



# **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 Dora Marquez, Water Development Project Specialist @ 955-4264**
  - 2.) **The application will be assigned to an Engineering Technician who will prepare a field card 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 contract for signatures, 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 (T & D) Section 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 water offset 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: \_\_\_\_\_

**Permit Number:** \_\_\_\_\_

**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 meter 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**

**UTILITY SERVICE APPLICATION**

<b>OWNER:</b> _____ <b>Mailing Address:</b> _____ _____ _____ <b>Phone Number:</b> _____ <b>Mobile Number:</b> _____	<b>*Only If Applicable</b> 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 OUTSIDE CITY LIMITS, 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