

WATER AUTHORITY

GUIDE TO DEVELOPMENT



Albuquerque Bernalillo County
Water Utility Authority

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GLOSSARY

Albuquerque Bernalillo County Water Utility Authority (Water Authority) – The provider of water and wastewater services to the greater Albuquerque metropolitan area. It was created in 2003 and is a political subdivision of the State of New Mexico. Prior to this, the utility was part of the City of Albuquerque.

Availability Statement – A document that provides a commitment for service for properties within the Established Service Area, or within the boundary of a valid Development Agreement or Service Connection Agreement. It identifies the water and sanitary sewer infrastructure requirements to provide a proposed development with services and fire protection. (Refer to the definition of “Serviceability Letter” for a similar, but different document.).

Board – The governing board of the Water Authority, composed of three Bernalillo County Commissioners, three City Councilors, and the Mayor of Albuquerque. The Board typically holds its meetings once a month in the Vincent E. Griego Chambers, basement of One Civic Plaza Government Center.

City – City of Albuquerque.

Closeout Package – Documentation associated with the construction of Water Authority infrastructure to ensure it meets Water Authority standard and specifications.

Comparison of Regional Regulations (CORR) – A companion document to the City’s DPM which is intended to guide developers, engineers, property owners and others through the Bernalillo County Public Works Division (BCPWD) design process.

Connection Permit – A process that allows routine connections for new services to already existing public water and sanitary sewer infrastructure, that is suitable for connection.

County – Bernalillo County.



Design Analysis Report (DAR) – A technical document that assesses the design of potable water, sanitary sewer and/or non-potable infrastructure systems by evaluating hydraulic performance, structural integrity, environmental impact, regulatory compliance, and cost-effectiveness. It includes calculations, modeling results, design criteria, and justification for design choices to ensure the system meets functional and safety requirements.

Design Review & Construction Section/Design Review Committee (DRC) – Composed of representatives from various departments of the City of Albuquerque, as well as a representative from the Water Authority, it is responsible for the design review, oversight inspection, and acceptance of public infrastructure installed within City right-of-way and certain easements. This body reviews Developer drawings and specifications to ensure compliance with set standards.

Developer – An individual or organization responsible for planning, financing, and overseeing the construction of a project, such as residential, commercial, or infrastructure developments. In the context of land and infrastructure projects, a developer coordinates design, permitting, and construction activities to bring a project from concept to completion.

Development – The process of planning, designing, constructing, and managing new buildings, infrastructure, or land uses. It includes activities such as site preparation, installation of utilities, construction of structures, and implementation of systems to support residential, commercial, industrial, or public use.

Development Agreement – An agreement between the Water Authority and a developer, that must be approved by the Board, for developments outside of the Established Service Area that expand and make improvements to the systems outside of the Established Service Area, as a result of requiring Master Plan Infrastructure/Major Facilities and/or are part of a Master Plan Community, Sector Development Plan, etc., or as determined by the Water Authority. It defines financial and other obligations, including infrastructure requirements and other conditions for service.

Development Facilitation Team (DFT) – Consists of staff from several City departments, as well as a Water Authority representative, which reviews Site Plans for commercial



projects greater than 50,000 square feet; multi-family projects greater than 50 units; and projects that require major public infrastructure (except those that require Environmental Planning Commission review per the City's Integrated Development Ordinance). All other Site Plans are reviewed as part of the building permit review. It ensures site plans are in compliance with zoning and engineering requirements. It also serves as the support staff to the Development Hearing Officer.

Development Hearing Officer (DHO) – A person or firm on contract with the City who conducts quasi-judicial hearings to make decisions about subdivisions, vacations, and waivers based on zoning standards in the IDO and technical standards in the DPM. A Water Authority representative provides review and comment for Development Hearing Officer applications.

Development Process Manual (DPM) – A City document that carries out the goals and policies of the Albuquerque Bernalillo County Comprehensive Plan by encouraging high-quality, innovative design; variety in choice of neighborhoods and lifestyles; preservation of natural features and resources; and ensuring the health, safety, and welfare of the community. It delineates the development process from initial land use proposals, through infrastructure construction, to completion of a proposed development. It contains engineering design criteria and standards for the infrastructure systems necessary to development, including chapters for water and sanitary sewer infrastructure.

Engineer of Record – The licensed engineer responsible for the design, approval, and oversight of a particular project or engineering work. This individual is accountable for ensuring that the project complies with all relevant codes, standards, and regulations, and typically takes legal responsibility for the technical integrity of the design and execution. Also involved in the review and approval of construction or as-built documents.

Engineer Report – A developer funded technical report, signed and stamped by a licensed professional engineer, which analyzes the impacts of proposed development on existing and/or proposed infrastructure. It includes calculations, modeling, maps and any other relevant data to support the analysis.



Facility Fee – Advanced payment from a developer to the Water Authority for a development's proportional share of costs for areawide facilities, such as new and/or augmented Master Plan Infrastructure/Major Facilities, that are that are required to serve the development and surrounding areas of the system, per the Water and Wastewater System Expansion Ordinance, Policy No 14. This fee is in lieu of a developer requirement to build and/or augment the entire Master Plan Infrastructure/Major Facilities as they are intended to fund the Master Plan Infrastructure/Major Facilities identified by the Water Authority as a future need that are not required to provide immediate service to the development. The availability of Facility Fees as a mechanism for construction of Master Plan Infrastructure/Major Facilities is subject to the discretion of the Water Authority.

Final Acceptance – A letter or other correspondence issued by the Water Authority after construction of the project is complete, indicating that the project was constructed in accordance with the approved plans, standards, and specifications. Once issued, the Water Authority will own and operate the infrastructure, the infrastructure can be put into service/operation, and the infrastructure will become a Water Authority asset.

Fire 1 Plan – A site plan produced by a developer which is submitted to the Fire Marshal's Office which shows the proposed building(s), existing and proposed fire hydrants, existing and proposed public water lines and fire apparatus access roads. A stamp of approval is provided which indicates the required fire flow, number of fire hydrants based on required fire flow and number of hydrants based on spacing, all of which is used by the Water Authority for evaluating the availability of fire flows for developments.

Fire Flow – The official rate of water flow, typically measured in gallons per minute (GPM), provided by the Fire Marshal's Office, that is required to adequately suppress a fire in a building or area. It represents the amount of water that must be available from a hydrant(s) to control or extinguish a fire effectively. Its determination is based on factors such as the size and type of structure, fire hazard classification, and local building codes.

Fire Flow Analysis – Hydraulic modeling used to determine whether the existing and/or proposed public water system network can provide the required fire flow determined by



the Fire Marshal that is needed for the proposed development, while maintaining adequate pressure and velocity in the public system.

Frontage – The length of a property boundary that directly abuts a public roadway, street, other right-of-way, or a private access road.

Localized Infrastructure – Public water and sanitary sewer systems designed to serve a specific site, building, or development area. This includes components such as small diameter water distribution lines and small diameter sanitary sewer collector lines, which are ultimately served by the Major Facilities of the municipal system.

Major Facilities/Master Plan Infrastructure (these terms are used interchangeably to mean the following) – Existing and/or planned works for the production, treatment, storage, and distribution of potable water or non-potable water or for collection, pumping, and treatment of sewage, including but not limited to reservoirs, wells, pump stations, transmission lines, lift stations, interceptors, odor control facilities, and water and sanitary sewer treatment facilities. These provide system wide conveyance and treatment of water and sanitary sewer, which allow for the localized water and sanitary sewer networks to function.

Pressure & Flow Inquiry – A deliverable that provides both static and residual pressures in the public water system using the Water Authority’s water model based on flow rates provided by the requestor.

Private infrastructure – Water and sanitary sewer systems that are owned, operated, and maintained by property owners, entities, or organizations rather than the Water Authority, that serve individual properties or developments and are not part of the public infrastructure network.

Pro Rata – A cost-sharing method used to allocate the expenses of water and/or sanitary sewer infrastructure among multiple properties based on their proportional benefit. This may be calculated using factors such as frontage, lot size, number of lots, or other equitable basis as determined by the Water Authority.



Public infrastructure – Water, sanitary sewer, and non-potable systems that are owned, operated, and maintained by the Water Authority.

Request for Availability – An online form submitted by a developer seeking service from the Water Authority.

Service Connection Agreement – An agreement between the Water Authority and a developer, approved by the Executive Director, to facilitate connections or extensions outside of the Established Service Area that do not constitute Master Plan Infrastructure/Major Facilities and are not part of a Master Plan Community, Sector Development Plan, etc., or as determined by the Water Authority. It defines financial and other obligations, including infrastructure requirements and other conditions for service.

Serviceability Letter – A document that does not provide a commitment for service, either because the Request for Availability did not include all necessary information for evaluation, or because the development is outside of the Established Service area, requiring additional approvals for a commitment of service.

Water & Sanitary Sewer Infrastructure Master Plan – A developer funded technical report, signed and stamped by a licensed professional engineer, which analyzes the impacts of proposed development on existing and/or proposed Master Plan Infrastructure/Major Facilities. It includes calculations, modeling, maps and any other relevant data to support the analysis. It shall identify system deficiencies and required Master Plan Infrastructure/Major Facilities to support the proposed development and surrounding areas of the system.

Work Order – A process that enables the design and construction of new and/or augmented public water, sanitary sewer and non-potable infrastructure that is not considered Master Plan Infrastructure/Major Facilities. It requires approved construction drawings that are signed and stamped by a licensed professional engineer. The Water Authority administers Water Authority Work Orders and is involved in City (DRC) Work Orders.



Section 1

INTRODUCTION



Albuquerque Bernalillo County
Water Utility Authority

Introduction

PURPOSE OF THE GUIDE TO DEVELOPMENT

This Guide to Development outlines the approach of the Albuquerque Bernalillo County Water Utility Authority (Water Authority) for the expansion and development of its system and is intended to assist persons to obtain water and sanitary sewer services when developing property in Bernalillo County. Expansion of the Water Authority's system must be consistent with: any applicable development processes and land use plans of the City of Albuquerque, Bernalillo County and/or the Village of Los Ranchos; the Water Authority's franchise agreements with those entities; and other applicable Water Authority policies and ordinances. In the event of an apparent conflict between ordinances, other policies and this Guide, the Water Authority Executive Director will determine the appropriate resolution to any such conflict.

THE WATER AUTHORITY

The Water Authority provides water and wastewater services to the greater Albuquerque metropolitan area. The Water Authority was created in 2003 and is a political subdivision of the State of New Mexico. Prior to this, the utility was part of the City of Albuquerque.



Guiding Principles Regarding System Expansion

The Water Authority's Governing Board has adopted a Water and Wastewater Expansion Ordinance and a Water and Sewer Rate Ordinance which govern the terms and under



which the existing water and wastewater systems can be utilized or expanded. (See, §1-1-1 et seq. and §7-1-1 et seq.) These Ordinances are based upon guidance from Bill R-07-6: “Guiding Principles to Establish a Policy Framework for Utility Planning and Development,” April 18, 2007 and ensure that the Water Authority operates in compliance with the policies within “Water 2120: Securing our Water Future”, adopted August 17, 2016.

Established Service Area and Service Commitments

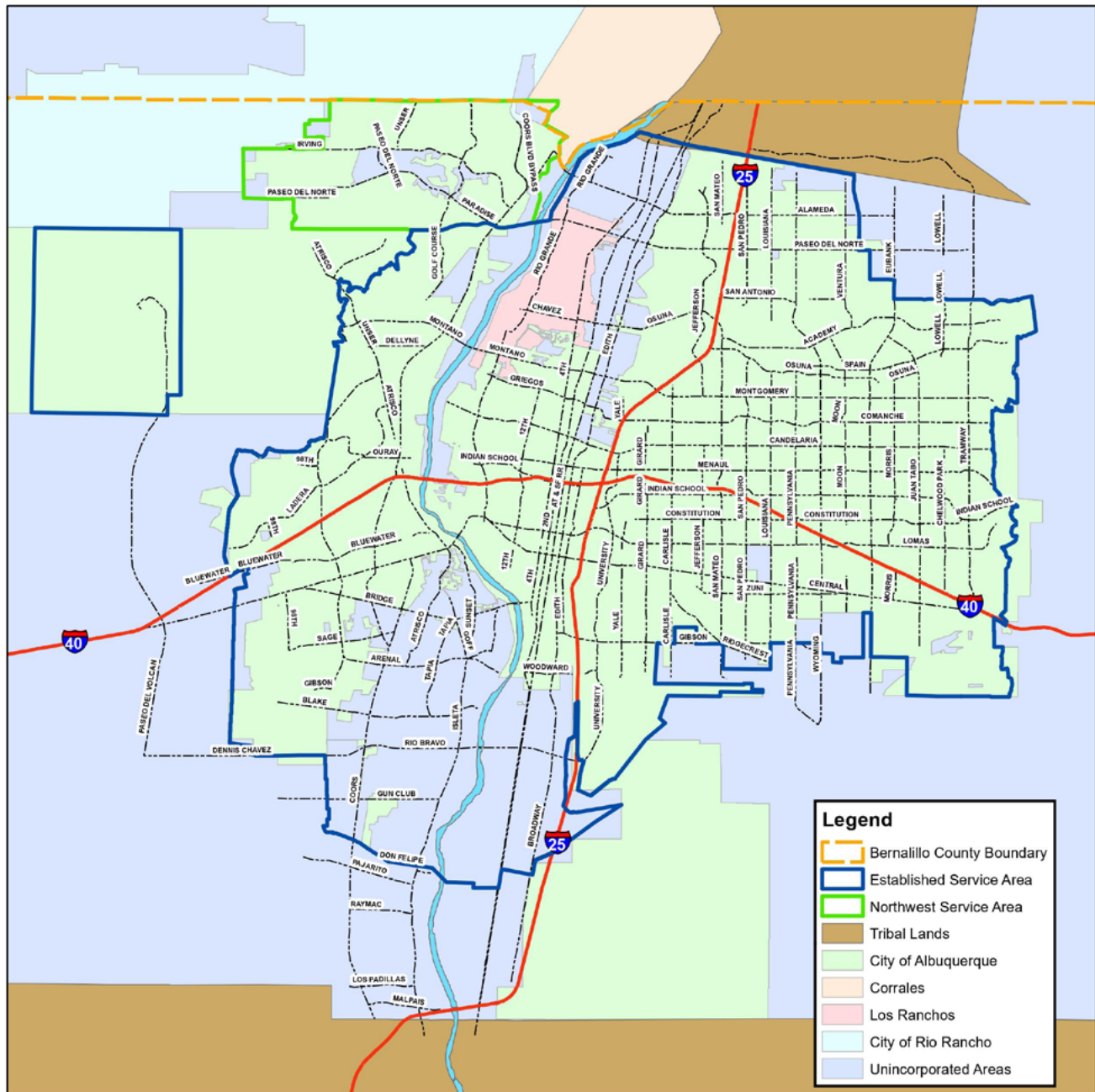
The Water Authority has an Established Service Area. Outside the Established Service Area, expansion of Water Authority systems must be fully financed by the new customers, not subsidized by existing Water Authority customers; in other words, the development shall be at no-net-expense to current rate payers. Developments outside of the Established Service Area must receive a service commitment from the Water Authority, in the form of either a Development Agreement or Service Connection Agreement. All new water service outside of the Established Service Area is required to pay Water Resource Charges as provided in the Rate Ordinance.



On May 9, 2009, the Water Authority acquired New Mexico Utilities Incorporated (NMUI) via condemnation, which began the Water Authority’s ownership, operation and maintenance of NMUI’s existing public water and sanitary sewer systems. Due to the condemnation, customers previously served by NMUI, became customers of the Water Authority. When the condemnation of NMUI took place, the Water Authority extended service commitment to the existing ratepayers formerly served by NMUI, known as the Northwest Service Area.



Figure 1-1 shows the Water Authority's Established Service Area.



Established Service Area

Figure 1-1



Water Authority Services

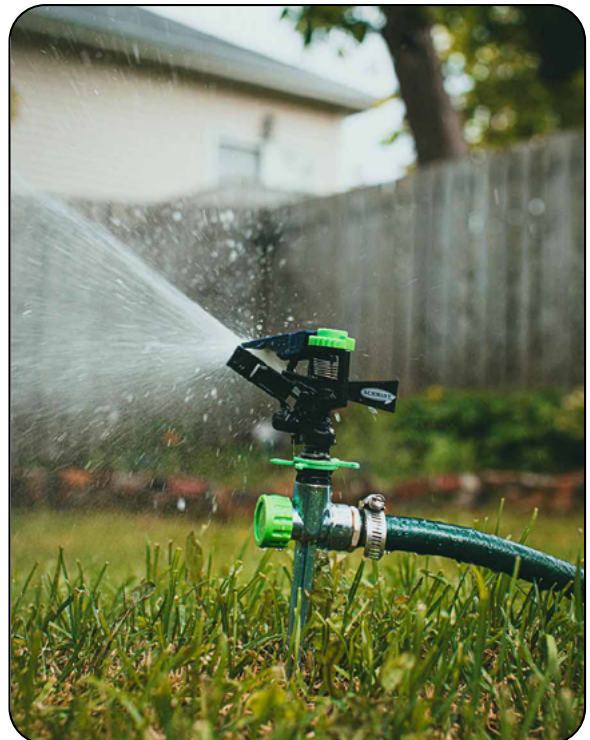
The Water Authority provides potable water (i.e., drinking water), non-potable water, and sanitary sewer services.

Potable Water Service

The Water Authority currently has two sources of potable water: ground water from the underlying aquifer; and, treated surface water provided by the San Juan – Chama Drinking Water Project. Due to the surface water supply variability, the Water Authority must maintain ground water capacity sufficient to fully meet potable water demands. The water system is fundamentally gravity fed system separated by pressure zones and trunks to provide the required pressure for each given area.

Non-Potable Water Service

For outdoor irrigation, and in some cases industrial purposes, the Water Authority has separate water systems to deliver treated river water and treated wastewater effluent that is of lower quality than potable water. Currently, the Water Authority has two non-potable water systems: one which serves parts of the northeast quadrant of the City of Albuquerque and one which serves parts of the southeast quadrant. In the future, non-potable water will also be available on the west side of Albuquerque/ Bernalillo County as well as central Albuquerque, east of the Rio Grande. The use of non-potable water is an important component of Water 2120 and will be adaptively managed through implementation of the Water Authority's Reuse Plan. Using appropriate quality water to irrigate turf reduces the amount of potable water used for this purpose.



Sanitary Sewer Service

The Water Authority collects wastewater from homes and businesses around the greater Albuquerque metropolitan area. All the wastewater is conveyed to the Southside Water Reclamation Plant (SWRP) on south 2nd Street, where it is treated and mostly discharged into the Rio Grande. A small amount of the effluent is further treated (polished) and used as the source of supply for the non-



potable water system serving the southeast quadrant of the City. In the future, satellite wastewater treatment facilities will be constructed so that all of the sewage will not have to be conveyed to the SWRP. Rather, the treated wastewater will be used locally for non-potable purposes. The Water Authority currently operates and maintains gravity systems, force mains, grinder pump systems and vacuum sewers.

Water Authority Ordinances

From time to time, the Water Authority Governing Board adopts ordinances that govern specific requirements associated with potable, non-potable, and sanitary sewer services. The ordinances that are commonly associated with development are the Water and Wastewater System Expansion Ordinance, the Water and Sewer Rate Ordinance and the Cross-Connection Ordinance. Resolution of questions concerning development will be resolved by reference to the most recent ordinances in effect at the time the question arises. Copies of all ordinances adopted by the Water Authority are available on the Water Authority's website at the following address:

<https://www.abcwua.org/your-water-authority-legislation-ordinances/>



THE CITY OF ALBUQUERQUE, BERNALILLO COUNTY, AND VILLAGE OF LOS RANCHOS PROCESSES

The City of Albuquerque controls land development within the City's boundaries. Bernalillo County controls land development in the areas outside of the City boundaries (i.e. the unincorporated areas). Both organizations have Planning Departments and have established land development processes. The City's development processes are documented in the Integrated Development Ordinance (IDO) as well as the Development Process Manual (DPM). The County's development processes must comply with County Code and are outlined in its Technical Standards Comparison of Regional Regulations (CORR). The CORR is meant to be a companion document to the DPM and identifies differences in their planning process. The Village of Los Ranchos de Albuquerque has its own ordinances and processes concerning site development plan and plat review. In all of these processes, the Water Authority's participation in the development process is initiated by a Request for Availability for water and wastewater service.

The Water Authority is not a land use planning agency; however, the Water Authority does have policies that tie expansion of water and sanitary sewer services to City, County, and Village land development policies and procedures. The Water Authority's development process is meant to conform to the land development processes of the City, Village and County and will not serve areas that do not have an approved land use plan.

UTILITY DEVELOPMENT

Utility Development Mission Statement

To facilitate the expansion of the public water and sanitary sewer systems through sound development and engineering to provide systems with sufficient capacity into the future.

To provide exceptional customer service to engineers, contractors, property owners, as well as existing and potential customers by providing information that is consistent and of high value and accuracy.



