



**New Mexico Environment Department
Drinking Water Bureau**



**Application for Construction or Modification Of
Public Water Supply System**

Date of Application: _____ Proposed Construction Start Date: _____

* If this application is for an EXISTING water system, please include the Water System ID (WSS #): _____

** If this application is for a NEW water system*, please fill out and attach Appendix A.

1. **Is construction a modification that involves ONLY replacement or construction of less than 1000 feet of distribution piping and appurtenances?** Yes No
2. **Is construction a modification that involves the replacement or construction of ONLY distribution facilities for which the system employs a water utility staff that includes (by contract or direct employment) a professional engineer registered in New Mexico who will have responsible charge of the project?** Yes No

If the answer to EITHER question is Yes, then the project does not require approval by the Department and the applicant is only required to NOTIFY the Department of the proposed construction.

If the answer to BOTH questions is No, please submit a complete application to the Department for APPROVAL. A complete application includes this form and all required additional information as listed on page 2 of this form.

Public Water System Information		Consulting Engineer Information	
System Name:		Name:	
Contact:		Company:	
Address:		Address:	
City, State, Zip:		City, State, Zip:	
Phone/Fax:		Phone/Fax:	
Email:		Email:	

Project Impact: (Please check all that apply)

- | | | |
|--|--|---|
| <input type="checkbox"/> Supply Source | <input type="checkbox"/> Treatment | <input type="checkbox"/> Storage |
| <input type="checkbox"/> Transmission | <input type="checkbox"/> Distribution | <input type="checkbox"/> Disinfection |
| <input type="checkbox"/> Pumps (booster or transfer) | <input type="checkbox"/> Backflow Prevention | <input type="checkbox"/> Meter Installation |
| <input type="checkbox"/> Other (Explain) _____ | | |

Project Summary: (Include: qty, size, linear footage, and type – as related to above impact)

I, the undersigned, a responsible officer or representative of the applicant, certify that, to the best of my knowledge, the information stated in this application together with the associated plans, specifications and other information give a true and complete representation of the proposed construction or modification of the public water supply system.

Name: _____ Title: _____
Signature: _____ Date: _____



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To obtain the required Department approval for a public water supply system project, the application package for the project must be submitted at least thirty (30) days prior to advertising the project for bid or entering into a construction contract if the project is not advertised for bid. The application package must contain:

1. Application Form – The “Application for Construction or Modification of a Public Water Supply System” must be submitted. The form must be completely filled out and signed. Department staff cannot make additions, deletions or changes to the form.
2. Plans and Specifications – A complete set of the plans and specifications must be submitted. The plans must be clear, legible and drawn to a scale that permits all necessary information to be shown without crowding. The plans must include a title page giving the name of the project, the owner of the public water supply system and the design engineer. The plans must include a location map for the project and a general layout of the facilities to be constructed. Detail plans should consist of plan views, elevations, sections, supplementary views and schematic diagrams as may be needed for construction of the proposed project.

The specifications must specifically cover the proposed project. The specifications must include all construction information not shown on the plans, which is necessary to inform in detail of the requirements for quality of material, workmanship and fabrication of the project.

Plans and specifications for public water supply system projects must be prepared under the direction of a professional engineer certified to practice in the State of New Mexico. Plans and specifications cannot be accepted for review by Department staff unless the engineer responsible for the design of the project has affixed his/her seal to the plans and specifications.

3. Engineering Design Summary – An engineering design summary must be submitted. An engineering design summary must include engineering information as required to set out the basis of the design of the proposed project. The engineering design summary must be in sufficient detail to allow Department staff to review the plans and specifications with regard to minimum design criteria, recognized public health and sanitary engineering practices and regulatory requirements.
4. Disinfection and Sampling Plan – A disinfection and sampling plan must be submitted. The plan must address disinfection of the system and sampling for the presence of bacterial contamination following completion of the project and prior to providing water to the public. The plan should include the method and scope for disinfection, a bacterial sampling plan which addresses the number of samples to be taken, the location(s) of sampling, and a contingency plan in the event bacterial sampling shows bacterial contamination. The plan should address the entire construction project and associated impacts to existing water system components, if any. The criteria used for review by Department staff include the American Water Works Association (AWWA) Standards for Disinfection and all references as listed in NMDWR 20.7.10.102. Additionally, the plan should include a nitrate sample to be collected from any new water sources that are part of the project as part of the source development.
5. Inventory of Contamination Sources – For new wells or water sources ONLY, an inventory of contamination sources must be submitted. The submittal should contain a physical inventory of existing and planned sources of actual or potential contamination (“source”) located within 1000 feet of the well or water source intake. The inventory must indicate the nature of the source and include the location of the source relative to the well or water source intake. The location data can be provided in latitude/longitude format, state plane coordinates, or by distance and bearing, and can be absolute or relative to the well or water source intake. The inventory must include the method used for collecting the location data.

For Application Review, please submit your application to:

Drinking Water Bureau
Attn: Engineering Plan Review
5500 San Antonio Drive
Albuquerque, NM 87109



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APPENDIX A

Additional Information Required For Projects involving the Construction of a
NEW Public Water System*.

*As mandated by the federal Safe Drinking Water Act, the NM Drinking Water Regulations (NWDWR), 20 NMAC
7.10.201.D., require that any new community water system and new non-transient non-community water system as defined
in the regulations which commence operation after the effective date of these regulations, defined in NMDWR, 20 NMAC
7.10.5., as December 4, 2002, include in their application to the Department a capacity development analysis.

This analysis must document, "ownership accountability, staffing and organization, revenue sufficiency, credit worthiness,
and fiscal management and controls." Please provide the information needed to accurately assess these items, which may
include, but is not limited to, the following:

- 1. State Corporation Commission No.
2. New Mexico Tax Identification No.
3. State Engineer File No.
4. Business Address:
(If different from above)

- 5. Please provide a copy or other evidence of the following:
a) Customer Service Rules and Regulations.
b) Evidence of ownership accountability.
c) Company/Association officials' names and phone numbers
d) Certified operator's name, phone number, and certificate number.
e) Staffing and job descriptions.
f) Construction project costs and source(s) of funding.
g) A three-year budget, listing or projecting revenues and expenses.
h) Number of customers by customer class, as billed.
i) Rate schedule(s).
j) Billing form(s).
k) Monthly/quarterly financial statement form(s).
l) Monthly accounts receivable aging report form(s).
m) Annual financial report form(s)
n) Potential meter connections based on:
i. Source of supply
ii. Storage
iii. Water rights

6. For systems serving more than 500 persons, a rate study documenting revenue sufficiency.

7. If the new system is within one mile of an existing public water system, please provide documentation indicating why
consolidation with that system is not a viable option. The location of all existing public water systems may be obtained
from the local Drinking Water Bureau Area Office.