

ACD PACKET CHECK-OFF SHEET

This sheet contains a list of required information for processing Agreements to Construct and Dedicate Public Improvements (ACD).

***Please submit this sheet with the packet.**

Check if submitted:

- Developer Information Sheet
- Utility Service Application
- Utility Contractor Price Quote
- Copy of Plat
- Approved Water Plan Drawing Number _____
- Approved Development Water Budget, including Landscape Irrigation Budget and a 9.8% Contingency
- Fee Waiver Application Approved by the Office of Affordable Housing
- SFHP, Not Applicable

COUNTY PROJECTS ONLY:

- City Council Approval Date _____

NOTE:

Applications will NOT be accepted for submittal unless ALL applicable items on this check list are completed and/or attached.

DEVELOPER INFORMATION SHEET

Developer's Name: _____
Address: _____
Telephone #: _____
Contact Person: _____
Legal Description of Property: _____
Plat Recording Date (month, day & year): _____
Record Book #: _____
Record Page #: _____
Present Owner of Property (exactly as shown): _____
Project Name: _____
Proposed Date of Completion (month & year): _____
Developer Engineer Name: _____
Address: _____
Telephone #: _____
Contact Person: _____
Developer Water Utility Contractor Name: _____
Address: _____
Telephone #: _____
Contact Person: _____
Construction Starting Date: _____
Type of Business Entity (NM Corporation, General Partnership, LLC, Individual, etc.): _____

NOTE:

1. Developer must fill out all the information above.
2. A Performance Bond from the Contractor, Certificate of Insurance and a check in the amount listed on Page 2 of Agreement to be supplied by the Developer.
3. SDCW requires contractor bid sheets (use SDCW format)
4. Developer is responsible for advising SDCW on proposed changes in start date to ensure availability of SDCW construction Inspector.

SDCW USE ONLY

Date Received: _____
Project Name: _____
Fire Hydrants: **YES** or **NO** **CITY** or **COUNTY** Quantity: _____
Drawing #: _____
W.O. #: _____
Inspector: _____

City of Santa Fe, New Mexico
UTILITY SERVICE APPLICATION

***Fill in all highlighted fields on this application. Applicant must sign and date application.**

- Check one only:**
- Water Service Technical Evaluation Request
 - Agreement for Metered Service (AMS)
 - Agreement to Construct and Dedicate Public Improvements (ACD)**
 - Annexation Application Water Budget
 - Water Offset Program/Water Rights Compliance Evaluation Request

WORK ORDER # _____

Applicant Name: _____
 Project Address: _____

***Required - Attach a Plat of the Property (legal lot of record and proposed development)**

Plat Filing Information: Year _____ Book _____ Page _____ Township, Range, Section: _____
 Location: (check one only) Inside Corporate City Limits _____ Outside Corporate City Limits _____
 Property Uniform Property Code: _____ Existing Well: Yes _____ No _____
 Legal Description including lot size: _____

Short Description of Project: _____

Construction Start Date: _____

***RESIDENTIAL PROJECT - Complete the following**

1. Type of project: (i.e. Single Family Residence, Subdivision, Lot split, Apartments) _____
2. Total number of lots approved on final plat/development plan: _____
3. Total number of homes existing or under construction: _____
4. Size of service requested: (5/8", 3/4", 1" or 2") _____

***Please fill in all categories below that apply for which water service is requested:**

--- COMPLETED BY APPLICANT ---

- Number of Lots or Units**
- _____ Single Family Dwelling Unit, lot size less than 6,000 sq. ft.
 - _____ Single Family Dwelling Unit, lot size 6,000-10,890 sq. ft.
 - _____ Single Family Dwelling Unit, lot size greater than 10,890 sq. ft.
 - _____ Mobile Home (in Mobile home park)
 - _____ Accessory Dwelling Unit
 - _____ Apartment/Condominium
 - _____ Senior Complex

--- COMPLETED BY STAFF ---

Water Use Factors	Annual Water Demand
.15 afy per d.u.	_____
.17 afy per d.u.	_____
.25 afy per d.u.	_____
.17 afy per d.u.	_____
.09 afy per d.u.	_____
.16 afy per d.u.	_____
.12 afy per d.u.	_____

_____ **Total**

Total Residential Water Demand _____ AFY

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***COMMERCIAL PROJECT - Complete the following**

Type of Project: (i.e. Office, Retail, Mixed, etc.) _____

Total gross floor area of building: _____ square feet

Total area of lot, tract or parcel: _____ acres

Automatic Fire Sprinkler System: _____ Yes _____ No

Building Construction Type: _____

Building Square Footage: _____

Site Plan Attached: _____ Yes _____ No

*Please check all use categories below that are planned for the building and the gross floor areas of each use within the proposed building.