Utility Development is located at:

600 2nd St. NW, Suite 201
Albuquerque, NM 87102

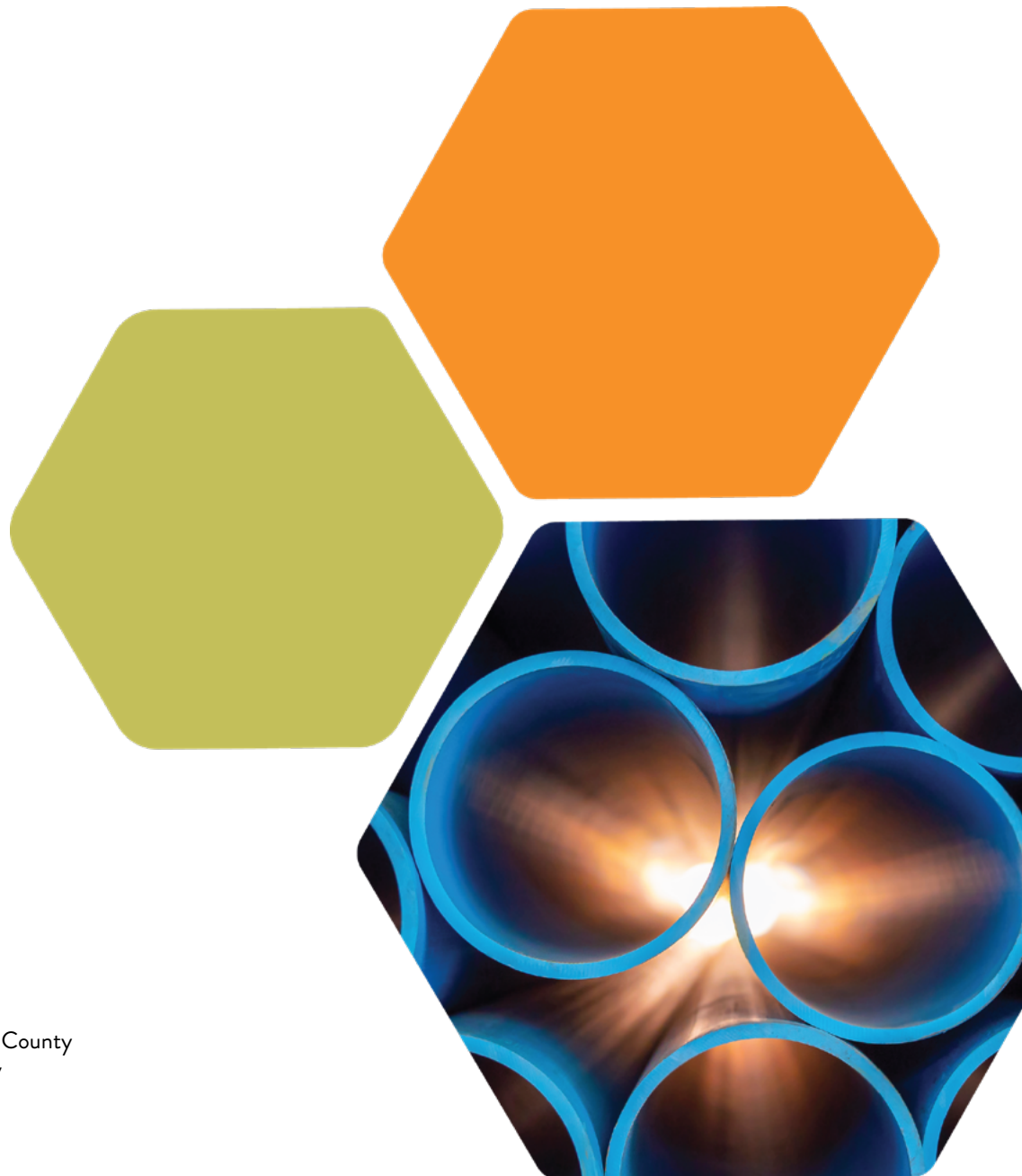
Utility Development is a section within the Planning & Engineering Division of the Water Authority with the purpose of facilitating development with respect to providing public water, non-potable and sanitary sewer service. It is managed by a Section Head who oversees staff engineers that produce deliverables associated with the expansion of the public water, non-potable and/or sanitary sewer system. Utility Development oversees or is involved with the following processes:

1. Development Hearing Officer (DHO) and Development Facility Team (DFT) case review and comment
2. County Development Review Authority (CDRA) member
3. Environmental Planning Commission (EPC) case review and comment
4. County Planning Commission (CPC) case review and comment
5. City Planning Administrative Amendment (AA) case review and comment
6. Los Ranchos plat review and comment
7. Design Review Committee (DRC) member (City of Albuquerque Work Orders)
8. Water Authority Work Orders
9. Connection Permits
10. Availability Statements & Serviceability Letters
11. Development Agreements
12. Service Connection Agreements
13. Closeout packages for development projects
14. Pressure & Flow Inquiries
15. Pro rata assessment, reporting and collection
16. UEC reimbursement for Master Plan Infrastructure



Section 2

AVAILABILITY STATEMENTS & SERVICEABILITY LETTERS



Albuquerque Bernalillo County
Water Utility Authority

Availability Statements & Serviceability Letters

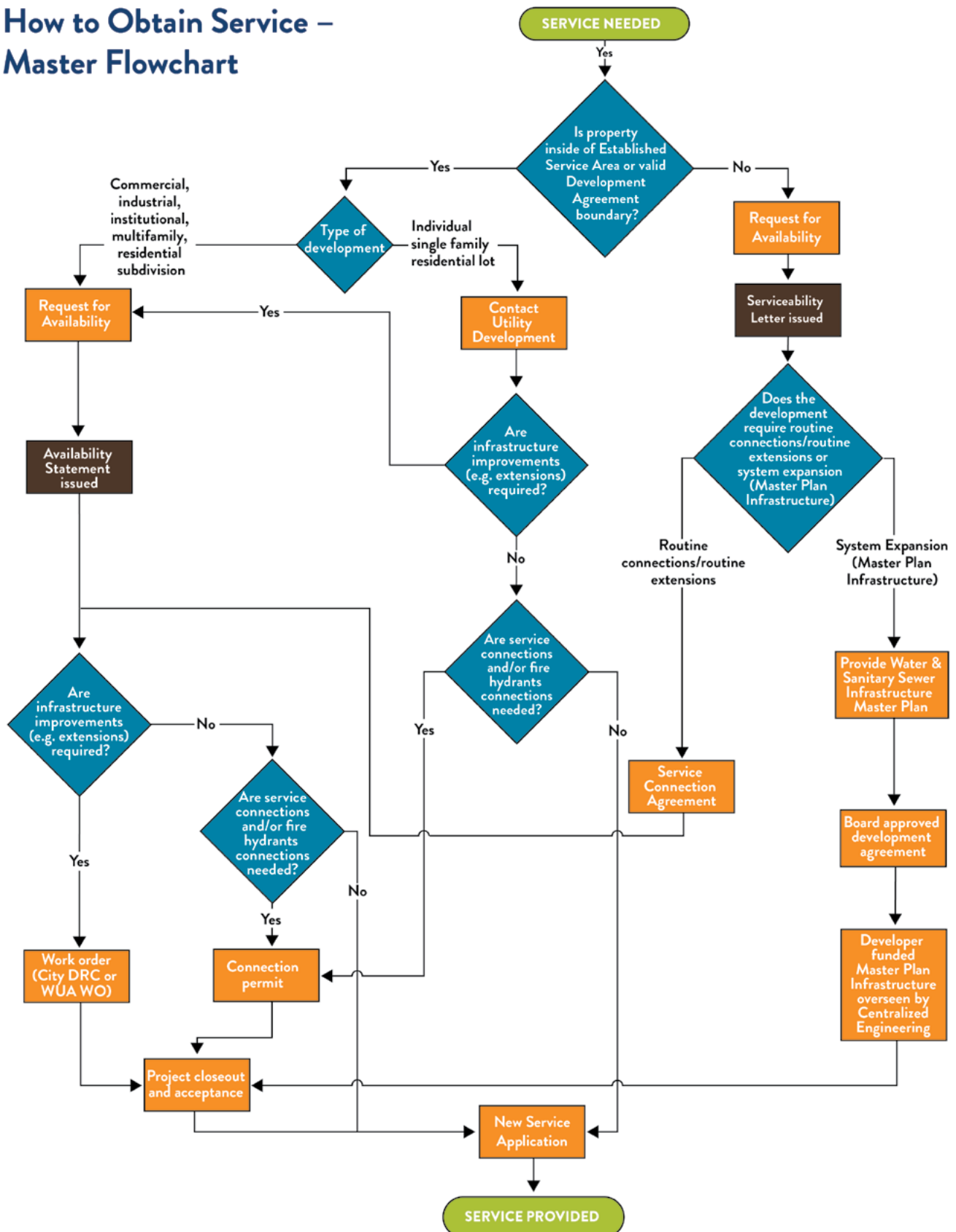
At the beginning of the development process, the developer (or landowner) is required to make a Request for Availability from the Water Authority. A response to the request will either be an Availability Statement or a Serviceability Letter. An Availability Statement is a commitment from the Water Authority to serve the property. The Availability Statement is one of the submittals required by both the City of Albuquerque and Bernalillo County for their land development processes. A Serviceability Letter does not provide a commitment for service. In instances where the development is outside of the Established Service Area, additional approvals are required to obtain the commitment for service. Potentially, service may not be available for a development from the Water Authority's system, in which case a Serviceability Letter would be issued.



Please refer to the How to Obtain Service – Flowchart on the next page for a complete sequencing of steps needed to obtain service.



How to Obtain Service – Master Flowchart



AVAILABILITY STATEMENTS AND SERVICEABILITY LETTERS

Availability Statements

The Availability Statement plays a vital role in the planning processes which involves the Water Authority. For purposes of the City's Development Hearing Officer/Development Facility Team and the County Development Review Authority, the Availability Statement provides the guidelines for development of new public water, public sanitary sewer and non-potable infrastructure. The Availability Statement oftentimes provides alignments of required extensions. The locations of these alignments are important in determining the location of the necessary public water and/or sanitary sewer easements or right-of-way corridors for these facilities, especially during the platting process. Both the alignments and sizing of infrastructure are key components that are to be identified during the



development process (e.g. financial guaranty). The Availability Statement may provide analysis used to determine the sizing of certain infrastructure that is to be included in the planning process. This however, does not relieve the developer's obligation for providing engineering analysis, as required by the Water Authority. Refer to [Section 5 – Water & Sanitary Sewer Infrastructure Master Plans and Engineer Reports](#) for more information. The Availability Statement provides the conditions for service, which may also include the infrastructure requirements necessary to serve the development, at the appropriate stage in the development process.

An Availability Statement identifies the water, sanitary sewer and non-potable infrastructure requirements (public/private, on/off site) necessary to provide a proposed



development with services and fire protection. An Availability Statement provides a commitment from the Water Authority to provide services to the development, only if the specified conditions are met. Availability Statements are only applicable to developments that are located within the Established Service Area or within a boundary defined in a Board approved Development Agreement or approved Service Connection Agreement for developments located outside of the Established Service Area.

Availability Statements are in effect for one (1) year. After expiration, a new Request for Availability must be made.

An Availability Statement issued by the Water Authority within the past twelve (12) months is required for any proposed development, subdivision plat, site plan or building permit within the City or Bernalillo County, ultimately seeking service from the Water Authority. An Availability Statement is also required for any renovation or expansion of an existing building with existing service, which increases the fire flow requirement for fire protection. Additionally, an Availability Statement is required for any proposed change to an existing development with existing service, that significantly increases the water consumption and/or sanitary sewer discharge, as determined by the Water Authority.



An Availability Statement is required for proposed subdivisions, other than for single family residential developments, in which existing infrastructure does not cover all property frontages and does not provide utility access to each proposed lot. This Availability Statement is necessary to identify required infrastructure for the subdivision and can also provide a commitment from the Water Authority to provide services to any known development identified in the Request for Availability. If the specific development for each proposed lot is not known at the time of the Request for Availability, subsequent Availability Statements will be required for commitments of service for each lot.



The following exceptions would not need an Availability Statement:

1. Residential lot splits for infill development. Infill development is defined as properties in which infrastructure is available for connection on required frontages, as approved by the Water Authority.
2. Site plan amendments that do not affect water or sewer services.
3. Lot line adjustments that do not alter accessibility to water or sanitary sewer infrastructure.
4. Subdivisions and replats in the unincorporated area of Bernalillo County, which are not associated with a master plan, exceed the connection distance requirement cited in the Expansion Ordinance, and are not seeking service from the Water Authority.
5. A single residential lot that has direct access to existing public waterline and public sanitary sewer, and extensions are not required. Also, the lot is within either the Established Service Area or a Development Agreement boundary.
6. Use, renovation, and/or expansion of an existing building with existing service or has had service, which does not increase the fire flow requirement for fire protection.
7. Use, renovation, and/or expansion of an existing building with existing service or has had service, which does not significantly increase the water demand and/or sanitary sewer discharge, as determined by the Water Authority.

Serviceability Letters

A Serviceability Letter has many of the same components as an Availability Statement, with one significant difference, it does not provide a commitment of service from the Water Authority.

A Serviceability Letter may be issued in lieu of an Availability Statement for properties within the Established Service Area, where a proposed project is not sufficiently defined to provide all of the information required for an Availability Statement. The purpose of the Serviceability Letter is to identify the water, sanitary sewer and non-potable infrastructure nearest to the property and to ascertain the general feasibility of the project. A Serviceability Letter does not provide a commitment from the Water Authority to provide services to the development. In **no** case shall a Serviceability Letter replace the need for an



Availability Statement for properties located within the Established Service Area. Also, in **no** case shall a Serviceability Letter replace the need for a Development Agreement or Service Connection Agreement for development located outside of the Established Service Area.

For developments that are located outside of the Established Service Area, a commitment to serve the development requires additional Water Authority approval. A Development Agreement or Service Connection Agreement shall be required, in lieu of an Availability Statement, which will serve as a commitment from the Water Authority to provide service to the development. Refer to **Section 3 – Development Agreements & Service Connection Agreements** for more information. A Serviceability Letter shall always supplement a Development Agreement or Service Connection Agreement, as it will be an exhibit to the document. When a Serviceability Letter is to supplement a Development Agreement or Service Connection Agreement, the Serviceability Letter will only be issued if sufficient information for the development is provided, similar to the requirements of an Availability Statement, which are discussed later in this section. This is to ensure that the Serviceability Letter may be written to contain all necessary information and requirements needed to be reviewed. In this case, the Serviceability Letter identifies the water, sanitary sewer and non-potable infrastructure requirements (public/private, on/off site) necessary to provide a proposed development with services and fire protection.

If the proposed development is considered large and/or complex, the Serviceability Letter will provide some general information and will indicate the requirement of a developer funded Water & Sanitary Sewer Infrastructure Master Plan. Refer to **Section 5 - Water & Sanitary Sewer Infrastructure Master Plans and Engineer Reports**. The Development Agreement will reference the Water & Sanitary Sewer Infrastructure Master Plan and identify the Master Plan Infrastructure required to serve the proposed development. The Development Agreement may also indicate if a Design Analysis Report (DAR) is required for the Master Plan Infrastructure before start of the design phase.

A Serviceability Letter itself does not provide a commitment for service. An approved Development Agreement or Service Connection Agreement supplemented with a suitable Serviceability Letter does provide a commitment for service, and as previously mentioned,



is in lieu of an Availability Statement. Serviceability Letters that do not supplement Development Agreements or Service Connection Agreements are in effect for one (1) year. After expiration, a new Request for Availability must be made.

Developments Outside of Established Service Area, but Within an Area Previously Approved

There are instances where a proposed development is located outside of the Established Service Area, but the property is within an area which has a service commitment from a previously approved Development Agreement or Service Connection Agreement. For large/complex developments, subsequent Availability Statements may be required to identify the necessary localized infrastructure, as determined by the Water Authority. Although the Development Agreement or Service Connection Agreement did provide a commitment to the development as a whole, the Availability Statement provides the additional conditions that are necessary for that commitment as development within the Development Agreement or Service Connection Agreement boundary takes place. The Availability Statement shall establish the requirements for service, as mentioned above. Refer to [Section 3 – Development Agreements & Service Connection Agreements](#) for more information regarding the different scenarios.

Developments Outside of Established Service Area with Preexisting Service

There are instances where a development is proposed on property that is located outside of the Established Service Area, but the property currently has or used to have an existing account. These instances include the redeveloping or demolishing of an existing development. Since the property has had an existing account and is in the Water Authority's billing system, Board approval is not required and an Availability Statement will be issued. The Availability Statement shall establish the requirements for service.

Summary

No service shall be sold to any development prior to issuance of the applicable commitment document (i.e. Availability Statement, Board approved Development Agreement or approved Service Connection Agreement) for that specific project.



The following is a quick summary regarding the issuance of Availability Statements and Serviceability Letters:

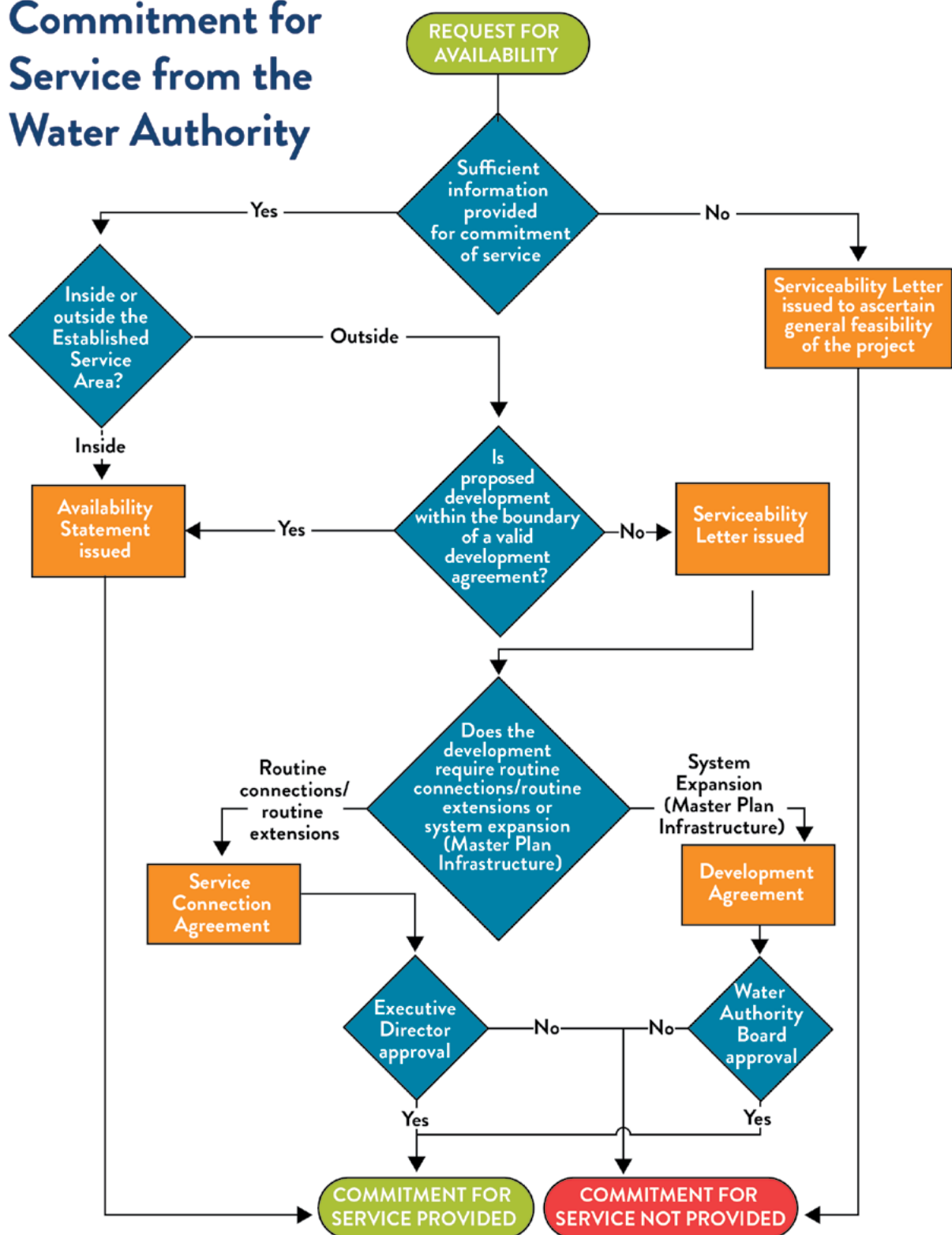
- For developments located **within** the Established Service Area
 - Scenario #1: Request provides sufficient information.
 - ◆ Result: **Availability Statement** is issued. Commitment of service is provided along with the associated conditions for service.
 - Scenario #2: Request does not provide sufficient information.
 - ◆ Result: **Serviceability Letter** is issued. Commitment of service is **not** provided.
- For developments located **outside** of the Established Service Area
 - Scenario #3: An approved Development Agreement or Service Connection Agreement is in place and sufficient information is provided in the request.
 - ◆ Result: **Availability Statement** issued. Commitment of service is provided along with the associated conditions for service.
 - Scenario #4: Property has an existing account and is in the billing system.
 - ◆ Result: **Availability Statement** issued. Commitment of service is provided along with the associated conditions for service.
 - Scenario #5: Request does not provide sufficient information.
 - ◆ Result: **Serviceability Letter** is issued. Commitment of service is **not** provided.
 - Scenario #6: Request provides sufficient information such that the Serviceability Letter can supplement a Development Agreement or Service Connection Agreement.
 - ◆ Result: The approved **Development Agreement or Service Connection Agreement**, supplemented with the Serviceability Letter, provides the commitment of service along with the associated conditions for service.

Figure 2-1 shows a simplified flow chart for potentially obtaining a commitment for service.



