

◀ READ THIS FIRST ▶

An engineered grading and drainage plan, prepared by a New Mexico registered professional civil engineer is required when one of the following conditions apply:

- 1. GRADING WILL DISTURB AN AREA GREATER THAN ONE ACRE.**
- 2. GRADING WILL INVOLVE THE EXCAVATION, REMOVAL OR PLACEMENT OF OVER 500 CUBIC YARDS OF MATERIAL.**
- 3. GRADING WILL MODIFY THE PUBLIC DRAINAGE SYSTEM, DEFINED AS, “THE PATH OF STORM RUN-OFF OF OTHER FLOW WILL FOLLOW FROM THE FURTHEST UPSTREAM PARCELS OF LAND TO THE CITY LIMITS.**
- 4. A BUILDING PAD OR FIRST FLOOR ELEVATION (INCLUDING BASEMENT) WILL BE LESS THAN ONE FOOT ABOVE THE ADJACENT TO STREET OR ROAD.**

**David A. Hunt
Water Programs Coordinator
3200 Civic Center Circle
Rio Rancho, NM 87144-5401
Utilities Division
505-896-8816 – Office
505-891-5201 – Fax**

VERY IMPORTANT **NOTICE**

Each form has a special purpose. If you do not fill out all the forms completely, you will not receive a permit. This applies to ALL APPLICANTS. There will be NO EXCEPTIONS.

List of Forms that must be completed and/or submitted.

1. State Well Permit Application
2. City of Rio Rancho Well Permit Application
3. Water and Wastewater Public Infrastructure Information Form
4. Liquid Waste Permit from NMED (if you are installing a septic system, or one exists on the property).
5. Proof of property ownership (Warranty deed or other document registered with the county clerk).

Instruction Sheet for Water Well Applicants

ATTENTION:

- All Applications **MUST** be accompanied by legal proof of property ownership - a Warranty Deed or a Binding Real Estate Contract registered with the Sandoval County Clerk. **ALSO**, no applicant can own more than 10 (ten) well sites concurrently.
- There is a \$ 200.00 City of Rio Rancho Domestic Well Permit Fee and a \$125.00 State of New Mexico Permit to use underground waters Fee. Please read these instructions carefully to find out where and when to pay your fees.
- A **PLOT PLAN** must accompany the City of Rio Rancho Application (see next page for plot plan requirements).
- If you have a SEPTIC TANK, or plan to install one, you must include a copy of your approved "Liquid Waste Permit" from the New Mexico Environmental Department.
- All State licensed well drillers **MUST** be registered drillers with the City of Rio Rancho and have a current City of Rio Rancho Business License to work inside the City Limits.
- If you are submitting a building plan that requires a grading & drainage approval, you must obtain that **FIRST** before submitting water well applications for approval. Please direct any questions concerning grading & drainage to the Department of Development Services at (505) 891-5005.
- All new, supplemental, replacement, and reconstructed domestic wells permitted under the City Ordinance must have a totalizing flow meter (in gallons) on the well discharge. The monthly usage shall be recorded and reported annually to the Water Utilities Division.
- All Replacement, Supplemental, and Abandoned wells must meet all permit and fee requirements set forth in the City of Rio Rancho Domestic Well Ordinance.
- After you have received well approval from the City of Rio Rancho and a signed water availability form you may submit for a Building Permit.

Procedure

Please fill out the following forms included with this Instruction Sheet:

- a.) "NEW MEXICO OFFICE OF THE STATE ENGINEER APPLICATION FOR PERMIT TO USE UNDERGROUND WATER IN ACCORDANCE WITH SECTION 72-12-1 NEW MEXICO STATUTES"
 - b.) "APPLICATION FOR WELL PERMIT FOR CITY OF RIO RANCHO".
 - c.) The City of Rio Rancho "Plot Plan/Vicinity Map Worksheet.
 - d.) "WATER AND WASTEWATER PUBLIC INFRASTRUCTURE INFORMATION FORM FOR RESIDENTIAL AND COMMERCIAL BUILDING PERMITS AND METER APPLICATIONS"
 - e.) TRACKING FORM (tells you where to pickup and take your applications).
 - f.) "READ THIS FIRST" Grading and Drainage form.
 - g.) "Critical Information and Conditions....." form.
- 1) Submit all completed forms, Plot Plans, well construction plans, and maps for review to Water Programs Coordinator in the Environmental Programs Office (City Hall, second floor – Utilities Division). This process may take up to 30 days. You will be notified when your Well Approval is ready to pick up. You must pay your City of Rio Rancho Domestic Well Permit Fee (\$ 200.00) at the Finance office **BEFORE** you can pick up your Permit.
 - 2) Your State Application will be:
 - a.) sent on to the State Engineer's Office with your payment (a check) for processing. **Do NOT proceed with your well construction until you have received your approved State Permit from the State Engineer.**
 - b.) **OR**, You may take the State Application and Fee to the State Engineer's Office in Albuquerque yourself. (This method is probably faster).

