

VILLAGE OF CORRALES

APPLICATION FOR WASTEWATER UTILITY SERVICE

INSTRUCTIONS

To apply for wastewater utility service from the Village of Corrales, please fill out the attached application and other required materials **completely**. The Village will promptly review your application and advise if any necessary information or materials appear to be missing.

A complete application should include ALL of the items listed below. An application that lacks any of the items on this list may be subject to delay. **You will not be permitted to connect to the wastewater utility system unless your application is complete and the connection fee is paid.**

A complete application package should include:

1. Application form, filled out, dated and signed.
2. Other materials, if any, needed to evaluate anticipated wastewater flow from your facility.
3. A design drawing or drawings showing the proposed service connection, including location of piping, STEP pump and pump basin, septic tank, control panel, and any other process tanks (including grease trap or sediment trap, if needed).
4. Either (I) documentation that the existing septic tank to remain in use is licensed by NMED and is fully compliant with *present* NMED regulations, or (II) design drawings and specifications for a new septic tank to be installed along with the service connection. **This means the septic tank must have at least two chambers.** Old single-chamber septic tanks are not acceptable.
5. A brief narrative statement of your operations and maintenance plan for the septic tank and service connection (septic system pumping, cleaning of filters, and any other regular maintenance required).
6. The required connection fee. *

*** Connection fees are as follows:**

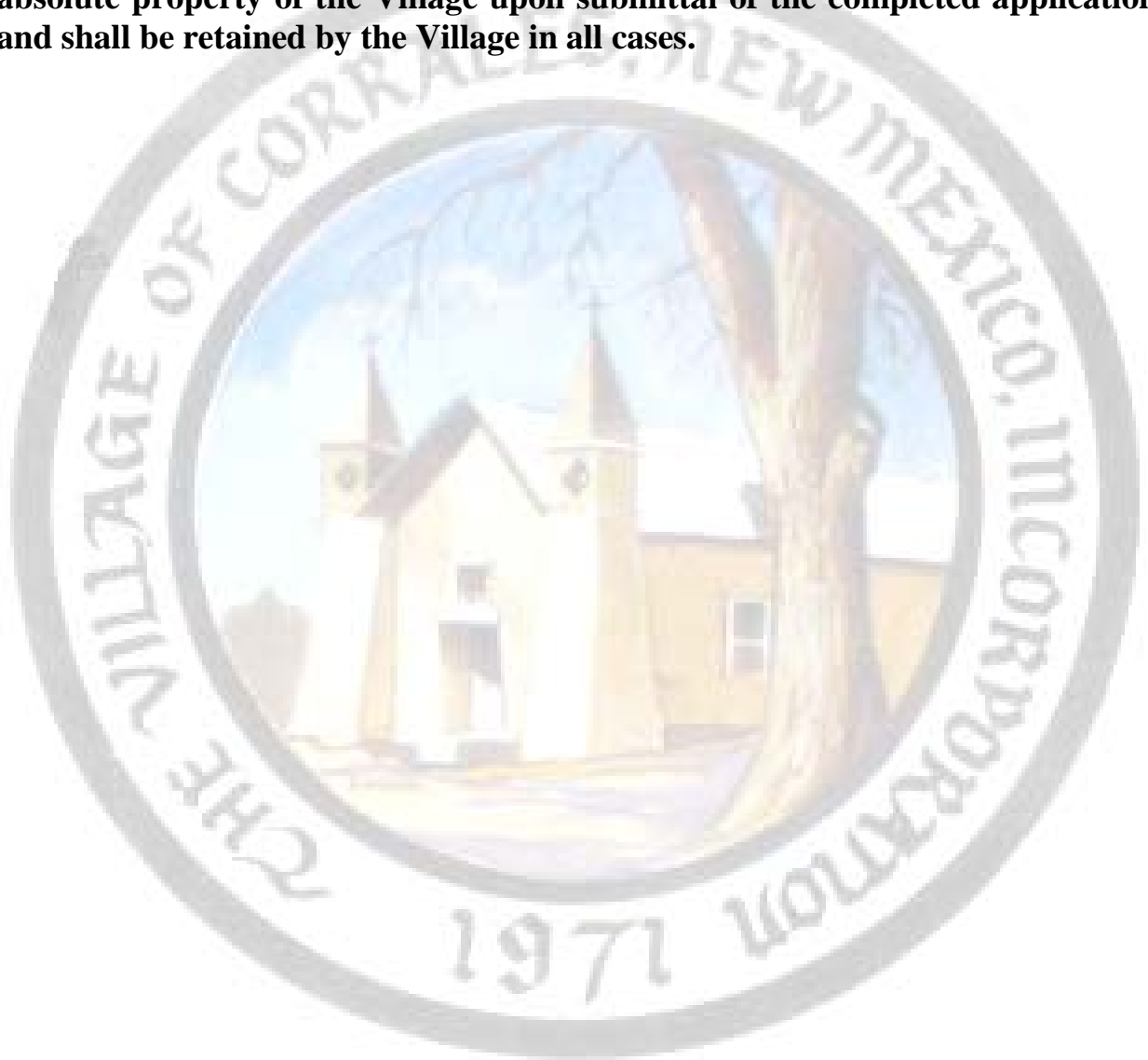
Residential: \$500

Small volume commercial (design flow and actual flow not over 600 gallons per day):
\$2,500 (after June 30, 2016)

