



McMinnville Water & Light
Engineering & Operations Department
855 NE Marsh Lane - PO Box 638
McMinnville, OR 97128
(503) 472-6919 Office
(503) 472-5211 Fax

Residential Service- Design Application

Prior to McMinnville Water & Light accepting the design application request, the following "**Application Design Requirements**" must be completed.

Design Application Requirements

- Completed *Residential Service Design Application*
- A \$100 non-refundable application fee is required for each service request (\$100 for water and \$100 for power). The fee(s) will be credited to your project cost if you proceed with construction within 12 months of MW&L's acceptance of the design app.
- Site Plan including: all buildings, electric metering location, wells, sewer system, retaining walls, fences, landscaping and proposed road alignment.
- MW&L will contact customer after application has been reviewed to schedule an on-site meeting. You will need to have the following items completed prior to site visit:
 - Property corners staked
 - Driveway staked
 - Home staked (if new home)
 - Service Entrance staked (where utilities will enter home)
- Customer is required to notify other utilities for the installation of other facilities (NW Natural Gas- 1-800-422-4012, Comcast Cable- 1-800-266-2278, Frontier- 1-877-462-8188, City of McMinnville (sanitary sewer and storm)- 503-434-7312).

PLEASE NOTE: In some cases, where a contractor will be working on MW&L facilities, an "Extension Agreement" contract may be required depending upon the findings of the design requirements. In those cases, different requirements will have to be met.

Electric Service Requirements

MW&L will contact customer to review design when complete.

Prior to energizing service, the following must be provided/completed:

- Payment for total job cost
- Call the Oregon Utility Notification Center for locates before you dig at 1-800-332-2344 or dial "811". Mark with white paint where you want to dig. You must call two working days prior to digging.
- Conduit Inspections must be completed and approved by MW&L prior to backfill. 24 hour notice is required. Please call 503-472-6919 x5.
- Road/Driveway installed and capable of supporting heavy trucks
- Obtain an electrical permit/inspection from the appropriate governmental agency(s)
- Have permanent engraved placquards with house #'s installed on multi-meter bases
- Obtain necessary survey for easement (if required). Also include Land Ownership Details, including a copy of your title report, recorded warranty deed or real estate contract; a copy of your assessor's map and/or survey, or short plat and the name and address of the persons(s) authorized to sign easement documents.
- Easement signed for MW&L Facilities

Water Service Requirements

MW&L will install all water services through two inch (2"), unless they are part of an extension agreement. MW&L will contact customer to review design when complete.

Prior to energizing service, the following must be provided/completed:

- Payment for total job cost
- For customer/contractor provided work, call the Oregon Utility Notification Center for locates before you dig at 1-800-332-2344 or dial "811". Mark with white paint where you want to dig. You must call two working days prior to digging.
- Proper backflow installed, tested, and pass inspection (if required)
- Obtain necessary survey for easement (if required). Also include Land Ownership Details, including a copy of your title report, recorded warranty deed or real estate contract; a copy of your assessor's map and/or survey, or short plat and the name and address of the persons(s) authorized to sign easement documents.
- Easement signed for MW&L Facilities

Note: Any deviation from the electrical/water design once established, may result in incurring additional costs for re-design and construction may be delayed. It is the customer's responsibility to provide all the necessary MW&L requirements and specifications to subcontractors.

Thank you for closely following these steps to help ensure that your services are installed in a safe and timely manner.



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MW&L Use Only	
Date Rec'd:	_____
Date Application Accepted:	_____
Date Elec/Water Fee(s) Paid:	_____

RESIDENTIAL SERVICE- DESIGN APPLICATION

Applicant Information (for billing purposes):

Contact Name _____
 Company _____
 ODL# _____ SS/Fed Tax ID# _____
 Home Ph _____ Cell/Work Ph _____
 E-mail _____
 Mailing Address _____
 City _____ State _____ Zip _____

Site Information:

Service Address _____
 Subdivision Name _____
 Parcel/Lot No(s) _____

Building Contractor Information:

Name _____
 Phone _____

➤ **ELECTRIC** Electrical Contractor: _____ Phone _____
Structure Type: House Standard Duplex Common Wall Duplex Manufactured Home Shop
 Other _____ Sq. Ft. of Structure: _____

Service Entrance: 200 Amp 400 Amp Other _____ **Mounted On:** House Garage Shop Well House Pedestal

Type of Heat & Load in KW:

Electrical Gas Propane Other: _____
 Heat Pump Ton _____ LRA _____ Auxiliary Heat _____ KW
 A/C _____ LRA _____
 Electric Furnace _____ KW
 Electric Heat _____ KW
 Other _____ KW

Additional Loads:

Water Heater: Electric Gas
 Cooking: Electric Gas
 Dryer: Electric Gas
 Well _____ KW Hot Tub _____ KW
 Welder _____ KW Solar
 Other _____ KW

➤ **WATER**

Domestic Water Meter Size: 5/8" 3/4" 1" Other _____ Total GPM Req'd _____

Irrigation Water Meter: Yes No 5/8" 3/4" 1" Other _____ If Yes, *Backflow Req'd-MW&L to determine type*

Fire Sprinkler System: Yes No If Yes, *Backflow Device Required-MW&L to determine type*
 Which type of system is to be installed: Flow-Through (Stand Alone) Combination (Multipurpose) Closed

Fire Hydrant(s): Yes No How Many _____

Existing Well: Yes No

Additional Comments: _____

A non-refundable application fee of \$100 for water and \$100 for power is required, and the Application Requirements on the cover page must be met before your application can be accepted. The fee will be applied to your project cost if you proceed with construction within 12 months of the accepted application date.

A Customer Processing Fee of \$22 will be collected on your first billing statement for each billing account established.

Your Social Security # will be kept confidential pursuant to ORS 192.505(2), ORS 192.502(4).

Note: Any deviation from the electrical/water design once established, may result in incurring additional costs for re-design and material, and construction may be delayed. It is the applicant's responsibility to provide all the necessary MW&L requirements and specifications to the contractor.

I affirm that the above information is correct to the best of my knowledge. I have read and agree to the Residential Service Design Application Requirements.

Applicant Signature _____

Date _____

- APPLICANT MAY NOT AUTHORIZE A BILL TO A SECOND PARTY -