Figure 2-1: General Approval Process for Obtaining a Commitment for Service

Commitment for Service from the Water Authority



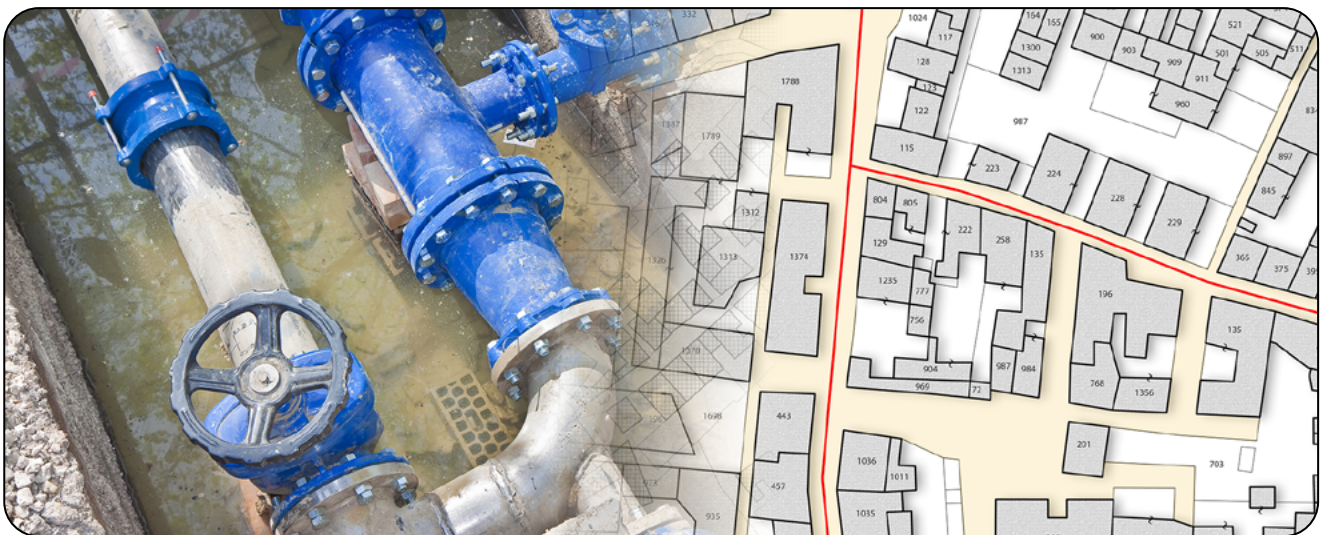
Application Requirements to Issue an Availability Statement

The developer must submit a “Request for Availability” online to the Utility Development Section of the Water Authority at the following link: <https://www.abcwua.org/info-for-builders-availability-statements/>

Upon receipt of the Request for Availability, Utility Development will make the determination as to whether an Availability Statement or Serviceability Letter is issued based on the information provided and whether or not the proposed development is inside or outside of the Established Service Area.

A Request for Availability shall be made as early as possible in the planning of a project to allow sufficient time for response and to enable the developer to include the necessary water and sanitary sewer infrastructure in the project plans. Requests for Availability will be addressed in the order that they are received. Requests can be tracked on the Water Authority’s website.

In order for the Water Authority to issue an Availability Statement (or Serviceability Letter when supplementing a Development Agreement or Service Connection Agreement), a minimum amount of information must be provided by the developer. The information



requirements will depend on the complexity of the proposed development. For instance, subdividing a lot within the Established Service Area where water and sanitary sewer infrastructure already exists in the street(s) adjacent to the development would require the minimum amount of information from the developer. A multi-zone development outside the Established Service Area where water and wastewater infrastructure does not exist would require more information from the developer.

Minimum Information Requirements

The following are the minimum requirements to be submitted as part of a Request for Availability in order to receive an Availability Statement (or Serviceability Letter when supplementing a Development Agreement or Service Connection Agreement).

1. Precise location of the proposed development, with a clearly marked Zone Atlas map.
2. Legal description(s) of the entire property associated with the development.
3. Existing and proposed plat (if applicable) of the subject property.
4. Uniform Property Code (UPC) for each property associated with the development.
5. Proof of property ownership or authorization from the owner as their agent.
6. The type of development proposed, such as single family residential, multi-family, commercial, industrial, institutional, etc.
7. The scope or size of the project.
8. The proposed schedule of development or phasing, if applicable.
9. Expected average and peak water demands and sanitary sewer flows.
10. Meter sizing calculations for developments other than single family residential, as requested by the Water Authority.
11. A utility plan showing both existing and proposed water services, sanitary sewer services, fire lines and fire hydrants, including those that are existing that will remain or be removed. A utility plan shall also include all existing public water lines and sanitary sewer lines adjacent to the proposed development.
12. Preliminary plans such as site plans, grading & drainage plans, etc.
13. Fire Marshal's Office (FMO) Requirements – Fire 1 Plan
 - A. The FMO requirements shall be provided on a Fire 1 Plan and include the following:



- i. Required fire flow in gallons per minute
 - ii. Number of required fire hydrants based on flow
 - iii. Number of required fire hydrants based on spacing
 - iv. Location of existing and proposed fire hydrants. All fire hydrants shown on the plan shall be labeled either existing or proposed. Also, indication as to which fire hydrants are approved by the FMO is required.
 - v. Connection points from public water mains to existing and proposed fire hydrants
 - vi. Public water main locations (plan view)
 - vii. Public water main diameters supplying the required existing and proposed fire hydrants
 - viii. Indication of private fire pumps and private storage tanks that are proposed.
- B. There are instances in which developers will provide fire flow requirements that are inconsistent with actual FMO requirements. To avoid these discrepancies, the standard process is to only accept the official requirements determined by the FMO which is an approved Fire 1 Plan. This standard process assigns the responsibility of fire flow determination based on a sprinklered system, fire hydrant locations, building material, building area and other parameters to the FMO, which is the appropriate reviewing agency. This assures the Water Authority that the FMO has reviewed and approved the fire flow requirements.
- C. The approved Fire 1 Plan will be used to analyze the capabilities of the existing water system in terms of providing the required fire flow for the development. The required fire flow, in conjunction with the required fire hydrant locations, will be used to establish analysis nodes in the water model. The analysis will determine if the required fire flow can be provided, and if not, it will be used to determine the improvements necessary to provide it. The FMO approved fire hydrant locations provides a starting point for the analysis.
- D. In the event that the development is conceptual and a Fire 1 Plan cannot be



submitted for FMO approval, the developer's engineer may provide calculated fire flows based on zoning, floor area ratios (FAR) and any other pertinent information. The Water Authority will make the determination as to whether or not official FMO requirements in the form of a Fire 1 Plan will be needed. This information will be the basis for possible waterline improvements as more detailed information may not be available at the time improvements need to be identified.

14. Indication of the highest and lowest elevations on the property to be served, which shall be supplemented with grading plans that indicate finished floor elevations.
15. Locations and information for existing and proposed easements
16. Zoning of the property and minimum lot size allowed. The request shall indicate if the property has the ability subdivide further, which may warrant the need for public extensions.
17. Any other information pertinent to project planning, as required by the Water Authority.

If this minimum information is not available at the time of the Request for Availability when trying to obtain an Availability Statement (or Serviceability Letter when supplementing a Development Agreement or Service Connection Agreement), it will be placed in "holding" status until the required information is received and will not be advanced. Alternatively, a general Serviceability Letter may be issued to the developer instead, which does not commit service to the development and only provides the general feasibility of the project. Once the required information is received from the developer, then an Availability Statement (or Serviceability Letter appropriate to supplement a Development Agreement or Service Connection Agreement) will be issued.

Additional Information Requirements for Large and/or Complex Developments

Larger and/or complex projects may require additional information to be submitted for evaluation, as determined by the Water Authority. A Serviceability Letter may be issued, outlining the additional requirements needed of the development, such as Water & Sanitary Sewer Infrastructure Master Plan or Engineer Report. Large and/or complex projects



may include the need for master plan infrastructure, as they cover multiple pressure zones and/or includes a combination of commercial, industrial, multi-family residential, or single-family residential. These types of projects may also have a significant water demand and/or sanitary sewer flow. Large and/or complex developments will require a developer funded Water & Sanitary Sewer Infrastructure Master Plan that analyzes existing and proposed infrastructure, as well as the master plan infrastructure needed to provide service to the development and the surrounding area. Refer to **Section 5 – Water & Sanitary Sewer Infrastructure Master Plan & Engineer Reports** for the requirements. This information is needed prior to the Water Authority providing a commitment of service to the development. For development outside of the Established Service Area, the Development Agreement will then reference the Water & Sanitary Sewer Infrastructure Master Plan and identify the Master Plan Infrastructure required to serve the proposed development. The Development Agreement may also indicate if a Design Analysis Report (DAR) is required for the Master Plan Infrastructure before the start of the design phase. Refer to **Section 5 – Water & Sanitary Sewer Infrastructure Master Plan & Engineer Reports** for the required sequence of events as it pertains to a Water & Sanitary Sewer Infrastructure Master Plan.



If the development is anticipated to request reimbursement to the developer for installing certain public infrastructure, then this additional information will be required. Refer to **Section 8 – Financial Responsibility & Reimbursement for Infrastructure**.

The developer shall also inform the Water Authority if the development will be part of a Tax Increment Development District (TIDD) or a Public Improvement District (PID). If



Water Authority assets are intended to be contributed to a TIDD or PID, the developer shall notify the Water Authority as soon as possible in the process. The developer shall understand their timeframe in needing to obtain service from the Water Authority. This will allow the developer to then calculate their development timing such that all milestones for the TIDD or PID have been met at the time service is needed. If a developer is planning to use a TIDD or PID or the Water Authority becomes aware of a new TIDD or PID, the developer shall initiate a meeting with the Water Authority to explain the timing and process so that the developer is aware.

Other items that may be required prior to receiving a commitment for service:

1. Master plan updates
2. Hydraulic models of potable, non-potable, and sanitary sewer systems
3. Environmental studies (e.g., NEPA compliance documents)

If this additional information is not provided, the development will not advance through the process for obtaining the appropriate commitment of service. Once the required information is received, then an Availability Statement can be issued for developments within the Established Service Area, or a Development Agreement or Service Connection Agreement can be advanced if the development is outside of the Established Service Area.

Note: If conditions change for the proposed development, then the developer needs to contact the Water Authority to determine if a new Request for Availability is required.

Renewing an Availability Statement or a Serviceability Letter

Availability Statements

Availability Statements expire after one (1) year from the date issued. Developments that have initiated the planning or design stages (e.g. preliminary plat, final plat, site plan, design plans, etc.), prior to the expiration of the Availability Statement, are provided a commitment from the Water Authority to provide service and can continue through the



development process without a renewal, as long as the development does not propose changes that affect conditions of service. Developments that have not initiated the planning or design stages prior to the expiration of the Availability Statement, are required to submit a new Request for Availability. A new Request for Availability shall not be made when an existing Availability Statement has a reasonable amount of time left prior to expiration.

There are instances in which a development (or property) has had multiple Availability Statements and/or Serviceability Letters. The latest Availability Statement or Serviceability Letter shall supersede all previous versions.

Serviceability Letters

Serviceability Letters expire after one (1) year from the date issued. A new Request for Availability shall not be requested for a current Serviceability Letter that has a reasonable amount of time left prior to expiration, unless an Availability Statement can be issued because sufficient information can be provided with the request.



As stated previously, Serviceability Letters do not provide a commitment from the Water Authority to provide service. For developments outside of the Established Service Area, the commitment for service comes in the form of a Board approved Development Agreement or approved Service Connection Agreement, both of which are supplemented by a suitable Serviceability Letter. If the Serviceability Letter is intended to supplement a Development Agreement or Service Connection Agreement, and has expired, a new Request for Availability shall be made.



Until service is committed, efforts to initiate the planning or design stages (e.g. preliminary plat, final plat, site plan, design plans, etc.) prior to the expiration of a Serviceability Letter issued due to insufficient information will not replace the need for an Availability Statement. In this case, the developer is still obligated to provide the required information necessary to receive an Availability Statement which provides a commitment of service along with the associated conditions for service.

If the Serviceability Letter supplements a Board approved Development Agreement or approved Service Connection Agreement, the expiration is no longer applicable as the associated Development Agreement or Service Connection Agreement includes these terms.

There are instances in which a development (or property) has had multiple Availability Statements and/or Serviceability Letters. The latest Availability Statement or Serviceability Letter shall supersede all previous versions.

Revising an Availability Statement or a Serviceability Letter

An Availability Statement or Serviceability Letter shall be revised if there are any changes to the proposed development, requirements, or conditions prior to the expiration date. The developer shall coordinate with Utility Development if a revision is necessary. Examples that would require a revision include but are not limited to the following changes: location of proposed connections, land use, layout, increase in required fire flow, and significant increase in water demands and/or sanitary sewer discharges. Any changes that take place which do not impact water or sanitary sewer service, do not require a revision. The revision will be issued and identified with an “R” at the end of the document number to reference the previously issued document. The revised Availability Statement or Serviceability Letter will provide the reasons for the revision.

If changes to the proposed development, requirements, or conditions take place after the expiration date, a new Request for Availability is required and a new Availability Statement or Serviceability Letter will be issued.



Section 3

DEVELOPMENT AGREEMENTS & SERVICE CONNECTION AGREEMENTS



Albuquerque Bernalillo County
Water Utility Authority

Development Agreements & Service Connection Agreements

Development seeking potable water, sanitary sewer, or non-potable service from the Water Authority which is located outside of the Established Service Area must obtain certain agreements in order to receive a commitment for service. There are two types of agreements based upon the nature of the development and the infrastructure needed to serve the development. They are as follows and collectively referred to as “Agreement”:

1. **Development Agreement** – An agreement between the Water Authority and a developer, that must be approved by the Board, for developments outside of the Established Service Area that expand and make improvements to the systems outside of the Established Service Area, as a result of requiring Master Plan Infrastructure/Major Facilities and/or are part of a Master Plan Community, Sector Development Plan, etc., or as determined by the Water Authority. It defines financial and other obligations, including infrastructure requirements and other conditions for service.



2. **Service Connection Agreement** – An agreement between the Water Authority and a developer, approved by the Executive Director, to facilitate connections or extensions outside of the Established Service Area that do not constitute Master Plan Infrastructure/Major Facilities and are not part of a Master Plan Community, Sector Development Plan, etc., or as determined by the Water Authority. It defines financial and other obligations, including infrastructure requirements and other conditions for service.

The developer shall coordinate with Utility Development to initiate the process for any of the above referenced agreements.

An executed Development Agreement or Service Connection Agreement is a commitment from the Water Authority that the service requested for the development

will be provided under the specific proposal set forth in the Agreement. Per the Water Authority's Expansion Ordinance, approved land use plans must be in place before seeking an Agreement to obtain a commitment for service. The developer is required to provide approved planning documents and any other related documents requested by the Water Authority, prior to initiating the Agreement. If a proposed development is changed such that it is no longer consistent with the previously executed Agreement, the Agreement is no longer valid and a new Agreement must be obtained.

At the beginning of the development process, the developer is required to make a Request for Availability from the Water Authority. An Availability Statement from the Water Authority is one of the submittals required by both the City of Albuquerque and Bernalillo County for their land development processes. It is this process that will determine



whether or not a Development Agreement or Service Connection Agreement is required. All developments located outside of the Established Service Area that are seeking water service will be assessed a Water Resource Charge (WRC) in accord with the rates provided in the Water Authority's Water and Sewer Rate Ordinance for the development of new water resources necessary to serve the development. Refer to [Section 11 – Redevelopment](#) if the property previously had an existing account(s). Developments that receive sewer only service will not be charged a WRC.

Development Outside of the Established Service Area with Preexisting Service

A development that is proposed on property outside of the Established Service Area that had preexisting service from the Water Authority will not need an Agreement unless the development requires additional public water and/or sanitary sewer infrastructure (which may include Master Plan Infrastructure), as determined by the Water Authority. This exception would then require an Agreement that is applicable to the nature of the development.

DEVELOPMENT AGREEMENTS

As stated previously, a Development Agreement is an agreement between the Water Authority and a developer, that must be approved by the Board, for developments outside of the Established Service Area that expand and make improvements to the systems outside of the Established Service Area, as a result of requiring Master

Plan Infrastructure/Major Facilities and/or are part of a Master Plan Community, Sector Development Plan, etc., or as determined by the Water Authority. It defines financial



and other obligations, including infrastructure requirements and other conditions for service. A Development Agreement may also be applicable for development within the Established Service Area if reimbursement for Master Plan Infrastructure is applicable. A Serviceability Letter supplements a Development Agreement and is only written when sufficient information has been provided by the developer. This is to ensure that the Serviceability Letter is written to contain all necessary information and requirements needed for review. Refer to [Section 2 – Availability Statements & Serviceability Letters](#) for more information. The Serviceability Letter will provide some general information and will indicate the requirement of a developer funded Water & Sanitary Sewer Infrastructure Master Plan. The Development Agreement will then reference the Water & Sanitary Sewer Infrastructure Master Plan and identify the Master Plan Infrastructure required to serve the proposed development. The Development Agreement may also indicate if a Design Analysis Report (DAR) is required for the Master Plan Infrastructure before the start of the design phase. Refer to [Section 5 – Water & Sanitary Sewer Infrastructure Master Plan & Engineer Reports](#) for the required sequence of events as it pertains to a Water & Sanitary Sewer Infrastructure Master Plan.

A Development Agreement provides the commitment for service to a proposed development, similar to an Availability Statement. The key difference between these two documents is that a Development Agreement is submitted to and approved by the Water Authority Governing Board. Development Agreements are introduced to the Board for a first reading and voted on at the subsequent meeting. If approved by the Board, the Development Agreement is formalized by signatures from both the developer and the Executive Director of the Water Authority.

Per the Water Authority’s Water and Wastewater System Expansion Ordinance, development approval shall be given only if:

1. The development conforms to the provision of applicable comprehensive plans and/or adopted planning documents or policies.
2. Development reflects current law with respect to supply of water and wastewater facilities both within and beyond the existing service area.



3. Development does not substantially preempt existing or planned facility capacity that is needed to accommodate projected development.
4. Development is assessed the full cost of all project facilities and its proportionate share of the full cost of areawide facilities.

Refer to the Water Authority Water and Wastewater Expansion Ordinance for additional information on Development Agreements, including Policy No. 14 - “Lines Outside of the Service Area”.

Initiating a Development Agreement

If a Development Agreement is required, the developer must contact Utility Development to initiate the Development Agreement process. The developer will be required to complete the [Development Agreement Information Form](#). The completed information and required documents (including required exhibits detailed below) will be incorporated into a Development Agreement. The developer shall provide proof of ownership of the properties associated with the development in the form of a deed, or other document, as approved by the Water Authority. If the developer is not the owner of the property, the developer shall also provide an authorization letter from the property owner acknowledging that the developer can act on the property owner’s behalf. Once a draft of the Development Agreement has been created, it will be provided to the developer to inform the developer of what will be presented to the Board.

Development Agreement Exhibits

A Development Agreement shall include, but not be limited to, the following Exhibits that are to be provided by the developer:

1. Exhibit A – Marked Zone Atlas map clearly indicating the legal boundaries of the properties associated with the development with the subject property clearly labeled.
2. Exhibit B – Approved plat of the subject property.



- A. If there is a proposed plat in the review process, the existing plat shall be Exhibit B.1 and the proposed plat shall be Exhibit B.2.
- B. GIS shapefiles for the legal boundaries of both the existing and/or proposed properties shall be provided for Water Authority GIS purposes when requested.
- 3. Exhibit C – Serviceability Letter for referenced development
- 4. Exhibits illustrating the required Master Plan Infrastructure/Major Facilities.

Recording of the Development Agreement

Once the development agreement has been approved by the Water Authority Governing Board and signed by the Executive Director, the developer shall record the executed development agreement with the Bernalillo County Clerk. The developer shall provide the Water Authority with an executed and recorded copy. In cases where a lien is required for the financial guaranty of required infrastructure, the lien shall also be recorded. Copies of the recorded document(s) shall be provided to the Water Authority.

Please see the [Development Agreement Flowchart](#) in the Appendix for a detailed flow chart outlining the steps of the development agreement process.

SERVICE CONNECTION AGREEMENTS

As stated previously, a Service Connection Agreement is an agreement between the Water Authority and a developer, approved by the Executive Director, to facilitate connections or extensions outside of the Established Service Area that do not constitute Master Plan Infrastructure/Major Facilities



and are not part of a Master Plan Community, Sector Development Plan, etc., or as determined by the Water Authority. It defines financial and other obligations, including infrastructure requirements and other conditions for service. A Serviceability Letter supplements a Service Connection Agreement and is only written when sufficient information has been provided by the developer. Refer to [Section 2 – Availability Statements & Serviceability Letters](#) for more information. A Service Connection Agreement does not require Board approval as it is approved by the Executive Director of the Water Authority. A Service Connection Agreement does not need to be recorded with the Bernalillo County Clerk.

Initiating a Service Connection Agreement

If a Service Connection Agreement is required, the developer must contact Utility Development to initiate the Service Connection Agreement process. The developer will be required to complete the Service Connection Agreement Information Form. The completed information and required documents (including the required exhibits detailed below) will be incorporated into a Service Connection Agreement. The developer shall provide proof of ownership of the properties associated with the development in the form of a deed, or other document, as approved by the Water Authority. If the developer is not the owner of the property, the developer shall also provide an authorization letter from the property owner acknowledging that the developer can act on the property owner's behalf. Once a draft of the Service Connection Agreement has been created, it will be provided to the developer to inform the developer of what will be sent to the Executive Director for signature.

Service Connection Agreement Exhibits

A Service Connection Agreement shall include exhibits including, but are not limited to, the following:

1. Exhibit A – Marked zone atlas map clearly indicating the legal boundaries of the properties associated with the development and labeling the subject property.



2. Exhibit B – Approved plat of the subject property.
 - A. If there is a proposed plat in the review process, the existing plat shall be Exhibit B.1 and the proposed plat shall be Exhibit B.2.
 - B. GIS shapefiles for the legal boundaries of both the existing and/or proposed properties shall be provided for Water Authority GIS purposes when requested.
3. Exhibit C – Serviceability Letter for referenced development

Agreement Scenarios

In instances where a new development is being proposed within an area already defined by a previously approved Development Agreement or Service Connection Agreement with a different developer, the following scenarios apply. The proposed new development must be consistent with the approved Development Agreement or Service Connection Agreement.

1. If a new developer develops within an area already defined by a previously approved Development Agreement or Service Connection Agreement, and no additional master plan infrastructure is required for the new development, an Availability Statement will be issued which provides the conditions of service if sufficient information is provided in the Request for Availability.
2. If any development within the boundary of the previously approved Development Agreement requires the installation of master plan infrastructure that is identified in the previously approved Development Agreement, then the master plan infrastructure shall be in place prior to provision of service. An Availability Statement will be issued which provides the conditions of service, including the necessary master plan infrastructure. An Availability Statement will only be issued if sufficient information is provided in the Request for Availability.
3. If any development within the boundary of the previously approved Development Agreement or Service Connection Agreement requires the installation of additional master plan infrastructure that was not identified in the previously approved Development Agreement, then the additional master plan infrastructure shall be in place prior to the provision of service. An Availability Statement will be issued which



provides the conditions of service, including the necessary additional master plan infrastructure. An Availability Statement will only be issued if sufficient information is provided in the Request for Availability.

If a developer develops in an area that is located outside of the Established Service Area, and a Development Agreement or Service Connection Agreement does not exist for the area, the new developer shall obtain a Development Agreement or Service Connection Agreement, whichever is applicable.

