



City of Rio Rancho Private Domestic Well Application Guideline

- ❖ Applicants whose property is 300ft or more from a City water distribution line (distance taken from closest point of lot to water line) are eligible to apply for a Domestic Well Permit. When City of Rio Rancho waterlines are extended to within the 300 ft. distance of City lots, lot owners will be strongly encouraged to tie into system to avoid later problems with private wells becoming unusable due to regulation of the Aquifer.
- ❖ The City will not deny authorization for a Domestic Well if the total cost to the applicant of extending the municipal water line, meter and hook-up to the applicant's residence exceeds the cost of drilling a well regardless of the property's distance from the City water line. The applicant must provide proof of this condition by providing the following information:
 - ❖ Quote from licensed driller for total cost of installing a well
 - ❖ Well driller's contact info and license number
 - ❖ Quote from certified and licensed Engineer to design waterline extension
 - ❖ Engineer's contact information and license number
 - ❖ Quote from certified contractor to install waterline extension
 - ❖ Contractor's contact information and license number
- ❖ If you are submitting a building plan that requires Grading & Drainage approval, you must obtain approval prior to submitting the water well application.
- ❖ Obtain a copy of the WARRANTY DEED or a BINDING REAL ESTATE CONTRACT registered with the Sandoval County Clerk.
- ❖ Obtain a PLOT PLAN showing legal description and access road to site and a VICINITY MAP.
- ❖ If you have a SEPTIC TANK, or plan to install one, obtain an approved LIQUID WASTE PERMIT from the New Mexico Environmental Department.
- ❖ Obtain an approved PERMIT TO USE UNDERGROUND WATERS IN ACCORDANCE WITH SECTIONS 72-12-1.1, OR 72-12-1.3 NEW MEXICO STATUTES from the New Mexico Office of the State Engineer.
- ❖ Check that your well driller has a State license and is a registered driller with the City of Rio Rancho.
- ❖ All new, supplemental, replacement, and reconstructed domestic wells permitted under the City Ordinance must have a totalizing flow meter (in gallons) on the well discharge. The water usage shall be recorded and reported annually to the Water Utilities Division.
- ❖ All Replacement, Supplemental, and Abandoned wells must meet all permit and fee requirements set forth in the City of Rio Rancho Domestic Well Ordinance.
- ❖ Well must meet the following minimum allowable distance to:

Watertight City Sewer Lines	10ft
Existing private domestic wells	50ft
Liquid Waste Treatment System	50ft
Liquid Waste Tank	50ft
Liquid Waste Leach Field	100ft
Liquid Waste Seepage Pits	100ft
Existing Cesspools	100ft
Animal Holding Areas	100ft
Community Sewer Treatment Plants	200ft
Sanitary Landfills	1200ft

Proposed well site should be clear of easements and structures.
- ❖ You may submit for a Building Permit after your Well Permit is approved.



Application Fees

City of Rio Rancho Fee:

Office of the State Engineer Fee:

Domestic Well	\$200.00	Domestic Well	\$125.00
Replacement Well	\$200.00	Replacement Well	\$75.00
Supplemental Well	\$200.00	Supplemental Well	\$125.00
Repair or Deepen	\$200.00	Repair or Deepen	\$75.00
Transfer of Ownership	No charge	Transfer of Ownership	\$2.00

