

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
  - Sewer Service Technical 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)
- \_\_\_\_\_ Guest house (detached)
- \_\_\_\_\_ Apartment/Condominium
- \_\_\_\_\_ Senior Complex

\_\_\_\_\_ **Total**

**--- 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 Residential Water Demand** \_\_\_\_\_ **AFY**

City of Santa Fe, New Mexico  
**UTILITY SERVICE APPLICATION**

**\*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>
____ Office (non-medical)	_____
____ Office (medical/analytical lab)	_____
____ Office (City/State )	_____
____ Large Retail Store	_____
____ Grocery Store	_____
____ Restaurant (full service)	_____
____ Restaurant (limited service)	_____
____ Gasoline Station w/ Car Wash	_____
____ Gasoline Station w/o Car Wash	_____
____ Car Wash (full service/conveyor)	_____
____ Car Wash (self-service/manual)	_____
____ Wholesale, Warehousing	_____
____ Industrial, Manufacturing	_____
____ Church w/ day care or school)	_____
____ Church w/o day care or school)	_____
____ Lodging (Hotel/full service) No. of rooms _____	_____
____ Lodging (Motel/limited service) No. of rooms _____	_____
____ School, Elementary	_____
____ School, Middle or Junior High	_____
____ School, Senior High	_____
____ <b>Other</b> (not listed above) Please attach water demand calculations and assumptions used	_____

**---- 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.)	_____
(0.45 afy per 10,000 s.f.)	_____
(1.27afy per 10,000 s.f.)	_____
(.02 afy per Seat)	_____
(1.63 afy per Site)	_____
(6.56afy per Site)	_____
(0.88 afy per Site)	_____
(5.66 afy per Site)	_____
(0.94 afy per Wash Bay)	_____
(0.4 afy per 10,000 s.f.)	_____
(applicant estimate of water use)	_____
(1.3 afy per Site)	_____
(0.6 afy per Site)	_____
(.13 afy per room)	_____
(.09 afy per room)	_____
(0.8 afy per 100 students)	_____
(3.2 afy per 100 students)	_____
(2.7 afy per 100 students)	_____
(with attachment)	_____

**Total Floor Area** \_\_\_\_\_

<b>Total Commercial Water Demand</b>	_____ AFY
<b>Total Residential Water Demand</b>	_____ AFY
<b>TOTAL PROJECT WATER DEMAND</b>	_____ AFY

City of Santa Fe, New Mexico  
UTILITY SERVICE APPLICATION

<b>OWNER:</b> _____ <b>Mailing Address:</b> _____ _____ _____ <b>Phone Number:</b> _____ <b>Mobile Number:</b> _____	<b>*Only If Applicable</b> <b>AGENT:</b> _____ <b>Title:</b> _____ <b>Mailing Address:</b> _____ _____ <b>Phone Number:</b> _____ <b>Mobile Number:</b> _____
---	---

**Information Provided By:**      Check one:    Owner \_\_\_\_\_    Agent \_\_\_\_\_

**Signature:** \_\_\_\_\_      **Date:** \_\_\_\_\_

Technical Evaluation to be Sent to:    Check one:    Owner \_\_\_\_\_    Agent \_\_\_\_\_

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANTS, PLEASE NOTE:**

- **Ordinance 2008-53, prohibits new connections outside the Presumptive City limits unless specific conditions are met. Applications for service outside the Presumptive City limits must include documentation showing these conditions are met or the application will be rejected.**

**For applications from outside the presumptive city limits, please provide the following:**

- **Cover letter stating which Section of Ordinance 2008-53 is applicable.**
- **Provide supporting documentation for request.**
- **Applicant is responsible for complying with all the provisions and requirements of City of Santa Fe Ordinance No. 2002-29, “Annual Water Budget Ordinance”.**
- **Applicant must obtain a water allocation prior to extension of a water main or metered service connection.**