If Master Plan Infrastructure is required for the development, it needs to be installed, accepted by the Water Authority and in service prior to the filing of final plats for subdivision. This requirement shall be included in the Development Agreement. The developer has the option of providing a financial guarantee in lieu of installing the infrastructure, as provided in the City's and County's ordinances, if those entities agree to administer the financial guarantee. If a development requires new and/or augmented Master Plan Infrastructure/Major Facilities, which may qualify for Utility Expansion Charges reimbursement, an approved Development Agreement is required to define the details for reimbursement.

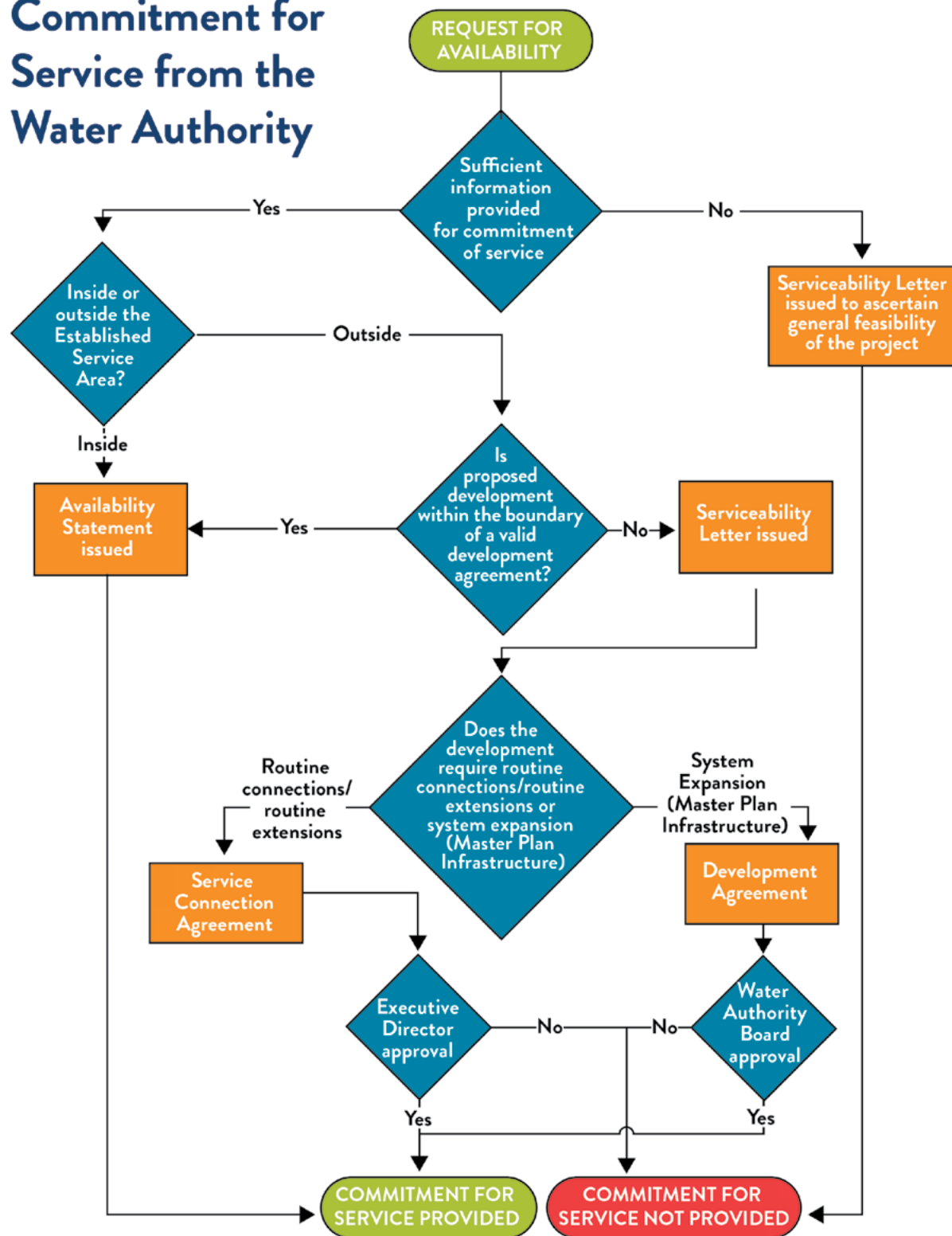
SCHEDULING

The developer needs to account for Water Authority approval in the project schedule. A Development Agreement or Service Connection Agreement is required at the earliest approval stage that is applicable to the development. Water Authority approval for preliminary plat, final plat, site plan, or design plans will not be provided unless the applicable Agreement has been obtained. Under no circumstances will service be provided to developments outside of the Established Service Area without the appropriate agreement, as described above. The developer assumes any risk associated with moving forward with a development that is located outside of the Established Service Area, without the appropriate Water Authority agreement.



Figure 3-1: General Approval Process for Obtaining a Commitment for Service

Commitment for Service from the Water Authority



Section 4

INCREASES TO THE SYSTEM



Albuquerque Bernalillo County
Water Utility Authority

Increases to the System

This section provides guidance as to when the extensions of public waterline and/or sanitary sewer line may be warranted. It also discusses the requirements for different scenarios where the public extensions are proposed outside of public right-of-way and within private property.

Requirements for Connection to the System

There are existing policies in place that are to be used for determining when connection to the public water and sanitary sewer system is required.

City of Albuquerque Requirements

Per the City's Integrated Development Ordinance (IDO), *"the applicant shall install, at his/her own expense, necessary infrastructure to connect all lots within a proposed subdivision to the Water Authority's water supply and sanitary sewer systems."* [IDO Part 14-16-5-4G].

Bernalillo County Requirements

The Bernalillo County Code provides specific requirements for properties and subdivisions to connect to the public water and sanitary sewer system (refer to Wastewater Systems Ordinance Sec. 42-498 and 42-519, and Subdivision Ordinance Sec. 74-94 and 74-99).

Water Authority Requirements

Per the Water Authority's Water and Wastewater System Expansion Ordinance (Expansion Ordinance) Policy No. 16, *"As a matter of health and safety and water conservation, connection to the Utility system of newly developed properties within 200 feet of an existing water distribution or non-potable waterline or sanitary sewer collection*



line in the service area is required. Nothing in this policy shall be construed to prohibit continued use of existing shallow wells for irrigation purposes following connection to the Utility for household service subject to proper isolation from the Utility system”.

The extension of public sanitary sewer along with public waterline is required by both the Guiding Principle No. 6 and the Expansion Ordinance Policy No. 15. Both state that the Water Authority shall only provide water service in conjunction with sanitary sewer service. All new development is required to extend or connect to both public waterline and public sanitary sewer. However, individual residential connections to existing waterlines adjacent to the property may be permitted even though sanitary sewer is not available.

City and County ordinances do not require connection to municipal water service for already developed properties.



Covering Property Frontage

Per the Development Process Manual (DPM), no property may develop or take service in such a manner that leaves adjacent outlying undeveloped or developed unserved properties without means to obtain service. Public waterline and/or public sanitary sewer extensions are required to cover all frontage(s) of the property requesting service unless all adjacent properties have other means of being served. This requirement is to prevent any property from being landlocked for public water and/or sanitary sewer service. The requirement to cover the property frontage is consistent with the Water and Wastewater Expansion Ordinance (Expansion Ordinance) which states that property owners shall be

responsible for the equivalent cost of water and/or sewer lines that are accessible to or can serve the property (Expansion Ordinance Policy No. 8). Every lot shall have separate water services, fire lines and/or sanitary sewer services, unless specified otherwise. The sharing of water services, fire lines and/or sanitary sewer services is not allowed, thus public waterline and/or sanitary sewer extensions shall provide for separate services.

The extension of public waterlines which cover property frontage(s), facilitates looped waterline networks. This is especially important for redundancy, water quality and capacity. The requirement to cover property frontage(s) with waterline shall not be waived, unless approved by the Water



Authority. Developments that do not directly connect to certain waterlines that cover the property frontage(s) still benefit for the reasons previously mentioned.

Extensions of public sanitary sewer which cover property frontage(s) may not always be warranted as the subject development may not be able to discharge to the extended sanitary sewer line. There are instances in which topography and/or existing invert elevations cause a development to discharge to an existing sanitary sewer or other extension which does not cover the property frontage(s). In these instances, the Water Authority may determine that the subject development is not responsible for installing certain sanitary sewer extensions. In these instances, the sanitary sewer line extension along the subject property frontage shall be the responsibility of adjacent properties in which no other options for discharge exist. The Water Authority will make the determination as to when the extension of public sanitary sewer along all or a portion of the subject property's frontage is required, in order to comply with the DPM requirement to facilitate service to outlying undeveloped or developed unserved properties as previously mentioned. The following would be an example to determine if the subject property would be required to build sanitary sewer along more than one frontage, even if some extensions will not be utilized. A reverse scenario would be reviewed where an adjacent property was to develop prior to the development of the subject property, and was to build sanitary sewer along shared frontages of the subject property, it could assess pro rata to the subject property if it can benefit from the built sanitary sewer. If pro rata can be assessed to the subject property in this scenario, then it justifies the fact that the subject property would be responsible for constructing the sanitary sewer line at the time of its development.

System Capacity Improvements

Any new development is required to install the necessary infrastructure and/or upsize existing infrastructure to provide the appropriate level of service for the development, in conformance with adopted master plans and as determined by the Water Authority. This infrastructure may include, but is not limited to water distribution mains and sanitary sewer



collectors, and/or Master Plan Infrastructure. Refer to [Section 6 – Design, Construction & Acceptance](#) for the proper procedures for designing and constructing these types of improvements. The size and location of all water, sanitary sewer and non-potable infrastructure which is to be installed, shall be approved by the Water Authority and shall be sized to provide the designated level of service to the area to be served (Expansion Ordinance Policy No. 2). The required infrastructure shall be sized to accommodate buildout of the corresponding area, even though initial flows may not necessitate the pipeline diameters that are required.

The developer is responsible for improvements necessary to meet the increase in anticipated domestic water and/or sanitary sewer usage or in order to meet required fire flows beyond available system capacities, as determined by the Water Authority (Expansion Ordinance Policy No. 11). When a development proposes to take service from an existing



waterline or sanitary sewer line that is undersized and does not have the adequate capacity, the developer is responsible for installing a new line(s) or replacing the existing line(s) with infrastructure that is sized to provide the appropriate level of service. In terms of fire flow, the developer is responsible for system improvements necessary to provide the Fire Marshal's required fire flow, while meeting Water Authority criteria. There are instances in which the zoning or land use changes to allow for a higher density development than what the infrastructure was originally designed for. The developer is responsible for providing the analysis to determine if the proposed development will have adverse impacts on the existing systems, and the developer will be responsible for the improvements, if any, to provide the necessary capacity. Refer to Expansion Ordinance Policy No. 20 and [Section 5 – Water & Sanitary Sewer Infrastructure Master Plans and Engineer Reports](#) for more information.



Infrastructure within Roadways

Water and/or sanitary sewer lines required by the applicable Master Plan or known by the Water Authority to be needed must be installed prior to the construction of paving or other public improvements which by their nature should be installed subsequent to said lines (Expansion Ordinance Policy No. 3). Per the Water Authority's no-net expense policy, developer's are required to install the water and/or sanitary sewer infrastructure at their expense.

In some instances, developments may be adjacent to public rights-of-way that are classified as major arterial roadways. These developments may be required to install public waterlines and/or public sanitary sewer collectors on each side of the roadway. This provides for less expensive service connections due to roadway width and traffic control. The Water Authority shall determine if this type of layout is required, which may be predicated on master planning efforts.

Properties Adjacent to Existing Water Transmission Line or Sanitary Sewer Interceptor without Access to Water Distribution Lines or Sanitary Sewer Collectors

In areas where an in-zone transmission line exists along the property frontage without a water distribution main, a distribution main shall connect to the transmission line and extend along public right-of-way (or in some cases appropriate easements) for service to the adjacent properties in a manner that is acceptable to the Water Authority. Water service connections shall not be made to lines with a nominal diameter of 16 inches or larger (Expansion Ordinance Policy No. 4).

Similarly, in areas where a sanitary sewer interceptor exists along the property frontage without a collector, a collector shall connect to the interceptor and extend along public right-of-way (or in some cases appropriate easements) for service to adjacent properties in a manner that is acceptable to the Water Authority. Sanitary sewer service connections



shall not be made to lines with design capacities (peak flow conditions) at point of connection greater than 3 million gallons per day, velocities of less than two (2) feet per second, or lines with a nominal diameter of 15 inches or larger (Expansion Ordinance Policy No. 5).

There are certain exceptional conditions in which a transmission line or an interceptor currently serves an area and the extension of a distribution main and/or collector line is not warranted for an individual lot. In these instances, service connections to transmission lines and/or interceptors will be handled on a case-by-case basis, as approved by the Water Authority. Pipe material, condition of pipe, and other conditions may be considered in making this determination.

Public Infrastructure on Private Property

To the greatest extent possible, the Water Authority shall provide public water and public sanitary sewer service to developments while minimizing the need to operate and maintain public infrastructure located on private property. Typically, public waterline and sanitary sewer shall be located within public right-of-way to allow



for connections by properties on either side of the corridor. For instances in which public waterline and/or public sanitary sewer is installed on private property, as approved by the Water Authority, the developer shall grant to the Water Authority, exclusive easements that are appropriate in width as per the Development Process Manual Chapter 8 – Sanitary Sewer Design Criteria and Chapter 9 – Water System Design Criteria. Trees and other landscaping shall not be placed within the Water Authority easements. The public improvements shall be located along accessible corridors such as drive aisles, and free of any obstruction. Locating public waterline and/or public sanitary sewer along parking spaces may pose issues for the operation and maintenance of the lines. The Water Authority will make



the determination whether the proposed infrastructure shall be public or private. Onsite public waterlines on private property shall only be provided as approved by the Water Authority to provide a looped waterline for purposes of water quality, redundancy, and/or capacity as deemed necessary. In all instances, private infrastructure shall be operated and maintained by the property owner.

There may be instances in which properties without frontage to public waterline or sanitary sewer may be served via private water and/or sanitary sewer service easements across an adjacent property. The number of properties that the easement will cross shall be minimized, otherwise the need for public extensions may be warranted.

Apartment Complexes

Apartment complexes in which the buildings are located within a single platted property shall provide water service by the use of an appropriately sized master water meter or multiple water meters, all within public right-of-way, to serve the various buildings. Master meters eliminate the need for onsite public waterline as the Water Authority's responsibility ends at the meter.



The developer shall install a separate unmetered fire line(s) connecting to public waterline, which would provide fire protection for the development. The onsite fire hydrants and fire lines are private and shall be operated and maintained by the property owner.

Sanitary sewer that is located onsite shall be private. Each apartment building will discharge to the onsite private sanitary sewer main, which will ultimately discharge to the public sanitary sewer.



Commercial Developments

For commercial developments consisting of a single property, there shall be no public waterline or public sanitary sewer onsite. All connections for water meters, fire hydrants, or fire lines shall be made to public waterlines adjacent to the property. Private sanitary sewer service connections shall be made to public sanitary sewer lines adjacent to the property.



In cases where a commercial development consists of multiple properties (some properties without right-of-way frontage), such as a shopping center, a public waterline and/or public sanitary sewer line may be installed onsite within private property, as approved by the Water Authority. This may be needed to provide each lot with separate water services and/or sanitary sewer services. The onsite public waterline would provide connections for water meters, fire hydrants and fire lines needed by the multiple properties. The onsite public sanitary sewer would provide sanitary sewer service connections also needed by the multiple properties. The proposed public waterline and/or public sanitary sewer shall be within an exclusive Water Authority easement along a corridor such as a drive aisle which facilitates unobstructed operation and maintenance of the infrastructure. In some cases, lots that do not have frontage to public waterline and/or public sanitary sewer may be provided service via private water service and/or private sanitary sewer service easements across lots with frontage. The number of lots that the easement will cross shall be minimized, otherwise the need for public extensions may be warranted.

Residential Subdivision Developments

Residential subdivisions shall include public waterline and sanitary sewer within the roadways, which are typically public right-of-way. There are instances in which the roadways



are private and are maintained by the Homeowner's Association (HOA). For private roadways, an exclusive public waterline and sanitary sewer easement may not be feasible due to the inclusion of public storm drain. A shared public waterline, public sanitary sewer and public storm drainage easement would then be acceptable to the Water Authority.



Side yard easements for public waterline and/or public sanitary sewer are not allowed. If acceptable to the Water Authority, a separate tract that is owned and maintained by the HOA shall be created for the public waterline and/or sanitary sewer alignment. An exclusive public waterline and/or public sanitary sewer easement shall be granted to the Water Authority along the HOA tract. The separate tract shall provide the ability to operate and maintain the public waterline and/or sanitary sewer infrastructure without obstructions, considering equipment and other operational needs (e.g. location to store spoils from excavation).

Public Infrastructure on Public Property

There are instances in which a public waterline and/or public sanitary sewer is located within public owned property that is not considered public right-of-way. Examples of these properties would be schools, airports, and parks. Public waterline and/or public sanitary sewer on public property are intended to provide an alignment that results in better connectivity to the surrounding system. Public parks for instance may be utilized for an alignment when public right-of-way is not accessible. Exclusive easements granted to the Water Authority are required for any public waterline and/or public sanitary sewer that is located on public property.

The Water Authority has franchise agreements with both the City and the County which allow its infrastructure to be located within the rights-of-way for the purpose of providing



water and wastewater services. The franchise agreements with both the City and County define “rights-of-way” as *“The surface of and the space above and below any street, road, avenue, highway, freeway, bridge, lane, path, alley, court, sidewalk, parkway, platted or other public utility easement, right- of-way or other easement, excluding railroad rights-of- way, parks and airport property, of the City/County now or hereafter existing within or owned by the City/County which may be properly used for water and wastewater systems. To the extent the Authority occupies an easement granted by the City/County to the Authority on any public place that permits use and occupation of such public place, the terms and conditions of that easement shall govern and control the Authority’s occupation thereof.”*

Public owned property shall locate required water meters within public rights-of-way by connecting to public waterlines along right-of-way. Proposed development on public property typically will need private infrastructure (e.g. fire lines, private fire hydrants, sanitary sewer services) connected to public infrastructure in the public rights-of-way.



Public waterline and/or public sanitary sewer extensions on public property may be approved by the Water Authority only when it is necessary to loop waterlines for water quality purposes, redundancy, and increased capacity. If public waterlines are approved to be located on public property, water meters may be allowed to connect to said waterlines. If public waterlines and/or sanitary sewer lines are approved to be located on public property, exclusive easements granted to the Water Authority are required for the lines and associated infrastructure, including water meters.

Master Plan Infrastructure/Major Facilities

Proposed development may be located in a part of the system that currently does not have any infrastructure in place to support said development. In terms of water, the location



may be within a pressure zone that has yet to be established. In order for the development to obtain water service, new Master Plan Infrastructure/Major Facilities would be required of the development to establish the pressure zone. This master plan infrastructure would include, but not be limited to storage reservoirs, transmission lines, pump stations and treatment plants. In terms of sanitary sewer service, master plan infrastructure may include, but not be limited to water reclamation plants, lift stations and interceptors.

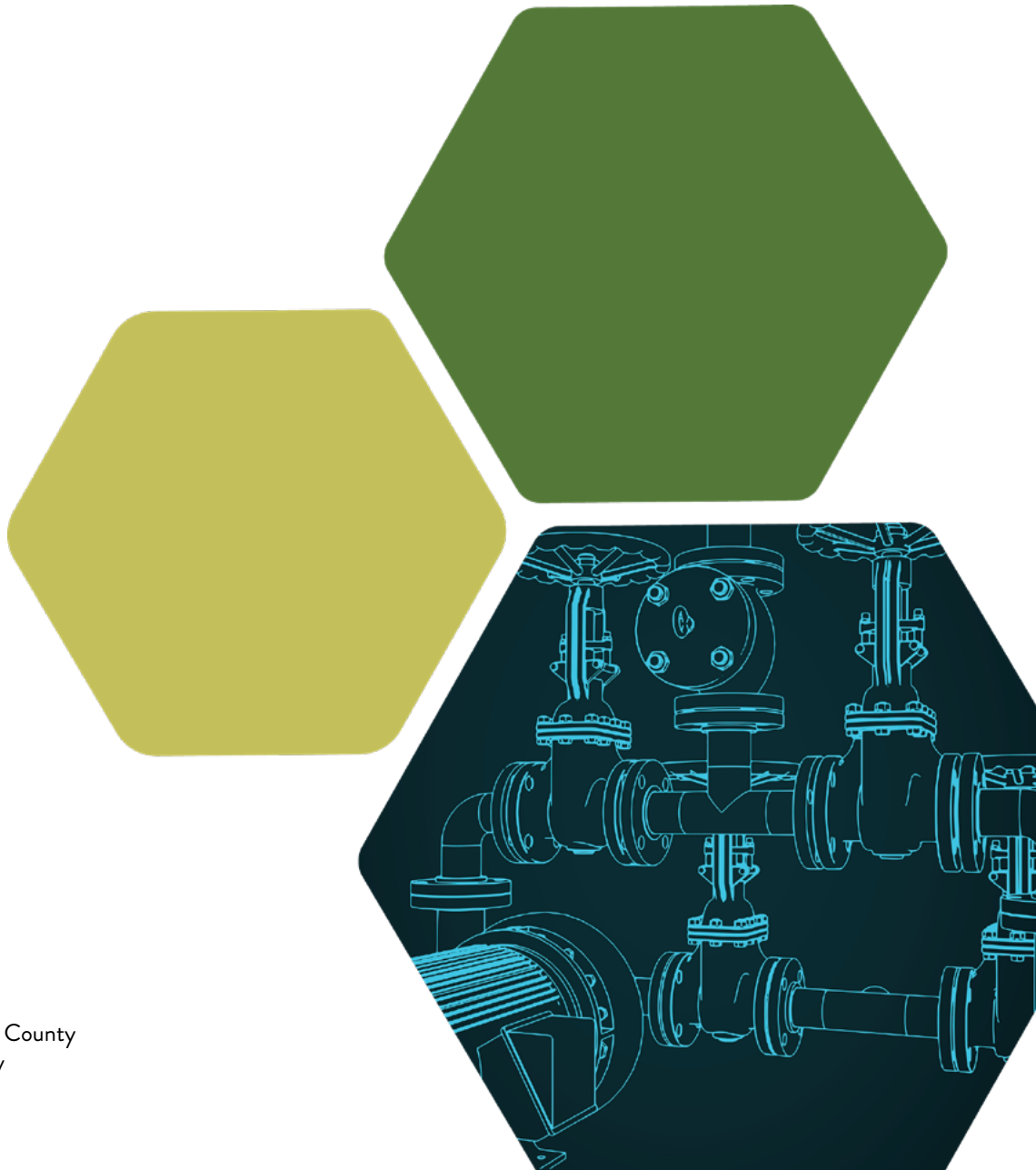
Proposed development may also be responsible for the augmentation of Master Plan Infrastructure/Major Facilities in order to accommodate the additional load on the system. The developer may be responsible for projects and/or funding (i.e. Facility Fees) needed to increase capacity in order to serve the development. These types of improvements include, but are not limited to arsenic treatment plants, well fields and reservoir storage.