If either application is denied you will be notified by mail (or in writing) as to the reason(s) why.

Plot Plan Requirements

The City of Rio Rancho application for a Well Permit (supplied in this packet) requires the following information:

- 1) A plot plan showing the proposed well location with respect to the following items within a radius of 300 feet from the well site.
 - a) Property lines
 - b) Sewage liquid waste systems, cesspools, septic tanks, and leach fields
 - c) All intermittent or perennial, natural, or artificial bodies of water or watercourses
 - d) The approximate drainage pattern of the property
 - e) Other wells, including abandoned wells
 - f) Access road(s) to the well site
 - g) Structures
 - h) Public Water and Sewer lines
- 2) Location of the property with a vicinity map including the legal description of the property (Assessor Parcel Map, lot, block, unit)
- 3) The Driller's State of New Mexico License Number
- 4) Any other information deemed necessary to provide adequate protection to underground waters.

Additional State Fees:

Replacement Well...\$ 75.00
Supplemental Well...\$ 125.00
Repair or Deepen.....\$ 75.00
(Drill & Test)

Additional City Fees

Replacement Well...\$ 200.00
Supplemental Well...\$ 200.00
Repair or Deepen.....\$ 200.00
Transfer Ownership...No Charge

If you have any questions please contact:

David A. Hunt, Water Programs Coordinator
3200 Civic Center Circle
Rio Rancho, NM 87144-4501
Office Phone: 1-505-896-8816
Fax: 1-505-891-5201
E-Mail: DHUNT@ci.rio-rancho.nm.us

NEW MEXICO OFFICE OF THE STATE ENGINEER
APPLICATION FOR PERMIT TO USE UNDERGROUND WATERS
IN ACCORDANCE WITH SECTIONS 72-12-1.1, 72-12-1.2, or 72-12-1.3 NEW MEXICO STATUTES

1. APPLICANT

Name: _____ Name: _____
Address: _____ Address: _____
City: _____ City: _____
State: _____ Zip: _____ State: _____ Zip: _____
Phone: _____ Phone: _____
Contact: _____

2. LOCATION OF WELL (A or B required, C required, if applicable, required)

A. NAD 83 (Select Appropriate Coordinate System and Zone) →

NOTE: State Plane units - feet, UTM units - meters

X = _____, Y = _____

B. Latitude: _____ d _____ m _____ s

Longitude: _____ d _____ m _____ s

(Enter Lat/Long to at least 1/10th of a second)

Grant (If Applicable) _____

C. Subdivision _____ Recorded in County of _____

Lot No. _____, Block No. _____

D. On land owned by: _____

E. Tract No. _____, Map No. _____ of the _____ Hydrographic Survey

F. Is this well within a municipality? _____ if yes, where? _____

H. Give State Engineer File Number if existing well: _____

I. _____ 1/4 _____ 1/4 _____ 1/4 Section _____ Township _____ Range _____

J. Other _____

State Plane	_____ NM West Zone
	_____ NM Central Zone
	_____ NM East Zone
UTM	_____ UTM Zone 13N
	_____ UTM Zone 12N

D

3. USE OF WATER (check use applied for)

_____ Domestic use for one household

_____ Livestock watering

_____ Domestic well to accompany a house or other dwelling unit constructed for sale.

_____ Domestic use to serve _____ households

_____ Drinking and sanitary uses that are incidental to the operations of a governmental, commercial, or non-profit facility

_____ Prospecting, mining or drilling operations to discover or develop natural resources

_____ Construction of public works, highways and roads

File Number: _____
Sub Basin: _____

**NEW MEXICO OFFICE OF THE STATE ENGINEER
APPLICATION FOR PERMIT TO USE UNDERGROUND WATERS
IN ACCORDANCE WITH SECTIONS 72-12-1.1, 72-12-1.2, or 72-12-1.3 NEW MEXICO STATUTES**

4. WELL INFORMATION

Name of well driller and driller license number: _____
WD#: _____.

