

Service Territory Update Agreement Process

Filing Components

For mutually agreed upon service territory transfer or exception agreements, utilities should submit a joint petition that includes the following, in this 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. The letter should include:
 - a. Contact information for both utilities (name, title, phone number, work address, e-mail address)
 - b. Contact information, including email address, of the individuals who will be updating the electronic service territory map after Minnesota Public Utilities Commission (Commission) approval, so they can be sent access information for the online map updating platform
 - c. A legal description of the property in question
 - d. A short explanation why the agreement is consistent with Minn. Stat. §216B.39
 - e. A statement about whether the filing is related to a permanent boundary change or is service by exception
3. A Settlement Agreement, if applicable.
 - a. Settlement agreement is signed by authorized representatives of both utilities.
4. A digital (PDF) map with the proposed transfer or exception clearly outlined. Please ensure the map is legible, shows the existing boundaries, and the proposed change area, along with labeled identifying features such as nearby roadways.
5. If the Service Territory Transfer or Exception takes place on one of the Federally Recognized Tribal Nations in Minnesota, please consult with the Tribal Nation and provide documentation of that notification with your filing. The [EUSA Map](#) now includes a layer showing the federally recognized Tribal Nations and Tribal Trust land in Minnesota.
6. If there are customers affected by the service territory change, they must receive written notice, including utility contact information and contact information for the Commission:

Minnesota Public Utilities Commission
121 7th Place E
Suite 350
Saint Paul, Minnesota 55101
Local: 651.296.0406 | Toll Free: 1.800.657.3782
consumer.puc@state.mn.us

If notice to certain customers does not fit neatly into one of the categories of the chart below, please explain in the joint letter detailed in #2 above. Please indicate type and number of customers affected and the date(s) the 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				

Commission Process

Utilities should file the Service Territory Transfer or Exception via eDockets. eFiling help and instructions can be found here: <http://www.commerce.state.mn.us/eDocFile/eFilingHelp.html>

After submission of the agreement, there are 30 days for parties to weigh in on the proposed transfer or exception.

For Service Territory Transfers, upon receipt of comments recommending approval of the transfer from the Department of Commerce, the item will be scheduled for a Commission agenda meeting, where the Commission will formally approve the transfer and issue a written order.

For Service Territory Exceptions, Commission approval is not required, and once a letter is received from the Department of Commerce stating the exception is in order, the map can be updated.

Once an Order is issued, or a letter from the Department of Commerce is received, Commission staff will reach out to the parties involved in the transfer or exception to facilitate the map update.

The Commission is using the Minnesota Maps ArcGIS Online platform to draw, review, and submit approved changes. This is the preferred method to update the map, and updates will be done monthly. Once a service area update is approved, utilities will receive login information to access the platform.

Please note: MnGeo will no longer be updating the service territory map solely from legal descriptions or maps included in the filings. Utilities must use the Minnesota Maps ArcGIS Online platform to submit approved changes.

Contact Information

Minnesota Public Utilities Commission: Maps.PUC@state.mn.us