Large volume commercial (design flow or actual flow over 600 gallons per day):
\$5,000 (after June 30, 2016)

If you are unsure whether your commercial facility will qualify as a small volume or large volume user, please consult with the Utility Operator before submitting your application.

CONNECTION TO THE WASTEWATER UTILITY SYSTEM MUST BE MADE WITHIN SIX (6) MONTHS FOLLOWING DATE OF YOUR APPLICATION. If connection is not made within that time, the application will be void and wastewater utility service will be provided only upon submittal of a new application with applicable connection fee. Failure to make the required connection within such six-month period shall not be deemed cause for return of applicant's connection fee, which becomes the absolute property of the Village upon submittal of the completed application and shall be retained by the Village in all cases.



Date Received: _____

Received by: _____

For Office Use Only

VILLAGE OF CORRALES

APPLICATION FOR WASTEWATER UTILITY SERVICE

Date: _____

Property Owner(s): _____

Service Address: _____, Corrales, New Mexico

Mailing Address: _____

Business Name: _____ Business Registration #: _____

Telephone: Business: _____ Home or Cell: _____

E-mail Address: _____

Type of Service (mark one): Residential only Commercial Both

Service Connection Fees:

Residential units: \$ 500 per residential unit
Small-volume commercial facilities: \$ 2,500 per facility
Large-volume commercial facilities: \$ 5,000 per facility

New service at a location where a physical connection exists:

Residential units: \$ 50
Small-volume commercial facilities: \$ 100
Large-volume commercial facilities: \$ 200

Monthly wastewater service charges:

	<u>Base</u>	<u>Commodity</u>
Residential unit	\$10.00	\$20.00
Small-volume commercial	\$30.00	\$50.00
Large-volume commercial, up to 1,200 gpd	\$100.00	\$150.00
Large-volume commercial, 1,201 to 2,400 gpd	\$100.00	\$275.00
Large-volume commercial, 2,401 to 4,800 gpd	\$100.00	\$350.00
Large-volume commercial, 4,801 gpd or greater	\$100.00	\$500.00

Will this installation use an existing septic tank or a newly installed septic tank?

Existing septic tank (Attach documentation showing NMED registration.)

New septic tank (Show tank in attached design drawings.)

Are you requesting that the Village supply a STEP pump, pump basin and control panel for you to install as part of your wastewater connection?

Yes No

Please describe your plan for required maintenance of the wastewater utility connection:

1. Person(s) responsible for maintenance: _____

Address, telephone number, and e-mail: _____

2. Anticipated frequency of septic tank pumping: _____

3. Anticipated frequency of filter cleaning: _____

4. Other maintenance requirements/frequency: _____

Signature of Applicant

Date: _____

NOTE: Application is incomplete and will not be processed if design drawing is inadequate or if no evidence of NMED registration is provided for a septic tank that will be part of the completed installation.

FOR OFFICE USE ONLY

A. Design drawing attached? Yes No

B. Copy of NMED registration for septic tank? Yes No

C. Connection fee paid? Yes Amount: \$_____

Received by:

Date: _____

Michael Chavez, Utility Operator

Size of Service Commercial Connection (mark one): Small Large

INFORMATION FOR COMMERCIAL AND MULTI-UNIT RESIDENTIAL
WASTEWATER SERVICE APPLICATIONS

Please review carefully and complete all sections that are applicable to your commercial or multi-unit residential facility. If there are multiple facilities at the service address (for example, a shopping center or an office building with multiple tenants, or a residence and a commercial facility on the same lot), be sure to include ALL applicable facilities.

If there are any questions about the completion of this schedule, please contact the Utility Operator.

