

Instructions - Application for a Liquid Waste Permit or Registration

Date NMED Received – The permit application received date will be either stamped or written in by NMED

NMED Permit Number – The permit will be assigned the proper permit number by NMED. Registrations for unpermitted systems should be given a regular permit number without any letter designation at the end.

NMED Use Box – The information in this box should only be filled out by NMED personnel. The NMED inspector will note the NMED Office number to call for an inspection. The number of bedrooms or type of facility the system is approved for will be noted. The NMED inspector will indicate the appropriate permit fee. This information is at the top of the permit at the request of various Counties for their ease of use in approving building permits.

System Owner's Name, Phone, Mailing Address – These sections must be completely filled out with all relevant information.

System Location – All available information must be filled in; the City, Zip & County are required information. If the street address is not available this must be noted and the information provided to NMED when it becomes available. If the street name is available at the time of permitting, this information must be provided.

Uniform Property Code - Must be provided, if available, for the property. This information can be found on the property tax receipt.

Subdivision, Unit/Phase, Block, Lot/Tract, Township, Range, Section, Qtr, Latitude, Longitude, Elevation – All available information for the legal description of the property must be provided. This information is available on a warranty deed, recorded plat/survey and/or in some locations on the property tax receipt.

Installer Information – Must be completely filled out even if the Installer has completed previous applications. The correct CID license number and license type must be completed. For a homeowner install the property owner just needs to check the homeowner box under installer information.

Section I. Permit Application–

New Permit – Check only if the system being installed is completely new or if this is a permit for an existing unpermitted system installed on, or after, February 1, 2002. If the system is a full replacement of an existing system, the Modification box should be checked. If the system is being added to a property in addition to an existing permitted system (i.e. new system for a guest house or addition), then the New Permit box should be checked. The permit number for any other system(s) on the property must be indicated on the permit. If more than one new liquid waste system will be constructed on a lot (i.e. two or more new homes, condos, etc. on one lot with separate liquid waste systems), each system must be included on a separate permit application.

Registration – existing unpermitted system – Existing unpermitted systems must be inspected by NMED staff before they can be registered. Registrations are only for existing unpermitted systems installed before February 1, 2002. For a registration, all information in the System Owner Section, Section I, II, III, and VI, must be filled out completely and all available information on the system for Sections IV and V must be provided. If the existing unpermitted system was installed on, or after, February 1, 2002, then the system must meet all requirements of the current regulations and the New Permit box should be checked.

Modification of an existing system – This box should be checked if any part of the system will be replaced or expanded, if the method or design of treatment or disposal is being changed, or if the design flow is being increased above the original design flow. If there is an existing permit(s) for the property, the applicant shall indicate the permit number(s) on the application.

ATS Ownership Transfer – For the transfer of ownership of an Advanced Treatment System (ATS), the System Owner information and Section VI on the permit must be completed. All other information on the application can be left blank. A property transfer inspection must have been completed and accepted by NMED before the permit can be transferred. A new maintenance agreement and sampling agreement (if required) must be signed by the new owner and certified Maintenance Service Provider and included with the application. The new owner must provide NMED with a warranty deed or other proof of property ownership. NMED will make the necessary changes in the database to the original permit file and attach the new application to the original permit. A new conditions letter, specifying the original permit conditions, will be issued to the new property owner. The existing permit number will continue to be used and no additional permit fees will be charged.

Existing Permit No. (if applicable) – The permit number(s) for any additional system(s) on the property must be indicated on the permit. A registration or permit, whichever is appropriate for any existing unpermitted systems, must be obtained before final approval for the operation of the new liquid waste system will be granted.

Section II. Wastewater Sources & Design Flows in Gallons Per Day (gpd) –

Proposed liquid waste system use and design flow – Check the appropriate residence or facility type and indicate the design flow based on 20.7.3.201. Check the appropriate type (i.e. Single family or Multiple), and the number of bedrooms or units, as appropriate, and enter the design flow in gpd. For Seasonal Residences, check the box; for Commercial Facilities, check the box, enter a brief description of the facility and enter the design flow in gpd. Check “Other” for other types of facilities and enter a brief description as well as the design flow in gpd.

Fixture units: - For properties where the tank capacity was determined using fixture units, enter the number of fixture units.

Are there other sewage sources on this property? – If there are any other permitted or unpermitted sewage sources, check “Yes”. Indicating the flow for an existing unpermitted liquid waste system does not mean the system becomes permitted or registered through this application. A permit search should be completed to determine if any permits exist for the property. A registration or permit, whichever is appropriate for any existing unpermitted systems, must be obtained before final approval for the operation of the new liquid waste system will be granted.

Total Wastewater Flow on the Property - Calculate total flow and enter.

Section III. Site Information –

Lot Size – a “lot” means a unified parcel excluding roadways and roadway easements, legally recorded or validated by other means. The lot size should be the net acreage for the property, entered to the nearest 1/100 acre.

Date of Record – The date of record shall be substantiated in accordance with 20.7.3.301.B.

Ownership and lot size documentation attached – The documentation must show ownership of the lot, net lot size, easements and date of record. Check the appropriate box.

Depth from Ground Surface to.... – All applicable information must be provided. The contractor or homeowner may be asked by NMED to verify this information by providing well logs, digging test pits or another method approved by NMED.

Soil Description – The appropriate soil type number should be selected based on Table 703.1 of the Liquid Waste Disposal and Treatment Regulations (LWDTR). Soil type should be determined utilizing the USDA soil classification system.