Approximate depth _____ feet; Outside diameter of casing _____ inches.

___ Replacement well

___ Repair or Deepen:

___ Clean out well to original depth

___ Deepen well from _____ to _____ feet

___ Other _____

___ Supplemental well

5. ADDITIONAL STATEMENTS OR EXPLANATIONS:

ACKNOWLEDGEMENT

(I, We) _____ / _____ affirm that the
(Please Print)
foregoing statements are true to the best of (my, our) knowledge and belief.

Applicant Signature / Applicant Signature

ACTION OF THE STATE ENGINEER

This application is approved subject to the attached general and specific conditions of approval.

Witness my hand and seal this _____ day of _____, 20_____.

John R. D'Antonio, Jr., PE, New Mexico State Engineer

By: _____

Trn Desc: _____ Page 2 of 2
Log Due Date: _____ File Number: _____
Trn Number: _____

File Number: _____

Sub Basin: _____

**NEW MEXICO OFFICE OF THE STATE ENGINEER
APPLICATION FOR PERMIT TO USE UNDERGROUND WATERS
IN ACCORDANCE WITH SECTIONS 72-12-1.1, 72-12-1.2, AND 72-12-1.3 NEW MEXICO STATUTES**

INSTRUCTIONS

1. The application shall be made in the name of the actual user of the well for the purpose specified in the application.

2. The application shall be filed with the appropriate filing fee.

3. A separate application must be filed for each well to be drilled or used.

4. If well to be used is an existing well, an explanation (and the file number, should be given under Remarks (Item 5).

FEE SCHEDULE

72-12-1.1 Application = \$125.00

Replacement well = \$ 75.00

Supplemental well= \$125.00

Repair or Deepen = \$ 75.00

Amend Domestic Use = \$ 75.00

if possible)

5. If well is to be used for livestock watering on state or federal land, proof of must be included as part of the application: (a) applicant is legally entitled to place his or her livestock on the land where the water is to be used, (b) applicant has been granted access to the drilling site and has permission to occupy the portion of the land as is necessary to drill and operate the well. the following

6. An application to drill a well on land owned by another person, the state of New Mexico, the federal government, or another entity shall be accompanied by written consent of the landowner.

7. For an application for drinking and sanitary uses that are incidental to the operations of a governmental, commercial, or non-profit facility, the applicant shall demonstrate that no alternative water supply is reasonably accessible or available.

8. An application for a 72-12-1.1 domestic well to serve multiple households shall be filed with documentation listing the number of households to be served by the well, the owner's contact information for each household to be served, and a description of the legal lot of record for each household to be served. A copy of a well share agreement may be filed to support the claim that the 72-12-1.1 domestic well will serve more than one household.

9. The Office of the State Engineer may require an application to be filed with a deed or purchase contract and plat of survey on file with the appropriate county.

10. See General Conditions of Approval for more information.

Application for permit, well records and requests for information in the following basins should be addressed to the
Office of the State Engineer at:

Bluewater, Estancia, Gallup, Middle Rio Grande, Northern Tularosa, and Sandia Basins

District No. 1. 121 Tijeras NE, Suite 2000, Albuquerque, NM 87102 Phone # 505-764-3888

Capitan, Carlsbad, Casey Lingo, Curry County, Fort Sumner, Hagerman Canal, Hondo, Jal, Lea County, Peñasco, and Portales Basins

District No. 2. 1900 West Second St., Roswell, NM 88201 Phone # 575-622-6521

Animas, Cloverdale, Gila-San Francisco, Hachita, Lordsburg Valley, Mimbres, Mount Riley, Nutt-Hockett, Playas, San Simon, Virden Valley, and Yaqui Basins

District No. 3. P.O. Box 844, Deming, NM 88031 Phone # 575-546-2851

Lower Rio Grande, Southern Tularosa, Hueco, Las Animas Creek, Salt, and Hot Springs Basins

District No. 4. 1680 Hickory Loop, Suite J, Las Cruces, NM 88005. Phone # 575-524-6161