For these large and/or complex developments, a developer funded Water & Sanitary Sewer Infrastructure Master Plan will be required to not only identify the system needs (both Master Plan Infrastructure and localized infrastructure) in order to support the development but may also include the needs of the surrounding area. Certain Master Plan Infrastructure (e.g. reservoirs, pump stations, lift stations, etc.) may warrant more detailed studies such as a Design Analysis Report as a condition of service. The Water Authority will only provide service to developments that conform to applicable comprehensive plans and/or adopted planning documents or policies. See [Section 5 – Water & Sanitary Sewer Infrastructure Master Plans and Engineer Reports](#) for more information.



Section 5

WATER & SANITARY SEWER INFRASTRUCTURE MASTER PLANS & ENGINEER REPORTS



Albuquerque Bernalillo County
Water Utility Authority

Water & Sanitary Sewer Infrastructure Master Plans & Engineer Reports

MASTER PLANS

The last master plan for the water system was Volumes I & II Master Plan of Water Supply for City of Albuquerque, NM & Environs, 1982. That report, and included graphics, present the results of a comprehensive study of the 1963 master plan of the Albuquerque water system and constituted an update of that plan for the purpose of aiding in logical and efficient development of the system to meet future demands of the system understood at the time.

Much of the current water system does coincide with the 1982 master plan, however in some areas, there have been deviations. Also, the 1982 master plan focused within a specific boundary which encompassed the existing development, as well as expected future



development anticipated at the time. Since the 1982 master plan, the metropolitan area has experienced significant growth outside of the 1982 boundary.

The Water Authority maintains a conceptual Integrated Infrastructure Plan (IIP) which is a program and series of documents that is intended to generally correspond to patterns of development and guide facility design and infrastructure expansion and rehabilitation for 50 years and beyond in much of the Albuquerque metropolitan area. The primary objective of the IIP is to provide a conceptual planning tool and guidelines that will be used to coordinate planning work by other agencies and developers, to help ensure alignment with the long-term growth, patterns, and service responsibilities of the Water Authority.

WATER & SANITARY SEWER INFRASTRUCTURE MASTER PLAN

New Development

As deemed necessary by the Water Authority, new developments must install or contribute towards any required master plan infrastructure for purposes of serving the development and/or providing the necessary capacity for the surrounding system. New development is also responsible for addressing capacity issues caused by increases in water demand and sanitary sewer flow.

Developer Funded Studies

As mentioned in [Section 2 – Availability Statements & Serviceability Letters](#), large and/or more complex development projects may require additional information to be submitted for evaluation prior to issuing a commitment for service from the Water Authority. An example of a large development project would be a property of over 20 acres. An example of a complex development project would be a property that covers multiple pressure zones and/or includes a combination of commercial, industrial, multi-family residential, or single-family residential; development having a significant water demand and/or sanitary sewer flow; or a development requiring master plan infrastructure needed to serve the development.



Large and/or Complex Developments

As determined by the Water Authority, large and/or complex developments will require developer funded water, sanitary sewer and/or reuse Engineer Reports, that analyze the impacts of the proposed development on existing and proposed infrastructure. If master plan infrastructure is needed to provide service to the development, a developer funded Water & Sanitary Sewer Infrastructure



Master Plan is required and shall account for the surrounding area. A Water & Sanitary Sewer Infrastructure Master Plan shall provide analysis for infrastructure that includes, but is not limited to existing and proposed reservoirs, pump stations, wells, transmission lines, sanitary sewer interceptors, lift stations and treatment facilities. The Engineer Report and the Water & Sanitary Sewer Infrastructure Master Plan shall evaluate both existing and full buildout conditions, as well as incorporate any applicable requirements of other approved water and sanitary sewer infrastructure master plans, studies, reports, etc.

The Engineer Report and the Water & Sanitary Sewer Infrastructure Master Plan shall be submitted in both a bound hard copy and electronic format, and be prepared, stamped and signed by a professional civil engineer licensed in the State of New Mexico. The information included in the Engineer Report and the Water & Sanitary Sewer Infrastructure Master Plan shall include, but not be limited to the items listed below. It is understood that not all of this information may be pertinent to every development.

1. Cover sheet with project name
2. Scaled map(s) showing pressure zone boundaries, existing and proposed easements, existing adjacent roadways, and existing Water Authority infrastructure in the proximity to the site. The map(s) should be at a scale(s) that facilitate Water Authority review.



3. Number of residential units per pressure zone
4. Average and peak day potable water demands by pressure zone
5. Average and peak day non-potable water demands by pressure zone
6. Average and peak day sanitary sewer flows
7. Fire flow demands including peak instantaneous flow and duration as required by the Fire Marshal. Indicate building sizes and types of construction. If in the conceptual phase, engineer can provide estimated fire flow utilizing Floor Area Ratios (FARs) based on the type of zoning.
8. Proposed location(s) for potable water storage reservoir(s)
9. Proposed location(s) for non-potable water storage reservoir(s)
10. Proposed location(s) for water booster pumping station(s)
11. Proposed location(s) for wells
12. Proposed alignments for potable water pipelines, including a tabulation of the sizes and lengths of the pipelines
13. Proposed alignments for non-potable water pipelines, including a tabulation of the sizes and lengths of the pipelines
14. Proposed alignments for sanitary sewer pipelines, including a tabulation of the sizes and lengths of the pipelines
15. Estimated strength of wastewater if from a non-residential source.

All developer funded Engineer Reports and the Water & Sanitary Sewer Infrastructure Master Plans shall be accompanied with the applicable GIS shapefiles provided to the Water Authority. The shapefiles shall be for the study area boundary so it can be incorporated into the Water Authority's GIS system.

Sequence of Events for Master Plan Infrastructure

The following is the sequence of events a development must take when master plan infrastructure is required as a condition of approval.

1. **Request for Availability** - Developer submits a Request for Availability online for the entire area seeking service.
2. **Serviceability Letter** – In response to the Request for Availability, a Serviceability



Letter is issued by the Water Authority which identifies the existing infrastructure and provides some indication as to the general master plan infrastructure that may be needed. The Serviceability Letter will provide some basic information as to what will be expected in a Water & Sanitary Sewer Infrastructure Master Plan and will acknowledge whether or not there is an approved land use plan.

3. **Water & Sanitary Sewer Infrastructure Master Plan** – This document is submitted by the developer to the Water Authority. This may involve multiple iterations of Water Authority review to obtain approval. Any modifications to land use and/or zoning would require reevaluation of the approved Water & Sanitary Sewer Infrastructure Master Plan.
4. **Development Agreement** – A Development Agreement will reference the Water & Sanitary Sewer Infrastructure Master Plan and will list the master plan infrastructure identified as a requirement for service and any financial guarantees necessary. Development Agreements must be approved by the Board prior to any construction of Water Authority infrastructure.
5. **Design Analysis Report (DAR)** – A DAR would only apply to certain master plan infrastructure as determined by the Water Authority. It will provide greater detail than the Water & Sanitary Sewer Infrastructure Master Plan for certain master plan infrastructure (e.g. reservoir, pump station, lift station, etc.). The DAR will be required after the development agreement has been approved but before design of the applicable master plan infrastructure. If updates or changes (e.g. demand) occur with the DAR, the developer may need to update/amend the approved Water & Sanitary Sewer Infrastructure Master Plan to keep it current.
6. **Master Plan Infrastructure** – The developer will coordinate with the Water Authority in seeking approvals for the design and construction of master plan infrastructure. No development will receive service until after such time as the Water Authority has accepted and taken ownership of master plan infrastructure. The master plan infrastructure will be fully paid for and constructed by the developer.
7. **Availability Statements** - Subsequent Requests for Availability will be required as a condition of approval within the boundary of the approved development agreement



to identify the localized infrastructure, as well as any master plan infrastructure (if applicable) needed to facilitate service for a specific development. The Availability Statement provides a commitment for service for the specific development.

Infill Development

When a development is proposing to change a land use and/or zoning which will increase the expected water demand and/or sanitary sewer discharge from the existing condition, the engineer shall provide analysis to allow the Water Authority to determine if the existing system has the adequate capacity for the development. An example of this situation would be a proposed multi-family development in an area that was previously low-density single family residential lots.

The engineer will obtain water demand and sanitary sewer flow information from the Water Authority to assist in determining capacity issues. The Engineer Report shall provide recommended solutions to address any capacity issues resulting from the increase of water demands and/or sanitary sewer flows added by the proposed development.



Section 6

DESIGN, CONSTRUCTION & ACCEPTANCE



Albuquerque Bernalillo County
Water Utility Authority

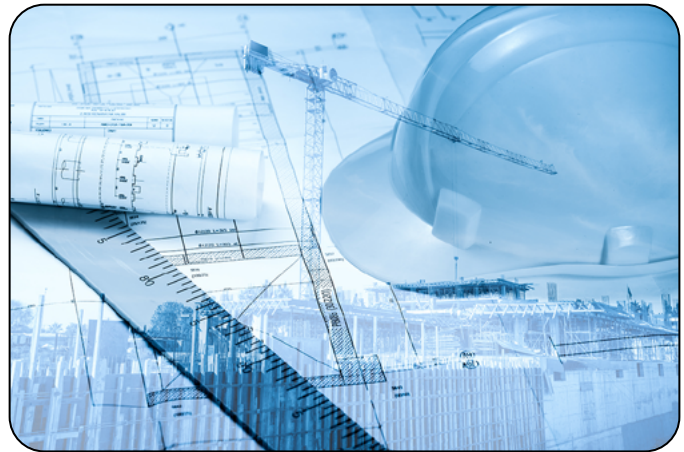
Design, Construction & Acceptance

This section provides the processes needed for the extension and/or augmentation of public waterlines, sanitary sewer lines and/or non-potable waterlines within City of Albuquerque (City) public right-of-way, Bernalillo County (County) public right-of-way, Village of Los Ranchos public right-of-way, or Water Authority easements within private property. Public line extensions are achieved through these Work Order processes described in this section; however, the Work Order processes do not apply to Master Plan Infrastructure which includes, but is not limited to reservoirs, pump stations, and treatment facilities. The design and construction of Master Plan Infrastructure will be managed by the Water Authority's Centralized Engineering Section. During the design stage of Master Plan Infrastructure, the consultant will be required to coordinate workshops with Water Authority engineers and operators to gather feedback to incorporate into the design.

DESIGN

Work Orders are specific to the installation of infrastructure and/or the augmentation of existing infrastructure necessary to provide the appropriate level of service for a development. This infrastructure may include, but is not limited to, the extension of water distribution mains and transmission lines (as approved by the Water Authority), sanitary sewer collectors and interceptors

(as approved by the Water Authority), and non-potable distribution lines. The designs must be performed by a licensed professional engineer registered in the State of New Mexico (consultant). Work orders are not intended for routine connections (i.e. water services,



sanitary sewer services, fire hydrants, and fire lines). Refer to **Section 7 - Connection Permits** for more information regarding allowable routine connections. However, should routine connections be warranted to support a project in addition to the required installation of infrastructure and/or augmentation of existing infrastructure, those routine connections are also to be included in the Work Order.

An Availability Statement or a Water Authority Board approved development agreement (if applicable) is required prior to the Work Order approval by the Water Authority, as these documents provide a commitment for service and the public water, sanitary sewer, and/or non-potable infrastructure requirements that are to be used for the basis of the construction plans. Refer to **Section 2 – Availability Statements & Serviceability Letters** and **Section 3 – Development Agreements & Service Connection Agreements**. Also, prior to Work Order approval, the developer shall convey to the Water Authority all real and personal property rights that the Water Authority deems reasonably necessary, free and clear of all claims, encumbrances, and liens. This may include but is not limited to easements, license agreements, and permits from other agencies for the Water Authority infrastructure. Conveyance may be made by appropriate dedication on a final plat or separate document. The appropriate documents (e.g. easements, plats, license agreements, permits, etc.) shall be in place and recorded with the County (if applicable) prior to the Water Authority’s approval of a Work Order. Some public agencies issue their license agreements or permits after construction is completed, therefore Work Order approval will be issued prior to receipt. In cases where the final plat is pending construction of required infrastructure, the necessary Water Authority easements and/or right-of-way will be granted with the final plat following project acceptance. Payment of outstanding pro rata owed by the property being developed is also required prior to Work Order approval if the project is not associated with a platting action. Refer to **Section 8 – Financial Responsibility & Reimbursement for Infrastructure** for pro rata payment requirements.

The construction plans and specifications shall be in accordance with the latest edition of the Water Authority Standard Specifications and Drawings. Also, the consultant shall follow the design criteria set forth in the latest edition of the City’s Development Process Manual (DPM).



Format and content of plan sets shall follow The DPM Chapter 4 – Construction Plan Standards. The DPM Chapter 8 – Sanitary Sewer Design Criteria and Chapter 9 – Water System Design Criteria provide the criteria, standards, and regulations related to the design of sanitary sewer and water distribution systems. These chapters do not cover the criteria necessary for Master Plan Infrastructure/Major Facilities. The material is directed to the competent design professional and is not intended to be a detailed design handbook. Criteria and standards presented are those determined to be the minimum acceptable values necessary to result in system designs having satisfactory functional characteristics, life cycle, and operational suitability. It is expected that the designer will strive for the best design to suit the circumstances involved, and that designs will reflect sound engineering judgment at all times.

There may be instances in which the engineer is responsible for providing potholing information during the design process. This is to ensure the locations of existing utilities are reflected accurately in the construction plans, in an effort to prevent issues during construction. The requirement of potholing information will be determined by the Water Authority. The engineer shall utilize the Water Authority's Maps & Records department, New Mexico 811, and any other service necessary to ensure that existing infrastructure is shown accurately on the construction plans to avoid potential conflicts with proposed infrastructure.

There may also be instances where water shutoff is required and advanced planning may be needed to coordinate the shutoff. All designs and construction for work around the San Juan Chama (SJC) transmission lines requires strict adherence to Administrative Instruction No. 9 – Work Affecting San Juan Chama Transmission Lines. See <https://www.abcwua.org/info-for-business-water-shut-off-and-turn-on-procedures/> for more information on the water shutoff and turn-on procedures.

The developer may have the opportunity for reimbursement for certain installations of public water and/or sanitary sewer infrastructure as discussed in **Section 8 – Financial Responsibility & Reimbursement for Infrastructure.**



If public water, non-potable, and/or sanitary sewer extensions are to be located within the City right-of-way, the consultant is to coordinate with the City's Design Review & Construction Section to determine if the project will be required to go through the City Design Review Committee (DRC) Work Order process. Should the project be required to go through the City Work Order process, all proposed Water Authority infrastructure must be included on the City Work Order plan set for review and approval. Refer to the City's Memorandum on DRC Jurisdiction, which is available on their website. There may be cases where the City requires Water Authority infrastructure within City right-of-way to go through the Water Authority Work Order process per the criteria in the City's Memorandum on DRC Jurisdiction.

If public water, non-potable, and/or sanitary sewer extensions are to be located outside of the City right-of-way, such as County right-of-way, Village of Los Ranchos right-of-way, or within easements on private property, the project must be reviewed and approved through the Water Authority Work Order process. Water Authority approval will be for public water line, sanitary sewer and/or reuse infrastructure. The engineer of record shall also coordinate with the appropriate municipality or agency having jurisdiction for any work within its right-of-way.

If the project does not meet any of the criteria described above, the determination of the applicable process will be at the discretion of the Water Authority. Private on-site water and sanitary sewer infrastructure are approved through other processes and shall be coordinated with the authority having jurisdiction.

City (DRC) Work Orders

The Water Authority has a representative on the Design Review Committee (DRC) that provides the design review associated with public water, sanitary sewer, and non-potable infrastructure for City Work Order projects that impact City right-of-way. The City Work Order process also includes residential subdivisions with private roadways, which include



public water, sanitary sewer, and non-potable infrastructure. There are instances in which a City Work Order is utilized only for infrastructure not associated with the Water Authority (e.g. roadway improvements, storm drain, etc.) that is to be installed within City right-of-way. The consultant can choose to include items that are normally included on a Water Authority Connection Permit (e.g. water

and sanitary sewer services) if needed for a development. Confirm with the City's Design Review and Construction Section to determine if the typical connections allowed to be constructed under the Connection Permit process will be required to be built under a City Work Order. Refer to [Section 7 – Connection Permits](#) for information regarding the type of connections allowed with this process.



For proposed connections that qualify for a Connection Permit, but are to take place within City right-of-way, the developer shall coordinate with the City Design Review and Construction Section to determine if a Connection Permit is acceptable.

The consultant shall contact the City's Design Review and Construction Section to initiate a City Work Order. The City administers Infrastructure Improvements Agreements, which oftentimes include Water Authority infrastructure.

The consultant shall follow the procedures outlined in the Development Process Manual (DPM) for specific requirements regarding the City's process.

Water Authority Work Orders

This type of Work Order is specific to Water Authority infrastructure along public right-of-way that is not owned by the City of Albuquerque, such as Bernalillo County or Village



of Los Ranchos, or on private property within Water Authority easements. This takes the place of the City Work Order process. The Water Authority Work Order is coordinated directly with the Water Authority for approval of public water line, sanitary sewer and/or reuse infrastructure. The engineer of record shall also coordinate with the appropriate municipality or agency (e.g. Bernalillo County, Village of Los Ranchos, Middle Rio Grande Conservancy District, etc.) having jurisdiction for approvals for any work within its right-of-way.

The consultant shall prepare plans incorporating any required materials into the infrastructure design. The consultant will provide a .pdf copy of each submittal for review. The Water Authority will review the design plans for quality and content. Water Authority comments will be documented as mark-ups on the plans and/or on a comment sheet provided to the consultant. The consultant must either address the review comments on the revised design plans or propose acceptable alternatives for the subsequent plan review, ultimately progressing the plans to final design. A written response to the comments is required to accompany plan resubmissions for comment and review tracking. During the design phase, the consultant shall provide an itemized engineer's cost estimate that is reflective of each submittal. Also, the approved plat and/or site plan shall be included and marked "FOR REFERENCE ONLY" in the final approved plans. During the design review stage, including a draft of the plat and/or site plan is acceptable if not yet approved.

If the Water Authority Work Order is used to complete Water Authority infrastructure identified on a City Infrastructure List, the approved Infrastructure List shall accompany the initial design plan submittal. There may be instances in which an Infrastructure List has not been approved by the City, and design plans can be submitted with a draft Infrastructure List at the Water Authority's discretion. However, subsequent resubmittals must include an approved Infrastructure List.

The Water Authority Work Order process is further illustrated by the [Water Authority Work Order Flowchart](#) in the Appendix.



Water Authority Work Order Agreement Requirements

Prior to the approval of the Work Order (i.e. design plans), the consultant shall provide a complete Work Order package to Utility Development which shall include the items on the [Water Authority Work Order Checklist](#) which can be found in the Appendix.

The plans cannot be approved until all of the items on the Water Authority Work Order Checklist have been satisfied. The Agreement for the Construction of Water and/or Sewer Improvements, listed on the Water Authority Work Order Checklist, is required prior to the approval/issuance of the Work Order. This agreement requires a signature from the Water Authority Executive Director, however, it does not need to be recorded with the County. It is recommended that this agreement is initiated during the latter stages of the design plans to avoid delays.

Prior to the execution of a Work Order Agreement, the developer will convey to the Water Authority all real and personal property rights which the Water Authority deems reasonably necessary, free and clear of all claims, encumbrances, and liens for infrastructure located outside of public rights-of-way. For linear infrastructure, conveyance must be made by appropriate granting of easement on a final plat or separate document such as a paper easement. For vertical infrastructure, conveyance must be made by a deed as approved by the Water Authority.

Upon receipt of the final plans (100% complete including the Engineer of Record's seal, signature, and date), Work Order package, and payment of engineering fees, the Water Authority Engineer will provide a signature on the plans for approval of the design for construction of the proposed Water Authority infrastructure only. It does not provide approval for impacts to infrastructure owned by other municipalities or agencies, such as roadways, grading and drainage, utilities, etc. As stated before, the engineer of record is responsible for coordinating with all municipalities, agencies, utilities, etc. that may be impacted by the design and construction. It is to be noted that the Agreement for the Construction of Water and/or Sewer Improvements states that the improvements are to be completed to the satisfaction of the Water Authority within a specified timeframe.



As discussed in **Section 8 – Financial Responsibility & Reimbursement** for Infrastructure, the preliminary pro rata assessments will be determined based on the approved plans and contractor's bid, if applicable. However, the final engineer's cost estimate is acceptable if the contractor's bid is unavailable at the time of preliminary pro rata calculation.

CONSTRUCTION

Construction shall be performed by a licensed (GF-9 or GF-98), bonded and insured contractor. Once a Work Order has been approved, a preconstruction meeting shall be scheduled by the contractor prior to the start of construction. The consulting design engineer, contractor, surveyor, testing lab, consulting construction engineer, and consulting construction inspector are required to attend. The Water Authority inspector will also attend this meeting to communicate requirements for construction and acceptance, as well as any special circumstances regarding the project. The Water Authority engineer may attend as needed. Other applicable governmental entities and private utility representatives may also participate as necessary. The contractor shall provide a schedule for the project at this meeting.

