



## Dear Natural Gas Applicant,

**Greetings from Minnesota Energy Resources!** We thank you for the opportunity to explore your interest in having us be your natural gas supplier. This letter is intended to provide an outline of our process, your responsibilities, and anticipated timelines.

### Step One: Property Site Sketch and Liability Waiver form

- Instructions and a Property Site Sketch and Liability Waiver form are included in this packet.
- Please indicate all underground private facilities on the Property Site Sketch. Accurate information regarding private facilities will help us estimate costs and serve as a map for the location of private underground facilities. No further action will be taken until we receive a completed and signed Construction authorization/Underground Damage Liability Waiver. Please complete the property site sketch.

### Step Two: Minnesota Energy Resources representative calculations

- Approximately two weeks after receiving your fully completed Property Site Sketch and Liability Waiver Form, a Minnesota Energy Resources ("Company") representative will perform the following tasks:
  - Visit the site and measure the service from your property line to meter placement and determine the material required to serve your property.
  - Measure for "main extension" if the Company's natural gas system is not adjacent to applicant property.

### Step Three: Finalize Project Costs

- Based on the information provided from the applicant and our Company representative, the service line and if required, main extension is designed and construction costs are calculated.
- Residential Service Line Only - (Company's natural gas main already exists in front of the residents property):
  - Up to 75' is provided at no cost to the applicant under normal conditions as measured from your property line.
  - There will be additional charges of \$4.32 per foot for excess footage beyond the 75'.
- Service Line and Main Extension (Company's natural gas system may need to be extended to reach applicant):
  - If a main extension is required or this is a Commercial request, a letter and contract is mailed outlining the applicants cost, if any, along with any additional requirements.
  - The contract and any required payment must be returned to our offices prior to scheduling the installation of our facilities.

### NOTE: Installation and other considerations

- The customer will be charged a monthly meter charge, whether gas is used or not, once the meter is installed.
- The cost could increase if unknown abnormal conditions occur, including early or late frost. If abnormal conditions are discovered, special conditions may apply.
- Our Company installs gas service to the meter; the customer is responsible to connect from the meter to their appliances (generally completed by a Customer's contractor).
- Although we exercise caution to locate and avoid your sewer lateral during construction, if you notice a problem with your sewer drain(s) during construction, or any time after our work is complete, contact us immediately. **Do not attempt to clear the sewer lateral, contact us immediately.** There are rare instances when the sewer lateral and natural gas lines could intersect, causing a potentially unsafe condition.
- If converting from another fuel to natural gas, we recommend that you do **NOT** remove current equipment until after your line is installed. The timing of the installation date may be extended if weather or abnormal conditions cause construction delays or permits are required. Some permits can take a month or more to obtain.

Some tools for helping our applicants determine whether to move forward can be found at <http://www.minnesotaenergyresources.com/home/switch.aspx>. There is a link for calculating savings based on your current energy (propane, fuel oil, electric) as well as links to learn more about rebates when installing new equipment or making energy improvements and much more.



## Providing a Property Site Sketch

We want to make applying for new natural gas service easy and hassle-free. One of the most critical pieces of information we need to have, within 3 business days of applying for new service, is a completed Property Site Sketch and Liability Waiver form. Please note that work will not proceed on your service installation until a completed form is received by Minnesota Energy Resources.

The detailed Property Site Sketch must contain the following, if applicable:

- Signature of the property owner or the authorized representative.
- Customer name, service address, city, state, ZIP code, and phone number.
- Name of road the building front faces and nearest crossroad.
- Building site dimensions in feet.
- Footage building is set back from road and lot lines.
- Footprint of structure.
- North orientation.
- Place a 'G' on the preferred location of the natural gas meter. The natural gas meter must be placed a minimum of 3 feet from doors, windows, vents, fresh air intakes or electrical meters. Note: Position the meter locations to avoid any conflicts with building openings and sources of ignition. The Company will make final determination of meter location based on applicable building, fuel and codes. See Meter Clearance Requirements example contained herein.
- Location of all private underground facilities, including, but not limited to: private fuel runs, private electric wires, private communication wires and others.
- Wells and private water lines including underground sprinkler systems with connecting lines to any building(s).
- **Municipal water and sewer laterals.**
- **Septic tank with primary and alternate drain fields (private sanitary system) with connecting lines to building.**
- LP fuel lines/tanks with connecting lines to buildings.
- External wood furnaces and associated buried heating and connecting lines to buildings.
- Geo thermal heat pumps with connecting lines to buildings.
- **Buried sump pump lines and down spouts.**
- Location of porches, patios, decks and outbuildings (including future plans).

