



Mora Municipal Utilities
101 Lake St. S, Mora, MN 55051
Office: 320.679.1451 | Fax: 320.679.3862

WELCOME PACKET FOR RESIDENTIAL CUSTOMERS

Thank you for contacting Mora Municipal Utilities (MMU) about a new residential utility service.

We want to make sure the process of setting up your new service is as stress-free as possible. Please complete the steps below to initiate your new residential services:

Step 1:

_____ Complete the **Residential Electric Service Application Form**.

_____ Specify property details including plat name, lot, and block if applicable.

_____ Provide us with the name of your electrician and contractor.

_____ Specify what type of service you prefer: Overhead or underground, single or three phase, and service size.

_____ Inform us if you intend to install any electric space heating/cooling systems.

Before service is initiated, it is important that any of these installations be determined because this could impact your new electric service's size and design.

_____ Submit a site map that shows the home, driveway, well (if applicable), meter placement, and existing/proposed electrical infrastructure.

_____ Complete the **Residential Water Service Application Form**.

_____ Provide us with the name of your plumber and contractor.

_____ Specify meter and line sizes for your domestic and outdoor water service (if applicable).

_____ Submit a site map that shows all structures and water service entrance.

_____ Complete the **Residential Utility Account Application Form**.

After the forms above are submitted, MMU staff will conduct a site visit. After the site visit, complete the following:

Step 2:

_____ Submit a **Request for Electrical Inspection** (affidavit) with the MN Department of Labor and Industry.

This should be provided by your electrician and is required.

Affidavit forms, instructions and fee schedules are available at www.dli.mn.gov, phone: 651-284-5026. A copy or the permit number must be sent to MMU, and the homeowner should keep a copy for their records. All self-wiring jobs require inspection and approval by the inspector before installation.

Step 3:

_____ All charges must be paid in full and all permits, deposits and easements received (if applicable) prior to connection.

Step 4:

_____ Inform MMU when you're ready for connection i.e. when the meter socket is installed, the secondary line is connected in the meter socket and trenched to our transformer location or pole site, and 30 feet of excess line is provided for pole top connection or 10 feet of excess line is provided for an underground transformer connection. **24 hour notice is required prior to connection.**

Step 5:

_____ Inform MMU when you're ready for a water meter to be delivered. Water meters must be installed by a licensed plumber. **24 hour notice is required prior to delivery.** MMU staff will then conduct a meter/plumbing inspection.

- **Call 811** before you do any digging or excavating projects – Gopher State One Call for locates.
- Remember that if you are doing landscaping projects, do not plant trees underneath power lines.
- A full-version fee schedule is available online or by request.





MORA MUNICIPAL UTILITIES
101 LAKE STREET SOUTH
MORA, MN 55051
Phone (320) 679-1451
Fax (320) 679-3862
Info@cityofmora.com

UTILITY ESTIMATE, ACCEPTANCE & CHECKLIST

Customer Name _____ Date _____

Location Address _____ Account # _____

Project Manager _____ Phone # _____

Your application for a new service or service upgrade has been received and planned. Before scheduling this work, fifty percent (50%) of the total due is required and the checked items must be completed. For any questions, contact the project manager named above. Any changes to plans after this estimate is accepted will change the estimated costs.

Connection Fee:	Date Paid
Construction Fee:	Date Paid

ESTIMATED CHARGES:		
Item	Summer Charges April 1 – October 31	Winter Charges November 1 – March 31
<input type="checkbox"/> ESTIMATED Construction Charges	\$	\$
<input type="checkbox"/> City Right-Of-Way Permit Fee	\$	\$
<input type="checkbox"/> County Right-Of-Way Permit Fee	\$	\$
Total Due to MMU: 50% due BEFORE work can be scheduled	\$	\$

