

TOWN OF COLLIERVILLE

Request for Water and/or Sewer Availability

Public Services Department
500 Keough Road
Collierville, TN 38017

Telephone: (901) 457-2800
Fax: (901) 457-2828
Website: www.collierville.com



Project Name:		Development Application Types Associated with the Request for Water and/or Sewer Availability (check all that may apply):			
		<input type="checkbox"/> Land Use Plan Amendment			
		<input type="checkbox"/> Planned Development (PD)(new)			
		<input type="checkbox"/> Planned Development (PD)(major amendment to existing PD)			
		<input type="checkbox"/> Rezoning			
		<input type="checkbox"/> Conditional Use Permit (CUP)			
		<input type="checkbox"/> Preliminary Site Plan			
		<input type="checkbox"/> Final Site Plan (minor)			
		<input type="checkbox"/> Preliminary Subdivision Plat			
		<input type="checkbox"/> Other:			
Date of Preapplication Conference:					
Consulting Engineer Contact Information:		Property Owner/Developer Contact Information:			
Contact Name:		Contact Name:			
Business Name:		Business Name:			
Street Address:		Street Address:			
City:	State:	Zip:	City:	State:	Zip:
Desk:	Fax:		Desk:	Fax:	
Cell:	Email:		Cell:	Email:	

Applicability: For applications submitted after 12/1/2023, a Request for Water and/or Sewer Availability application is required for the following application types to assess the impact that the proposed development or land use classification would have a substantive impact on the Town's sanitary sewer system. Applications will not be considered sufficient without a completed application on file with the Development Department. This requirement, and the related fee, may be waived by the Town Engineer if the impacts to the water and/or sewer system would be negligible.

1. Land Use Plan Amendment
2. Preliminary Site Plan Application;
3. Final Site Plan Application (minor);
4. Conditional Use Permit;
5. Planned Development (new or major amendment to existing) Application;
6. Rezoning Application; and
7. Preliminary Subdivision Plat.

If you have questions as to whether or not a Request for Water and/or Sewer Availability application is required for your project, please schedule a Preapplication Conference at 901-457-2360 or contact the Town Engineer directly at 901-457-2340.

Review Process: Apply online under the "Public Services" section at: <https://collierville.portal.iworq.net/portalhome/collierville> using the "Request for Water and/or Sewer Availability" option or in person at the Development Department at Town Hall. Upload a completed PDF of this form to that location along with any supplemental information. The application will be forwarded to the Public Services Department and their consultant. Staff will send to the developer and the consulting engineering the results, and comments, and your next steps. Application fees will be collected after the application is submitted and staff has verified the form is complete and accurate. Fees may be paid online or by check submitted to the Development Department.

Pre-Application Conference with Town Staff (Optional): As a service to the prospective applicant/property owner, staff offers the opportunity for a Pre-application Conference with key staff. Pre-application Conferences are intended to be a "one-stop shop" for potential applicants to meet with all departments involved in the development process at the same meeting. They can prove to be very beneficial to both the applicant and staff, as the officials responsible directly for the

review (Planning, Engineering, Codes, Public Services, etc.) can be in attendance if requested. The primary purpose of the meeting is for Staff to explain the applicable development processes, permits, and fees pertinent to the project prior to applicants submitting a formal development application. Applicable rules and regulations will be discussed as they relate to the proposal, but the Pre-application Conference does not constitute an application nor are any preliminary staff comments binding. In addition to notes from the meeting taken by the Staff, other relevant information will be made available to the applicant at the end of the meeting (applications, checklists, forms, latest fee schedule, submittal calendar, etc.). Formal notes are taken during the meeting by staff and emailed to the potential applicant after the meeting for a record of what was discussed. A Pre-application Conference can be scheduled by contacting the Planning Division at 901-457-2360.

