

# MEMPHIS LIGHT, GAS, AND WATER DIVISION

## Application for Utility Services for Residential Subdivisions

Residential Engineering  
P.O. Box 430 Memphis, TN 38101-0430  
(Deliveries at Builder Services, 1665 Whitten Rd., Memphis, TN 38134)  
(901) 729-8675 / (901) 729-8606 Fax

Date \_\_\_\_\_

PROJECT NAME \_\_\_\_\_ Number of Lots \_\_\_\_\_

This project is located in the following taxing district: \_\_\_\_\_ (Shelby County, Arlington, Bartlett, Collierville, Germantown, Lakeland, Memphis, or Millington).

All correspondence and cost quotations should be directed to:

Name \_\_\_\_\_ Email \_\_\_\_\_

Company \_\_\_\_\_ Telephone: Office \_\_\_\_\_ Mobile \_\_\_\_\_

Mailing Address \_\_\_\_\_ Facsimile \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact person during design process (if different from above): \_\_\_\_\_

Projected date all utilities should be installed and energized ("NEED DATE"): \_\_\_\_\_

Reference Case Number: \_\_\_\_\_

Property Owner(s) of Record: \_\_\_\_\_

### **APPROVAL CERTIFICATION:**

\_\_\_\_\_ We certify that on \_\_\_\_\_ (date) these plans received final approval by the appropriate governing body (Memphis and Shelby County Office of Planning and Development or the Bartlett, Collierville, Germantown, Lakeland, or Millington Planning Commission).  
Final approved plans are enclosed.

**Note:** After our plans have received approval from the appropriate engineering office, we will be responsible for supplying MLGW with a stamped copy of the final approved plans.

### **UTILITY SERVICES REQUESTED:**

\_\_\_\_\_ **ELECTRIC**    \_\_\_\_\_ **GAS**    \_\_\_\_\_ **WATER**

*CHOOSE FROM THE FOLLOWING OPTIONS:*

\_\_\_\_\_ **OVERHEAD ELECTRIC (OH)** - Overhead primary conductors and transformers will be located at the front property line only.  
The secondary voltage services to houses will be underground.

<b><u>For MLGW Use:</u></b>	
Map #	_____
Location Code	_____
Town Code	_____
SCBPU Yes	<input type="checkbox"/> No <input type="checkbox"/>

\_\_\_\_\_ UNDERGROUND RESIDENTIAL DISTRIBUTION (URD) - Primary voltage conductors used for distribution *within* the subdivision will be underground. However, major overhead primary routes will be *overhead*. Secondary voltage service lines running to homes will be underground. MLGW's standard design for URD is to install pad mounted transformers and pad-mounted switchgears at the front property line.

We want the transformers to be (*Choose one*):

\_\_\_\_\_ located 11.5' from back of curb per MLGW STD. 388.03. (*NOTE: MLGW highly recommends this option.*)

\_\_\_\_\_ setback \_\_\_\_\_ feet back from the front property line.\*

\_\_\_\_\_ setback to the front building line.\*

\_\_\_\_\_ other (description: \_\_\_\_\_)

. (\*NOTE: Transformer maintenance fee will be assessed for these options.)

Required Service Information:

- Estimated maximum square footage of houses to be built: \_\_\_\_\_
- Estimated minimum square footage of houses to be built: \_\_\_\_\_
- If not typical house construction, estimated energy requirements per house being built (in kW): \_\_\_\_\_
- Describe any special utility services which you may need in conjunction with this development such as additional electric meters, leased outdoor lighting, sewer lift pumps, three-phase loads, irrigation or fire protection connections, etc.

\_\_\_\_\_  
\_\_\_\_\_

**SITE DESCRIPTION:**

Please indicate below which street design(s) you are using. If you are incorporating a mixture of street designs, please indicate on your plans where each will be used. Likewise indicate the arrangement of your setbacks if they vary from location to location or if this is a zero-lot-line development.

Street Design:

\_\_\_\_\_ Grass plot (ft), \_\_\_\_\_ Sidewalk (ft)

\_\_\_\_\_ Front building setback (ft)

Location of property line relative to curb or edge of pavement: \_\_\_\_\_

Our streets will be private drives or public streets.

Street Trees: When trees are planted as part of the overall streetscape design, horizontal clearances to MLGW's underground utilities must be attained. Trees with a maturity height of greater than 20' and/or a crown diameter of greater than 20' must be planted at a minimum horizontal distance of 15' from MLGW's underground facilities; and trees with a maturity height of less than or equal to 20' and a crown diameter of 20' or less, the minimum horizontal distance from MLGW's underground facilities is 9'.