Domestic Water Source – All appropriate water source information should be provided.

Irrigation well, or flood irrigate area on lot? – The irrigation well setbacks must be met if there is an irrigation well on the property.

State Engineer Well Permit # – The State Engineers well permit number is available through OSE’s WATERS Database (http://www.ose.state.nm.us/waters_db_index.html) and should be provided if available.

Name of Public Water System – If the property is supplied by a public water system, provide the name of the water system.

Section IV. System Design –

Experimental System – If either the treatment unit or disposal field is being installed as an Experimental System, per Technical Advisory Committee rules, then this box should be checked.

Treatment Unit – For a conventional septic tank, provide the manufacturer, tank capacity in gallons and the tank certification number assigned by NMED. For an ATS, the manufacturer, model and type of treatment the system will provide must be completed. “Other” should be checked and filled in if the type of ATS is not one of the available options on the application. If the system is not required based on the LWDTR, but is being installed at the request of the property owner, the “Voluntary

ATS” box should be checked. For voluntary systems NMED does not require sampling, but a maintenance service contract is still required for the life of the system. If no “Treatment Unit” will be used (i.e. systems with a Holding Tank, Vault or Privy), then the Treatment Unit section should be left blank.

Disposal System – Check the appropriate box(s) based on the proposed disposal method.

Materials - Check if pipe and gravel or gravelless units will be used with the selected disposal system. For gravelless units, provide the type and configuration of the units. Note that some disposal systems will use neither of these materials.

Distribution box – Check if a distribution box will be used.

Minimum required absorption area – The absorption area is calculated using the appropriate application rate, based on the Soil Type from Section III, and the design flow from Section II.

Trench or Bed width, Gravel depth below pipe, Total Trench or Bed Length, Length of Trenches, Number of Gravelless Units – All applicable information, based on the proposed system, must be provided.

Proposed Absorption Area of System - The actual absorption area can be larger than the required area or it can be decreased by up to 30% when secondary or tertiary treatment is utilized. Note: gravelless drainfield products generally have a reduction in sizing built in to their sizing requirements. The total reduction, including gravelless products and advanced treatment, cannot exceed 30%, when compared to conventional drainfields. For built-in sizing reductions of gravelless products, consult the District Liquid Waste Specialist.

Depth from ground surface to bottom of absorption area – Maximum trench depth for conventional treatment can not be greater than 6 feet. For secondary and tertiary treated effluent the maximum trench depth may be no greater than 10 feet.

NMED Permit Number – Enter same permit number as is on Page 1.

Section V. Site Plan – Provide all relevant information for the property. This information can be provided on a property survey or plat (preferred method) or can be hand drawn on a separate piece of paper. For very large parcels, please provide the following information within a 1,000 ft radius of the on-site liquid waste system:

Attach a detailed, completely dimensioned, site plan showing:

- A. Direction and approximate slope of ground surface
- B. System diagram and equipment specifications
- C. The location of the proposed on-site liquid waste system **AND** the replacement area
- D. The location of all existing on-site liquid waste systems on the property
- E. The location of all present or proposed retaining walls
- F. All arroyos, canals, irrigation or drainage channels and drainage easements
- G. The location of existing or proposed paved areas, roadways, and structures
- H. The location of all existing or proposed patios, swimming pools, and animal pens or corrals
- I. The distances to all lot lines, buildings, and structures

- J. The location of all sources of water supply (i.e. public or private wells, irrigation wells, etc.) **within 200 feet** of the proposed on-site liquid waste system

The box “NMED Use” is for use by NMED personnel only, and is used to indicate acceptable documentation of the site, including the proposed system and setback distances, is present.

Section VI. Contractor/Owner Signature – This section must be signed by the responsible party. NMED must receive the original signature, not a copy.

Section VII. NMED Permit to Construct – This section is for NMED use. If all information is provided and the system meets the requirements of the LWDTR, then the permit can be issued for the construction of the system. If there are any conditions associated with the granting of the permit, they will be listed in this section or a list of conditions will be attached. If the permit is denied, the reasons for denial must be stated. If the application is for ATS ownership transfer, registration of an existing unpermitted system or permitting of an existing unpermitted system installed on, or after, February 1, 2002, this section will not be signed by NMED because construction of the system has already been completed.

Section VIII. NMED Final Approval to Operate Liquid Waste System – This section is for NMED use. For newly constructed systems, this section will be filled out by NMED after inspections are completed. The inspection information must be entered, showing if the system was inspected by NMED or Contractor Photos were allowed. If Contractor Photos are authorized, the latitude and longitude of the septic tank is required information for the inspector to grant final approval to operate. For ATS ownership transfer, registration of an existing unpermitted system, or permitting of an existing unpermitted system installed on, or after, February 1, 2002 the final approval or denial of the operation of the system will be identified in this section. The final approval to operate a liquid waste system will only be granted if all permit conditions have been met.

Reminder: Required Attachments To All Permit Applications

- A. Warranty deed, tax bill or other form of ownership verification
- B. A copy of the recorded property plat or recorded survey. If these documents are not available from the County, then other documentation showing property size and easements must be provided.
- C. Floor plan of dwelling(s) or structure(s) (Sandoval Co. – 3 copies required)
- D. If Proposed: Advanced Treatment System or Alternative Disposal System information (See ATS and ADS Checklists for submittal requirements)