



Private Domestic Well Application Guideline

- ❖ Applicants whose property is 200ft 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 200 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 permit, 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 domestic well regardless of the property's distance from the city water distribution line. The applicant shall submit three (3) line extension cost estimates. The applicant shall be responsible for demonstrating the cost of drilling domestic water well on the property and shall present to the city a written quote by a well driller licensed by the State of New Mexico. The city shall determine whether the proposed cost is reasonable
- ❖ If you are submitting a building plan that requires a Grading & Drainage plan your domestic well permit will not be released until the plan has been approved by City Engineering
- ❖ Provide a copy of the WARRANTY DEED or a BINDING REAL ESTATE CONTRACT registered with the Sandoval County Clerk
- ❖ Provide 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, provide a copy of your approved LIQUID WASTE PERMIT from the New Mexico Environmental Department
- ❖ Provide a copy of your 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 City Ordinance 53 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
- ❖ Replacement, Supplemental, and Abandoned wells must meet all permit and fee requirements set forth in the City Ordinance 53
- ❖ Well must meet the following minimum allowable distance to:

City Sewer Lines	10ft
Existing private domestic wells	50ft
Liquid Waste Tank/Treatment System	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
- ❖ Well permit packets are available from Development Services-Suite 130 and Utility Operations Division-Suite 250



Domestic Well Permit Application Checklist

1	Submit completed 'Application for Permit to Use Underground Waters' to the NM Office of the State Engineer (form wr-01) – must be obtained prior to submitting for a City domestic well permit
2	Submit completed application for a 'Liquid Waste Permit or Registration' to the NM Environment Department (form LW401E) – must be obtained prior to submitting for a City domestic well permit
3	Submit completed 'Meter Application Residential' (Form UT-UTO-01.02 (E)) to City of Rio Rancho Utility Operations Division for determination on city water availability - must be obtained prior to submitting for a City domestic well permit.
4	<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 Operations Division (City Hall-Suite 250). Paperwork needed at time of submission:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of approved NM OSE permit (wr-01) <input type="checkbox"/> Copy of approved NMED Liquid Waste Permit (form LW401E) <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"/> Completed City of Rio Rancho Application for Well Permit <input type="checkbox"/> Legal proof of ownership (warranty deed or a binding real estate contract) <input type="checkbox"/> Site plan showing location of well , septic and drain field and their approximate distance apart <input type="checkbox"/> Vicinity map <input type="checkbox"/> Well share agreement (if well will be serving multiple households) <input type="checkbox"/> *Grading & Drainage plan (if one is required) <input type="checkbox"/> Nonrefundable permit fee (\$200)

* During the residential building plan review process City Engineering will determine if a Grading & Drainage plan is required. You may submit your well permit application at the same time as your residential building plans. Reviews will run concurrently. However, if a Grading & Drainage plan is required, the well permit will not be released until the plan has been approved by City Engineering.

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

Domestic Well Permit Application Fees

City of Rio Rancho Fees:		Office of the State Engineer Fees:	
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

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 250 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: _____

FOR DEPARTMENT USE ONLY

Water/Wastewater Situation:

Water

- Service Line Available
- Service Line Not Available
- Distribution Service Main Available
- Distribution Service Main Not Available
- City & State Domestic Well Permit Required

Wastewater

- Service Line Available
- Service Line Not Available
- Distribution Service Main Available
- Distribution Service Main Not Available
- NMED Liquid waste/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



State RG No.:

SITE PLAN

PROPERTY OWNER

Owner: _____ Phone #: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

LEGAL DESCRIPTION OF WELL SITE LOCATION

Property description: _____

Physical Address: _____

UNIT	LOT	BLOCK

Well Driller: _____

State License no: _____

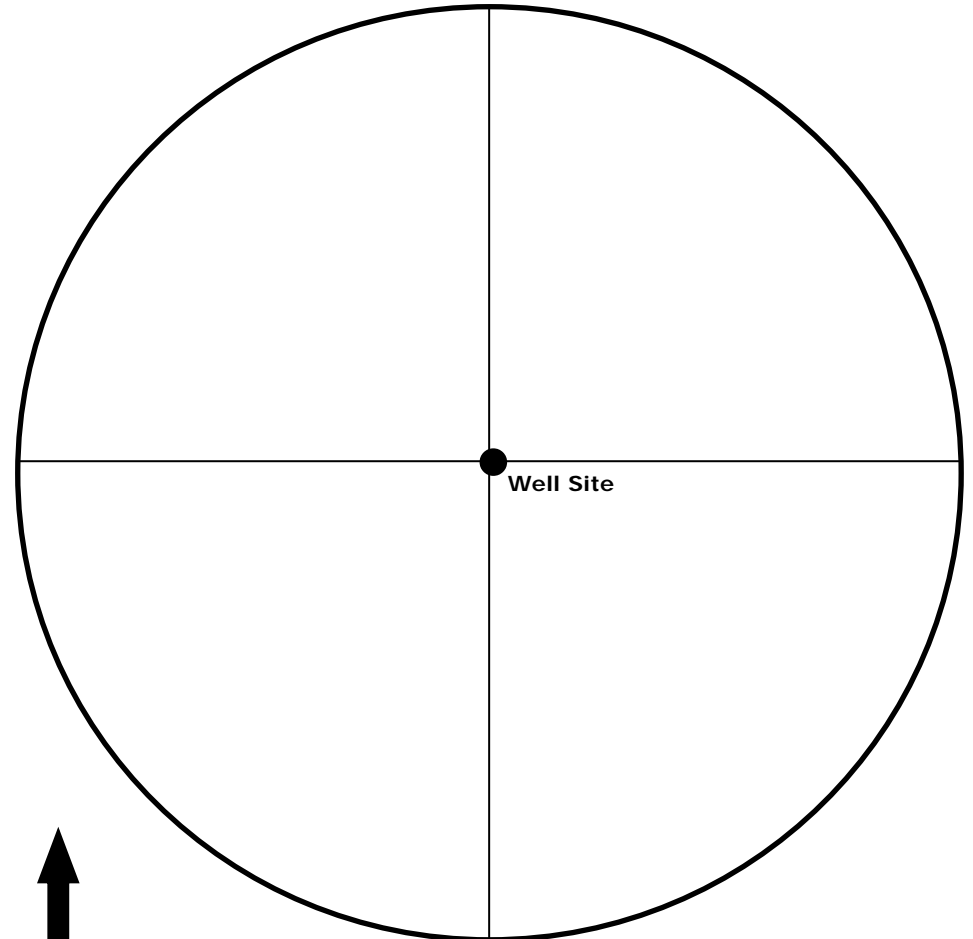
Purpose of Well: Residential Use Commercial Use

Type of Well: New Supplemental Replacement
 Redrill Deepen Cap/Abandon Other

Serving # of Households: Single Multiple

MINIMUM SETBACKS	ACTUAL
Septic Tanks (50ft)	
Drainfields (100ft)	
Cesspools (100ft)	
Community Sewer Plants (200ft)	
City Water (200ft)	
City Sewer lines (10ft)	
Animal holding areas (100ft)	
Sanitary Landfill (1200ft)	

Please attach all plans and maps to this form



X Coord: _____ Y Coord: _____

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

Signed: _____

Date: _____



APPLICATION FOR WELL PERMIT - CITY OF RIO RANCHO



NOTICE OF INTENT TO DRILL A DOMESTIC WELL

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

~PROPERTY OWNER~

Owner: John Doe Phone number (555) 555-5555
Mailing Address: 3200 Civic Center
City: Rio Rancho State: NM Zip Code: 87144

~LEGAL DESCRIPTION OF WELLSITE LOCATION~

Property description: Residential
Physical Address: 1201 Street Name
1/4 of _____ 1/4 of _____ 1/4 of _____