Complete the Property Site Sketch and Liability Waiver form and return it by Mail or Fax to:

Minnesota Energy Resources  
2685 145th Street W  
Rosemount, MN 55068  
Fax: 651-322-8953  
Email: [MERC-SiteSketchWaiver@minnesotaenergyresources.com](mailto:MERC-SiteSketchWaiver@minnesotaenergyresources.com)

Visit our website at [www.minnesotaenergyresources.com](http://www.minnesotaenergyresources.com) If you have any questions, please contact us at Minnesota Energy Resources 800-889-9508.

**Natural Gas Construction  
Property Site Sketch and Liability Waiver Form**



Customer Name: \_\_\_\_\_ Work Request # \_\_\_\_\_  
 Service Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
 Daytime Phone \_\_\_\_\_

**Location Of Customer-Owned Facilities**

Please identify all above ground and underground facilities on your Property Site Sketch below.

**Customer is required to indicate all that apply on the Property Site Sketch – see included EXAMPLE on Page 2.**

- |   |   |  |   |
|---|---|--|---|
| <ul style="list-style-type: none"> <li>• <b>Desired gas meter locations with footages from nearest corner of the building (Indicate with a "G").</b></li> <li>• External wood furnaces and associated buried heating lines</li> <li>• Geothermal heat pumps with connecting lines to buildings</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Wells and private water lines including underground sprinkler systems with connecting lines to buildings.</b></li> <li>• <b>Drain tile/buried down spout and sump pump lines</b></li> <li>• Planned or potential deck, patio, swimming pools or outbuildings</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Municipal sewer/water laterals</b></li> <li>• <b>Septic systems/drain fields with connecting lines to buildings</b></li> <li>• Air conditioning units and all fresh air intakes</li> <li>• Existing and future landscaping features e.g. : Landscape berms or retaining walls</li> </ul> | <ul style="list-style-type: none"> <li>• <b>LP fuel lines/tanks with connecting lines to buildings</b></li> <li>• <b>Electric Meter</b></li> <li>• Invisible Fences</li> <li>• Private underground wiring</li> <li>• Private cable/satellite TV Lines</li> <li>• Other</li> </ul> |
|---|---|--|---|

**Property Site Sketch**

If no existing or future proposed private facilities on the property check here



**At the time of construction, all existing or proposed private underground facilities must be marked or exposed before service can be installed.**

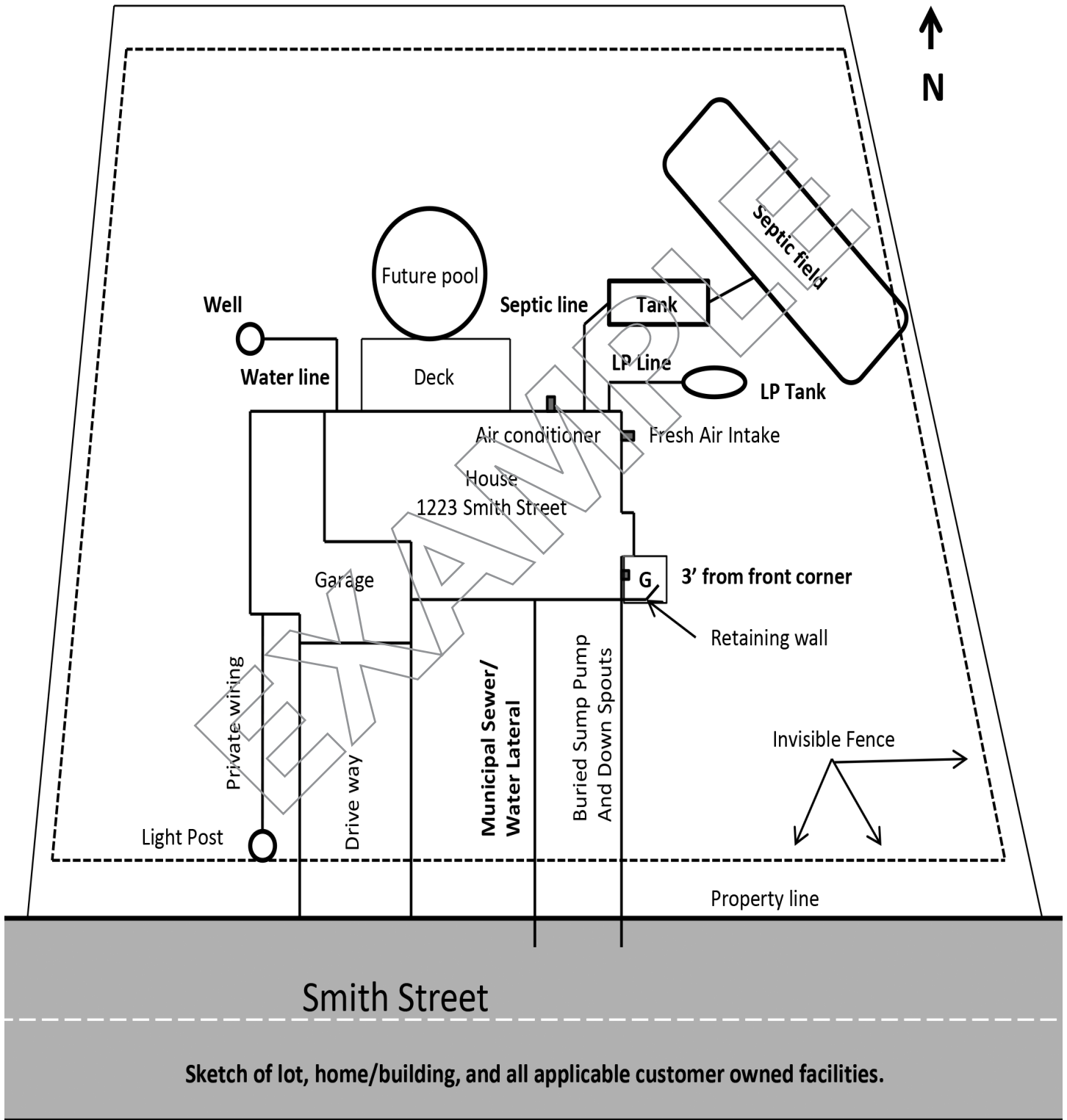
**Construction Authorization / Underground Damage Liability Waiver:**

