

MEMPHIS LIGHT, GAS AND WATER DIVISION
Application for Utility Services for
Apartment Complexes

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 Units _____

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: _____ Mobile _____
Office _____

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: _____

CONTRACTOR'S INFORMATION:

Electrician _____ Telephone # _____

Plumber _____ Telephone # _____

Job Superintendent _____ Telephone # _____

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.

<u>For MLGW Use:</u>	
Map #	_____
Location Code	_____
Town Code	_____
SCBPU	_____

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**

SERVICE OPTIONS (Choose one):

_____ OVERHEAD ELECTRIC (OH) - Overhead primary conductors and transformers within the development will be mounted on poles. The secondary voltage services to units will be underground.

_____ UNDERGROUND RESIDENTIAL DISTRIBUTION (URD) - Primary voltage conductors used for distribution *within* the development will be underground, and pad-mounted transformers will be used. Pad-mounted switchgear may be required in some cases. Major overhead primary routes along public streets will be *overhead*. The secondary voltage service lines to units will be underground.

_____ **WATER**

METERING OPTIONS (Please complete page 9 with specific water meter/fire protection information):

_____ MASTER WATER METER - A master meter will be located at the property line which will meter all water usage by the development. The developer/project will be charged a minimum monthly bill determined by the meter size installed. *(NOTE: This charge could be quite sizeable if fire hydrants are required.)*

_____ COMBINATION MASTER WATER METER & FIRE PROTECTION SERVICE - A fire protection connection (unmetered) and a master meter will both be located at the property line. The developer/project will incur a monthly charge for each fire hydrant and a minimum monthly bill determined by the meter size installed.

_____ INDIVIDUAL UNIT WATER METERS - MLGW will install and maintain the internal distribution system, with individual meters for each unit in the development. The developer/project will incur a monthly charge for each fire hydrant installed on private property.

_____ **GAS**

HELP US UNDERSTAND YOUR SPECIAL REQUIREMENTS:

- Estimated Energy Requirements (See load breakdown, pg.4-5)
- Describe any special utility services which you may need installed, such as additional electric meters, leased outdoor lighting, signs, sewer lift pumps, three-phase loads, irrigation connections, etc.

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 OH 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'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 with questions or specific request.

STREET CROSSINGS OPTIONS (Choose one):

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 MLGW (North District - 320-1737 / South District - 367-3301) to schedule inspection.*

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

SITE DESCRIPTION:

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 of 5' will be required along the routing of all utilities within the apartment development.

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 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. You should not request any addresses until the final layout and names of the streets have been approved by all agencies. There is a fee assessed for any changes to addresses already assigned.
3. 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.
4. 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.
5. 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.
6. 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.

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. Please call us for current details of these programs. See Affordable Housing Policy for Qualification.

I have read and understand the requirements of the Addendum. I agree to abide by the requirements relating to the project listed above.

PLAN SUBMITTAL REQUIREMENTS:

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

- Five (5) prints of the plat, one (1) complete set of the construction plans, and a CD containing both site and floor plans in AutoCAD 13 format or higher (referenced to NAD 83), with the ability to turn layers off. You may also e-mail the electronic documents directly to the residential engineering department via mlgwreseng@mlgw.org. *Providing us with this electronic data may speed up the design of your project's utilities and will reduce potential errors in transferring your documents to our computerized land database.*

ALL PLATS AND PLANS MUST HAVE A GEOGRAPHIC TIE DOWN POINT AND STREET NAMES APPROVED BY MLGW'S ADDRESS ASSIGNMENT DEPARTMENT 729-8620.

Signature of Developer: _____

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.

ELECTRIC RESIDENTIAL LOAD

Unit Type					
Number of units					
wire size & number					
Lighting per unit (KW)					
Receptacle per unit (KW)					
Range per unit (KW)					
Dryer per unit (KW)					
Water heating per unit (KW)					
Air conditioning per unit (tons)					
Resistance heating per unit (KW)					
Auxiliary heating, heat pump per unit (KW)					
Other					

ELECTRIC COMMERCIAL LOAD

Building Type		
Wire size & number		
Lighting (KW)		
Receptacle (KW)		
Air conditioning (KW)		
Pumps (HP)		
Water heating (KW)		
Heat pumps (KW)		
Elevators (KW)		
Signs (KW)		
Refrigeration motors (KW)		
Other		

ELECTRIC HOUSE METER LOAD*

Number of house meters	
Wire size & number	
Lighting (KW)	
Receptacle (KW)	

□ **Note:** If a house meter will serve more than lights and receptacles, the load information should be reported as commercial load.