San Juan Basin

District No. 5 100 Gossett Drive, Suite A, Aztec, NM 87140 Phone # 505-334-4571

Canadian River, Clayton, Northern Rio Grande, Upper Pecos, and Tucumcari Basins

District No. 6. P.O. Box 25102, Santa Fe, NM 87504-5102 Phone # 505-827-6120

File Number: _____

Sub Basin: _____

**NEW MEXICO OFFICE OF THE STATE ENGINEER
APPLICATION FOR PERMIT TO USE UNDERGROUND WATERS
IN ACCORDANCE WITH SECTIONS 72-12-1.1, 72-12-1.2, or 72-12-1.3 NEW MEXICO STATUTES**

GENERAL CONDITIONS OF APPROVAL

- 06A The maximum amount of water that may be appropriated under this permit is {approved_diversion} acre-feet in any year.
- 06B The well shall be drilled by a driller licensed in the State of New Mexico in accordance with Section 72-12-12 New Mexico Statutes Annotated. A licensed driller shall not be required for the construction of a driven well; provided, that the casing shall not exceed two and three-eighths (2 3/8) inches outside diameter (Section 72-12-12).
- 06C Driller's well record must be filed with the State Engineer within 20 days after the well is drilled or driven. Well record forms will be provided by the State Engineer upon request.
- 06D The casing shall not exceed 7 inches outside diameter except under specific conditions in which reasons satisfactory to the State Engineer are shown.
- 06E To request a change to the use of water authorized under this permit, the permittee shall file an application with the State Engineer.
- 06F An application for a new 72-12-1.1 domestic well permit where the proposed point of diversion is to be located on the same legal lot of record as an operational 72-12-1.1 domestic well shall be treated as an application for a supplemental well.
- 06G If artesian water is encountered, all rules and regulations pertaining to the drilling and casing of artesian wells shall be complied with.
- 06H The drilling of the well and amount and uses of water permitted are subject to such limitations as may be imposed by a court or by lawful municipal or county ordinance which are more restrictive than the conditions of this permit and applicable State Engineer regulations.
- 06I The permittee shall utilize the highest and best technology available to ensure conservation of water to the maximum extent practical.
- 06J The well shall be set back a minimum of 50 feet from an existing well of other ownership unless a variance has been granted by the State Engineer. The State Engineer may grant a variance for a replacement well or to allow for maximum spacing of the well from a source of groundwater contamination. The well shall be set back from potential sources of contamination in accordance with rules and regulations of the New Mexico Environment Department.
- 06K Pursuant to Section 72-8-1 NMSA, the permittee shall allow the State Engineer and his representatives entry upon private property for the performance of their respective duties, including access to the well for meter reading and water level measurement.
- 06L The permit is subject to cancellation for non-compliance with the conditions of approval or if otherwise not exercised in accordance with the terms of the permit.
- 06M The right to divert water under this permit is subject to curtailment by priority administration as implemented by the State Engineer or a court.
- 06N In the event of any change of ownership to this permit the new owner shall file a change of ownership form with the State Engineer in accordance with Section 72-1-2.1 NMSA.
- 06O This well permit shall automatically expire unless the well is completed and the well record is filed with the State Engineer within one year of the date of issuance of the permit. It is the responsibility of the permit holder to ensure that the well record has been properly filed with the State Engineer.



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: _____ Phone number: _____
 Mailing Address: _____
 City: _____ State: _____ Zip Code: _____

~LEGAL DESCRIPTION OF WELLSITE LOCATION~

Property description: _____
 Physical Address: _____
 _____ 1/4 of _____ 1/4 of _____ 1/4 of: _____