CUSTOMER REQUIREMENTS:		Project Mgr Initial When Completed
The items checked below must be completed prior to MMU scheduling your work.		
<input type="checkbox"/>	Payment for 50% of the above charges is due upon acceptance of this estimate. The balance of the actual cost will be billed upon completion of the work.	
<input type="checkbox"/>	Clear area 20" either side of the proposed powerline route.	
<input type="checkbox"/>	Grade must be within 6" of final grade along the route of the proposed powerline.	
<input type="checkbox"/>	Pad mounted transformer base required per attached specifications. MMU will supply, install, and connect the transformer.	
<input type="checkbox"/>	A meter socket to accommodate a type _____ electric meter is required. MMU will supply and install the meter.	
<input type="checkbox"/>	A CT cabinet is required. MMU will supply, install, and wire the CT's.	
<input type="checkbox"/>	The customer is responsible for underground secondary wires from the underground transformer, secondary junction box, or pole to the meter socket.	
<input type="checkbox"/>	An affidavit of electrical inspection is required prior to energizing your new service.	
<input type="checkbox"/>	Comments	

By accepting this estimate the customer agrees to pay all charges associated with this work. This estimate is void sixty (60) days from the above date.

Accepted By	Date Paid
Date	Amount



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RESIDENTIAL ELECTRIC SERVICE APPLICATION

Complete form. Attach site map of the property showing existing/proposed structures and electrical infrastructure (poles, wires, cabinets and meters).

Before work commences, return completed form, site map(s) and applicable fees to MMU.

Call MMU office to schedule a disconnection/reconnection (provide 24-hour notice).

Service Address	Work Start Date	<input type="checkbox"/> New <input type="checkbox"/> Upgrade
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You can find your legal description information on your abstract or deed. For example: The NE ¼ of the SW ¼ of Section 2, Arthur Township, Range 7, Kanabec.

Section _____ Township _____

Range _____ County _____

If in platted area: Plat name _____ Lot _____ Block _____ ☐ Within city limits

Billing Address (if different) _____

Type of Establishment: ☐ Residential ☐ Seasonal/Recreational ☐ Other _____

CONTACT INFORMATION		
Property Owner(s)	Address	Phone Email
Building Contractor	Address	Phone Email
Electrical Contractor	Address	Phone Email

DESCRIPTION OF WORK

ELECTRIC SERVICE			
<input type="checkbox"/> 1-Phase <input type="checkbox"/> 3-Phase	<input type="checkbox"/> Overhead <input type="checkbox"/> Underground	<input type="checkbox"/> Primary <input type="checkbox"/> Secondary	Amps: _____
			Voltage: _____ / _____

Do you intend to have any of the electric space heating/cooling systems below installed? Please check all that apply:

☐ Ground source heat pump _____ tons ☐ Air source heat pump _____ tons ☐ Other _____ kw _____

If any of the above systems are installed, they may affect the design and size of your new electric service. For this reason, it is imperative that installation and size of system be determined before MMU staff visits your site.

MMU will not, without your authorization, disclose any of your personal or account information to anyone.

I hereby authorize (Name(s) of party(ies)) _____ Phone _____

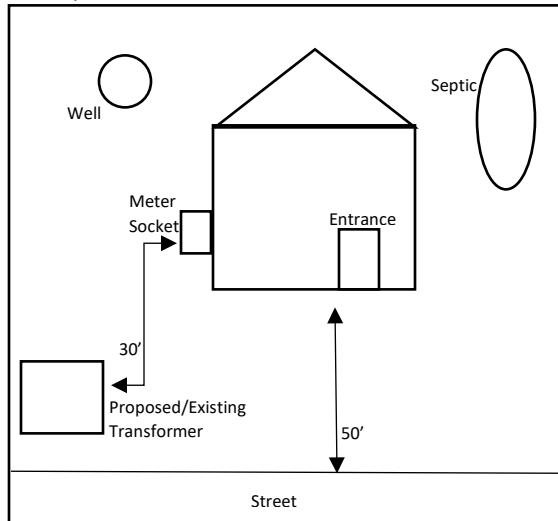
☐ to make payment arrangements on my behalf and receive account information by phone/mail (including bills/past due notices).

☐ to make mailing address and phone number changes on my account.

☐ I understand that my authorization will remain effective from the date of my application and that I may revoke this authorization at any time by written, dated correspondence to MMU.