GAS RESIDENTIAL LOAD

Unit Type					
Number of units					
Heating per unit (BTU=s)					
Water Heating per unit (BTU=s)					
Range per unit (BTU=s)					
Fireplace per unit (BTU=s)					
Other					

GAS COMMERCIAL LOAD

Building Type					
Heating (BTU=s)					
Water heating (BTU=s)					
Range (BTU=s)					
Dryer (BTU=s)					
Fireplace (BTU=s)					
Swimming pool/spa heaters (BTU=s)					
Other					

MEMPHIS LIGHT, GAS AND WATER DIVISION
Application for Fire Protection Connections
& Meter Connections for Commercial Customers

Water Engineering
P.O. Box 430
Memphis, TN 38101-0430
(Deliveries at 220 South Main Street, 38103)
(901) 528-4839 / (901) 528-4658 Fax

This application is for the following work which will be designed by the Water Engineering area of Memphis Light, Gas and Water Division: (1) All requests for Fire Protection Connections with or without meters of any size. (2) Requests for meter connections only that are 3" or larger in size. **For all other water meter requests contact the appropriate work center listed at the end of this application. All information must be completed before we can begin the design of the water utilities for your project. *Note: All Shaded Areas are for MLGW Use.*

DATE: _____
PROJECT NAME: _____
ADDRESS: _____

Map # _____
Location Code _____
Town Code _____
Premise Code _____
Capacity Fee _____

All correspondence and cost quotations should be directed to:

Request Customer _____ RC# _____
Company _____ Telephone _____
Mailing Address _____ Facsimile _____
City _____ State _____ Zip Code _____

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

Quote Need Date: _____ Construction Completion Need Date: _____

Future Customer of Record for Fire Protection & Water Usage *:

Search Customer _____ SC# _____
Company _____ Telephone _____
Mailing Address _____ Facsimile _____
City _____ State _____ Zip Code _____

*If this person or entity is not already a MLGW customer, they will need to apply for service through the Commercial Resource Center. Their telephone number is (901) 528-4270 and their email address is crc@mlgw.org

WATER UTILITY SERVICES REQUESTED:

FIRE PROTECTION & METERING OPTIONS (Choose one):

_____ FIRE PROTECTION SERVICE - A fire protection connection (unmetered) will be located at the property line. The developer/project will incur a monthly charge for each fire hydrant and sprinkler head installed.

_____ COMBINATION FIRE PROTECTION SERVICE & MASTER WATER METER(S) - A fire protection connection (unmetered) and a master meter will both be located at the property line. The developer/project will incur a monthly charge for each fire hydrant and a minimum monthly bill determined by the meter size installed.

_____ MASTER WATER METER - A master meter will be located at the property line which will meter all water usage by the development. The developer/project will be charged a minimum monthly bill determined by the meter size installed. *(NOTE: This charge could be quite sizeable if fire hydrants are required.)*

1st Fire Protection Connection Size _____ Name of Street FP to be located on: _____

2nd Fire Protection Connection Size _____ Name of Street FP to be located on: _____

Domestic Meter Size _____ Meter connection will be located on the following street: _____
Peak Water Demand (gpm): _____ (Peak demand required only when requesting a meter that is 3" or larger in size; this information is not required for 2" or smaller size meters. This information will be required before we can process the application and begin design on the requested services.)

Irrigation Meter Size: _____ Meter conn. will be located on the following street: _____
Note: The City of Memphis Public Works Department charges a sewerage fee only on the domestic water usage.
Water (gpm) per zone _____

REQUIREMENTS:

The following information **MUST** be submitted with the application before we can begin the design of the water facilities for your project:

1. Fire protection plans showing underground diagram for the development.
of Sprinkler Heads _____ # of Private Hydrants _____

2. A site plan that is to scale which shows the location of the building(s) in relation to all adjacent property lines and the nearest street or intersection & show the approximate location of all fire protection and domestic connections and the sizes of each of these connections.

CONTRACTOR'S INFORMATION

Fire Protection Contractor _____	Telephone # _____
Plumbing Contractor _____	Telephone # _____
General Contractor _____	Telephone # _____

REDESIGNS:

When your application is received, MLGW will assign a designer(s) who will design the water utility services to 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/her 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 connection 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.

OTHER REQUIREMENTS:

1. The addressing of all property in Shelby County is the responsibility of MLGW.
2. MLGW will not begin construction until the developer has paid for the cost of the construction of the requested utilities, a red "FP" and/or "MTR" must be painted on the curb to mark the exact location of the fire protection & meter connections, and contact the planner coordinator at the appropriate work center to initiate construction (the planner coordinator's name is listed on the sketch).
3. 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.
4. 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 the Engineering Department.
5. **Appropriate backflow protection must be installed on the customer side of all metered and fire protection connections per applicable code.**

I have read and understand the requirements of the Application. I agree to abide by the requirements relating to the project listed above. Once I submit my application, I understand that if any changes are made that affect the design, I will be subject to a redesign fee.

Signature _____

****Note:** This application is not for requests for meter services that are 2" or smaller in size without a fire protection connection. **Work requests for meter(s) only** are designed by **Commercial and Residential Engineering** and the requests can be initiated by calling (901) 729-8630. Questions for Commercial and Residential Engineering can be answered by calling (901) 729-8640 (north) or (901) 729-8655 (south). The address for Commercial & Residential Engineering is:

Commercial and Residential Engineering
P.O. Box 430
Memphis, TN 38101-0430
(Deliveries at 5791 Summer Trees Memphis, TN 38134)