



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 200 ft. of a lot, 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 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 along with a written drilling quote by a well driller licensed by the State of New Mexico. The city shall determine whether the proposed cost is reasonable.

Typically, the well permit and residential building plans are processed simultaneously so it is preferred the both are submitted at the same time. When the well permit has been processed and approved, a copy will be given to Development Services. Development Services will not release your plans without an approved city well permit, if one is required.

Before submitting for a city well permit application you need to obtain: a state well permit from the New Mexico Office of the State Engineer (PH: 505-383-4000), a liquid waste permit from New Mexico Environment Department (505-771-5980) if installing a septic tank, and have a residential Meter Application signed by the Engineering Technician in the city Utility Operations Division (PH: 505-891-5061).

Check the city list of drillers to make sure that your well driller has a State license and is registered with the City of Rio Rancho to drill within city limits (list is available in the well permit packet).

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. Water usage shall be recorded and reported annually to the Domestic Well Program, Utility Operations Division.

Proposed well site should be clear of easements and structures.

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
Animal Holding Areas	100ft
Community Sewer Treatment Plants	200ft
Sanitary Landfills	1200ft

Well permit application packets are available on-line at <https://rrnm.gov/2215/Domestic-Well-Program>

City of Rio Rancho Fees:

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



Domestic Well Permit Application Checklist

Follow these steps before submitting your well permit application to Water Programs:

1	Submit an 'Application for Permit to Use Underground Waters' to the NM Office of the State Engineer (form wr-01) and get approval
2	Submit an application for a 'Liquid Waste Permit or Registration' to the NM Environment Department (form LW401E) and get approval, if installing a septic system
3	Submit a 'Meter Application Residential' (Form UT-UTO-01.02 (E)) to the City of Rio Rancho Engineering Technician (Utility Operations Division) for determination on city water availability and approval to pursue a city well permit

Then email the following documents to waterprograms@rrnm.gov

- Copy of approved NM OSE permit (wr-01)
- Copy of approved NMED Liquid Waste Permit (form LW401E), if installing a septic system
- Signed and authorized City of Rio Rancho Utilities Division's Meter Application for Residential and Commercial Development (UT-UTO-01.02 (E))
- City of Rio Rancho Application for Well Permit
- Legal proof of ownership (warranty deed or a binding real estate contract)
- Site plan - showing location of well, septic and drain field and their approximate distance apart
- Vicinity map - showing legal description and access road to site (can be combined with site plan)
- Well share agreement (for multiple households)
- Grading & Drainage plan (if one is required)
- Nonrefundable permit fee (\$200)

Please allow up to 30 days for review and approval. The permit fee must be paid at time of submission (credit or debit card accepted, a check can be mailed if preferred). You will be notified when your Domestic Well permit is approved and given to Development Services. 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

City of Rio Rancho

Utility Operations Division, Suite 250

Rio Rancho, NM 87144

Phone: 505-896-8816 / 505-891-0523

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 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

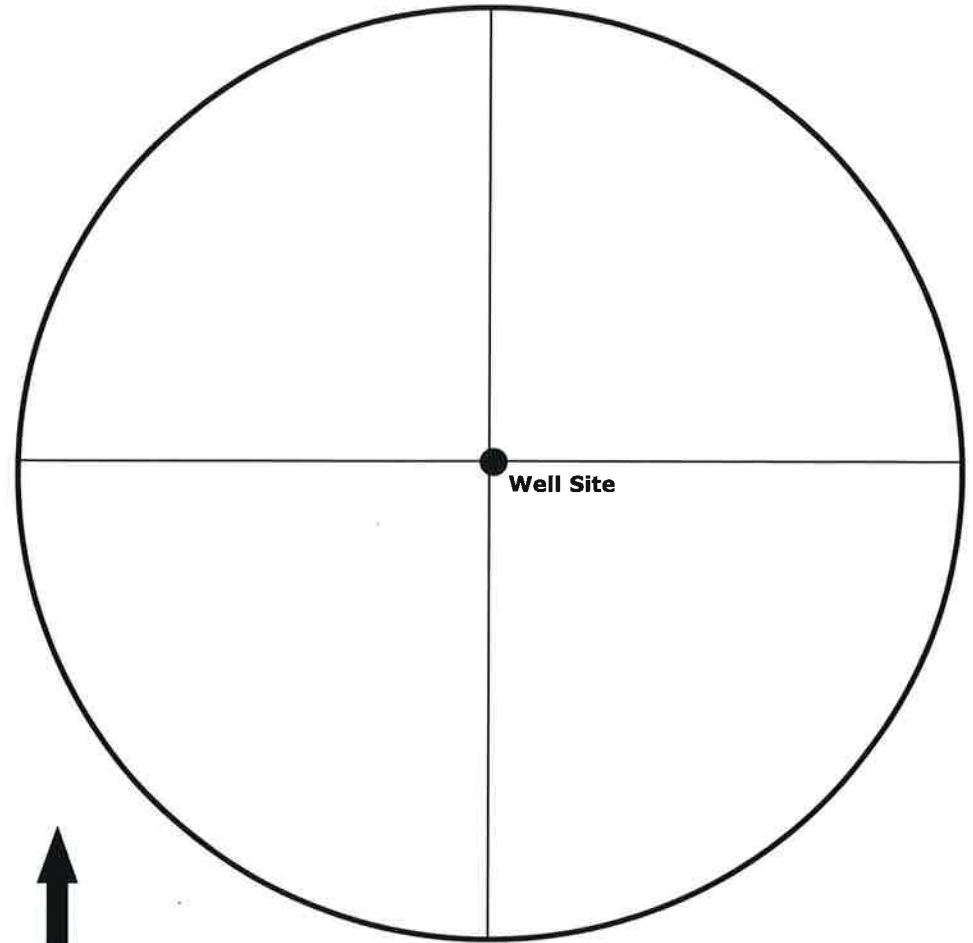
Serving # of Households: Single Multiple

