

**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, 245 S. Main St., Memphis, TN 38103)**  
**(901) 729-8675 / (901) 729-8674 Fax**

Date \_\_\_\_\_

PROJECT NAME \_\_\_\_\_

Number of Lots: \_\_\_\_\_ Maximum square footage: \_\_\_\_\_ Minimum square footage: \_\_\_\_\_

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

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

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

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

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

Contact Name \_\_\_\_\_ Telephone: \_\_\_\_\_ Mobile \_\_\_\_\_  
Office \_\_\_\_\_

Email \_\_\_\_\_

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

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:** We will be responsible for supplying MLGW with a stamped copy of the final approved plans. No work orders will be created until final approved plans are received.

**SUBMISSION REQUIREMENTS:**

MLGW requires:

- Plat, approved for construction by municipality, with signatures.
- Complete set of plans, as a pdf, which includes sewer, drains, water, meter locations, other utility layout (COS feeds, private lighting, etc)
- AutoCAD layout with layers.

Contact Residential Engineering at (901)729-8676 to arrange the drop off for large electronic files. All other files should be sent to MLGWResEng@mlgw.org.

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

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

**UTILITY SERVICES REQUESTED:**

\_\_\_\_ELECTRIC    \_\_\_\_GAS    \_\_\_\_WATER

**HELP US UNDERSTAND YOUR SPECIAL REQUIREMENTS:**

- 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.

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**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
- 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.

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.)

**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

**SITE PREPARATION:**

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

- \_\_\_\_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 properties.

**TAMPING OPTION:**

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

***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):**

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 costs will incur if alternate street crossing option is desired after initial design is complete.

**ADDITIONAL INFORMATION:** *(Initial each item below)*

We acknowledge:

- 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.
- 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.
- 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.
- Gas meters require 3' clearance from any window, door, generator, AC unit, Electric Disconnect, and any other source of ignition.
- 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.
- 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.
- 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'.

- 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.
- 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.
- 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.)
- Tamping: 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 excavations 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 ensure adequate compaction of backfill for road construction.
- 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.
- 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.
- 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 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.
- 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.
- 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.

**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. 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.
4. 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.

**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** \_\_\_\_\_

**Date** \_\_\_\_\_