I certify that I own or am the authorized representative of the owner of the property of the service address indicated on this Property Site sketch, and that I have read and understood the above statement regarding marking and / or exposing all private underground facilities. I furthermore agree to hold Minnesota Energy Resources and/or its agents harmless for any damage to private underground facilities that occurs during the installation of natural gas service as a result of failure on my part to ensure that the private underground facilities on this property have been adequately marked and / or exposed.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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# Property Site Sketch



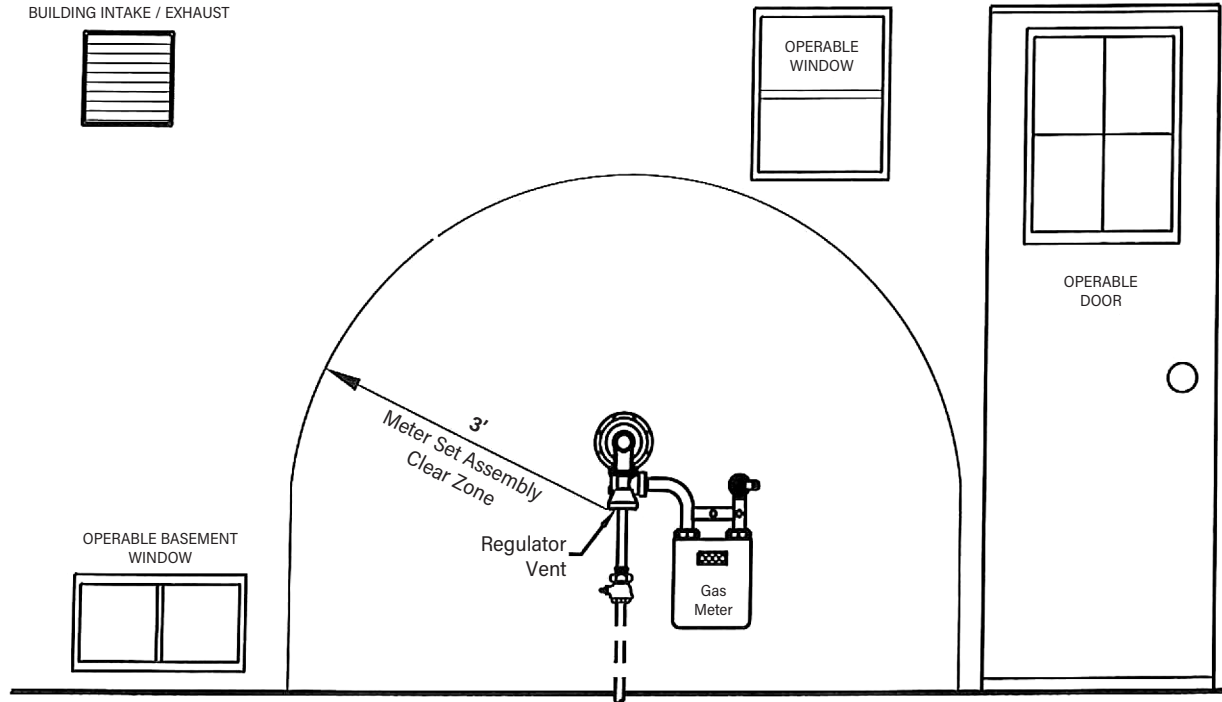
Sketch of lot, home/building, and all applicable customer owned facilities.

