Utilities Division
3200 Civic Center Circle NE ○Suite 200
Rio Rancho, NM 87144
○ Phone Number (505)896-8715 ○ Fax Number (505)891-5201

Meter Application for Residential and Commercial Development

Applicant Information: To be completed by applicant:

Name: _____ Phone: _____

Mailing Address: _____ Fax: _____

Name of Contact Person (if different from above): _____ Phone: _____ Fax: _____

Street Address of property being applied for: _____

Legal Description of property being applied for (Unit, Block, and Lot Number): _____

Subdivision (if applicable): _____

IS THE ROAD PAVED? YES NO

Signature of Applicant: _____ Date: _____

Below To be completed by Department of Public Works Staff:

Pro-Rata for Water and Sewer must be paid along with impact fees.	**Pro-Rata Payment Due YES or NO - See Customer Service**

Description of Water Situation	
❑	**SERVICE AVAILABLE** The water infrastructure has been completed and accepted. **NOTE: Subdivision applications cannot be submitted for building permit or water meters prior to final acceptance of water utility infrastructure.**
❑	**SERVICE LINE NOT AVAILABLE** The water distribution main is located in the street and may provide service. (See Utilities Division for further information.) **NOTE: (IF NO SERVICE LINE AVAILABLE) Copy of inspection sheet from the City of Rio Rancho Utility Inspector must be submitted prior to release of water service request.**
❑	**DISTRIBUTION SERVICE MAIN NOT AVAILABLE A new water main must be extended. NOTE: No approval for building permit will be allowed without a letter of availability and the FORM UT-003 approved by the Utilities Division.**
❑	**WELL PERMIT REQUEST** City water is not available now or in the near future. Applicant can pursue a private domestic well permit. **Packet received from the Building Department. Please submit the completed packet to Environmental Programs (Utilities Division).**
Description of Wastewater Situation	
❑	**SERVICE AVAILABLE** The sewer infrastructure has been completed and accepted. **NOTE: Subdivisions cannot be submitted for building permit or wastewater service prior to final acceptance of Utility Infrastructure.**
❑	**SERVICE LINE NOT AVAILABLE** Wastewater collection is available but does not have service line to property. **NOTE: Copy of inspection sheet from the City of Rio Rancho Utility Inspector must be submitted prior to release of wastewater request.**
❑	**COLLECTION SYSTEM MAIN NOT AVAILABLE A wastewater main must be extended. NOTE: No approval for building permit will be allowed without a letter of availability from the Utilities Division.**
❑	**SEPTIC PERMIT REQUEST** City sewer is not available now or in the near future. Applicant should pursue a Liquid Waste Disposal System approved by NMED. A septic tank is allowed. Customer must provide copy of septic permit attached to this Form (UT-003) from NMED.

Approved by Utilities Division Staff: _____ Date: _____

Received by Customer Service: _____ Date: _____