



# **WATER DIVISION**

## **NEW SERVICE / METER INSTALL PROCESS**

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1.) Customer completes a City of Santa Fe Utility Service Application and submits it with a plat of the property to the Water Division Engineering Section located at 801 W. San Mateo (2nd floor). Applications submitted without a plat will not be accepted.

- Contact Lisa Larranaga, Project Specialist @ 955-4264

2.) The application will be assigned to an Engineering Technician who will prepare a field card (work order) with the scope of work to be done.

3.) An Agreement for Metered Service (AMS) will be initiated between the City of Santa Fe Water Division and the customer.

- Customer will be contacted when agreement is ready
- Customer will sign agreement and pay fees

4.) The AMS will be routed for signatures from:

- Engineer Supervisor
- Water Division Director
- City Attorney
- City Manager

**NOTE:** The customer cannot route signatures on their own, it must be done by Water Division staff.

5.) Once the agreement is executed, the field card will be issued to the Transmission and Distribution Section (T & D) for installation.

6.) The T & D Section will install the service (tap into main, install meter

can, connect copper from main into meter can, install meter setter) but not the water meter.

- 7.) The customer must connect the private plumbing to the copper line stubbed out from the meter can. The private plumbing must include a hose bib, frost-free hydrant or a PRV (Pressure Reducing Valve).
  
- 8.) After the service is installed and the private plumbing is connected, the customer must fill out a Meter Install Form at the Water Budget Office located at City Hall. The meter will be set within 10 business days.

**\*\*\*Water Budget regulates all meter installs due to retrofit requirements.**

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

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

**--- COMPLETED BY STAFF ---**

<u>Water Use Factors</u>	<u>Annual Water Demand</u>
------------------------------	--------------------------------

- |                  |       |
|------------------|-------|
| .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  
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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 ----**

<b>Check Type of Use</b>	<b>Gross Floor Area</b>
<b>Commercial</b>	

_____ 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 ----**

<b>Water Use Factors</b>	<b>Annual Water Demand</b>
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(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)	_____

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

<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		(0.15 afy per site)	_____
<input type="checkbox"/> With Daycare and school		(0.95 afy per site)	_____
<input type="checkbox"/> Parks		(1.48 afy per acre)	_____
<input type="checkbox"/> <b>Other</b> (not listed above)	Please attach	(with attachment)	_____

water demand calculations and assumptions used

**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> _____
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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:**

- 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 their 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
- 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