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



North

300 ft. RADIUS

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 _____

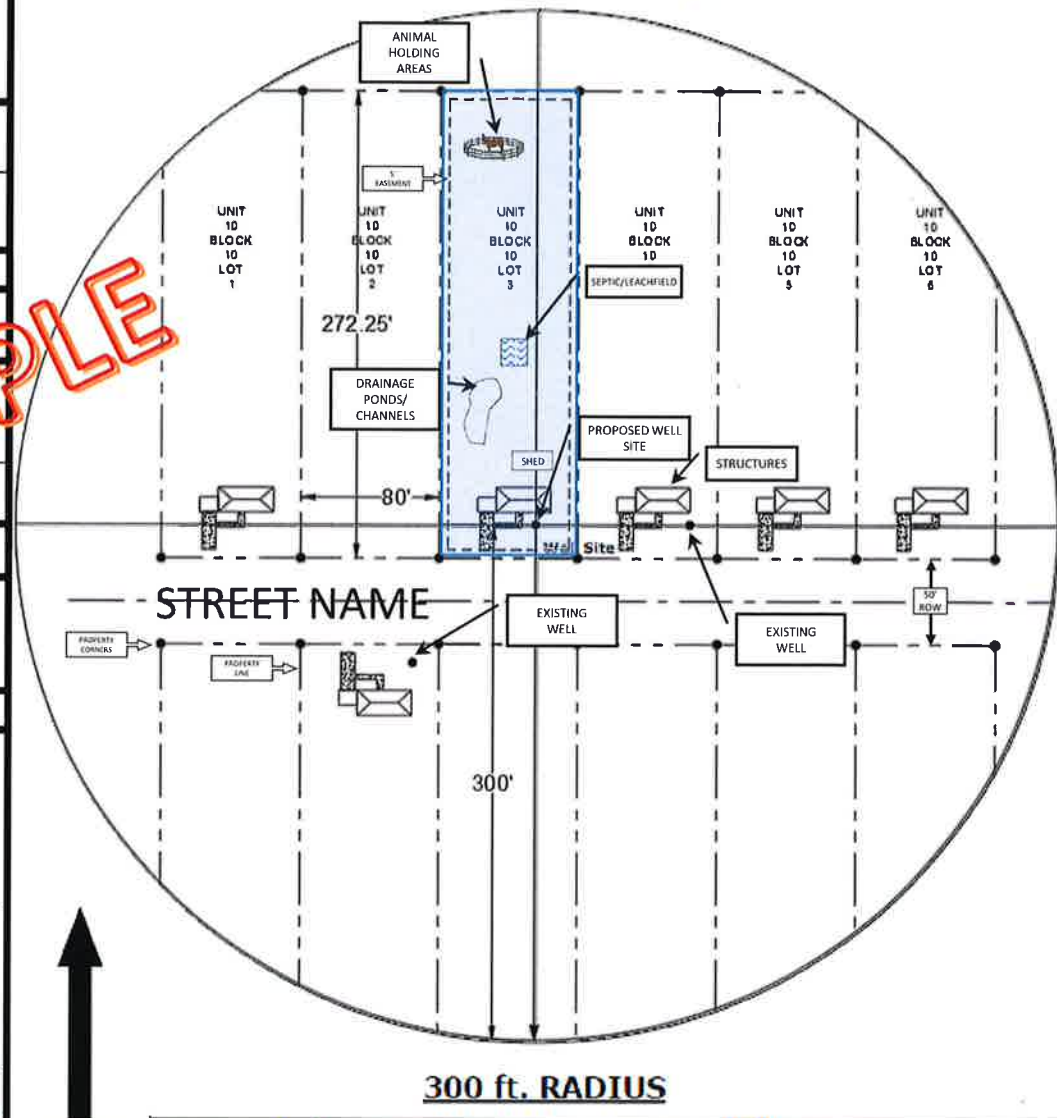
REDRILL _____, DEEPEN _____, CAP/ABANDON _____, OTHER _____

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~



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

City Of Rio Rancho Registered Well Drillers

NOTE: The City Well Certificate expiration date is the same as the OSE State license expiration date.

<u>DRILLING COMPANY</u>	<u>CORR CERT #</u>	<u>OSE DRILLER LIC #</u>	<u>ADDRESS</u>	<u>CITY</u>	<u>PHONE</u>
Husky Well & Pump Service	RWD00005	1148	707 E. River Rd.	BELEN	505-864-0779
Maez Water Sources & Drilling	RWD00011	554	3552 A Highway 47	PERALTA	505-865-7817
Murray Drilling Co. Inc.	RWD00001	672	PO Box 1567	BERNALILLO	505-867-9500
Rodgers & Co. Drilling	RWD00002	225	2615 Isleta Blvd. SW	ALBUQUERQUE	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: _____