TOWNSHIP	RANGE	SECTION	UNIT	BLOCK	LOT
			10	10	3

Well Driller: A Driller

State License no: AB 1234

Phone no: 1-234-5678

PURPOSE OF WELL: PRIVATE DOMESTIC USE COMMERCIAL USE _____

TYPE OF WELL: NEW , SUPPLEMENTAL _____, REPLACEMENT _____

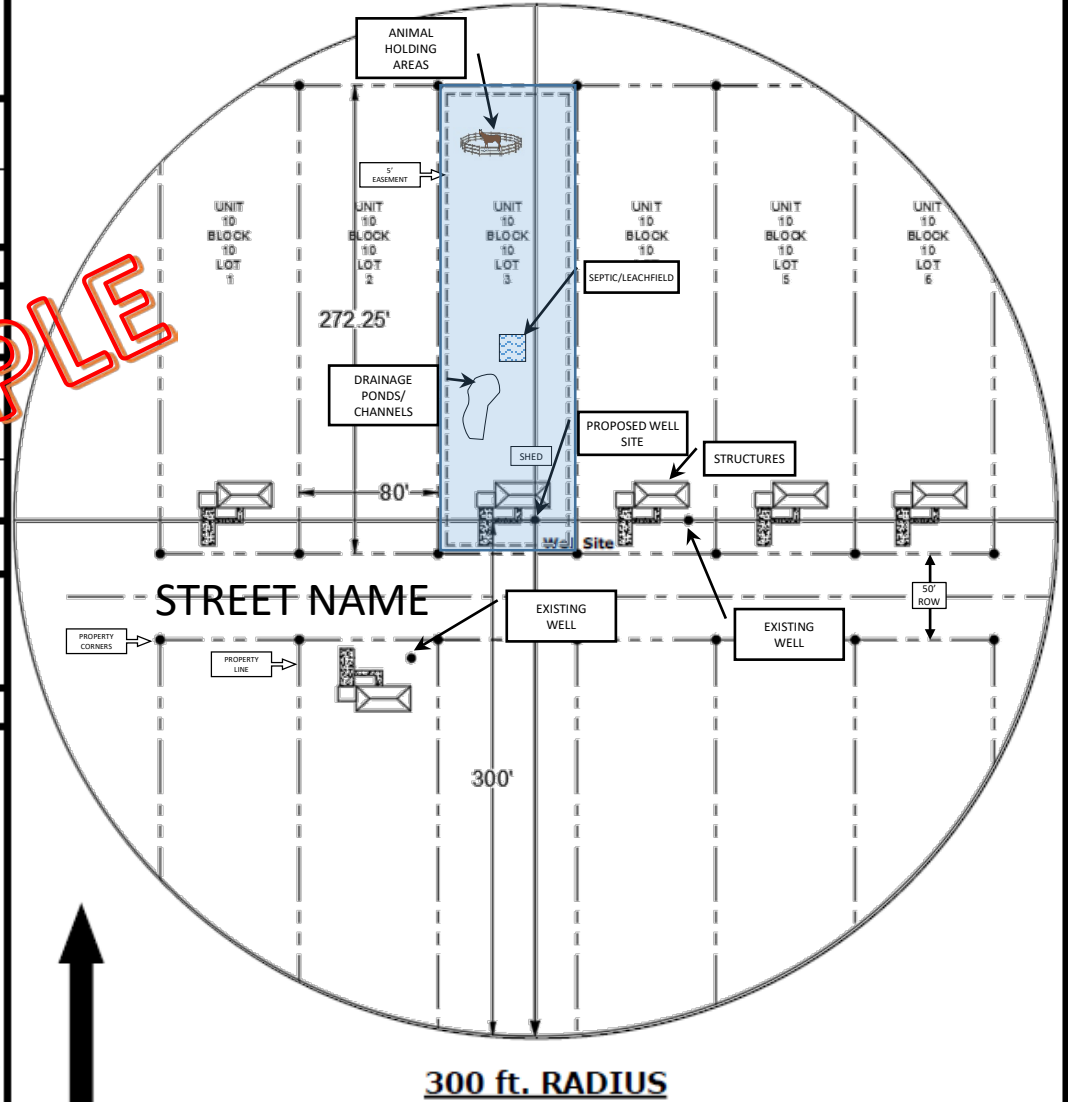
REDRILL _____, DEEPEN _____, CAP/ABANDON _____, OTHER _____

SERVING NUMBER OF HOUSEHOLDS: SINGLE MULTIPLE _____

Minimum Setbacks	Actual
Septic Tanks (50ft)	60'
Drainfields (100ft)	120'
Cesspools (100ft)	N/A'
Community Sewer Plants (200ft)	+200'
City Water (300ft)	+300'
City Sewer lines (10ft)	+10'
Animal holding areas (100ft)	N/A
Sanitary Landfill (1200ft)	+1200'

~SITE PLAN~

~Please attach all plans and maps to this form~



SAMPLE

North ↑ X Coord: 1234567.8 , Y Coord: 8765432.1

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

Signed: John Doe

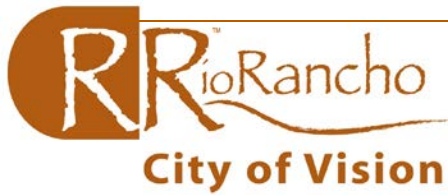
Date: 1/1/1000

LICENSED WELL DRILLERS

City of Rio Rancho Registered Well Drillers

Note: The City certificate expiration date is the same as the State License expiration date.

DRILLING COMPANY	CITY CERT	ADDRESS	CITY	ZIP	CITY BL	DRILLERS LICENSE	PHONE
American Drilling	RWD00009	9609 Wilshire Ave. NE	Albuquerque	87122	10/31/2021	1289	505-271-2552
Garcia Brothers Drilling	RWD00010	9609 Wilshire Ave. NE	Albuquerque	87122	10/31/2021	539	505-271-2552
Husky Well & Pump Service	RWD00005	707 E. River Rd.	Belen	87002	9/30/2021	1148	505-864-0779
Murray Drilling Co. Inc.	RWD00001	P.O. Box 1567	Bernalillo	87004	5/31/2021	672	505-867-9500
Rodgers & Co. Drilling	RWD00002	2615 Isleta SW	Albuquerque	87105	3/31/2021	225	505-877-1030



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: _____