TOWNSHIP	RANGE	SECTION	UNIT	BLOCK	LOT

Well Driller: _____
 License no: _____
 Phone no: _____

PURPOSE OF WELL: DOMESTIC _____, IRRIGATION _____, FIRE _____

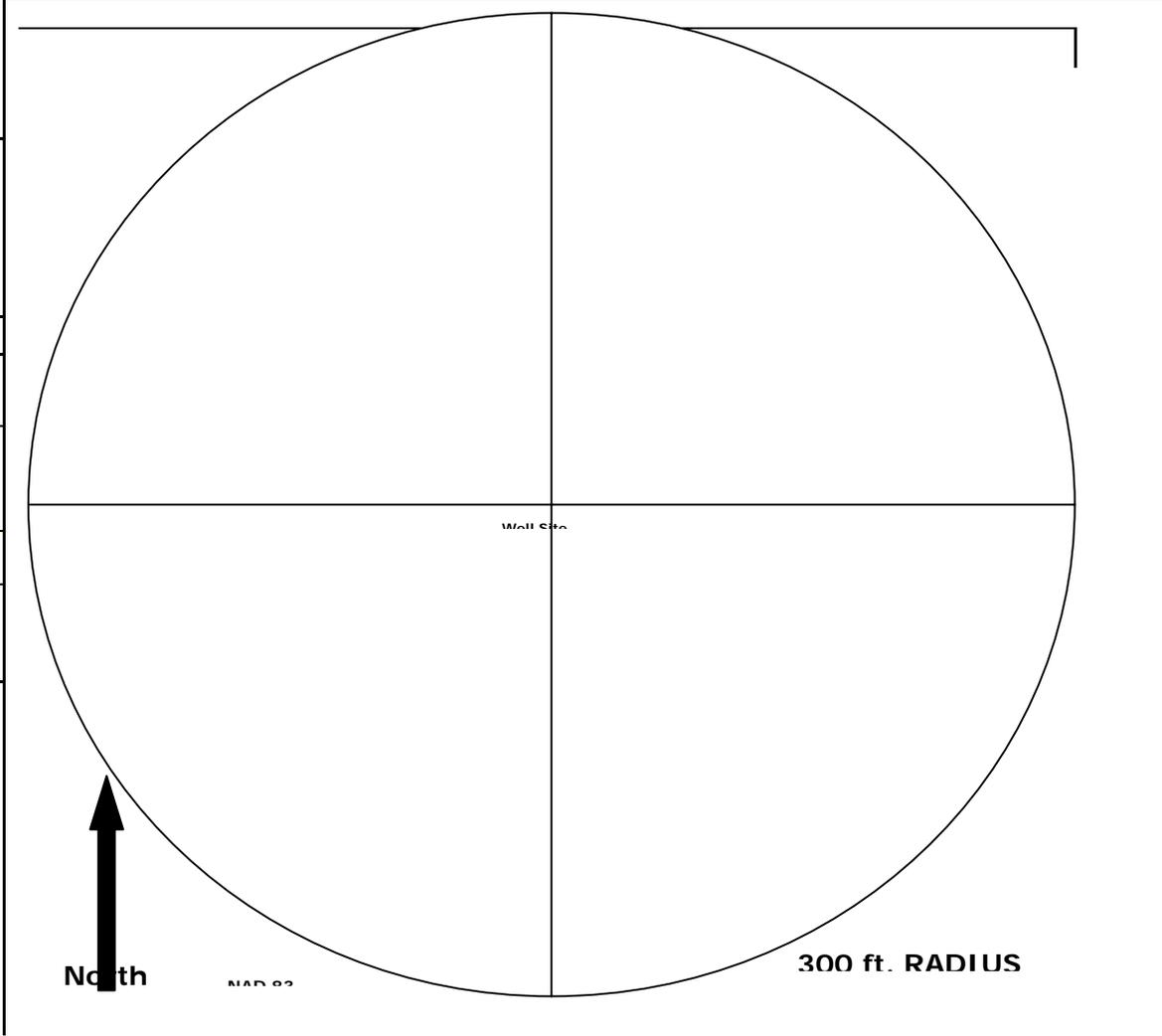
TYPE OF WELL: NEW _____, SUPPLEMENTAL _____, REPLACEMENT _____

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

Minimum Setbacks	Actual
Septic Tanks (50ft) _____	_____
Drainfields (100ft) _____	_____
Cesspools (100ft) _____	_____
Community Sewer Plants (200ft) _____	_____
City Water (300ft) _____	_____
City Sewer lines (10ft) _____	_____
Animal holding areas (100ft) _____	_____

~SITE PLAN~

~Please attach all plans and maps to this form~



I hereby certify that all the information I have given on this form is true and accurate:

Signed: _____

Date: _____

Use this checklist to keep track of your required documents – all documents must be submitted for your Application to be approved