Shop Drawing and Materials Submittal Review

Approved shop drawings and materials submittals shall be submitted to the Water Authority prior to the scheduling of a preconstruction meeting. All shop drawings and material submittals submitted to the Water Authority shall be prepared by the contractor and reviewed and approved by the Engineer of Record. All materials used shall comply with the Water Authority's Approved



Product List (latest edition), specifications, and standard details. Any exceptions to the above shall be reviewed by the Engineer of Record, who will then make recommendations to the Water Authority for final approval. If items are on the Approved Product List, a marked-up version of the Approved Product List indicating the products to be used will be sufficient in lieu of the actual submittals. For products proposed for use that are not on the Approved Products List, full submittals are required.

Shop drawings for intricate Water Authority infrastructure (e.g., booster pump stations, pressure-reducing valves, combination air/vacuum valves, lift stations, etc.) will require additional Water Authority review and approval. Similarly in these instances, the Engineer of Record shall review the shop drawings and make recommendations to the Water Authority for final approval.

Request for Information (RFI)/Design Revision

During the construction, the Engineer of Record shall inform both the Water Authority inspector and engineer of any issues that arise. If the construction plans or specifications are not clear, or any unforeseen issue arises, the contractor shall initiate a Request for Information (RFI) and submit it to the Engineer of Record. The Engineer of Record will coordinate the resolution with both the Water Authority inspector and engineer. The Engineer of Record will then issue a formal RFI response to the contractor. If a field change

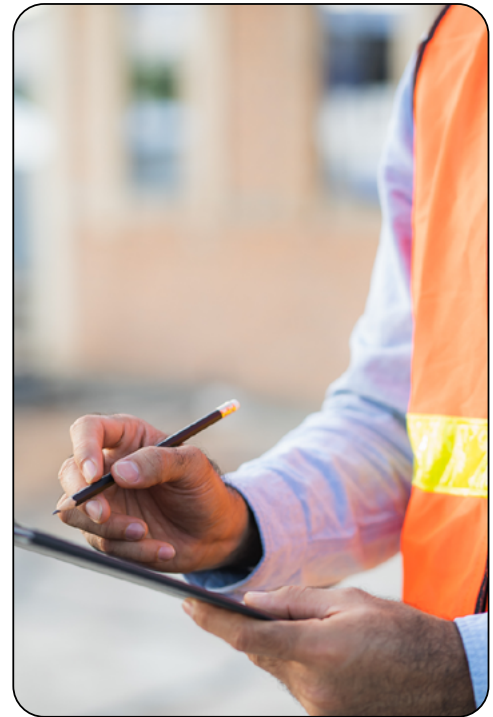


is required, the Engineer of Record shall submit a design revision to the Water Authority engineer for review. Once the design revision is approved, the affected sheets in the plans shall be submitted to all parties and indicated with the letter “R”. In no instance shall the contractor make changes in the field that are not in compliance with the plans and specifications without proper approval from both the Water Authority’s engineer and Engineer of Record. Field changes without a design revision will be approved at the discretion of the Water Authority and shall be incorporated into the record drawings.

Final Inspection

The consulting inspector, Engineer of Record, and contractor shall conduct a pre-final inspection to determine if the work is ready for final inspection. If the project is ready for final inspection, the Engineer of Record shall notify all parties involved. Otherwise, if the project is not ready for final inspection, the contractor shall complete the necessary work prior to scheduling a final inspection.

1. Once the project is ready for a final inspection, it is scheduled with the Engineer of Record, contractor, Water Authority inspector, developer, and associated governmental agencies and utilities. The Water Authority engineer may attend as needed. The City’s Design Review and Construction Section may also be required for items that are related to pavement such as collars, rim elevations, etc., for projects that are associated with City Work Orders. There may be instances in which there are two separate Final Inspections, one for the Water Authority and one for the City (if applicable).
2. At the final inspection, a list of discrepancies (punch list items) is prepared by the Engineer of Record which is given to the contractor for correction. A copy is sent to the parties associated with the project.



3. A markup of the as-built plans is required by the final inspection meeting.
4. The contractor shall correct all discrepancies identified on the punch list.
5. When the work is complete, the contractor shall notify the inspector that the work is ready for verification.
6. The consulting inspector will then verify that the discrepancies have been corrected.
7. The contractor will then provide the final quantities and invoices to the consulting inspector and the Engineer of Record.

The contractor shall be responsible for scheduling and conducting an 11-month warranty inspection and correcting any deficiencies found during this inspection to the satisfaction of the Water Authority.

Fire Hydrants Used for Construction Water

Oftentimes, contractors desire the use of public fire hydrants to provide construction water. The Water Authority's Water and Sewer Rate Ordinance (Rate Ordinance) (section 1-1-3-E Private Use of Fire Hydrants for Non-Potable Use) provides information for this type of application. In order to obtain a fire hydrant meter permit, a licensed contractor must submit a completed application form to the Water Authority Customer Services Division. Additional information including applications, maps, deposit information, conditions of service and required documentation can be located at <https://www.abcwua.org/customer-service-fire-hydrant-meter-program/>.



Only public fire hydrants within the Water Authority's designated inventory of green-top fire hydrants may be used. Contractors



desiring to use non-green top fire hydrants must submit an alternate location application to the Water Authority Customer Services Division stating the reason(s) for needing to use a non-green top fire hydrant. The Water Authority Customer Service representative, in conjunction with Field Operations, will review such requests on a case-by-case basis and reserves its right, in its sole discretion, to grant exceptions. Private fire hydrants shall not be used for construction water. Also, the use of public fire hydrants that are part of an ongoing waterline installation will not be allowed for construction water until the entire project is closed out and accepted.

The installation of temporary fire hydrants for the use of construction water will not be allowed due to the following reasons.

1. To prevent fire hydrants from being left after the construction of the project is completed.
2. Since a temporary fire hydrant is not a requirement from the Fire Marshal, it shall not be installed to avoid possible confusion during a fire event. This could result if the temporary fire hydrant was either installed on a waterline that cannot provide adequate fire flow or the fire hydrant was turned off.
3. There is currently no mechanism that documents fire hydrants as being temporary. Once a fire hydrant (regardless if it is temporary or permanent) is installed via the Work Order or Connection Permit process, it is booked as an asset of the Water Authority. The fire hydrant is incorporated into GIS and is seen as a permanent fire hydrant. This poses a liability as a temporary fire hydrant could have been removed, however, the GIS records may not have been updated given that there is no mechanism administratively for its removal.
4. The installation and removal of temporary fire hydrants could also cause damage to existing waterlines.

PROJECT CLOSEOUT

All improvements shall be constructed to the satisfaction of the Water Authority and in compliance with the approved plans, specifications, and standard details. Once the final



inspection has taken place and the punch list items have been addressed to the satisfaction of the Water Authority and Engineer of Record, a complete closeout package shall be submitted to the Water Authority for review and approval. Incomplete closeout packages will not be reviewed and a complete package will need to be resubmitted for review.

Closeout package reviews will take place in the order that they were received. In order for the Water Authority to accept and assume ownership and maintenance responsibilities for the new infrastructure and provide service to the subject development, a closeout package must be submitted to and accepted by the Water Authority.

The consultant shall provide a closeout package consisting of all of the required items included on the [Water Authority Closeout Package Checklist](#) which can be found in the Appendix. All closeout packages submitted to the Water Authority shall be in PDF format and grouped according to the closeout package checklist.

Contractor Final Invoice

The contractor's final invoice serves multiple purposes as it reflects the as-built costs for the installed infrastructure. The final invoice is the last step in finalizing any applicable pro rata because the pro rata can now reflect the as-built costs to assess the benefiting properties. The final invoice is also important as the as-built costs that pertain to the installed public water and sanitary sewer infrastructure will be entered into the Water Authority's Asset Management Program.

The contractor's final invoice, clearly labeled 'final invoice,' must be formatted such that each category of public infrastructure is separated (i.e. water, sanitary sewer, roadway, storm drain, etc.). The costs that are related to the entire project (i.e. survey, mobilization, demobilization, etc.) shall be separated. The final invoice shall be itemized and shall use the same numbering and labeling scheme as the City's unit prices. The final invoice must also identify the project name and number.

Consulting Inspector Logs

Quality control inspection of public improvements construction shall be performed



by a New Mexico Registered Professional Engineer in accordance with the approved construction plans and specifications as well as all applicable laws, ordinances, and regulations. The Water Authority will provide quality assurance oversight. The developer shall ensure that the inspecting entity provides all inspection results, reports, and related data to the Water Authority as required for closeout review. Do not include information unrelated to Water Authority infrastructure (e.g. roadway, storm drain, etc.). Inspector logs must include the following:

1. Project number and name
2. Project location
3. Date and time of the inspection
4. Consultant inspector name and signature
5. Description of the weather at the time of the inspection
6. Name of contractor company and superintendent/foreman, type of crews on-site (e.g. grading, paving, utility)
7. Agency inspection (e.g. code, city, drainage, NMDOT, etc.) and other personnel on-site
8. Description of work being constructed including type of infrastructure, location (e.g. stationing)
9. Document concrete placement and include batch ticket numbers
10. Document testing lab and sampling site locations
11. Photos of the public infrastructure installation with brief description

Sanitary Sewer Video Inspection

The Collection Section requires that sanitary sewer CCTV inspections are conducted. The CCTV inspections shall meet NASSCO PACP. Inspections must utilize ITPipes software. The Water Authority will ultimately migrate the inspection data to its Maximo CMMS. This effort may be coordinated with the Collection Section.



The following steps are required to be performed by the CCTV inspection contractor:

1. Create a digital table (e.g. Excel) of the plan set and ITpipes input data. See below for an example.
2. Create a unique ID in the plan set to be used during acceptance CCTV of new construction. For manholes, the project # will be added as a prefix to the unique ID as noted below under “ITpipes input”.
3. In the same manner, segments will include the project # and the upstream manhole and the downstream manhole IDs as shown below.

Plan Set			ITpipes Input		
US Manhole	DS Manhole	Segment	US Manhole	DS Manhole	Segment/PSR
1	existing	1 to existing	775781_001 or 775781_1	775781_ex1 or R16931	775781_001_to_ex1 (or R16931) or 775781_1_to_ex1 (or R16931)
41	12	41 to 12	775781_041 or 775781_41	775781_012 or 775781_12	775781_041_to_012 or 775781_41_to_12

Record Drawings

The criteria for record drawings and engineer certification shall follow the City’s DPM Chapter 4 – Construction Plan Standards. Any approved design revision or field change shall be reflected in the record drawings. The record drawings must be certified by the State of New Mexico licensed engineer and surveyor. This certification shall state that the project is in substantial compliance with the approved plans and specifications. The final plat shall be included with the record drawings, if applicable.



In regards to sanitary sewer installations, the record drawings shall reflect as-built conditions, including rim elevations, invert elevations, installed lengths, and installed slopes. Upon approval, the Water Authority engineer will sign the record drawings indicating concurrence with the information shown. The record drawings are then indexed in the Water Authority Maps and Records Image Repository and ultimately incorporated into the Geographical Information System (GIS).

For City Work Order projects, it is understood that the Water Authority infrastructure may be completed while the remaining infrastructure (e.g. paving, curb and gutter, etc.) has not been completed. For these instances, a complete set of record drawings that includes all of the sheets in the plan set shall be provided which reflect the as-built conditions of the Water Authority infrastructure. Excerpts of the plan set with as-built information will not be accepted, as oftentimes, there are many cross-references within the entire plan set that may be important.

Vertical and Linear Asset On-Boarding

The Water Authority has developed the Asset On-Boarding Policy and Procedure Manual, which defines its policies and procedures for introducing new assets, documenting asset rehabilitation costs, and the process for decommissioning of disposed assets. This reference document is used for managing the Water Authority's assets and provides steps for onboarding new vertical and linear assets. The Water Authority administers this Asset On-Boarding process based on information included in the closeout package. There are instances where additional information is needed from the design consultant and/or contractor for completing the process.

PROJECT ACCEPTANCE

Maintenance of all public infrastructure improvements, including responding to line locate requests, shall be the responsibility of the developer until acceptance by the Water Authority. Once the Water Authority engineer reviews the complete closeout package,



comments may be provided to the Engineer of Record. When the closeout package is approved, the Water Authority engineer will issue an acceptance letter indicating the Water Authority's acceptance of the public water, non-potable, and/or sanitary sewer infrastructure. The letter will also indicate that the public water, non-potable, and/or sanitary sewer infrastructure meets the requirements of the Water Authority and the developer has met its obligations with the Water Authority. Furthermore, it states that the Water Authority accepts and assumes ownership and maintenance responsibilities for the public water, non-potable, and/or sanitary sewer infrastructure and is able to provide service to the development associated with said infrastructure. Partial acceptance of a project will not be provided.

There are two types of acceptance letters issued by the Water Authority, depending on the type of Work Order that was used to install the public water, non-potable, and/or sanitary sewer infrastructure.

For City Work Orders, a "Letter of Conditional Project Acceptance" will be issued for the Water Authority infrastructure only. This letter indicates that the Water Authority's acceptance of its infrastructure is expressly conditioned upon the final acceptance of the project by the City. The Water Authority's conditional acceptance does not relieve the developer of any obligation or cost that may be required by the City Engineer as a final condition of project approval including, but not limited to, any additional obligation or cost related to sanitary sewer, non-potable, and/or water infrastructure. The letter also indicates that the contractor's one (1) year warranty period for the Water Authority infrastructure will begin from the date of the City Engineer's final acceptance of the project. Once the Certificate of Completion and Acceptance is issued by the City, a copy shall be provided to the Water Authority. This informs the Water Authority when the warranty starts.

A "Letter of Final Project Acceptance" will be issued for Water Authority Work Orders. For this letter, the contractor's one-year warranty period will begin from the date of this letter.



Once the Water Authority has issued the acceptance letter, the following actions occur concurrently:

1. The public water, non-potable, and/or sanitary sewer infrastructure has been accepted by the Water Authority, which means the Water Authority will own and operate the infrastructure.
2. Service can be sold from the infrastructure, and/or the infrastructure can be put into service/operation.
3. Infrastructure will become a Water Authority asset.

Any of the above three items cannot take place individually unless the remaining two items have also occurred.

Surface Features

All surface features must be in place and approved by the Water Authority inspector prior to acceptance. For projects within the City of Albuquerque, approval of the surface features is also required from the City of Albuquerque Construction Engineer. Such features include but are not limited to concrete collars for valves and manholes, and concrete pads for water meter boxes and fire hydrants. If the roadways are not paved along the installed public waterlines and/or sanitary sewer lines, the surface features cannot be installed and acceptance of the public water and/or sanitary sewer lines cannot occur.

TIDD/PID

The developer shall inform the Water Authority if the development will be part of a Tax Increment Development District (TIDD) or a Public Improvement District (PID). If Water Authority assets are intended to be contributed through a TIDD or PID, the developer shall notify the Water Authority as soon as possible in the process. The developer shall understand their timeframe in needing to obtain service from the Water Authority. This will allow the developer to then calculate their development timing such that all milestones for the TIDD or PID have been met at the time service is needed. If a developer is planning to use a TIDD or PID or the Water Authority becomes aware of



a new TIDD or PID, the developer shall initiate a meeting with the Water Authority to discuss the timing and process.

When a developer has chosen to use a TIDD or a PID, the developer requires that the Water Authority infrastructure pass through the TIDD or PID prior to being conveyed to the Water Authority. For the TIDD or PID to ensure that it is accepting approved infrastructure, it requires a letter from the Water Authority indicating that the Water Authority will indeed receive the infrastructure. A Prepared to Accept Letter will be issued which states that the Water Authority will accept, operate, and maintain the infrastructure once it is conveyed from the TIDD or PID.

Once the infrastructure is ready to be conveyed by the TIDD or PID to the Water Authority, the Water Authority will then issue a Letter of Final Project Acceptance to the TIDD or PID.

Once the Water Authority has issued the Letter of Final Project Acceptance, the Water Authority accepts the infrastructure, service can be sold (or infrastructure can be put in service), and the infrastructure will be booked as an asset. All three actions must take place concurrently.

Both the Bill of Sale from the Developer to the TIDD or PID as well as the Bill of Sale from the TIDD or PID to the Water Authority shall be provided to the Water Authority for the infrastructure, concurrent with the issuance of the Letter of Final Project Acceptance by the Water Authority to the TIDD or PID.



Section 7

CONNECTION PERMITS



Albuquerque Bernalillo County
Water Utility Authority

Connection Permits

A Connection Permit is the procedure for installing the following items:

- Public/Private fire hydrants
- Private fire lines
- General purpose water valves
- Water services including large water meters and vaults
- Non-potable water services
- Manholes for sanitary sewer services along collector lines (procedure to install manholes for services along interceptors will be determined on a case by case basis)
- Vacuum sewer valve pits
- Sanitary sewer services
- This process can also be utilized for abandonment of multiple services

This procedure eliminates the need for a design by a licensed engineer, the processing of an Infrastructure Improvement Agreement (IIA) with the City, and the need for a formal design review and work order process. For work performed within the City of Albuquerque (“City”) right-of-way, the Connection Permit process is only applicable under the following conditions:



1. Items are not included on an approved infrastructure list, unless approved by the City and Water Authority.
2. If work does not meet the City Work Order requirement based on the criteria set forth in the City's Design Review and Construction (DRC) Jurisdiction memorandum dated January 12, 2021.

For work within the City right-of-way, coordination with the City's Design Review and Construction Section shall take place prior to the initiation of a Water Authority Connection Permit. This is to determine if the City will allow for the proposed connections to take place within its right-of-way with a Water Authority Connection Permit. Based on the City's requirements, it may require a City Work Order.

For work within the County, coordination with the Bernalillo County Public Works Division, Development Review (DR) Section shall take place prior to the initiation of a Water Authority Connection Permit. This is to determine the County's requirements for performing work within the County right-of-way.

It is the responsibility of the requester to confirm with the governing body responsible for maintaining the right-of-way that work can take place via the Water Authority Connection Permit Process.

This procedure allows for the connection to existing Water Authority infrastructure (i.e. public waterline, public non-potable, and public sanitary sewer), but does not provide the approvals for accessing the infrastructure (i.e. street cuts). It is to be noted that a Connection Permit shall not be used for the extension of public waterline and/or sanitary sewer. Its applicability will be at the discretion of the Utility Development Section of the Water Authority when the normal design, review, and work order process is not required. Installations shall comply with the latest edition of the Water Authority standard drawings and specifications.

Note: A commitment of service in the form of an Availability Statement or Service



Connection Agreement (if outside the Established Service Area) is required for new development before the Water Authority will issue a Connection Permit. Refer to [Section 2 - Availability Statements & Serviceability Letters](#) and [Section 3 – Development Agreements & Service Connection Agreements](#) to determine how to obtain a commitment for service.

WATER AUTHORITY CONNECTION PERMIT PROCEDURE

The Connection Permit process is shown in the [Connection Permit Flowchart](#) in the Appendix.

- Step 1:** The requestor shall put together a clear Construction Plan showing the proposed water, non-potable, and sanitary sewer infrastructure items from the list above that is intended to serve the site, as well as what services already exist for the site. This can be done in two different ways:
1. Created by a design team / firm
 - A. It shall be noted that the proposed connections shall be consistent with previously approved utility plans associated with approved site plans (e.g. Development Facilitation Team (DFT) Site Plan, etc.).
 2. Created by the contractor
 - A. If no existing plan was created by a design team / firm
 - B. Base map is required to be provided by ABCWUA Maps and Records section at maps@abcwua.org
 - i. Base map will include
 - a. Zoom extents that is able to clearly show the proposed improvements on all applicable property frontages.
 - b. Latest aerial imagery (if applicable)
 - c. Location, size, and material of all existing public water, public sanitary sewer and/or public non-potable infrastructure proximate to the site.
 01. Include valve, fire hydrant, manhole and valve pit IDs



- d. Public right-of-way and property lines
 - e. Identifying annotation for lots (subject property and adjacent properties)
 - 02. Street address and lot number
 - f. Street names
 - g. North arrow
 - h. Scale to accommodate the extents of the site (e.g. 1":20', 1":40', 1":50')
- C. Base Map shall be annotated by the contractor to show the proposed infrastructure changes.

In either case, the plan shall follow the latest **Connection Permit Checklist** included in the Appendix.

Step 2: Once the Construction Plan is completed by the responsible party, it shall be submitted for review. Review will be based on the Connection Permit Checklist but note this list is not exhaustive and subject to change. Connection Permit requests shall be submitted online at the following link:
<https://www.abcwua.org/connectionpermit/>. It is to be noted that approval will be granted after all comments and requirements have been addressed.

The Connection Permit request shall include the following:

- Completed Connection Permit Construction Plan
- Cost estimate of proposed public utility improvements
- Latest Approved Products List identifying which of the items are to be used
- Any applicable license agreement(s) – NMDOT, AMAFCA, etc.
- Contractor credentials:



- Proof of GF9/GF98 License
- Copy of current general liability and automobile liability insurance
- Copy of the “Contractors Water and Sewer Tapping Bond”. Refer to the **Water and Sanitary Sewer Tapping Bond** in the Appendix.
- Any other pertinent documents as described or required by Utility Development.

Step 3: For any deficient submittals, a resubmittal shall be made through the Resubmittal Portal on the Connection Permit website:

<https://www.abcwua.org/connectionpermit/>

Step 4: Once the submittal is approved, Utility Development will contact New Construction to issue a payment link to the requestor.

Step 5: New Construction will email the requester with a payment portal for the associated permitting fees. Once permit fees are paid, the approved and signed Connection Permit will be issued to the requester. During this portion, the requester will also be informed of any pro-rata that is due for the subject property.

Step 6: The Contractor shall obtain an excavation and barricading permit from the City, Village of Los Ranchos, or County as well as a plumbing permit from the appropriate Code Enforcement agency.

Step 7: Coordination with the assigned Water Authority inspector(s), and any other Water Authority personnel as noted in the Connection Permit is required. Note: a minimum of 24 hours’ notice is required prior to any work being initiated. Inspection of the improvements is required and if it is not coordinated, the work will not be accepted.



