

LAND DEVELOPMENT PROJECT INFORMATION FORM

Paul A. Young
Mayor
Division of Engineering



Project Name: _____

Accela #: **ROW** - _____ - _____

Due to new & revised City Ordinances, the following is vital, in order to expedite this process and ensure accuracy. Please provide the following information on each project presented. Right of Way Permits and Standard Improvement Contracts cannot be sent out without it.

NOTE: Right of Way Permits are typically issued to Contractors unless otherwise specified by the Developer.

1. **REQUIRED:** What is the water meter size (going in to the building) _____ inches?

Note: Per Ordinance #5778, water meter size now requires **written confirmation** from MLGW. (see page 2 for instructions)

2. Is this project to be:

- _____ Residential
_____ Multi-dwelling buildings or publicly owned facilities
_____ Commercial / Industrial multi-unit buildings (non residential)

3. Type of Build? (House, Office, Store, Warehouse, etc.): _____

4. How many.....?:

- _____ Acres
_____ Lots
_____ Units (if applicable)

5. **Traffic Control** (if applicable): Impacted areas (lanes, sidewalks, alleys, etc.) and amount of days are required.

- | | | | |
|-----------------------------------|-------|----------------|-------|
| a. Lane(s) of Traffic: (# lanes?) | _____ | How many days? | _____ |
| b. Bike Lane(s): (# lanes?) | _____ | How many days? | _____ |
| c. Sidewalk(s): (# streets?) | _____ | How many days? | _____ |
| d. Alley(s): (# streets/alleys?) | _____ | How many days? | _____ |

6. **IMPORTANT:** Developer/Contractor Contact Information for purpose of the Agreement

Developer / Company : _____

Name & Title (required): _____

Address: _____

Phone Number (required): _____

Email Address (required): _____

Contractor / Company: _____

Name & Title (required): _____

Address: _____

Phone Number (required): _____

Email Address (required): _____

7. **Bond Information:** For the purpose of accuracy, who is securing the Bond for this Development Project?:

_____ Developer / Owner?

_____ Contractor?

THANK YOU! This information will allow us to expedite Invoices / Agreement forms to you faster and with greater accuracy. If you have any questions, please contact the LDO via email: LDOPermits@memphistn.gov

(rev. 04.25)

Regarding Water Meter-Size

Paul A. Young
Mayor
Division of Engineering



Hello.

The Land Development Office (**LDO**) will soon receive an order to process your project either as a Permit or Improvement Contract.

Please See Important Message Below on how to obtain this Information

Per City Ordinances **#5778** and **#5793**:

When submitting water meter-size (*Item 1 on Project Info Form*), to the Land Development Office (**LDO**) for your project, **written confirmation, from MLGW, is now required.**

A formal **MLGW** letter from is **not required**. A return, confirmation email from **MLGW** will suffice, but the **contact information** or **email signature** of the person giving the information **must be included** in confirmation email, for verification purposes, if required.

ENGINEERS: Establishing a **qualified, trusted MLGW** source, for this information, **will benefit you much** in saving turnaround time for processing Contract Agreements to **you and your Client(s)**.

Because so many have not already established this contact, the **LDO**, over the past few months **has been** and **is still** working with **MLGW** to help you and your Client(s) satisfy this **Ordinance Requirement**.

If you have not yet established that source, **for now**, you may email your meter-size request to:

watersystems@mlgw.org

Your request will need to include the **Project Address** and **Type of build**. In a responding email, **You may receive a request, to include information found in your plans.**

Upon receiving your meter-size confirmation response, please forward it email to LDO at:

philip.inman@memphistn.gov

or

LDOPermits@memphistn.gov

(Please note: Philip has one "L")

PLEASE NOTE: LDO will not proceed until written confirmation is received. NO Exceptions

Sincerely,

Land Development Office
City-of-Memphis Division of Engineering
125 N. Main Street Room 644
Memphis, Tennessee 38103-2017
Phone: (901) 636-6700
Email: LDOPermits@memphistn.gov

(Revised: April 11, 2025)

or where the facility served requires modification of or enlargement of the existing sewers, whether within or outside the corporate limits of the City and whether service is by existing or by new facilities to be constructed; (2) a portion of the capital costs incurred by the City for the construction of wastewater treatment plant facilities and related assets, including prior upgrades and expansions; and (3) a portion of the capital costs incurred by the City for the construction of the sewage collection and conveyance system including sewer mains, manholes, lift stations, associated appurtenances including prior upgrades and expansions. The sewer development fee shall be payable by the applicant, developer of the subdivision, or developer of industrial, commercial or residential site as set forth herein, upon the execution of the subdivision contract or the sewer extension contract, or at the time of application for the sewer connection or plumbing permit, as appropriately determined by the Approving Authority.

(b) Sewer development fees shall be calculated based upon the size of the water meter used for the connection using a trended original cost method defined as the historical cost of the City's assets in present day dollar amounts. Written confirmation of the applicable water meter size from Memphis Light, Gas & Water (MLGW) must be provided by the applicant or developer prior to payment of the sewer development fee as such payment is required in accordance with Section 33-62(a). The sewer development fee shall be assessed, as set forth in this section and the fee schedule adopted by the Approving Authority:

Meter Size (in inches)	Sewer Development Fee
5/8	\$2,255
3/4	\$3,383
1	\$5,638
1 ½	\$11,277
2	\$18,043
3	\$33,830
4	\$56,384
6	\$112,767
8	\$180,427
10	\$259,364
12	\$484,899

(c) The sewer development fee calculation may be reviewed and adjusted by the Approving Authority every five years or as determined necessary due to significant changes to the customer makeup of the System, and in the instance of an extensive capital improvement plan.

(d) The sewer development fee authorized herein shall become effective on July 1, 2021. Notwithstanding the foregoing, such fee assessment shall be implemented as follows:

From July 1, 2021 to June 30, 2022	50% of applicable fee
Subsequent years	100% of applicable fee

(e) In support of the objectives of the Memphis 3.0 Comprehensive Plan which encourage increased support for community-based developers and development of affordable housing, the sewer development fee may be reduced up to 50% (fifty percent) by the Director of Public Works or his designee upon written request. In order to qualify for this discounted fee, developer must submit proof of 501c3 status and evidence that the development meets affordable housing standards for the following residential property types: 2-family (duplex), 3-family (triplex), 4-family (quadplex) structures, and single family homes. For purposes herein, affordable