Type of Occupancy (check if applicable):	Please provide the information requested below for the types of occupancy checked on the left:
<input type="checkbox"/> Apartments or multi-unit housing	Number of apartments or residential units: _____
Medical office: <input type="checkbox"/> Doctor <input type="checkbox"/> Dentist <input type="checkbox"/> Veterinarian	Number of medical practitioners: _____ Office staff other than medical practitioners: _____ Number of kennels, stalls or cages (veterinary practice): _____
<input type="checkbox"/> Office (other than medical)	Number of employees: Full time (30 hours or more per week): _____ Part time (less than 30 hours per week): _____
<input type="checkbox"/> Beauty or barbershop	Number of chairs: _____
<input type="checkbox"/> Retail store or service station	Type of goods/services sold or provided: _____ _____ Number of employees: _____ Number of restrooms: _____ Total number of toilets: _____ Food stores – Check if any of the following is located on site: <input type="checkbox"/> Meat department <input type="checkbox"/> Deli <input type="checkbox"/> Bakery
Food service facility: <input type="checkbox"/> Restaurant <input type="checkbox"/> Bar or cocktail lounge <input type="checkbox"/> Restaurant & Bar	Average hours open per day: _____ Number of seats (indoor and outdoor service areas): _____ Total floor area: _____ sq. ft. Number of public restrooms: _____

<input type="checkbox"/> Carry-out (only)	Are there pool tables or video games present? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, provide total number of pool tables & video games: _____
<input type="checkbox"/> Bed & breakfast	Number of guest rooms: _____
<input type="checkbox"/> Church	Number of seats (in sanctuary): _____ Is there a kitchen on the premises? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Theater, concert hall or auditorium	Number of seats: _____
School: <input type="checkbox"/> Elementary school or day care <input type="checkbox"/> Middle school or high school <input type="checkbox"/> Adult education <input type="checkbox"/> Boarding school	Total number of teachers and other staff: _____ Total number of students: _____ Special facilities (check all that apply): <input type="checkbox"/> Cafeteria <input type="checkbox"/> Gymnasium with showers
<input type="checkbox"/> Factory, manufacturing plant or warehouse	Number of 8-hour shifts per day: _____ Number of employees per shift: _____ Are showers provided for employees? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there a cafeteria? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Other non-residential use	Please describe property use in detail, including number of persons on site, number of restrooms and other water-using facilities available, and any other information relating to water use and wastewater discharge from the facility.
<input type="checkbox"/> Associated residential use (On common connection with commercial facility)	Number of apartments or single-family residences: _____

NOTE: Application is incomplete and will not be processed if design drawing is inadequate or if no evidence of NMED registration is provided for a septic tank that will be part of the completed installation.

VILLAGE OF CORRALES

**NOTICE OF APPROVAL OF APPLICATION FOR
WASTEWATER UTILITY SERVICE**

To: _____
(Name)

(Mailing Address)

Your application for wastewater utility service at _____,
has been APPROVED by the Village of Corrales. (Service Address)

Your service connection for the above address should be made to the wastewater utility service valve located at the following connection point:

A sketch showing the location of the connection point is provided with this notice.

If you are unsure where the connection point is located or if you have any other questions, please contact the Village's Waste Water Department at 505-897-0502 for assistance.

Please advise the Village's Waste Water Department when you begin construction of your service connection so that Waste Water Department personnel can observe and ensure that the service connection is installed in accordance with the design specifications.

You must notify the Village at least three (3) business days before making the final connection to the Village's wastewater utility system so that Village personnel may observe and ensure that the connection is properly completed.

Please take note that this notice of approval DOES NOT constitute Village approval for any construction regulated under the Village's building code, electrical code or plumbing code. You or your contractor must apply separately for any construction permits required to complete your service connection.

VILLAGE OF CORRALES

By: _____

Date: _____

Title: _____

VILLAGE OF CORRALES

On Site Waste Water Initial Inspection

Date: _____

Property Owner(s): _____

Service Address: _____, Corrales, New Mexico

Mailing Address: _____

Business Name: _____ Business Registration #: _____

Type of Inspection:

Initial Final Re-inspection Other: _____

1) Connection at Valve:

Correct size and material

2) Valve Vault:

Correct Depth Correct size

3) Valve Vault Piping:

Correct gate valves
 Correct check valve

4) Location of valve vault:

Out of traffic Traffic rated
 In traffic

5) Pump Installation:

Pump Basin Installation
 In Tank Installation

6) Pump System:

Orenco System Other system

Explain _____

7) High Ground Water:

Yes Correct Anti-flotation measures taken
 No

8) Septic Tank Connection:

Clean out Assembly Installed correctly
 NA

9) Septic Tank Effluent Filter:

Effluent Filter Installed Correctly
 NA

10) Existing Septic Tank Pumped out and Inspected:

Yes No

11) Septic Tank Inspection Report Received:

Yes No

12) New Tank Appears to be installed correctly:

Yes No

Mike Chavez, Village of Corrales Inspector Date

Installer Print Name Date

Installer Sign Date

VILLAGE OF CORRALES

Equipment Acknowledgement Form

I, _____ acknowledge that on the said date: _____, I received the following equipment from the Village of Corrales to be installed at the said physical address: _____.

- (1) Step pump. Serial# _____
- (1) Control Panel. Serial# _____

Approved by: _____ Date: _____
Michael Chavez, Utility Operator

Accepted by: _____ Date: _____
Property Owner/Authorized Representative

The original goes to the Village of Corrales office to be attached to the original application