

**CHECKLIST FOR CONTENT OF AGREED UPON  
SERVICE AREA EXTENSION AGREEMENTS**

*A. JOINT PETITION INCLUDES THE FOLLOWING, IN THE FOLLOWING ORDER:*

- 1. A cover letter with the submitter’s full contact information, including where to provide electronic service;
- 2. A joint letter explaining the change;
  - \_\_\_ Letter includes contact information for both utilities (name, title, phone number, work address, e-mail address) at page \_\_\_
  - \_\_\_ Letter includes a legal description of the property in question at page \_\_\_.
  - \_\_\_ Letter includes a short explanation why the agreement is consistent with Minn. Stat. §216B.39.
  - \_\_\_ Letter states whether the filing is related to a permanent boundary change or is service by exception.
- 3. A Settlement Agreement, if applicable;
  - \_\_\_ Settlement agreement is signed by authorized representatives of both utilities at page \_\_\_.
- 4. A digital (PDF) or paper map, with adequate information to locate service area change;
- 5. GIS data (shapefile with a defined projection) e-mailed to MNGeo and Commission staff after documentation is efiled (or contact MnGeo for other formats);
- 6. Customers affected by this change must receive written notice, including utility contact information and Commission contact information. If notice to certain customers was of the type that does not fit neatly into one of the categories of the chart, please explain in the joint letter to #2 above. Please indicate type and number of customers affected and the date(s) notice was or will be provided:

	Date Notice Provided	Number of Customers	Date Notice will be Provided	Number of Customers
Residential				
Commercial				
Industrial				
Vacant Landowner				
Other				

Submitted by:

(Name)

(Title)

(Contact Information)

For questions, contact:

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