



New Development Application Process

Mallory Valley's new development application process applies to water service requests for: (1) residential and commercial subdivisions requiring new water system improvements to the District's water system (a subdivision); and (2) commercial developments not a part of a subdivision which require new water system improvements to the District's water system (a commercial development). The development application process is as follows.

1. Request for Flow Data - Fire Flow data can be obtained by request. The District will conduct 2 hydrant flow tests with data. There is a fee to provide this service.

The District's engineer or designated staff will perform all flow tests and cannot allow other persons or entities to conduct flow tests or gather flow test information from the District's public water system.

2. Request for Water Availability Letter - Upon request the District will provide a water availability letter with supporting hydraulic documentation and flow data. There is a fee to provide this service.

3. Application - The Developer must submit a formal application for service to the District and pay the application fee. The following applications may be required and are available on the MVUD website:

[New Commercial, Residential Subdivision, Mixed Use Development Application](#)

The Developer will be required to submit a utility site plan in PDF format. Domestic, fire and irrigation services are metered separately for all residential and commercial developments, and the District must be notified during the application process of the development's intent to have these separately metered services.

The District does not review fire sprinkler system or irrigation system design plans. These are the responsibility of the Owner. The District will require the Owner or Developer to provide flow demands necessary to adequately serve all aspects of the proposed residential or commercial development.

The Developer will notify the District in writing when the preliminary plat for the development has been approved.

4. Design - If public water system improvements or new meter assemblies are required, the District's Engineer will prepare the design. To begin the process, the Developer will be required to submit a utility site plan, meter sizing and requested flows / gallons per minute per meter. The District will provide the Developer with an estimate of Design Fees. Once paid, the Developer should submit CAD files to the District's Engineer. Design should be completed within 6 to 8 weeks. Design plans will then be submitted to the State of Tennessee for approval which can take an additional 4 to 6 weeks. Detailed plans for water line taps, metering arrangements, water line extensions, etc., shall be in accordance with the District's Technical Specifications. A copy of which is available on our website. [Technical Specs and Design Criteria](#)

Once the District has completed design, and the design has been approved by the Site Engineer, the design will be signed by the District and submitted to the State of Tennessee for approval. State approved plans will not be released to the owner or developer until all fees, documents and requirements are complete and approved by the District.

5. Upon completion of an approved design plan, the District will provide the Developer with a finalized list of fees due and will provide all necessary documents to be signed by the Owner.

Water Supply Contract – The Developer or Owner must submit a copy of the Deed to the property. The District will then prepare a Water Supply Contract for the development, which must be signed by the property owner, notarized and returned to the District.

Easements – An easement may be required. For specific details related to easements and their requirements, please refer to the District's Technical Specs book. The easement must be signed by the property owner, notarized and returned to the District.

Performance Bonds - A Performance Bond secured by an Irrevocable Letter of Credit is required for all new subdivisions and commercial developments that involve improvements to the District's public water system. The amount of the Performance Bond will be calculated based upon 100% the District's Construction Cost Estimate of the water system improvements for the new subdivision or commercial development plus an additional 25%. Except for when no final plat and water system extension is required for a commercial development, the Developer will post a Performance Bond equal to 25% of the District's construction cost estimate for the main connection and meter installations when a fire service meter is installed for the commercial development. The Construction Cost Estimate will become available upon completion of the design of the public water system improvements. The Performance Bond must be signed by the property owner, notarized and returned to the District along with an Irrevocable Letter of Credit with an initial term of one year. The Bond and Letter of Credit will remain in place until the District has approved and accepted the water system improvements. If the water system improvements have not been approved and accepted at least thirty (30) days before the expiration of the one year term, the developer must renew the letter of credit for an additional term as specified by the District no later than fifteen (15) days before the end of the one year term. If the developer does not timely renew the Letter of Credit, the District may make a draw on the Letter of Credit sufficient to complete the water system improvements for the new subdivision or commercial development.

Fees Due – The District will provide a list of finalized fees which will include the following:

- Access fees – Based upon SFU calculations or meter size and are specific to the development type

Access fees are assessed in accordance with the following:
[Water Use Guide for Various Applications in Determining Tap Fees Residential and Commercial Rate Schedules](#)

- Tap fees
- Administration fee
- Fire Hydrant fees
- Finalized design fees
- Meter fees (applies to residential connections only)
- Connection fees

Water line construction cannot begin until the Developer has paid all applicable fees, provided the District has executed the Water Supply Contract, the executed easements required for the water system improvements and a Performance Bond and secured by an Irrevocable Letter of Credit. All applicable fees and charges are payable in accordance with the Rules and Regulations of the District and its latest Schedule of Rates and Fees.

6. **Construction** - A pre-construction meeting will be required, and will not be scheduled until all requirements are satisfied. The Owner, the General Contractor, the Utility Contractor and the Developer's Engineer should all attend this meeting.
 - The Contractor will provide the District with a copy of the Shop Drawings (materials submittal) prior to the pre-construction meeting. Materials submittal must be reviewed and approved by the District in accordance with the District's Technical Specs.
 - At least 30 days in advance, the District must be notified of the Developer's anticipated construction start date. The District will submit such notification to the State of Tennessee for all water system improvement projects.
 - Easements must be staked in the field. The Developer must provide a letter to the District stating that the easements have been staked.
 - State approved plans will be given to the Owner at the pre-construction meeting.
 - The District will inspect throughout the construction process. All water system installations and all backflow prevention devices must meet the District's Technical Specifications and Design Criteria. **Please refer to the District's Technical Specs and Design Criteria.**
7. **Final Plats** - No final plat will be signed until the water system improvements have been constructed and accepted by the District or until the Performance Bond and Irrevocable Letter of Credit are submitted for the improvements to be installed.
8. **Final acceptance of the water system facilities** – All water system facilities must adhere to the District's Design Criteria and Technical Specifications. The District will perform a final inspection of the water system improvements. A final punch list will be issued and all items must be addressed. Backflow Prevention Devices are required for all commercial domestic, fire and irrigation connections and for residential irrigation and fire sprinkler service connections. All facilities must pass a final inspection and testing requirements.
 - The Contractor must submit red line markup of "As Built" drawings to the District.
 - New development will be brought before the District's Board of Commissioners in its regularly scheduled Board meeting for approval and final acceptance of water system facilities.
 - Once approved, a Maintenance Bond secured by an Irrevocable Letter of Credit must be executed and in place for one year following the date of acceptance to secure the Developer's one year construction warranty period. The Maintenance Bond is 25% of the original Performance Bond amount. A final inspection will be performed by the District before the end of the Maintenance Bond period and all items must be addressed by the Owner before release of the Maintenance Bond is granted. Except for when no final plat and water system extension is required for a commercial development, the Developer will post a Performance Bond equal to 25% of the District's construction cost estimate for the main connection and meter installations when a fire service meter is installed for the commercial development.

Mallory Valley Utility District will exert its best efforts to furnish adequate quantity, flow and pressure to its customers, but the District cannot guarantee specific fire flows or specific water pressures at all times.

This document does not constitute a complete set of requirements and is intended to be a guide for the application and development process only.

For a complete listing of design and technical specifications, please refer to the District's Technical Specifications and Design Criteria handbook available here: [MVUD Technical Specifications and Design Criteria Handbook](#)

The District's Schedule of Rates, Fees and Charges is available here: [Schedule of Fees and Charges](#)

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