- The contractor is responsible for coordinating with the Cross Connection section for all connections that require backflow prevention.
- The contractor is responsible for coordinating with the Pretreatment section for all oil water separators, grease traps, etc.
- The contractor is responsible for coordinating with Operations & Maintenance Superintendent or Operations & Maintenance Supervisor for Collections and/or for proper isolations for vacuum valve pit installations and force main services.
- The contractor is responsible for coordinating with Operations & Maintenance Superintendent or Operations & Maintenance Supervisor for large water meter vault inspection.
- The contractor is responsible for coordinating with Chief Engineer - Field Distribution for any conflicts with the San Juan Chama Lines (Administrative Instruction No. 9)

Step 8: Upon completion of the construction, a Connection Permit closeout package shall be submitted to the Utility Development section for items associated specifically with the work on the Connection Permit (i.e. public infrastructure).

The closeout package shall include all items found on page 2 of the permit, including but not limited to:

- Contractor final invoice,
- Compaction tests results (if applicable),
- Material submittals. These can be substituted by the latest version of the Approved Products List (APL) that indicates the products used.
- Record Drawings:
 - Annotated Permit
 - Survey Exhibits – fillable information for all as-built coordinates required in the document by a licensed surveyor in the state of New Mexico, Note: Survey Exhibits will be provided with the issuance of the Connection Permit



The project will be accepted upon meeting all Water Authority requirements and approvals from the applicable inspection teams assigned to the project, as well as the Utility Development section. It is to be noted that project acceptance and approval will be indicated by correspondence (email) that is sent to the requester and all other pertinent parties. The owner/developer is responsible for providing this correspondence to New Construction to obtain/update service. The owner/developer shall coordinate with New Construction (505-842-9287, option 3) and pay all applicable account fees (Utility Expansion Charges, Water Resource Charges, pro rata fees, etc.).

Refer to the current Water and Sewer Rate Ordinance for the latest fees.

For the installation of vacuum valve pits, the property owner seeking service shall present the “green tag” provided by the City or County Code Enforcement to New Construction for the vacuum valve installation. New Construction will then contact Collections to coordinate the vacuum valve installation.

Connection Permit fees for all new infrastructure to be installed:

- Water
 - Small water service (2” and smaller): \$50 each
 - Large water service (3” and larger): \$150 each
 - Fire suppression line: \$150 each
 - Fire hydrant (public or private): \$150 each
- Sanitary sewer
 - Sewer service: \$50 each
 - Vacuum valve pit: \$150 each
 - Manhole: \$150 each



Section 8

FINANCIAL RESPONSIBILITY & REIMBURSEMENT FOR INFRASTRUCTURE



Albuquerque Bernalillo County
Water Utility Authority

Financial Responsibility & Reimbursement for Infrastructure

FINANCIAL RESPONSIBILITY

The Water Authority will not subsidize growth and will only allow the expansion of infrastructure that is fully paid for by development. The developer is normally responsible for funding and/or constructing all new water, sanitary sewer and reuse (if applicable) infrastructure associated with new development, while complying with the “no net expense” policy of the Water Authority. Guiding Principle No. 3 states, “In an effort to facilitate solutions to water and wastewater outside of the service area and regionally, the Authority should provide services provided that such services are fully paid for, not subsidized by Authority customers, and when the public health and welfare is served.” Furthermore, the Water and Wastewater Expansion Ordinance (Expansion Ordinance) Policy No. 14 states, “Development shall be at no net expense to the Water Authority, such that revenue



generated from any expansion or improvement of the water and/or wastewater system shall be sufficient to support the costs of water and wastewater facilities in any expansion or improvement of the system and related infrastructure needed to serve any expansion or improvement of the system.” Refer to [Section 4 – Increases to the System](#) for more information regarding expansion of water, sanitary sewer and reuse systems.

REIMBURSEMENTS

Pro Rata – Reimbursement for Public Water Distribution Lines and/or Sanitary Sewer Collectors

Pro rata is a mechanism for a developer to get reimbursed for installed water distribution lines and/or sanitary sewer collectors, which are the localized infrastructure. Pro rata is a subject development’s share of costs for water and/or sanitary sewer lines that are constructed in advance of development that are required to service the property. Per the Expansion Ordinance Policy No. 8, “Property owners shall be responsible for the equivalent cost of water and/or sanitary sewer lines that are accessible to or can serve the property”.

Water distribution lines and sanitary sewer collectors are linear infrastructure that are available for direct service connection. Linear infrastructure which is not available for direct service connection include water transmission lines and sanitary sewer interceptors, or other lines deemed unavailable by the Water Authority. The Expansion Ordinance Policy No. 4 indicates that water service connections shall not be made to lines with a nominal diameter of 16 inches or larger. Also, the Expansion Ordinance Policy No. 5 indicates that sanitary sewer connection shall not be made to lines with design capacities (peak flow conditions) at point of connection greater than 3 million gallons per day, velocities of less than two (2) feet per second, or lines with a nominal diameter of 15 inches or larger.

If a developer constructs water distribution lines and/or sanitary sewer collectors which benefit and can be used to serve other properties, the developer of the said infrastructure is entitled to reimbursement via pro rata from subsequent property owners that take service from the installed infrastructure. Reimbursable infrastructure must be constructed in



accordance with the Water Authority's standards, specifications and approved construction drawings and shall be inspected by the Water Authority or its agents during and after construction. Pro rata is assessed to properties that can access or have frontage along the installed infrastructure, and are ultimately able to be served by it.

The Expansion Ordinance Policy No. 12 – “Criteria for Apportionment of Development and Pro Rata Charges” sets criteria for establishing pro rata that shall be taken into consideration. The criteria include, but is not limited to, determining if the infrastructure can provide service to the property, land use and level of service.

If public waterline and/or public sanitary sewer extensions are required for a development, the developer is required to complete a [Request for Pro Rata Assessment Form](#). If the Water Authority determines that the proposed infrastructure qualifies for pro rata, it will identify which properties can be assessed and list them on the form. The Pro Rata Assessment Form shall also be completed if the developer chooses not to assess pro rata by acknowledging this waiver.

It is to be noted that the developer that is installing the infrastructure cannot assess pro rata to its own property(s). If a developer is subdividing a property and infrastructure is required, pro rata cannot be assessed to the newly created lots. The developer is responsible for its property's entire share of the cost, therefore it is excluded from the pro rata assessment. However, the developer's property is included in the calculation of the pro rata.

Determination of Pro Rata

Once the Pro Rata Assessment Form has been completed, the Water Authority will determine the preliminary pro rata assessments based on the approved plans and the engineers stamped/signed estimate. Once the construction of the project has been completed and accepted by the Water Authority, the contractor's final invoice will be used to update costs and any quantities to reflect as-built conditions. The Water Authority engineer may require additional information from the development team to finalize the



pro rata amounts. The method for calculation of the pro rata may be based on length of frontage, lot size, number of lots or other equitable basis as determined by the Water Authority. For calculations based on frontage in which pro rata will be assessed along one side of a corridor, the cost will be proportioned on a front foot basis. For calculations in which properties are prorated on both sides of the corridor, the pro rata will be based on the one-half average cost per foot for the line(s) multiplied by the length of frontage of the property. For residential properties in which public waterline and/or sanitary sewer lines cover multiple property frontages, that pro rata assessment will be based on the infrastructure that best serves the property.

Pro rata is intended to capture the costs necessary to complete the infrastructure that benefits the assessed properties. Any costs that are not included in the pro rata assessment are the responsibility of the developer that is installing the infrastructure, and will not be reimbursed by the Water Authority. Costs that are to be included in the pro rata assessment are as follows:

1. Public water distribution lines and appurtenances, including fire hydrants, valves, and services.
2. Public sanitary sewer and appurtenances, including manholes, vacuum valve pits, and services.
3. Trenching, backfilling and compaction for public waterline and sanitary sewer.
4. Other miscellaneous items directly associated with the installation of public water, sanitary sewer and reuse infrastructure, as approved by the Water Authority.
5. Items that shall not be included in the pro rata assessment as they are not Water Authority assets include, but are not limited to the removal and replacement of asphalt pavement, concrete pavement, sidewalk, or curb and gutter.

It is the responsibility of the developer to provide all the necessary documentation to the Water Authority for determination of the pro rata. This documentation includes but is not limited to calculations, itemized invoices, receipts, waivers of liens from subcontractors and other supporting documentation.



Pro Rata Payment

For properties seeking service that are not required to go through a development process that necessitates Water Authority approval, the Water Authority will research the property to determine if pro rata has been assessed. If there is an outstanding pro rata assessment, the property shall be required to pay the amount in full prior to obtaining service. For development projects that do go through a development process that requires Water Authority approval, any property that is associated with the development and is assessed pro rata shall be required to pay the amount in full at the earliest stage of development (e.g. preliminary plat, final plat, Site Plans, work order, or service application). The timing of pro rata payment will differ depending on the type of project and the process it must go through.

The Water Authority uses the [Determination of Outstanding Pro Rata Form](#) to communicate to the developer whether or not pro rata is assessed for a property during the development process. The Water Authority receives a significant amount of pro rata inquiries from title companies, which are processed using an [online form](#) on the Water Authority's website.

The Water Authority manages a GIS database for outstanding pro rata to ensure that pro rata payments are made by the assessed properties at the appropriate time. The Water Authority's New Construction collects pro rata payments, which are refunded to the developer that assessed the pro rata. It is to be noted that the pro rata amounts do not accrue interest and are not adjusted for inflation. It is the responsibility of the developer that is assessing the pro rata to make sure that the Water Authority has updated contact information to ensure proper payment.

Reimbursement for Master Plan Infrastructure/Major Facilities

The Water Authority's Expansion Ordinance Policy No. 11 – Increase in System, outlines the Water Authority's general policies for expanding the water and wastewater systems to serve new developments.



The developer shall be responsible for paying the total cost of design and construction for any new and/or augmented Master Plan Infrastructure/Major Facilities if such infrastructure is necessary to serve the development. These improvements include but are not limited to reservoirs, pump stations, transmission lines, wells, pressure reducing valves, water treatment facilities, regional lift stations, interceptors, diversion facilities, odor control facilities and wastewater treatment facilities. The improvements shall be designed with capacity deemed necessary by the Water Authority to support future development. The Water Authority will work with the developer to determine the appropriate phasing for constructing this infrastructure.

UEC Reimbursement

Normally, the total cost of Master Plan Infrastructure/Major Facilities shall be paid by the developer first requesting service (i.e., the original developer) that requires the infrastructure. Per Policy No. 11 of the Expansion Ordinance, “Increase in System”, the developer has an opportunity to be reimbursed by the Water Authority for the costs associated with Master Plan Infrastructure/Major Facilities. The developer shall not be reimbursed for non-Master Plan Infrastructure which includes but is not limited to water distribution lines, sanitary sewer collectors, etc.

Reimbursement, without interest, will be made from a portion of the UEC collected as connections are made within the developed property. The portion of the UEC to be reimbursed shall be defined in a project specific development agreement. The developer will only be entitled to the



applicable UECs within the boundaries of its own development per the development agreement. Water UECs shall only be used to reimburse water infrastructure and sanitary sewer UECs shall only be used to reimburse sanitary sewer infrastructure. The UECs collected by the Water Authority as individual connections are made may not fully reimburse the developer. Any UECs collected that are not subject to reimbursement under a development agreement will be used to recover the Water Authority's costs of providing other major facilities that serve the system, including the subject development.

The Water Authority will reimburse the developer for all reasonable, preapproved direct costs associated with the Master Plan Infrastructure/Major Facilities. Any costs that are not included in the UEC reimbursement are the responsibility of the developer that is installing the infrastructure, and will not be reimbursed by the Water Authority. Costs that are to be included in the UEC reimbursement are as follows:

1. Engineering costs for design
2. Construction (aggregate amount of construction contracts awarded)
3. Construction management
4. Survey
5. Inspection
6. Testing
7. Items such as removal and replacement of asphalt pavement, concrete pavement, sidewalk, or curb and gutter shall not be included in the UEC reimbursement as they are not Water Authority assets.

The engineering costs for design, construction management, inspection, testing, staking and geotechnical investigation that are included in the amounts subject to reimbursement will be limited to the extent such that costs would have been allowed if engineering services were contracted by the Water Authority. The amount to be reimbursed is limited by the multiplier utilized in Water Authority contracts and according to standard Water Authority design fees.



It is the responsibility of the developer to provide all the necessary documentation to the Water Authority for determination of the UEC reimbursement. This documentation includes but is not limited to calculations, itemized invoices, receipts, waivers of liens from subcontractors and other supporting documentation. The documentation shall be easy to follow, such that in the event of an audit, total costs for reimbursement can be easily recreated.

Any development outside of the Established Service Area requires the payment of a Water Resource Charge (WRC) for the development of new water resources, rights and supplies necessary to serve the development. The WRC shall not be used for reimbursement to the developer for Master Plan Infrastructure used for conveyance which include but is not limited to reservoirs, transmission lines, wells, pump stations, interceptors, and lift stations. However, Master Plan Infrastructure required by a development agreement to provide net new water resources, rights and supplies (i.e. Water 2120 projects) may be eligible for WRC reimbursement. If WRC is eligible for reimbursement, it will be identified in the development agreement, and the reimbursement process will follow the UEC reimbursement procedures described above.

Any Master Plan Infrastructure reimbursable through public financing mechanisms such as a Tax Increment Development District (TIDD) or a Public Improvement District (PID) shall not be eligible for UEC reimbursement. The Water Authority will not authorize UEC reimbursement for any portion of publicly financed Master Plan Infrastructure.

Facility Fees

The Water Authority's Water and Wastewater Expansion Ordinance (Policy 14) requires development to be assessed the full cost of all project facilities and its proportionate share of the full cost of areawide facilities. Facility Fees are a mechanism used by the Water Authority to administer the responsibility of development to fund its proportional share of costs for new and/or augmented Master Plan Infrastructure/Major Facilities, which are considered areawide facilities in the Expansion Ordinance. The availability



of Facility Fees as a mechanism for construction of Master Plan Infrastructure/Major Facilities is subject to the discretion of the Water Authority. If the Water Authority has identified a need for certain Master Plan Infrastructure/Major Facilities, that is not necessarily needed at the time of the subject development, the development will be assessed a Facility Fee that reflects the subject development's proportional costs of the required additional system capacities. The proportional costs are based on the development's proportion of the built capacity. Improvements that may require a Facility Fee, include but are not limited to the increase capacity for water treatment, reservoir capacity, transmission line capacity, interceptor capacity, and wastewater treatment. Facility Fees are in lieu of a developer requirement to build and/or augment the entire Master Plan Infrastructure/Major Facilities. Instead, the Water Authority collects Facility Fees from developments in areas where the need for future Master Plan Infrastructure and/or Major Facilities are needed, and will use collected Facility Fees to install the improvements when the Water Authority deems it necessary. The Facility Fees will be reimbursed by the Water Authority as previously described under the UEC Reimbursement section, unless excluded in a Development Agreement or Service Connection Agreement. No utility services will be sold to the development until the Facility Fee is paid to the Water Authority in whole.

The following formulae will normally be used for the gross calculation of Facility Fees and will be applied accordingly based on the type of facility. The Water Authority may include adjustments as it deems necessary (e.g. inflation).

Facility Fee = (Development's Share of Capacity/Total Capacity) x Estimated Construction Cost

REIMBURSEMENT REQUIREMENTS IN DEVELOPMENT AGREEMENTS

As discussed in [Section 3 – Development Agreements & Service Connection Agreements](#), any development that expands and makes improvements to the systems outside of the Established Service Area, as a result of requiring Master Plan



Infrastructure/Major Facilities, requires a Board approved Development Agreement. For any development that seeks reimbursement for Master Plan Infrastructure/Major Facilities, a Board approved development agreement that complies with the Water Authority's no net expense policy is required.

The following conditions and requirements shall be included in the development agreement:

1. Reimbursable Master Plan Infrastructure/Major Facilities must be constructed in accordance with the approved construction documents and Water Authority standards and specifications. The infrastructure shall be inspected by the Water Authority and/or its agents during and after construction. The infrastructure must be accepted by the Water Authority prior to reimbursement.
2. The developer must provide documentation of all costs that are satisfactory to the Water Authority. A detailed statement of construction costs must be submitted by the developer to the Water Authority within 90 days of project acceptance. Failure to do so will result in nullification of the Water Authority's obligation to collect and administer reimbursement.
3. The Water Authority will distribute collected UECs on an annual basis (calendar year), without interest. The annual reimbursement request must be made by the developer.
4. In no case shall the reimbursement exceed the documented cost of construction.
5. The developer will provide an exhibit depicting the subject development's boundary. The developer will only be entitled to available UECs within the boundaries of its own development per the development agreement as described in the UEC Reimbursement section above. This exhibit shall be accompanied by the legal description of the properties associated with the subject development. Geodatabases (i.e. shapefiles) may be required by the Water Authority to upload the boundaries of the development into its GIS.



Section 9

PRESSURE & FLOW INQUIRIES



Albuquerque Bernalillo County
Water Utility Authority

Pressure & Flow Inquiries

The “Pressure & Flow Inquiry” provides both static and residual pressures in the public water system using the Water Authority’s water model. The results are obtained by applying a desired flow (provided by the requester) at a specified analysis point. It is to be noted that the Water Authority will not provide system capacity in the response to request. In many cases this information is used as supplemental data when designing a fire suppression system or an irrigation system. By utilizing a modeling software, requests can receive a response in a fraction of the time required to schedule a field test and have a far lesser impact on the environment.

Typical responses to Pressure & Flow Inquiries include a static pressure, residual pressure, approximate elevation of the test node, size of water line and general information with respect to the location of the site within the system. Since the analysis only applies to the public water system, the engineer is responsible for determining pressure losses and sizing of private waterlines downstream of the public water system.

WATER AUTHORITY FLOW REQUEST PROCEDURE:

Step 1: Pressure Inquiries must be submitted online at the following link:

<https://www.abcwua.org/info-for-builders-flow-inquiries/>

The flow request must include the following:

- Map showing the location of the project
- Utility plan including the nearest desired testing location (if applicable)
- All information requested in the online request form including a desired flow rate to be modeled
- Additional notes and comments to assist in understanding the request



Step 2: Once the request has been submitted, an email receipt will be sent to the e-mail address provided in the request. A response from Utility Development will be provided in the order that the request was received.

Note: Once the request is being researched, results will be provided based upon the information included with the request. If the request lacked required information, an e-mail will be sent to the e-mail address provided, requesting additional information. The request will then be placed in a holding status until adequate information is provided to respond to the request.



Section 10

MULTI-FAMILY DEVELOPMENT CHARGES



Albuquerque Bernalillo County
Water Utility Authority

Multi-Family Development Charges

MULTI-FAMILY DEVELOPMENT UTILITY EXPANSION CHARGES

The Water Authority's Water and Sewer Rate Ordinance (Rate Ordinance) (section 1-1-8 Utility Expansion Charge and Water Resource Charge) provides information for the determination of Utility Expansion Charges (UECs) and Water Resource Charges (WRC) for various types of developments, including apartment and condominium complexes, and is amended from time to time.

If a proposed multi-family development includes other amenities such as a clubhouse, fitness center or leasing office that will be metered separately, UECs for these amenities will not be charged as they are included in the multi-family UEC calculation. UECs associated with irrigation meters are not included in the multi-family calculation (market rate or low income) and shall be paid accordingly. Please contact New Construction regarding UEC determination for multi-family developments.

Low Income Development

The Water Authority allows for the deferral of UECs for low-income housing developments per the Rate Ordinance (section 1-1-8 Utility Expansion Charge and Water Resource Charge). If a proposed low-income development intends to seek UEC deferrals, the developer shall notify the Water Authority as soon as possible so that the necessary agreement and related documents are in place. Please contact New Construction regarding low income UEC deferrals.

Mixed Use Development

Per the Rate Ordinance, each customer classification on the same premise requires a separate meter. The Rate Ordinance identifies the following customer classifications:



residential, multi-family, commercial, industrial, and institutional. The UECs associated with the water meter for each customer classification will be assessed per the Rate Ordinance.

Required Information

The Water Authority's Customer Service Division provides the UEC and WRC (if applicable) amounts for multi-family developments provided that required information pertaining to the project is submitted by the developer. Refer to Figure 1 below for the required information.

Figure 1 – Required information from developer

List Buildings (add more entries if needed)	Meter Size for Each Building	Number of Low Income Units per Building	Number of Market Rate Units per Building
A			
B			
C			
D			
E			
F			
G			

List Irrigation Meters (add more entries if needed)	Irrigation Meter Size
A	
B	
C	
D	



Section 11

REDEVELOPMENT



Albuquerque Bernalillo County
Water Utility Authority

Redevelopment

REDEVELOPMENT OF EXISTING PROPERTIES

Request for Availability

Redevelopment of an existing platted property that has or has had existing service, will require a Request for Availability. Redevelopment is considered the construction of a new building(s) where a previously demolished building(s) once stood. For instances that are not considered redevelopment, such as an existing building that has or has had existing service, that will have a change of use, renovation, and/or expansion, and does not increase the fire flow or significantly increase the water demand and/or sanitary sewer flow (as determined by the Water Authority), a Request for Availability is not required.

Removal of Existing Services

For sites that are being redeveloped that have had previous water and/or sanitary sewer service, any existing water service or fire line that will not be used for the new development shall be completely removed. This is to prevent pressurized lines that are no longer in use from experiencing water leaks or potentially being damaged by construction activities.

Water services, sanitary sewer services, fire hydrants, and fire lines that need



to be removed can be accomplished with a Connection Permit. However, if there is a Work Order for the project, these removals can be included in the work order. If a public fire hydrant is to be relocated, the fire hydrant shall be replaced with a new fire hydrant if older than five years, or at the discretion of the Water Authority. A Meter Removal Form from Customer Service is required for the removal of any water meter associated with service lines that will be relocated or will no longer be used.

Refer to the Water Authority's Water and Wastewater System Expansion Ordinance (Policy No. 18 – Customer Responsibility for Lines) for the customer's responsibility for the costs of maintenance, repair and replacement of non-Water Authority lines.