---- COMPLETED BY APPLICANT ----

<u>Check Type of Use</u>	<u>Gross Floor Area</u>
<u>Commercial</u>	
_____ Office – Non-medical	_____
_____ Medical Office	_____
_____ Office – City/State	_____
_____ Research and Development Lab	_____
_____ Manufacturing – Goods	_____
_____ Manufacturing – Consumables	_____
_____ Laundromat, Commercial	_____
_____ Laundromat, Other	_____
_____ Drycleaner	_____
_____ Plant Nursery	_____
_____ Gyms with showers	_____
_____ Gyms without showers	_____
_____ Salons	_____
_____ Pet Grooming	_____
_____ Pet Daycare	_____
_____ Retail, Large (Individual stores or shopping areas > 75,000 sq ft)	_____
_____ Neighborhood Center/Medium Retail (Individual stores or shopping areas 75,000-25,000 sq ft)	_____
_____ Retail, Small (Individual stores or shopping areas < 25,000 sq ft)	_____
_____ Gallery	_____
_____ Grocery Store	_____
_____ Restaurant (full service)	_____
_____ Restaurant (limited service)	_____
_____ Gasoline Station w/ Car Wash	_____
_____ Gasoline Station	_____

---- COMPLETED BY STAFF ----

<u>Water Use Factors</u>	<u>Annual Water Demand</u>
(0.70 afy per 10,000 s.f.)	_____
(0.72 afy per 10,000 s.f.)	_____
(0.58 afy per 10,000 s.f.)	_____
(1.18 afy per 10,000 s.f.)	_____
(0.21 afy per site)	_____
(2.33 afy per site)	_____
(0.78 afy per machine)	_____
(0.22 afy per machine)	_____
(0.41 afy per site)	_____
(0.56 afy per 10,000 s.f.)	_____
(8.94 afy per site)	_____
(0.77 afy per site)	_____
(0.21 afy per site)	_____
(0.52 afy per site)	_____
(0.11 afy per site)	_____
(0.45 afy per 10,000 s.f.)	_____
(0.43 afy per 10,000 s.f.)	_____
(0.06 afy per site)	_____
(0.60 afy per site)	_____
(1.27 afy per 10,000 s.f.)	_____
(0.02 afy per seat)	_____
(1.63 afy per Site)	_____
(6.56 afy per Site)	_____
(0.88 afy per Site)	_____

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<input type="checkbox"/> Car Wash (full service)	_____	(5.66 afy per Site)	_____
<input type="checkbox"/> Car Wash (limited service)	_____	(0.94 afy per Wash Bay)	_____
<input type="checkbox"/> Auto Repair	_____	(0.12 afy per site)	_____
<input type="checkbox"/> Car Rental	_____	(0.12 afy per site)	_____
<input type="checkbox"/> Car Sales	_____	(0.07 afy per 10,000 s.f.)	_____
<input type="checkbox"/> Self Storage	_____	(0.13 afy per site)	_____
<input type="checkbox"/> Wholesale, Warehousing	_____	(0.4 afy per 10,000 s.f.)	_____
<input type="checkbox"/> Industrial, Manufacturing	_____	(applicant estimate of water use)	_____
<input type="checkbox"/> Church w/ day care or school)	_____	(1.3 afy per Site)	_____
<input type="checkbox"/> Church w/o day care or school)	_____	(0.6 afy per Site)	_____
<input type="checkbox"/> Hotel	No. of rooms _____	(.13 afy per room)	_____
<input type="checkbox"/> Motel	No. of rooms _____	(.09 afy per room)	_____

Public Services

<input type="checkbox"/> School, Elementary		(0.53 afy per 100 students)	_____
<input type="checkbox"/> School, Middle or Junior High		(1.68 afy per 100 students)	_____
<input type="checkbox"/> School, Senior High		(2.64 afy per 100 students)	_____
<input type="checkbox"/> Schools, Daycare		(0.85 afy per 100 kids)	_____
<input type="checkbox"/> Places of Worship With Daycare and school		(0.15 afy per site) (0.95 afy per site)	_____ _____
<input type="checkbox"/> Parks		(1.48 afy per acre)	_____
<input type="checkbox"/> Other (not listed above) Please attach		(with attachment)	_____

water demand calculations and assumptions used

Total Floor Area _____

Total Commercial Water Demand	_____	AFY
Total Residential Water Demand	_____	AFY
TOTAL PROJECT WATER DEMAND	_____	AFY

City of Santa Fe, New Mexico

OWNER: _____ Mailing Address: _____ _____ _____ Phone Number: _____ Mobile Number: _____	*Only If Applicable AGENT: _____ Title: _____ Mailing Address: _____ _____ Phone Number: _____ Mobile Number: _____
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Information Provided By: Check one: Owner _____ Agent _____

Signature: _____ **Date:** _____

Technical Evaluation to be Sent to: Check one: Owner _____ Agent _____

COMMENTS: _____

APPLICANTS, PLEASE NOTE:

- If the project is located within the Historic District and a hotbox for a backflow preventer is required, the Historic Preservation Division must be contacted at (505) 955-6605 to coordinate the hotbox location.
- Ordinance 2008-53, prohibits new connections outside the presumptive city limits including the Agua Fria traditional historic community (AFTHC) unless specific conditions are met. Applications for service outside the presumptive city limits and AFTHC must include documentation showing these conditions are met or the application will be rejected. The documents required are shown below:
 - A map of the proposed project in relation to the existing city limits and the presumptive city limits.
 - A detailed description of the proposed development including the type and size of proposed land uses.
 - The health, safety and welfare or other legal reason for the connection.
 - A site water budget.
 - Documentation from the County of Santa Fe that county water service is not available, if applicable.
 - Documentation from the wastewater division regarding sewer availability.
 - A certified Santa Fe Homes Proposal as set forth in Section 14-8.11 SFCC 1987 if applicable.