Please make a simple drawing of your residence showing (all applicable) locations: Home, septic system, existing streets and landmarks, existing/proposed structures and electrical infrastructure (poles, transformers, cabinets, and meters). *Indicate the approximate distance from nearest power source or street.

Example:



REMINDER: CALL MMU FOR SERVICE CONNECTION (Provide 24-hour notice)
AFFIDAVIT OF ELECTRIC INSPECTION REQUIRED

The undersigned acknowledges that the above information is correct and that all work will be done in compliance with MMU's electric service rules and regulations. I have read the conditions of this application and hereby agree to comply with the same. I am of legal age and I have the legal authority to sign this document.

Signature #1 _____ Date _____
 Please indicate your title/official position if you are signing on behalf of an organization, business entity or unit of government.

Signature #2 _____ Date _____
 If applying for joint membership, two signatures are required.

OFFICE USE ONLY	Received By:	Date Received:	Work Order #:
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RESIDENTIAL WATER SERVICE APPLICATION

Before work commences, return completed form,
site map(s) and applicable fees to MMU.

Call MMU office to schedule a meter drop-off time
(provide 24-hour notice).

Service Address	Work Start Date	<input type="checkbox"/> New <input type="checkbox"/> Upgrade
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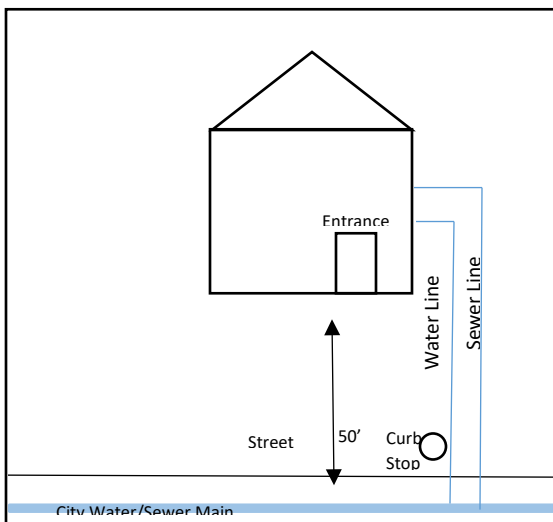
CONTACT INFORMATION		
Property Owner(s)	Address	Phone Email
Building Contractor	Address	Phone Email
Plumbing Contractor	Address	Phone Email

DESCRIPTION OF WORK

WATER/SEWER SERVICE			
DOMESTIC WATER METER		OUTDOOR/SPRINKLER WATER METER	
Meter Size	Line Size	Meter Size	Line Size

Please make a simple drawing of your residence showing all structures, water and sewer lines, and water service entrance.

Example:



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SIGNATURE REQUIRED ON NEXT PAGE

REMINDER: CALL MMU FOR WATER METER DROP-OFF (Provide 24-hour notice)
METER/PLUMBING INSPECTION REQUIRED THEREAFTER

The undersigned acknowledges that the above information is correct and that all work will be done in compliance with MMU’s water service rules and regulations. I have read the conditions of this application and hereby agree to comply with the same. I am of legal age and I have the legal authority to sign this document.

Signature #1_____ Date _____
Please indicate your title/official position if you are signing on behalf of an organization, business entity or unit of government.

Signature #2_____ Date _____
If applying for joint membership, two signatures are required.

OFFICE USE ONLY	Received By:	Date Received:	Work Order #:
Vendor:		Size Needed:	
Install Date:		Delivery Date:	



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CONSTRUCTION CHARGES FOR ELECTRIC SERVICE

Important: All required charges must be paid prior to scheduling utility work.

Service to Structure or Dwelling

- Single Phase Service – Overhead and Underground:
\$50.00 connection fee
\$500.00 contribution to construction
Actual costs will be assessed for road push and directional boring segments as defined by MMU.
**Charges may be subject to sales tax.
- Three-Phase Service – Overhead or Underground:
\$150.00 connection fee
\$1,000.00 contribution to construction, plus actual costs
Actual costs will be assessed for road push and directional boring segments as defined by MMU.
**Charges may be subject to sales tax.
- Platted Developments:
\$50.00 or \$150.00 connection fee, depending on service size.
Construction costs are billed at actual costs. An estimated project cost is required to be paid before connection. At the completion of construction, the customer will receive an invoice or refund for the amount over or under the paid estimate.

