

# Encroachment Application

## Electric Transmission Line



Xcel Energy Easements and Rights-of-Way

### Instructions:

- All applicants proposing an encroachment on Xcel Energy electric transmission line easements or rights of way must complete the following form and return it with the required drawings, maps, and other plans.
- Additional information on encroachments, including initial guidance and frequently asked questions, is available on the Xcel Energy website.
- All encroachments must be approved by Xcel Energy prior to installation.
  - No encroachment will be permitted until all fees are paid and the agreement is signed by both parties.
- Please allow **2-4 weeks** from date of submission for review and response:
  - Applications are processed as they are received.
  - Most proposed encroachments require review and approval by Xcel Energy engineering and/or operations staff.
  - More detailed requests may require additional time, depending on the scope, complexity, and if survey data collection is required.
  - If all information is not provided with the initial request this may add additional processing time.
  - Please indicate if a different timeline is requested. If the request is deemed urgent, please provide justification.
- The requested encroachment should not be in conflict with the terms and conditions of any existing agreement.
- If the request is approved, the applicant is required to notify Xcel Energy of the actual date the project is completed.
- Please see the instructions at the very bottom of the form for submitting applications to the appropriate regional contact.
- **Please make sure this form is complete before submitting.**
  - This is a PDF Form that may be filled out by typing in the fields below, or by printing the form, completing by hand and scanning to PDF.

### NOTE REGARDING PAYMENT:

A **\$500.00 non-refundable** administrative fee **must** be paid to Xcel Energy to process this application. Please make checks payable to **Xcel Energy**. Additional fees may be incurred depending on the scope, complexity, and if survey data collection is required.

### 1. Applicant Information

#### Applicant / Property Owner:

(e.g. person who will be executing the agreement)

Full Name:	<input type="text"/>	Date:	<input type="text"/>
Address:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<i>Street Address</i>		<i>Apartment/Unit #</i>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<i>City</i>	<i>State</i>	<i>ZIP Code</i>
Phone:	<input type="text"/>	E-mail:	<input type="text"/>

**Other Contact:**

(This section is intended for additional contact information or if a contact different than the applicant will be coordinating the encroachment request - e.g. Consultant, Engineer, or Project Manager at an engineering firm)

Company Name: \_\_\_\_\_ Position: \_\_\_\_\_

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_  
*City* *State* *ZIP Code*

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**2. Property Description**

Provide a legal description of the subject property *photocopied* from the deed, certificate of title, abstract, or a certified survey of the parcel. Quarter/Quarter and Section/Town/Range are required even if the description is a Lot and Block with a Plat. Please see below for required Texas Legal Survey information.

County: \_\_\_\_\_ Quarter / Quarter: \_\_\_\_\_ 1/4 \_\_\_\_\_ 1/4

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

Parcel Identification Number: \_\_\_\_\_

For properties located in Texas:

Section: \_\_\_\_\_ Block: \_\_\_\_\_ Tract: \_\_\_\_\_

Survey: \_\_\_\_\_ League: \_\_\_\_\_ Labor: \_\_\_\_\_

Other: \_\_\_\_\_

Check if same as the applicant/property owner address above

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_  
*City* *State* *ZIP Code*

**\*\*Note:** If mailing address is a P.O. Box, please indicate nearest intersection and provide specific directions to locate.\*\*

**3. Maps of the Property:**

Please provide the following and Check the box if included:

- Any obtainable survey of the subject property**
- Legal description of the property**
- Subdivision map**
- Any other maps that would be helpful in locating or identifying the property**



- 3-Dimensional CAD drawing files of proposed encroachment, grading, etc.

**Acceptable File Formats:**

- Both *PDF* and *DXF* file formats are preferred.

**Survey System:**

- If drawings are survey orientated to a coordinate system, please provide which system – e.g. Hennepin County Coordinate System or UTM Zone 15N (WGS84), etc.

Additional Information:

**5. Application Submittal**

Submit completed requests to the appropriate regional contact's e-mail address:

Operating Company / Service Area	Regional Contact	E-mail Address and phone #
<b>Public Service Company of Colorado (PSCO):</b> <i>Colorado</i>	Tyler Swanson Siting & Land Rights Agent	<a href="mailto:coloradorightofway@xcelenergy.com">coloradorightofway@xcelenergy.com</a> (303)-571-7240
<b>Northern States Power (NSP) – MN:</b> <i>Minnesota, North Dakota, South Dakota</i>	Chad Peterson, Siting & Land Rights Agent	<a href="mailto:midwestrightofway@xcelenergy.com">midwestrightofway@xcelenergy.com</a> (612)-330-6007
<b>Northern States Power (NSP) – WI:</b> <i>Wisconsin, Michigan</i>	Dawn Schultz Siting & Land Rights Agent	<a href="mailto:midwestrightofway@xcelenergy.com">midwestrightofway@xcelenergy.com</a> (612)-330-6007
<b>Southwestern Public Service Company (SPS):</b> <i>Texas, New Mexico, Oklahoma, Kansas</i>	Jason Lytal Siting & Land Rights Agent	<a href="mailto:southernrightofway@xcelenergy.com">southernrightofway@xcelenergy.com</a> (806)-640-6606

If unable to submit via e-mail, please mail all documentation to the appropriate regional contact's address:

Operating Company / Service Area	Regional Contact	Address
<b>Public Service Company of Colorado (PSCO):</b> <i>Colorado</i>	Tyler Swanson Siting & Land Rights Agent	Attn: Xcel Energy - Siting & Land Rights 1800 Larimer St. – Suite 400 Denver, CO 80202
<b>Northern States Power (NSP) – MN:</b> <i>Minnesota, North Dakota, South Dakota</i>	Chad Peterson Siting & Land Rights Agent	Attn: Xcel Energy - Siting & Land Rights 414 Nicollet Mall – 6 Minneapolis, MN 55401
<b>Northern States Power (NSP) – WI:</b> <i>Wisconsin, Michigan</i>	Dawn Schultz Siting & Land Rights Agent	Attn: Xcel Energy - Siting & Land Rights 1414 West Hamilton Ave PO Box 8 Eau Claire, WI 54702
<b>Southwestern Public Service Company (SPS):</b> <i>Texas, New Mexico, Oklahoma, Kansas</i>	Jason Lytal Siting & Land Rights Agent	Attn: Xcel Energy - Siting & Land Rights 790 S. Buchanan St. Amarillo, TX 79101

<b>OFFICE USE ONLY:</b>	Request form maintained by Riley Moldenhauer, Transmission Line Engineering Dept. >>>Please contact him with questions or comments ( <a href="mailto:riley.i.moldenhauer@xcelenergy.com">riley.i.moldenhauer@xcelenergy.com</a> )	Date Last Updated:	09/30/2019
		Form Version:	2