SCOPE OF PROJECT AND REQUEST	
Type of Service Requested (check all that may apply):	<input type="checkbox"/> Water Availability (Commercial Uses) <input type="checkbox"/> Water Availability (Residential Uses) <input type="checkbox"/> Sewer Availability (Commercial Uses) <input type="checkbox"/> Sewer Availability (Residential Uses)
Parcel ID #:	
Property Address:	
# of Dwelling Units (If Residential):	
Property Acreage (If Commercial):	
Sewage Flow Calculations:	
	<i>Use Town of Collierville projected flow examples provided with this form. For Manufacturing (industries/factories) schedule a meeting with TOC Public Utilities to discuss manufacturing process and related water/sewer demands). The Town Engineer will determine how best to classify planned uses and review any alternative calculations.</i>
Anticipated Sewage Flows (GPD):	
Water Demand Calculations:	
Anticipated Water Demand (GPD):	

Collierville’s Standard Projected Flow Examples:

Drainage Facility	Flow in GPD	Design Units
Attached Dwelling - One Bedroom	250	per unit
Attached Dwelling -Two Bedroom	300	per unit
Attached Dwelling -Three Bedroom	350	per unit
Mobile Home Parks	300	per mobile home space
Single-Family Detached Dwelling	350	per unit
Assembly Hall (No Food Service)	2	per seat

Drainage Facility	Flow in GPD	Design Units
Beauty Shop, Styling Salon	200	per station
Bowling Alleys (no food service)	75	per lane
Car Wash - (standalone)	500	Per bay
Child Care Center	10	Per child and adult
Churches (small)	5	per sanctuary seat
Churches (large with kitchen)	7	per sanctuary seat
Country Clubs	50	per member
Dance Halls (No Food Service)	2	per person
Doctors/Dentists	75	per doctor
	20	per employee
	10	per patient
Drive-In Theaters	5	per car space
Factories	N/A	Must be evaluated on an individual basis
Hospitals (no residents) (with food service)	300	per bed
Hotels	130	per unit
Institutions (residents) (with food service)	100	per person
Laundries (coin-operated)	400	per standard size machine
Nursing and Rest Homes (with food service)	200	per patient
	100	per resident employee
	50	per non-resident employee
Office Buildings	25	per employee
Office/warehouse space	0.1	per square foot
Retail Store	20	per employee
Restaurant -Ordinary (not 24-hour)	35	per seat
Restaurant -24-Hour	50	per seat
Restaurant -Banquet Rooms	5	per seat
Restaurant -Along Freeway	100	per seat
Restaurant -Tavern (very little food service)	35	per seat
Restaurant -Curb Service (drive-in)	50	per car space
Service Stations	1000	Per fuel island
Schools -Elementary (with food service)	15	per pupil
Schools -High and Junior High (with food service)	20	per pupil
Shopping Centers (no food service or laundries)	0.2	per sq. ft of floor space
Swimming Pool	10	per swimmer
Theaters, auditorium type	5	per seat
Youth and Recreation Camps (w/food service)	50	per person

Water & Sewer Capacity Analysis Fee*:

Water System Analysis	<u>Residential Developments</u> < 50 Acres > 50 Acres	\$400 base fee + \$15/Dwelling Contact Utilities Division to determine analysis costs
	<u>Commercial Developments</u> < 25 Acres > 25 Acres	\$400 base fee + \$25/acre Contact Utilities Division to determine analysis costs
Sewer System Analysis	<u>Residential Developments</u> < 50 Acres > 50 Acres	\$400 base fee + \$15/Dwelling Contact Utilities Division to determine analysis costs
	<u>Commercial Developments</u> < 25 Acres > 25 Acres	\$400 base fee + \$25/acre Contact Utilities Division to determine analysis costs

**The applicable fee must be paid prior to the Town or its consultant conducting the capacity analysis. The fees listed are effective 7/1/23. The latest adopted fee schedule can be found at <https://www.collierville.tn.gov/government/finance> and governs in case of a conflict with the formula listed.*