**Note:** When street trees are to be planted, it will be the responsibility of the developer to submit the expected height and crown diameter of each type of street tree at maturity.

The type of street design your project is using establishes the standard location of all underground utilities. (Street design options are specified in the *Memphis and Shelby County Subdivision Regulations*.) Utility locations associated with each design are shown in our construction standards, which you may want to review. (Standards have been jointly developed with the communication utility companies and designate the location of all underground facilities)

**UNDERGROUND UTILITIES EASEMENT:**

Easements ranging from 5'-19' will be required for all subdivisions, depending on the road width and ROW. These easements will be required along the front, side and back property lines.

**SITE PREPARATION:**

**Note:** Landscaping must be developed with an understanding of the space requirements of the utilities provided to your development as well as the restrictions on the use of MLGW transmission and distribution easements.

***TREE TRIMMING OPTIONS FOR OVERHEAD UTILITIES CONSTRUCTION ONLY (Choose one):***

\_\_\_\_\_ We desire MLGW to perform all tree trimming required for the installation of utilities.

\_\_\_\_\_ We will do our own tree trimming and clearing as required by the OH utility design, but only for utilities to be located entirely within our property.

\_\_\_\_\_ We will do our own tree trimming and clearing as required by the OH utility design, including that needed on adjacent property owners

**Note:** Despite best efforts by both the developer and MLGW, there may be situations where overhead construction is not feasible or tree-trimming permits cannot be obtained. In these cases, MLGW's designer will discuss available options with you, including URD.

If we chose to do any tree trimming for our development, we understand that we must completely clear trees and underbrush to ten feet on either side of proposed single-phase pole lines and fifteen feet on either side of proposed three-phase lines. All trimming must be completed and approved by an MLGW inspector before electric construction can begin. We understand that failure to pass this inspection can result in delay of this project. (Any questions on tree trimming should be addressed to the designer assigned to your project.) (NOTE: *Simply bulldozing the pole route is seldom sufficient. You will need the permission of adjacent property owners to trim limbs on their property. Significant delays and costs can result if MLGW must assume this responsibility later in the design/construction timetable. Developers should carefully consider the magnitude of this task before choosing this option!*)

**TAMPING OPTION:**

\_\_\_\_\_ We desire MLGW to perform additional tamping on all of the backfilled trenches in the roadways of this project. We understand that there is a substantial additional cost for this work.

**Note:** MLGW does not guarantee the degree of compaction achieved by its construction methods. It remains the developer's responsibility to insure adequate compaction of backfill for road construction. (See addendum for details relating to site requirements). MLGW's standard installation is to tamp all trenches and excavate between the curbs in 12" lifts. When additional tamping is requested; MLGW will tamp using 6" lifts. MLGW does not guarantee the degree of compaction achieved by its construction methods. It remains the developer's responsibility to insure adequate compaction of backfill for road construction.

***Tamping behind the curbs may be performed upon request at an additional cost. Please contact Residential Engineering before quote is made for this request.***

**STREET CROSSINGS OPTIONS (Choose one on next page):**

Sometimes, due to weather and other factors, the pace of development progresses to a point where the developer wants to stabilize the roadways before the utility installation has been released to construction.

\_\_\_\_\_ We **do not** want street crossings installed before the utility installation has been released to construction.

\_\_\_\_\_ We will install our own street crossings using MLGW provided materials.  
*(Your designer will provide you with a drawing showing detail of how the conduit and sleeving must be installed. The crossings must be inspected and approved by an MLGW inspector. Call 320-1595 to schedule inspection.)*

**Note:** Project delays and additional cost will incur if alternate street crossing option is desired after initial design is complete.

**TRANSFORMER, SWITCHGEAR, AND HANDHOLE SITES:**

MLGW needs to be provided with level and well-drained sites of sufficient size for its surface facilities (transformers, handholes, and switchgear), including 15 feet of clear space in front of equipment doors. If these sites are located in an embankment or a potential washout area, retaining walls will be required. The developer is responsible for providing these walls after MLGW's equipment installation. Additional grading by the developer or an alternate location for this equipment may be preferable to retaining walls. These problems are best solved by working with MLGW during the design phase, rather than in the field just prior to construction.

Due to the terrain on your site, MLGW's designer may need to set some transformers and handholes back to the extent needed to avoid hillside locations. You will be responsible for the setback maintenance charges in these situations. MLGW strongly recommends that you review proposed transformer locations with the designer to minimize potential problems or misunderstandings.

