



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** \$200 per lot (\$100 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.

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.

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 _____