conditions for Service Extension, Residential and Commercial Installations".

Additional charges to the customer may occur for potential ledge rock, winter construction, other than standard construction, etc.