



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

## **Design Application for Subdivision - Application Requirements**

The following list provides you with the requirements to be met before applying for a new subdivision.

### **REQUIRED ITEMS:**

- A non-refundable** \$300 per lot (\$150 each for water & electric) Design Application Fee is required. This fee will be credited against construction costs if an Extension Agreement is executed within 12 months of paying said fee. If the subdivision does not include water & electric service to each lot, contact MW&L Engineering Department.
- Identify Tax Lot-** to be obtained from the local government agency.
- Civil Engineered Drawings** showing stationing, other utilities (water, storm, sanitary sewer, etc.), profile construction notes, and MW&L Specifications.
- Easements-** Usually included in the Subdivision Plat. Customer is responsible for obtaining the necessary survey and additional easements if required.
- Backflow** protection is required on all irrigation only water meters and residential water meters with irrigation. Contact the Engineering Department (503-435-3118) to determine the appropriate type of backflow protection.
- Extension Agreements** between the Owner and MW&L will need to be executed and contractual amounts paid. The Design Application Fee will be deducted from the quoted cost if Extension Agreement is executed within 12 months of paying the Design Application Fee.

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## **Subdivision Infrastructure - Development Process**

The following list provides the necessary steps to be completed in order to obtain service.

- Step 1. Complete the MW&L Design Application for Subdivision and pay the appropriate fee amount.
- Step 2. Submit a set of civil drawings (prepared by licensed Civil Engineer in State of Oregon) to MW&L's Engineering Department for review.
- Step 3. MW&L Engineering Department will design electric infrastructure. The design and appropriate MW&L Electric Specifications will be sent to the Civil Engineer to incorporate into the final plan set.
- Step 4. Approved Electric Plans, Civil Engineered Drawings, a fully executed Extension Agreement between the Owner and MW&L and contractual monies must be paid prior to installation of any MW&L Facilities.
- Step 5. Developer constructs necessary base water/electric systems per approved plans.
- Step 6. All MW&L facilities must be inspected by MW&L staff prior to backfill.
- Step 7. Street lighting is to be designed by an Oregon State licensed Professional Engineer experienced in roadway illumination in accordance with MW&L's Street Lighting Design Guide.

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

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**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 Received:	_____
Amount Paid:	_____
Date Paid:	_____

## DESIGN APPLICATION- SUBDIVISION

The Application Requirements on the cover page must be met before your application can be accepted.

**Developer Information:**

Business Name \_\_\_\_\_  
 Contact Name \_\_\_\_\_  
 Fed Tax ID# \_\_\_\_\_  
 Office Ph \_\_\_\_\_ Cell Ph \_\_\_\_\_  
 Email \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Owner Information (if different from above):**

Name \_\_\_\_\_  
 Office Ph \_\_\_\_\_ Cell Ph \_\_\_\_\_  
 Email \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Site Information:**

Subdivision Name \_\_\_\_\_  
**Total Number of Lots** \_\_\_\_\_  
 Tax Lot # \_\_\_\_\_  
 Nearest Cross Street \_\_\_\_\_

**General Contractor/Onsite Contact**

Contact Name \_\_\_\_\_  
 Company \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_

➤ **ELECTRIC**

**Number of Services:**  Single Family \_\_\_\_\_  Duplex Common Wall (sep tax lots) \_\_\_\_\_  
 Duplex Standard (one tax lot) \_\_\_\_\_  Townhouse/Condominium (one tax lot) \_\_\_\_\_  
 Tracts \_\_\_\_\_  
 Will subdivision be served by Natural Gas?  YES  NO

➤ **WATER**

**Total Number of Water Services:**  Domestic \_\_\_\_\_  Irrigation \_\_\_\_\_  
**Domestic Water Meter Size:**  3/4"  1"  Other \_\_\_\_\_  
**Irrigation Water Meter:**  3/4"  1"  Other \_\_\_\_\_  
 NOTE: Backflow protection is required on all irrigation services prior to turning water meter on.  
**Well on Property**  Yes  No

**Additional remarks:** \_\_\_\_\_

Note: Any deviation from the approved water/electrical design may result in additional costs for redesign and construction may be delayed. It is the customer's responsibility to provide all the necessary MW&L requirements and specifications to the subcontractor.  
 I affirm that the above information is correct to the best of my knowledge. I have met and agree to the Subdivision Design Application Requirements.

Signature(s) \_\_\_\_\_

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

Date \_\_\_\_\_