

# City of Portland Department of Utilities

## Residential Subdivision Utility Request Process



### Purpose:

It is the City of Portland's intention to promote sustainable growth in the City Limits and surrounding areas. Portland Department of Utilities (PDU) provides water, sewer, and gas utility services to the City Limits and in the case of water and gas, beyond the City Limits. The City's responsibility is to promote growth, without limiting the service to our existing customers and residents, therefore, as residential subdivision request utilities in our service area, the following procedure shall be followed:

### Process:

1. Developer shall fill out **ALL** the information on the "Residential Subdivision Availability of Service Request Form". The flows and number of proposed units put on the application will be modeled by our engineers, therefore the information provided needs to be as accurate as possible.
2. Developer shall submit the request form to PDU Staff via the City's website or email.
3. The development will be required to be modeled. All new development will be modeled with the City of Portland's Fire Flow Requirements.
4. The cost of modeling the system is passed onto the Developer and typically costs between \$750 - \$1,200 per utility being evaluated. Once we receive it from our Engineer, we will send an invoice to the applicant stating the amount that needs to be paid for modeling the development and an administration fee.
5. **Modeling will not begin until the fees have been paid, so a delay in paying the fees could result in a delay of the Capacity Letter.**
6. Upon receipt of the modeling payment, our Engineer will perform modeling for the specified utility as per the information listed on the application. The results are typically ready within 30 - 45 days after receipt of payment.

### Modeling Notes:

The City will provide written requirements based on the modeling information. The Developer will only be required to make improvements if and when they are required to maintain current level of service to our existing customers when adding the additional development, along with meeting our Fire Flow Requirements.

We greatly appreciate your interest in developing within (or near) the City of Portland, Tennessee. We look forward to working with you for a successful outcome to your development!