**REDESIGNS:**

When your application is received, MLGW will assign a designer(s) who will design the utility systems to and within your project. Their design will be in accordance with the information you have supplied and will be guided by the need for efficiency, reliability, and flexibility to accommodate future growth. The utilities in the vicinity of your project may need to be upgraded to provide for the needs of your development. Any complications, such as road construction or unique qualities of your site, may prolong the design and construction of your project; any assistance you are able to provide in coordinating these aspects will be most helpful. You should maintain contact with the designer(s) assigned to your project and immediately notify him of any changes you make to your plans.

Keeping design changes to a minimum is also extremely important. Changes result in additional charges and a delay of your job. Should you require that MLGW deviate from its standard design or change any portion of a system already designed, you may be assessed a redesign fee per affected lot in addition to the cost of the new design. If facilities have already been installed, you must reimburse MLGW for the cost of any abandoned or relocated facilities resulting from the revision. You will also forfeit any investment allowance associated with any lots deleted from the previous plan.

## **OTHER REQUIREMENTS:**

1. MLGW must be made aware of any plans for future phases of development in the area. Please provide us with a plan for your overall development showing the phasing and layout of the roadway system, along with a conceptual timetable for developing the future phases. MLGW needs this information to plan for adequate and cost-effective service to the entire development.
2. The developer must be the owner of record before MLGW's Residential Engineering Department will begin its utility design.
3. The addressing of all property in Shelby County is the responsibility of MLGW. Since an address includes the street name as well as number, the developer should consult with MLGW during the naming process. Guidelines on street names are contained in city/county ordinances and also at <http://www.mlgw.com/images/content/files/pdf/StreetNamingGuidelines.pdf>.

You should not request any addresses until the final layout and names of the streets have been approved by all agencies. To request street names you may access the "Street Name Request Form" via our website at <http://www.mlgw.com/images/content/files/pdf/StreetNamingRequest.pdf>.

There is a fee assessed for any changes to existing addresses. If changes to street layouts, street names, lots, etc. are made after final plans have been received and official addresses have been released, the developer will be charged a fee for each address affected by the change.

4. MLGW will not begin construction until the developer has paid for the cost of the construction of the requested utilities, less MLGW's investment allowances, if any, for the project. A connection fee for each service must also be paid before MLGW will install the service and metering apparatus.
5. If, after the installation of MLGW facilities, the grade is changed such that the facilities must be relocated, the developer and/or builder will be responsible for the cost of the relocation.
6. Details of the various aspects of utility service can be found in MLGW's Electric, Gas, and Water Service Policy Manuals, copies of which may be obtained from Engineering Department.
7. Electric and Gas utilities will not be installed until all requirements of the construction release form are met and the form is signed and returned.
8. Sidewalks should not be installed until MLGW electric primary and gas mains are installed. If sidewalks are installed prior to construction of these facilities, MLGW reserves the right to re-quote the customer for the design.

**PLAN SUBMITTAL REQUIREMENTS:**

MLGW requires copies of your approved plat and construction plans before the design can be started.

We need:

- One (1) print of the plat, one (1) print of the combined utility plan, and these documents in AutoCAD 13 format or higher (referenced to **NAD 83**), with the ability to turn layers off.
- One (1) print of a complete set of construction plans and the construction plans in a portable document format (pdf).

Contact Residential Engineering at (901)729-8676 to setup an ftp site for the electronic download of the construction plans, plat, and combined utility plan.

**ALL PLATS AND PLANS MUST HAVE A GEOGRAPHIC TIE DOWN POINT AND STREET NAMES APPROVED BY MLGW'S ADDRESS ASSIGNMENT SECTION.**

**AFFORDABLE HOUSING INCENTIVES:**

To encourage the building of "affordable" single-family housing for the citizens of our area, MLGW offers certain incentives to subdivisions meeting specific criteria and requesting to participate in this program. For the current qualifications for our low income housing incentives, please visit our website at <http://www.mlgw.com/images/content/files/pdf/IncentivePoliciesforHousing.pdf>.

**YOU SHOULD MEET WITH US FOR A PRE-DESIGN CONFERENCE BEFORE WE BEGIN WORK ON YOUR PROJECT. CONTACT US AT YOUR EARLIEST CONVENIENCE TO ARRANGE FOR THIS MEETING.**

I have read and understand the requirements stated in the above application. I agree to abide by the requirements relating to the project listed above.

**Signature of Developer** \_\_\_\_\_

**Printed Name of Developer** \_\_\_\_\_