Application Instructions

BLANK STATE PERMIT APPLICATIONS ARE AVAILABLE ON THE CITY WEBSITE

1	Submit completed Meter Application (Form UT-UTO-01.02 (E)) for Residential and Commercial Development) to City of Rio Rancho Utilities Division for determination on city water availability. If it is determined that city water is not available, applicant may pursue a private domestic well permit. (Well permit packets are available from City Hall Development Services-Suite 130)
2a	Submit completed application wr-01 (Application for Permit to Use Underground Waters) to the NM Office of the State Engineer in Albuquerque along with pertinent fees.
2b	Submit completed application for a Liquid Waste Permit or Registration to the NM Environment Department in Rio Rancho along with pertinent fees.
2c	If Grading & Drainage approval is applicable, you must obtain approval prior to submitting the domestic well permit.
3	<p>When the above approvals have been obtained you may submit your well permit application to the Water Programs Coordinator in the Environmental Programs Office, Utility Department (City Hall-Suite 250). Paperwork must include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Approved City of Rio Rancho Utilities Division’s Meter Application for Residential and Commercial Development (UT-UTO-01.02 (E)) <input type="checkbox"/> Copy of approved NM OSE permit (wr-01) <input type="checkbox"/> Copy of approved NMED Liquid Waste Permit <input type="checkbox"/> Approved Grading and Drainage Plan (if applicable) <input type="checkbox"/> Legal proof of ownership (warranty deed or a binding real estate contract) <input type="checkbox"/> Plot plan showing legal description & access road <input type="checkbox"/> Vicinity map <input type="checkbox"/> Completed City of Rio Rancho Application for Well Permit <input type="checkbox"/> Nonrefundable permit fee (\$200)

The review and approval process may take up to 30 days. You will be notified when your Domestic Well permit is approved and ready for pick up. The city permit fee must be paid at the time you submit your application.

If your application is denied, you will be notified in writing as to the reason(s).

If you have any questions or need assistance, please contact:

Water Programs Coordinator

505-896-8816

E-Mail: waterprograms@rrnm.gov



Instructions and Definitions

1. This application is for residential development only.
2. All services will be pending until a field inspection is completed. If a field inspection failed; the customer is required to pay the difference for the service. All services will be inspected by the City once installed.
3. Customer must make sure that the address is clearly marked on the lot, and viewable from the road.
4. The following definitions are used in this application:
 - a. **Service Available:** The infrastructure has been completed and accepted. Distribution Main is a new water/wastewater main that must be extended. The water distribution/wastewater collection main is located in the street and may provide service, but there is no service line to the property. A copy of **Inspection Sheet** from the City Utility Inspector must be submitted prior to release of water/wastewater request. No approval for building permit will be allowed without a completed Meter Application from the Utility Division.
 - b. **Well/Septic Permit Required:** City Water/Wastewater is not available now or in the near future. Applicant should pursue a Domestic Well (for water) or a Liquid Waste Disposal System (for sewer and approved by NMED). See the Water Programs Coordinator for a Domestic Well packet in Suite 200 of City Hall. A septic tank is allowed for wastewater, but Customer must provide a copy of septic permit attached to this Form from NMED.
 - c. **Pro-Rata:** If a pro-rata is due for water and wastewater then it must be paid along with impact fees.

Applicant Information

Name: _____ Phone: _____

E-mail: _____ Fax: _____

Mailing Address: _____
Address City State Zip

Legal Description of Property

Subdivision: _____

Unit: _____ Block: _____ Lot: _____

Physical Address: _____
Address Zip

Is the Road Paved? Yes No

Acknowledgement and Signature

I certify that the information in this application is truthful and correct to the best of my knowledge.

Applicant Signature: _____ Date: _____
Print name if signing electronically

FOR DEPARTMENT USE ONLY

Water/Wastewater Situation:

Water

- Service Line Available
- Service Line Not Available
- Distribution Service Main Available
- Distribution Service Main Not Available
- Domestic Well Permit Required

Wastewater

- Service Line Available
- Service Line Not Available
- Distribution Service Main Available
- Distribution Service Main Not Available
- Septic Permit Required

Pro-Rata payment due? Yes No

Payment Amount

Water	\$	_____
Sewer	\$	_____
Total	\$	_____

Approved By: _____ Date: _____

Utility Operations Division Representative



APPLICATION FOR WELL PERMIT - CITY OF RIO RANCHO



NOTICE OF INTENT TO DRILL A DOMESTIC WELL

City File No.: _____ **State RG No.:** _____

~SITE PLAN~

~PROPERTY OWNER~

~Please attach all plans and maps to this form~

Owner: _____ Phone number: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____