Miscellaneous

- Winter Underground Construction Charge:
Actual costs will apply to any underground construction from November 1 through March 31. This is non-refundable and applies to both line footage and road push footages.
- Right-Of-Way Tree Trimming:
MMU shall provide right-of-way tree trimming for new service prior to construction. MMU reserves the right to select the contractor for services.
- New Wire Footages Over 200 Feet:
MMU will furnish and install up to 200 feet of service line to the meter socket. Wire footages over 200 feet will be assessed at \$6.50 per foot thereafter.



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EQUIPMENT REQUIREMENTS FOR ELECTRIC SERVICE

Electric Meter Locations

- All electric meters for new installations and rewires shall be located on the exterior of the building in a location approved by MMU.
- Meters shall not be located where a hazardous condition exists.
- Meters shall be mounted in a permanently accessible location with ample space for servicing.
- Meter sockets shall have an unobstructed space of not less than 4 feet in front and 2 feet on top.
- Meters shall be mounted between four and seven feet from the ground or floor. Unless specifically rated for multiple conductor use, only single conductors shall be connected to the load side of the meter socket lugs.
- If meters are located where there is a potential for falling objects (snow, ice, etc.) to damage the meter, the customer must provide a protective covering approved by MMU.
- All multiple meter socket installations shall have the unit number marked on the face of the meter socket and disconnect. If the meter socket(s) are not clearly and accurately marked, or we are unable to match individual units to the meter socket(s), the building will not be energized until they are properly marked. A new service request must be filed with MMU at that time.

Restrictions on Metering Installations

- MMU will not permit temporary or permanent jumpers to be installed in the meter socket, which will result in unbilled energy.
- MMU will not permit meter socket bypass handles to be in the bypass position, which will result in unbilled energy.
- No member wiring or devices are permitted on the source side of MMU's metering points.
- Meters and all associated metering equipment and cabinets will be sealed and/or locked by MMU.
- Bypassing or unauthorized removal of MMU's seals and locks is unlawful and is subject to a tampering fee.
- MMU may grant permission to a licensed electrician to remove a seal and/or lock for maintenance of customer's equipment. Contact MMU at 320-679-1451 for authorization.

Equipment Installation

- MMU will supply and install all meters, CTs/VTs, and transformers.
- Transformer pads, CT/VT cabinets, and meter sockets are supplied and installed by the contractor.
- Prior to service connection, the meter socket must be installed, the secondary line must be connected in the meter socket and trenched to our transformer location or pole site, and 30 feet of excess line must be provided for pole top connection or 10 feet of excess line must be provided for an underground connection.



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RESIDENTIAL PROPERTY OWNER UTILITY ACCOUNT APPLICATION

**** All applicants must apply in person with identification at the Mora Municipal Utilities Office ****

Service Address:

Street	Apt. #	City	Move In Date
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Type of Establishment:

Single Family Home

Apartment/Duplex

Type of Ownership:

Owner

Purchasing Contract for Deed

Billing Address (if different than Service Address):

Street	Apt. #	City	State	Zip
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YES! I would like to sign up for PAPERLESS BILLING. My Email is: _____

Services Provided:

Electric

Water

Sewer

Application Fee:

Amount

\$35.00

Date Paid

#1 Applicant Information:

Last Name, First Name, MI		Home Number	Cell Number
Driver's License # / State	Social Security #	Date of Birth	
Employer		Employer Telephone	

#2 Applicant Information:

Last Name, First Name, MI		Home Number	Cell Number
Driver's License # / State	Social Security #	Date of Birth	
Employer		Employer Telephone	

I hereby certify that the above information is correct and true. I further agree to abide by the regulations of Mora Municipal Utilities. I understand that all utility bills are due by the tenth of the month and that a late payment results in a penalty and possible disconnection of service.

Signature of Applicant #1

Date

Signature of Applicant #2

Date

OFFICE USE ONLY

Account Number(s):	
Notes:	
UB Updated By:	Date Updated: