

Supplemental Information Residential Engineering

The Service Policy, Incentive Policy, Schedule of charges, Telephone Directory for Contractors, and information on the Developers Option can all be found here:

<https://www.mlgw.com/builders/>

Definitions

Subdivisions have lot lines for each building, and meters are placed on the unit they will serve. This means some townhouse developments qualify as subdivisions.

Apartments have land owned by one party with no lot lines or parcels, and meter location is not necessarily tied to the unit that will be served.

Ranchettes are subdivisions where each individual lot is 4 acres or greater. These have the option to be set up with a backbone feed only, no transformers, which allows for greater flexibility in house and meter location when they build.

Developer's Option/Contractor's Option An approved contractor hired by the customer performs a portion of the work. More information can be found at the link above.

Rehab apartments include all apartments that have been off over a year or require infrastructure improvement or replacement.

MLGW Requirements

MLGW requires the plat with signatures from the municipality; a complete set of plans including all future phases, sewer, drains, water, meter locations, and any additional utility layouts; AutoCAD layout with layers; and an official address layout from MLGW Land and Mapping. If your files are too large to email, we can provide an upload link upon request.

We require all non-residential electric loads and wire sizes before beginning the project. Any changes or additions to these loads will cause delays.

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 them of any changes you make to your plans.

Developers are responsible for all repair of concrete and asphalt

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.

The developer must be the owner of record before MLGW's Residential Engineering Department will begin its utility design.

MLGW will not begin construction until the developer has paid for the cost of the construction of

the requested utilities. A connection fee for each service must also be paid before MLGW will install the service and metering apparatus.

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.

Addressing

The addressing of all property in Shelby County is the responsibility of MLGW. Guidelines on street names are contained in city/county ordinances and also at <https://www.mlgw.com/builders/landandmapping>. 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 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.

Standard Construction

Details on various aspects of utility service can be found in MLGW's Service Policy manual.

When your application is received, MLGW will assign a representative who will design the utility systems for 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.

Keeping design changes to a minimum is also extremely important. Changes result in additional charges and delay 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.

All new houses in subdivisions are required to be fed underground. The primary services leading up to the subdivision can be overhead.

Standard transformer setback is 11.5' from the back of curb. If you have different needs, please let your designer know.

MLGW generally provides street crossing materials for subdivision interiors. This includes electric conduit and sleeves for the gas line. Installing these will permit the contractor to do soil cement before joint trench construction takes place.

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. Standards have been jointly developed with the communication utility companies and designate the location of all underground facilities.

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. MLGW must 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.

Tamping

Tamping behind the curbs may be performed upon request at an additional cost. Speak to your designer about your property's needs.

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.

MLGW's standard installation is to tamp all trenches and excavations between the curbs in 12" lifts. When additional tamping is requested; MLGW will tamp using 6" lifts.

Tree Trimming

MLGW can perform the tree trimming on your property as well as in the Right of Way. Let us know if you prefer this option as opposed to doing your own tree trimming.

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.

Permission from adjacent property owners is required if trees/limbs on their property must be removed.

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 underground designs. You 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. 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.)

Easements and Clearances

Easements will be required, ranging from 5'-19' along front, side, and back property lines.

Gas meters require 3' clearance from any window, door, generator, AC unit, electric disconnect, or any other source of ignition.

Horizontal clearances to MLGW's underground utilities must be maintained. Trees with a mature height of more than 20' or a crown diameter of more than 20' must be at least 15' horizontally from MLGW underground facilities. For smaller trees, the minimum distance is 9'.

Despite best efforts by both the developer and MLGW, there may be situations where easements from disinterested parties or tree-trimming permits cannot be obtained. In these cases, MLGW's designer will discuss available options with you.

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.

Horizontal clearances to MLGW's underground utilities must be maintained. 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'.

Rehab Apartments

Per MLGW addressing standards, all apartment units require a three-digit numbering scheme. Addresses containing single- or double-digit numbering schemes or letters are no longer permitted. These must be updated to the current standard. In this document, "Apt" means apartment number. With a three-digit numbering scheme, the first digit indicates the floor which the Apt is located. This will make it simpler for Emergency 911, fire fighters, ambulances, etcetera to find the location quickly.

If you do not currently have 3 digit numbering and the apartment complex is vacant or will become vacant during construction, you must contact Land and Mapping at 901-729-8620 to get new addresses.

Example Of Each Apt Designation

Single- and Double-digit Numbering—
Lettering—
Three-Digit Numbering—

123 Building **Apt.** 1,2,3,4,5,6,7,8...
123 Building **Apt.** A,B,C,D,E...
123 Building **Apt.** 101,102,201,202,301...