- "NEW MEXICO OFFICE OF THE STATE ENGINEER APPLICATION FOR PERMIT TO USE UNDERGROUND WATER IN ACCORDANCE WITH SECTION 72-12-1 NEW MEXICO STATUTES."
- "APPLICATION FOR WELL PERMIT – CITY OF RIO RANCHO."
- "SAMPLE" PLOT PLAN/VICINITY MAP
- PLOT PLAN/VICINITY MAP WORKSHEET (for Applicant to complete)
- LEGAL PROOF OF PROPERTY OWNERSHIP (e.g. Warranty Deed, Real Estate contract, etc.)
- APPROVED GRADING & DRAINAGE APPLICATION (if required).
- SEPTIC TANK APPROVAL FORM FROM THE STATE OF NEW MEXICO

Critical Information and Conditions Concerning Your Well Application:

▶ **Minimum Allowable Distance from Well to:**

• Property Line		Clear of Easements
• Building/Structure		Clear of Structures
• Septic Tank/Building Sewer		50ft
• Treatment Unit	50ft	
• Disposal Field		50ft
• Seepage Pit		50ft
• Drain Fields		100ft
• Cesspools		100ft
• Community Sewer Plants		200ft
• City Sewer Lines		10ft
• Animal Holding Areas	100ft	
• Sanitary Landfills		1200ft

▶ **Applicants whose property is 300ft 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.**

▶ **The City will not deny authorization for a Domestic Well 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 well regardless of the property’s distance from the City water line. The applicant must provide proof of this condition by providing the following information:**

- Quote from licensed driller for total cost of installing a well
- Well driller’s contact info and license number
- Quote for cost of certified and licensed Engineer to design waterline extension
- Engineer’s contact information and license number
- Quote from certified contractor to install waterline extension
- Contractor’s contact information and license number

▶ **In the future, when City of Rio Rancho waterlines are extended to within the 300 ft. distance of City lots, lot owners will be strongly encourage to tie into system to avoid later problems with private wells becoming unusable due to regulation of the Aquifer.**

I, hereby acknowledge that I have read and understand the information and conditions given in this document. And, by signing this article, I am verifying that I will adhere to and share these conditions and information with anyone contracted to work on this lot including, but not limited to: contractors, licensed engineers, and designers for plot/building/grading/drainage plans.

Name of Owner

Lot Address

Signature

Lot Legal Description (Unit, Block, Lot)

Date

ATTENTION WELL APPLICANT!

Be sure and give this sheet to your Driller.

YOU ARE ENTITLED TO A REFUND OF \$ 100.00 FROM YOUR \$ 200.00 DOMESTIC WELL APPLICATION FEE **IF, AND ONLY IF, YOUR DRILLER SUBMITS THEIR “WELL DRILLER’S LOG” AND A WATER POTABILITY TEST IS PERFORMED ON THE WELL AND THE RESULTS ARE SUBMITTED TO THE CITY’S UTILITY DIVISION (ENVIRONMENTAL SECTION) THE DRILLER’S LOG MUST CONTAIN ALL OF THE FOLLOWING APPLICABLE INFORMATION:**

Well Driller’s Log. During drilling and completion of the well, the constructor shall maintain a complete log, setting forth the following items as they apply:

1. Reference points for all depth measurements.
2. Depth at which each change of formation occurs.
3. Depth at which the first water was encountered, when applicable to the drilling method.
4. Location and thickness of each aquifer.
5. Identification of the stratigraphy and lithology encountered in the borehole.
6. Depth interval from which each water and formation sample was taken.
7. Depth for each borehole diameter.
8. Depth to the static water level (SWL) and observable changes in SWL with well depth.
9. Total depth of completed well.
10. Location limits of lost circulation zones.
11. Depth of the surface or sanitary seal.
12. Nominal hole diameter of the well bore above and below the casing seal.
13. Quantity, type, and mixture of the grout installed for the seal.
14. Depth, length, diameter, wall thickness, material, and the type of connection of the well casing.
15. Well-screen type, diameter, wall thickness, material, aperture, type of connection, and depth interval in the borehole.
16. Sealing off of water-bearing strata, if any, and the exact location thereof.
17. Any and all other pertinent information required by the purchaser’s well specifications.
18. Rate of penetration. During the drilling of the hole, a time log shall be maintained showing the rate of penetration, as well as the types of bits used in each portion of the hole.