~LEGAL DESCRIPTION OF WELLSITE LOCATION~

Property description: _____
Physical Address: _____
_____ 1/4 of _____ 1/4 of _____ 1/4 of:

TOWNSHIP	RANGE	SECTION	UNIT	BLOCK	LOT

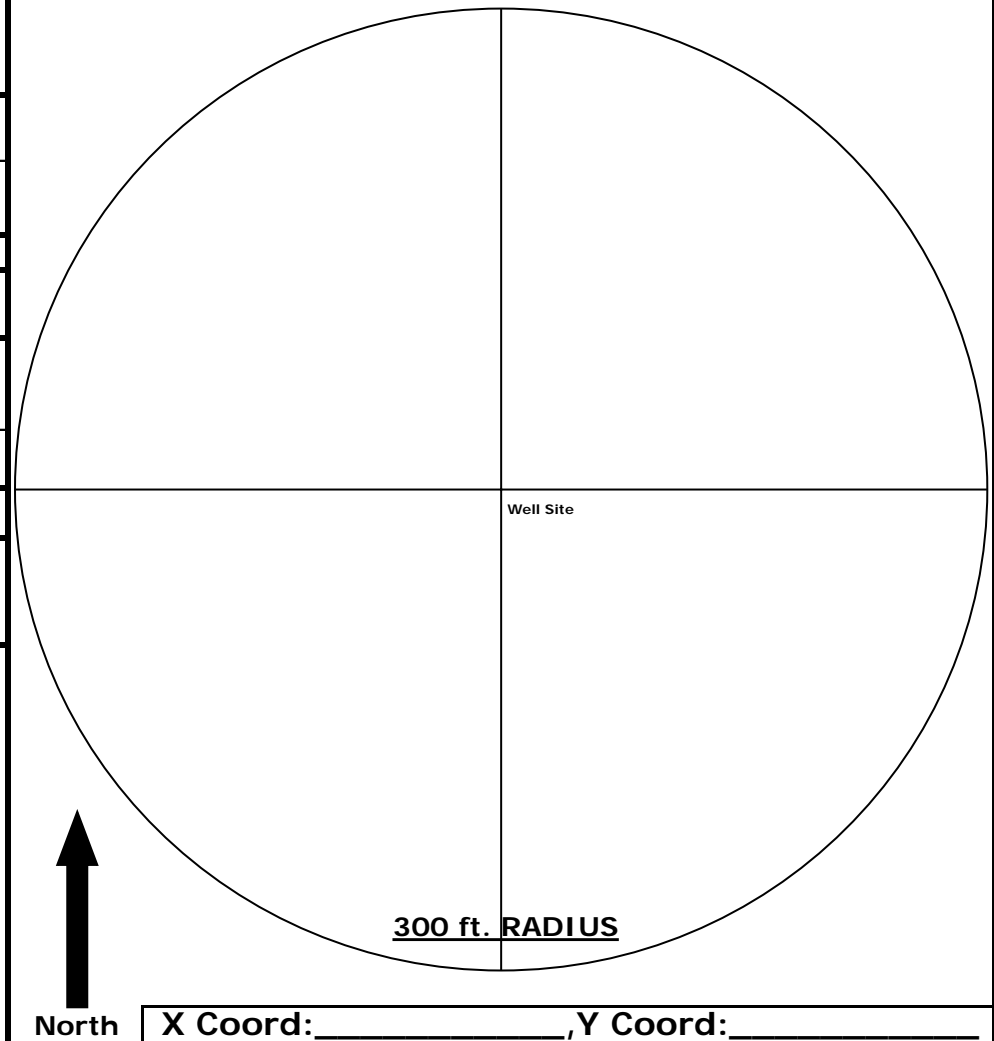
Well Driller: _____
State License no: _____
Phone no: _____