Please complete and return this form to:  
Minnesota Energy Resources - Customer Service - 2685 145th Street W - Rosemount, MN 55068  
Phone: 800-889-9508 - Fax: 651-322-8953 - Email: [MERC-SiteSketchWaiver@minnesotaenergyresources.com](mailto:MERC-SiteSketchWaiver@minnesotaenergyresources.com)  
Website: [www.minnesotaenergyresources.com](http://www.minnesotaenergyresources.com)

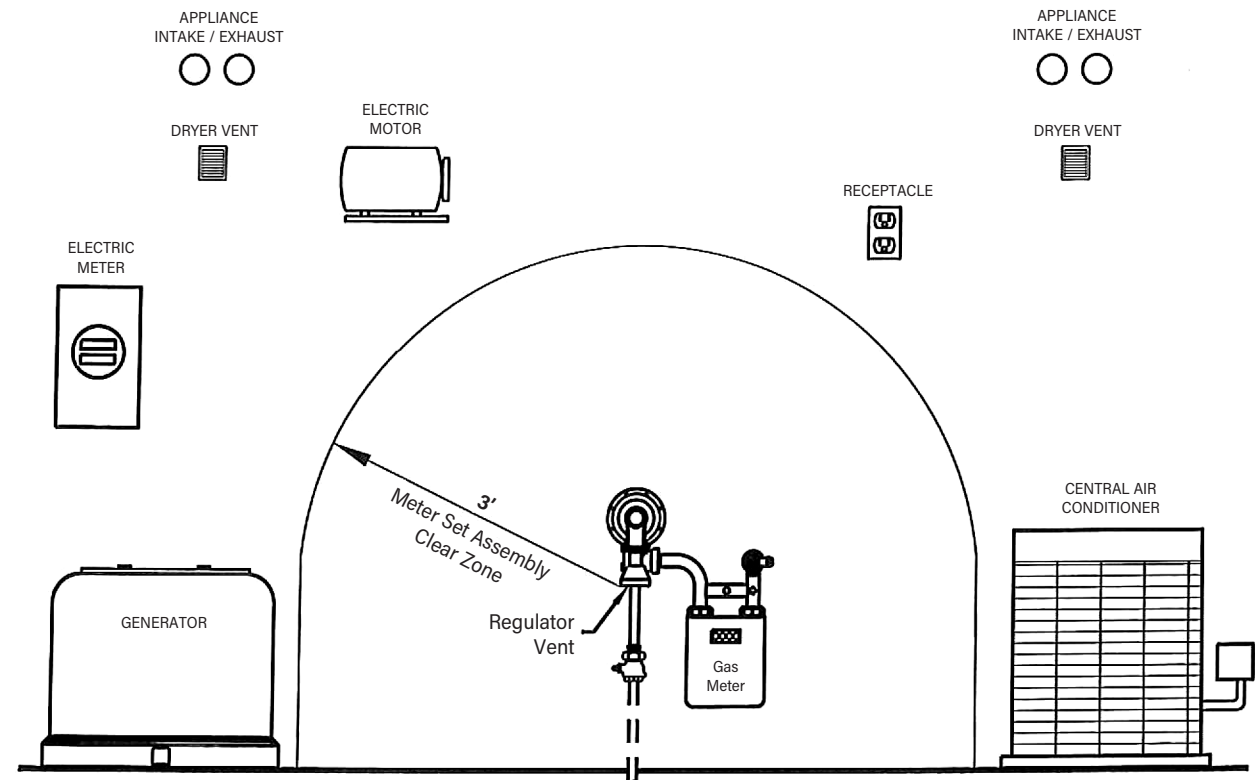
# Meter Clearance Requirements

**A**

THESE GUIDELINES REFLECT STANDARDS 610.2.4.



**B**



NOTE: 3 FOOT CLEARANCE REQUIRED IN FRONT OF METER FOR SAFETY AND ACCESS.