PURPOSE OF WELL: PRIVATE DOMESTIC USE _____ COMMERCIAL USE _____

TYPE OF WELL: NEW _____, SUPPLEMENTAL _____, REPLACEMENT _____

REDRILL _____, DEEPEN _____, CAP/ABANDON _____, OTHER _____

Minimum Setbacks	Actual
Septic Tanks (50ft) _____	_____
Drainfields (100ft) _____	_____
Cesspools (100ft) _____	_____
Community Sewer Plants (200ft) _____	_____
City Water (300ft) _____	_____
City Sewer lines (10ft) _____	_____
Animal holding areas (100ft) _____	_____
Sanitary Landfill (1200ft) _____	_____



I hereby certify that all the information I have given on this form is true and accurate:

Signed: _____

Date: _____

Plot Plan Layout For Well Approval

Owner:

John Doe

Street Address:

1111 12 St NE

Lot Size:

.5 Acres

Legal Description

Unit:

12

Block:

44

Lot:

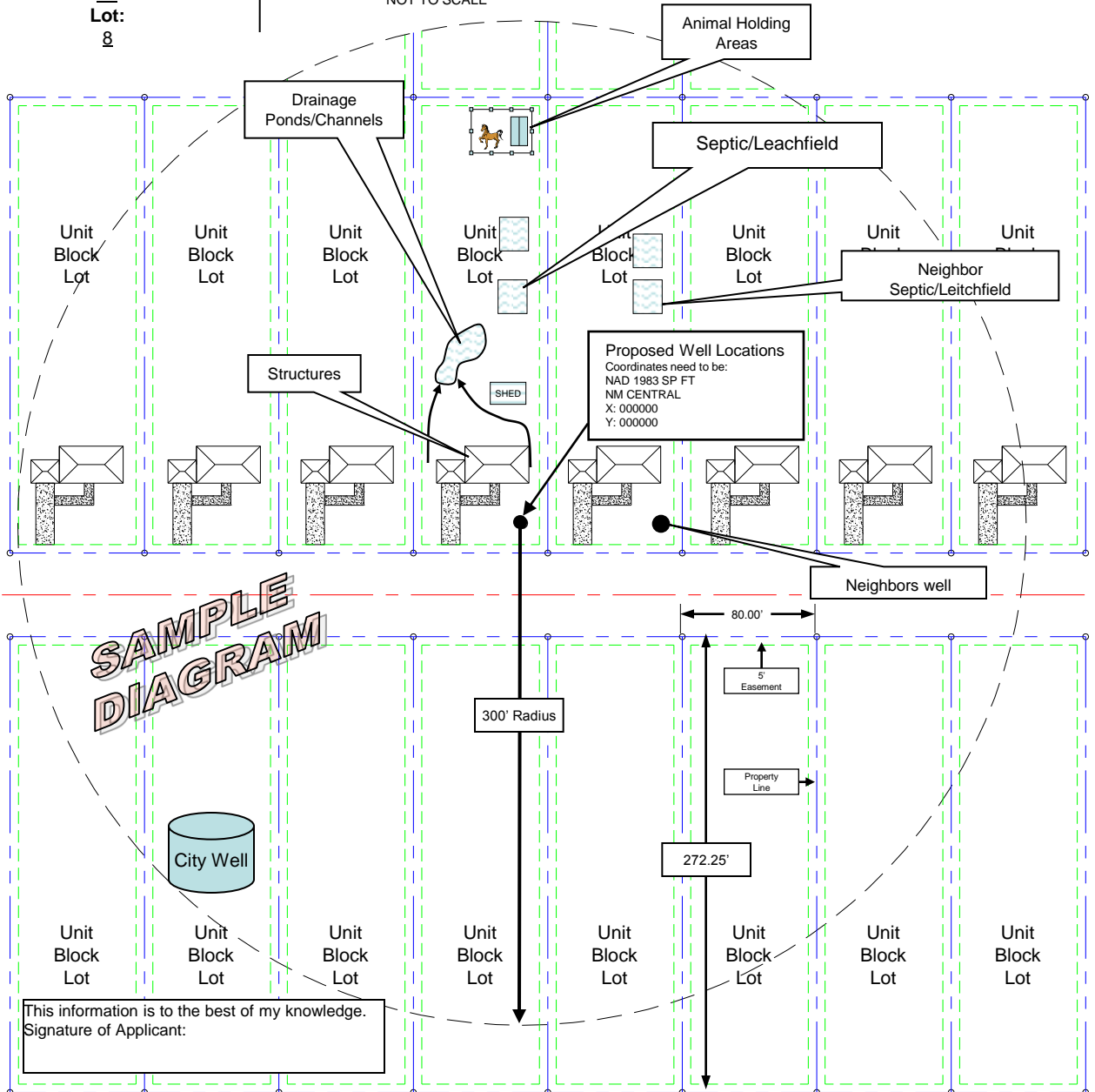
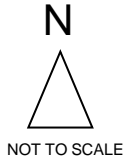
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Setbacks:

Septic Tanks	50'
Drain fields	100'
Cesspools	100'
Sewer plants	200'
City Water	300'
City Sewer lines	10'
Animal Pens	100'
Sanitary Land Fill	1200'

A plot plan showing the proposed well location with respect to the following items within a radius of three hundred feet (300') from the well:

- Property lines
- Sewage or waste disposal systems (including liquid waste disposal areas).
- All intermittent or perennial, natural, or artificial bodies of water or watercourses.
- The approximate drainage pattern of the property.
- Other wells, including abandoned wells.
- Access road(s) to the well site.
- Structures
- Public water lines
- Public sewer lines
- All domestic and municipal wells.
- Location of the property with a vicinity map including the legal description of the property (Assessor Parcel Map, lot, block, unit).
- The name and Office of the State Engineer's well driller's license number.

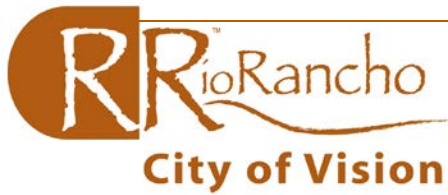


This information is to the best of my knowledge.
Signature of Applicant:

REGISTERED WELL DRILLERS

City of Rio Rancho Registered Well Drillers

DRILLING COMPANY	CITY REGISTRATION #	ADDRESS	CITY	ZIP	PHONE	STATE LICENCE #
Murray Drilling Co. Inc.	RWD00001	P.O. Box 1567	Bernalillo	87004	505-867-9500	672
Rodgers & Co. Drilling	RWD00002	2615 Isleta SW	Albuquerque	87105	505-877-1030	225
Husky Well & Pump Service	RWD00005	707 E. River Rd.	Belen	87002	505-864-0779	1148
American Drilling	RWD00009	9609 Wilshire Ave. NE	Albuquerque	87122	505-292-3399	1289
Hydrogeologic Servs.	RWD00012	P.O. Box 94716	Albuquerque	87199	505-856-6498	1472



DOMESTIC WELL REFUND Authorization Form

A \$100 refund may be granted upon completion of items below and this form.

Address of Well Site: _____

City of Rio Rancho Well Registration Number: CRR _____

State of New Mexico Well Registration Number: RG _____

Refund Requirements Checklist:

- Copy of Driller's Well Log
- Provide Serial Number of Water Meter. S/N _____
- Copy of Total Coliform Test. Sample must be submitted to a State Certified Laboratory and indicate absence of Total Coliform bacteria. The well must be disinfected if result is positive. A list of Certified Laboratories can be found at <http://www.nmenv.state.nm.us/dwb/sampling/CertifiedLabs.htm>

Additional Information:

An inspection is required when well is in service. A meter reading form will be mailed to you **annually** and should be completed and returned to this office.

Please call 505-896-8816 if you have any questions.

Return mail, fax or email all requested information, including this form to:

Attention: Water Programs Coordinator
3200 Civic Center Circle NE
Rio Rancho, NM 87144

Fax: 505-891-5201

Email: waterprograms@rrnm.gov

To be completed by City

____ Inspection of Domestic Well

Authorization for refund by:

_____ Date: _____