The following information pertains to the removal of Water Authority and non-Water Authority lines:

1. Existing water services
 - A. For small water meters (2" or smaller), remove the saddle and its appurtenances (e.g., corporation stop) and install a full circle stainless steel clamp except if the main is tapped concrete cylinder pipe, consult with the Water Authority for an approved repair method. Remove the entire service line located within public right-of-way or Water Authority easement, including the meter box.
 - B. For large water meters (3" or greater), install a restrained cap/blind flange on the isolation valve at the main and remove the valve box and concrete collar. If no valve is present at the main, install a restrained cap/blind flange on the tee at the main. This installation will require a Water Shut-off Request submitted to the Water Authority. Shut-off requests can be submitted at [Info for Business – Water Main Shutoff – Albuquerque Bernalillo County Water Utility Authority \(abcwua.org\)](#). Remove the entire service line including the meter vault and all valves located within the public right-of-way or Water Authority easement. Salvage only the meter (if present) to the Water Authority.



2. Existing fire lines
 - A. Install a restrained plug/blind flange on the isolation valve at the main and remove the valve box and concrete collar. If no valve is present at the main, install a restrained cap/blind flange on the tee at the main. This installation will require a Water Shut-off Request submitted to the Water Authority. Shut-off requests can be submitted at [Info for Business – Water Main Shutoff – Albuquerque Bernalillo County Water Utility Authority \(abcwua.org\)](https://www.abcwua.org).
 - B. Remove entire fire line located within public right-of-way or Water Authority easement.
3. Existing sanitary sewer services
 - A. Since the sanitary sewer service is not owned by the Water Authority and is in the jurisdiction of the City or County, removals of existing sanitary sewer services shall be coordinated with the Code Enforcement of the respective governmental agency.

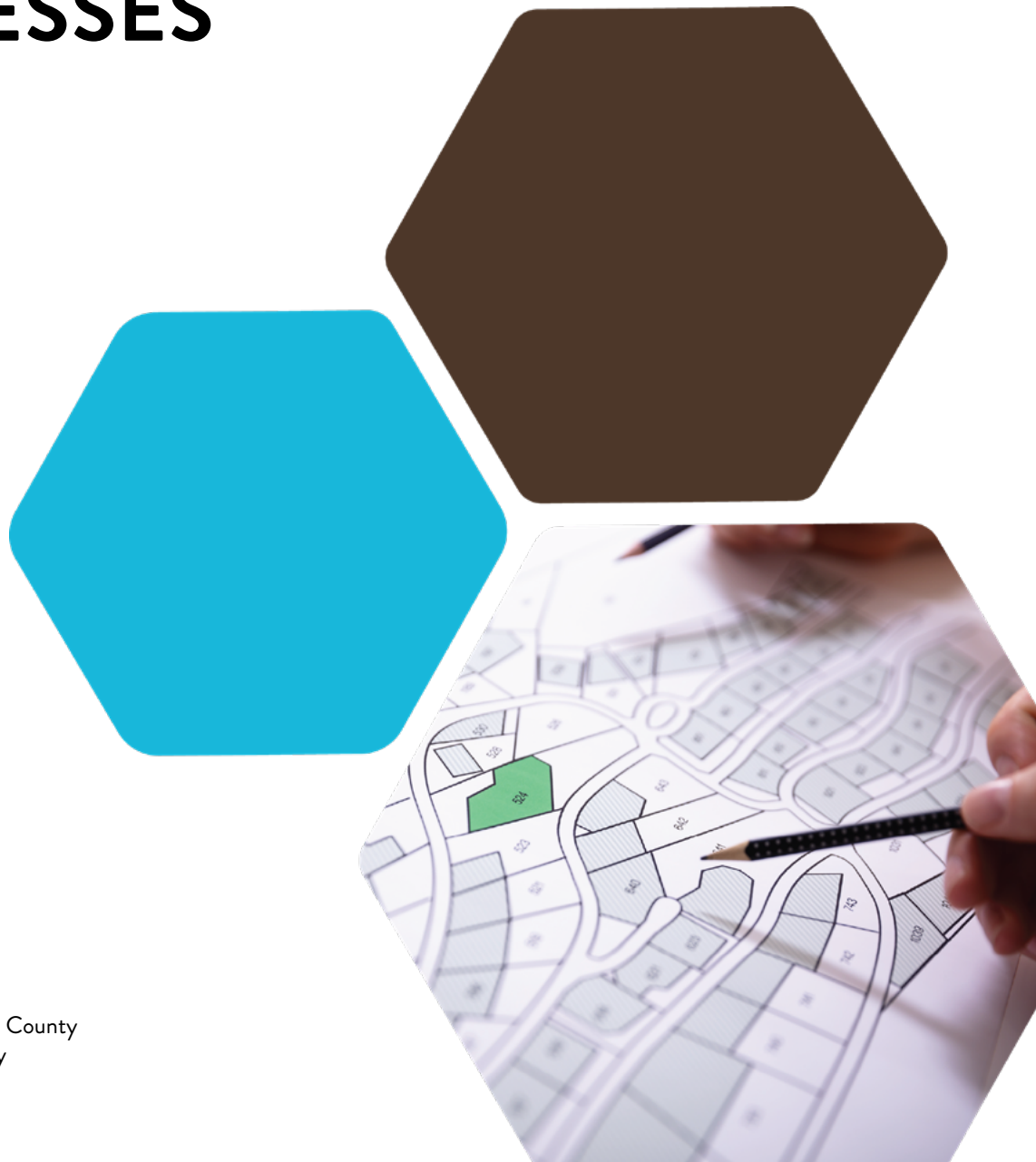
Utility Expansion Charge & Water Resource Charge

When a property with previous service is redeveloped, the Utility Expansion Charge (UEC) and Water Resource Charge (WRC) (if applicable) will be assessed in accordance with the Water and Sewer Rate Ordinance, considering the UEC and/or the WRC value of the previous service. The UEC and/or WRC assessed for the redeveloped property may be adjusted accordingly.



Section 12

WATER AUTHORITY REQUIREMENTS WITHIN CITY AND COUNTY PLANNING AND DEVELOPMENT PROCESSES



Albuquerque Bernalillo County
Water Utility Authority

Water Authority Requirements Within City and County Planning and Development Processes

CITY OF ALBUQUERQUE AND BERNALILLO COUNTY PLANNING AND DEVELOPMENT PROCESSES

The Water Authority is involved with planning and development processes for both the City of Albuquerque (City) and Bernalillo County (County). Since water and sanitary sewer service play a major role in development, the Water Authority is a key stakeholder in these processes. There are existing policies (some of which are provided below) in place that are to be used for determining when connection to and/or extension of the public water and sanitary sewer system is required.

Per the City's Integrated Development Ordinance (IDO), *"the applicant shall install, at his/her own expense, necessary infrastructure to connect all lots within a proposed subdivision to the Water Authority's water supply and sanitary sewer systems."* [IDO Part 14-16-5-4G].

The Bernalillo County Code provides specific requirements for properties and subdivisions to connect to the public water and sanitary sewer system (refer to Wastewater Systems Ordinance Sec. 42-498 and 42-519, and Subdivision Ordinance Sec. 74-94 and 74-99).

Per the Water Authority's Water and Wastewater System Expansion Ordinance (Expansion Ordinance) Policy No. 16, *"As a matter of health and safety and water conservation, connection to the Utility system of newly developed properties within 200 feet of an existing water distribution or non-potable water line or sanitary sewer collection line in the service area is required. Nothing in this policy shall be construed to prohibit continued*



use of existing shallow wells for irrigation purposes following connection to the Utility for household service subject to proper isolation from the Utility system”.

There is currently no City or County ordinance requiring compulsory connection for municipal water service for developed properties.

Per the Expansion Ordinance, Policy No. 20, the availability of water service shall not be used to approve, disapprove, or delay development. However, water and sanitary sewer service shall only be provided for developments with adopted land use plans. If the land use for a proposed development is changed after facilities are built, all costs incurred for capacity increase will be the sole responsibility of the developer.

WATER AUTHORITY GUIDING PRINCIPLES

The Water Authority has adopted 10 guiding principles (Resolution R-07-06) for utility planning and development to assist in the coordination, development, and implementation of policies and plans and the utilization of water resources. These principles provide guidance in determining the expansion and capacity of the Water Authority’s water and wastewater system and for financial and capital planning decision making. In addition, these principles provide guidance to ensure that the ratepayers are protected, and they provide a context for region coordination. Moreover, these principles will provide guidance in the development of a long-term integrated water, sanitary sewer and reuse water master plan and modeling system. The guiding principles that have a direct effect on the planning and development processes are as follows:

Guiding Principle No. 2 – In an effort to protect existing rate payers and provide services to support growth, growth outside of the service area should only be considered when new water or water rights are factored in as no-net-expense.

Guiding Principle No. 3 – In an effort to facilitate solutions to water and wastewater



outside of the service area and regionally, the Authority should provide services provided that such services are fully paid for, not subsidized by Authority customers, and when the public health and welfare is served.

Guiding Principle No. 5 – In an effort to link land use with infrastructure, the Authority should ensure that facilities and level of service be consistent with adopted land-use plans and service level requirements (i.e., urban, suburban, rural service).

Guiding Principle No. 6 – In an effort to facilitate orderly, efficient provision of master plan infrastructure and to reduce long-range operation and maintenance costs, the Authority should only provide water service in conjunction with sewer service when water is provided through a distribution system.

Guiding Principle No. 7 – In an effort to better manage and protect water sources, the Authority should ensure that the system expansion is concurrent with infrastructure service levels and that the extension of facilities and services be phased in an orderly manner through adjacent pressure zones to service the area boundary.

WATER AUTHORITY ROLE WITHIN CITY PROCESSES

The Water Authority is involved with City planning and development processes which include Environmental Planning Commission (EPC), Development Facilitation Team (DFT), and Development Hearing Officer (DHO). If a development intends to obtain service from the Water Authority and is not required to go through EPC, DFT, or DHO as it will go through another process which does not involve the Water Authority for review (e.g. building permits), then coordination with the Water Authority will be required.

EPC

The Water Authority has the opportunity to provide case review and comment for Site Plans - EPC, Zone Map Amendments, Amendments to Comprehensive Plan,



Amendments to the Integrated Development Ordinance (IDO) and Facility Plans. The Water Authority may provide comments that shall be considered conditions for approval. The following is a typical EPC review that warrants Water Authority comment, along with its expectations and general requirements. These apply to new or existing developments that seek public water and/or sanitary sewer service. More detailed comments and requirements will be provided with the specific reviews.

1. Site Plan - EPC

- A. If the property is desiring new or expanded service from the Water Authority and is within the Established Service Area, an Availability Statement is required prior to Site Plan - EPC approval by the DFT to receive a commitment for service. This expectation may be represented as an informational comment, requested as a condition of approval, or recommended for integration into the planning document.
 - i. A Request for Availability is required to initiate this process.
- B. If the property is desiring service from the Water Authority and is located outside of the Established Service Area, an approved Development Agreement (requires Water Authority Board Approval) or Service Connection Agreement, whichever is applicable, is required prior to Site Plan - EPC approval by the DFT to receive a commitment for service. This expectation may be presented as an informational comment, requested as a condition of approval, or recommended for integration into the planning document.
 - i. A Request for Availability is required to initiate this process.
- C. Indication of any outstanding pro rata.
- D. Include a utility plan with proposed utility connections (i.e. water services, fire hydrants, fire lines, sanitary sewer services, etc.) along existing and/or proposed infrastructure.
 - i. Label existing and proposed public and private water and sanitary sewer infrastructure.



- ii. Label existing and proposed public and private easements for water and sanitary sewer.
- iii. The utility plan that is part of the approved Site Plan shall be the basis for Work Orders or Connection Permits. It shall provide enough detail to fully understand the concept with the certainty that the concept is feasible and can move forward to the design phase.

City of Albuquerque Development Hearing Officer / Development Facilitation Team

The Water Authority is a member of the Development Facilitation Team (DFT). The DFT provides case reviews, comments, and approvals for Subdivision of Land – Minor, Subdivision of Land – Major (Preliminary Plat & Final Plat), Vacation of Easement or Right-of-Way, Waiver – IDO/DPM, Extensions of Preliminary Plats and Extensions of Infrastructure Improvement Agreements which are all heard through the Development Hearing Officer (DHO) process. The DFT provides case reviews, comments, and approvals for Site Plans – DFT, Sketch Plats, and Infrastructure Lists which go through a separate DFT process. Reference the City’s Integrated Development Ordinance (IDO) for the criteria that determine which application process is appropriate for the DHO and/or DFT processes. These criteria and determination are ultimately the responsibility of City. The following are typical Water Authority comments, along with its expectations and general requirements. More detailed comments and requirements will be provided with specific reviews. Please refer to [Section 4 – Increases to System](#) for information regarding infrastructure requirements.

DHO Process Applications:

The City requires applicants to submit a complete Form-PLT to start the DHO process. The Form-PLT requires several signatures, one of which is the Water Authority. To receive a Water Authority signature, the Form-PLT shall be submitted along with adequate information that would be included in the submittal to be heard by the DHO.



In order to receive a Water Authority signature on the Form-PLT, a commitment of service in the form of an Availability Statement, Development Agreement, or Service Connection Agreement needs to be in place. The Water Authority has the option to sign the Form-PLT without any of the previously mentioned commitments as deemed appropriate by the Water Authority. A commitment is not required in order to obtain signature on the Form-PLT for subdivisions in which the resultant lots have access to existing public water and public sanitary sewer infrastructure, and additional extensions are not required.

1. Subdivision of Land – Major and Minor: Preliminary Plat

- A. If all proposed lots of a plat have access to public water and public sanitary sewer infrastructure, and additional extensions are not required, an Availability Statement (within the Established Service Area) or a Development Agreement or Service Connection Agreement (outside of the Established Service Area) will not be required for approval of the plat.
 - i. Although it may not be required for the proposed platting action, to provide service to the newly created lots, additional approvals may be required. See the Availability Section of this guide to acquire conditions for service and commitment for service.
 - ii. When existing infrastructure is located along the property frontage(s), the following language shall be included on the plat for approval:
 - a. “Existing public water and/or sanitary sewer infrastructure may not be constructed or sized to adequately serve potential future development. Improvement or upsizing of existing public infrastructure may be required as a condition of future development approval at no net expense to the Water Authority.”
- B. If any of the proposed lots do not have access to public water and/or public sanitary sewer infrastructure, and/or the covering of any frontage(s) with



infrastructure is required, an Availability Statement, Development Agreement or Service Connection Agreement, whichever is applicable, will be required to identify the necessary infrastructure to provide utility access to the proposed lots.

- i. An infrastructure list with a financial guarantee will be required for all necessary infrastructure.
 - a. If an infrastructure list is required, provide a utility plan indicating existing and proposed public water, non-potable, and sanitary sewer infrastructure. Utility plan shall also include private infrastructure if applicable. The utility plan shall also indicate existing and proposed public and private water and sanitary sewer easements if applicable. It shall provide enough detail to fully understand the concept with the certainty that the concept can be achieved during the design phase.
- ii. For cases which subdivide property that has more than one frontage, extensions along all property frontages will be required, unless otherwise approved by the Water Authority.
- iii. The developer that is subdividing shall fund and install the necessary extensions stated in the Availability Statement, Development Agreement or Service Connection Agreement, to provide service to the newly created lots, while allowing the extension of public water line and/or public sanitary sewer by future development that is adjacent to the subject property.
- iv. When infrastructure is required to support the proposed platting action by providing utility access, the following language shall be included on the plat for approval:
 - a. “The public water and/or sanitary sewer infrastructure required to provide access to all proposed lots, at no net expense to the Water Authority, may not be sized adequately since development is not known at this time. Further evaluation of the required infrastructure may be required upon future development.”



- C. The filing of Final Subdivision plats within the City for lots located in areas in which the water and/or sanitary sewer systems have not been established, may not occur until the infrastructure needed, which may include Master Plan Infrastructure (e.g. reservoirs, transmission lines, pumps stations, regional lift stations, interceptors, etc.), to establish those systems are accepted by the Water Authority and is in service, or alternatively financially guaranteed per the City's process.
- D. For cases involving bulk tracts, when infrastructure does not exist along the property frontage(s) or is not in the area, and extensions will not be required with the platting action (as determined by the Water Authority), the following language shall be included on the plat for approval:
 - i. "The installation of public water line and/or public sanitary sewer may be required as a condition of future development approval at no net expense to the Water Authority, once the water service, fire protection and sanitary sewer service requirements of any future development is known."
- E. Phasing
 - i. If a subdivision is intended to be separated into multiple phases or units, each phase or unit shall be standalone, such that the infrastructure for each phase or unit is independent of the other phases or units. In terms of water infrastructure, each phase or unit shall provide for looped water lines for redundant water service and fire protection, as well as aid in water quality. If the subsequent phases or units are not completed, the existing phase or unit will have the necessary water line loop.
 - ii. The infrastructure list associated with the various phases or units shall reflect the necessary infrastructure needed for each phase or unit such that it is standalone. In other words, some phases or units may have redundant line items on the infrastructure list.
- F. Surveyor shall include all public water and/or sanitary sewer easements on the plat, including those that are adjacent to the subject property's boundaries.



Surveyor shall field verify the location of existing public water and/or sanitary sewer infrastructure for the Water Authority to determine if existing public water and/or sanitary sewer easements are sufficient.

- i. If the easement(s) does not exist, a new easement shall be included with the platting action. The width of the easement shall be the standard width per the Development Process Manual (DPM), unless otherwise specified by the Water Authority.
 - a. The following language shall be included on the cover page of all plats:
 01. ABCWUA Public Water & Sanitary Sewer Easements
Albuquerque Bernalillo County Water Utility Authority (ABCWUA) is granted perpetual, exclusive easement(s) in gross in the dimensions noted on this plat for the construction, installation, maintenance, repair, modification, replacement and operation of public water and sanitary lines, equipment and facilities reasonably necessary to provide service together with free access on and over the easement and the right to remove trees, shrubs, undergrowth and any other obstacles, modifications, or structures which interfere with use of the easement.
- G. Exclusive public water and sanitary sewer easements are required for all public lines that are to be constructed outside of any dedicated rights-of-way. A minimum width easement of 20' is required for a single utility and 25' for water and sewer both within the same easement. Public water and/or sanitary sewer easements that overlap access easements may be approved as determined by the Water Authority. Easements for standard sized water meters need to be 5'x5' and include the length of the water service from the public water line to the water meter if located on private property. For larger meters that require a meter vault, a 35'x35' easement is required. Actual easement widths may vary depending on the depth of the lines to be installed. The Water Authority



shall be granted perpetual, exclusive easement(s) in gross for the construction, installation, maintenance, repair, modification, replacement, and operation of public water and sanitary lines, equipment and facilities reasonably necessary to provide service together with free access on and over the easement and the right to remove trees, shrubs, undergrowth and any other obstacles, modifications, or structures which interfere with use of the easement.

- H. Side yard easements are not acceptable for public water line or sanitary sewer. If no other corridor is available for such extensions, a separate tract that is owned and maintained by the Homeowners Association (HOA) shall be created and an exclusive public water and/or sanitary sewer easement shall be granted to the Water Authority along this tract. If an HOA is not applicable, the proposed lot layout will need to be reconfigured such that side yard easements for Water Authority infrastructure will not be created.
- I. If existing conditions consist of a shared easement with public water line and/or sanitary sewer along with other utilities, this existing easement may remain as is without the need for an exclusive easement, as approved by the Water Authority.
- J. When subdividing developed properties, the surveyor shall field verify the location of existing private water and/or private sanitary sewer services to determine if private service easements are needed to preserve the existing service(s) for the newly created lots. The width of the private service easement shall be determined by the engineer or surveyor.
- K. Proper private water and/or private sanitary sewer service easements shall be granted for access to public water line and/or public sanitary sewer for proposed lots which do not have direct access. The width of the private service easement shall be determined by the engineer or surveyor.
- L. Any existing public fire hydrant that requires relocation, including those that do not meet ADA requirements, shall be relocated prior to final plat approval. If final plat approval is desired prior to the relocation, it may be required to be



- included on an infrastructure list with financial guarantee, as determined by the Water Authority. Any relocation of an existing fire hydrant (public or private) will require coordination with the City Fire Marshall's Office.
- M. Plats that are not for single family residential subdivisions (i.e. commercial, multi-family, industrial, etc.) may not require an infrastructure list for the inclusion of required fire hydrants. If an infrastructure list is going to be required for non-Water Authority items, it is appropriate to include the necessary fire hydrants. If an infrastructure list is not required, the required fire hydrants may not necessitate the need for an infrastructure list, as the City Fire Marshall's Office has a process to confirm that the required fire hydrants are in place for these types of uses.
 - N. Plats for single family residential subdivisions will require an infrastructure list with financial guarantee for any fire hydrants required by the City Fire Marshal's Office, even if no additional infrastructure is required. If public water lines are included on the infrastructure list, then a note including fire hydrants as an appurtenance shall be included. This is to ensure that the fire hydrants are installed as the City FMO does not have a mechanism to confirm the installation of fire hydrants for residential uses.
 - O. Payment of any outstanding pro rata is required for final plat approval.
 - P. For instances in which a property is being subdivided to create lots with existing structures, separate accounts shall be established for those proposed lots containing the existing structures. Separate water and sanitary sewer services shall also be installed for the lots with existing structures. Confirmation of both the separate accounts and separate services is required prior to final plat approval.
 - Q. If the proposed plat results in existing water services that are to remain unused, final plat approval is contingent upon the removal of unused water services.
 - R. Signature block shall include a line for "Albuquerque Bernalillo County Water Utility Authority".



2. **Final Plat**

- A. Signature block shall include a line for “Albuquerque Bernalillo County Water Utility Authority”.
- B. Prior to Final Plat approval, all required public water and/or public sanitary sewer infrastructure shall be installed and accepted by the Water Authority, or financially guaranteed.
- C. Prior to Final Plat approval, ensure that all requirements have been satisfied.
- D. Prior to Final Plat approval, payment of any outstanding pro rata is required.

3. **Vacations**

- A. Vacation of Public Right-of-Way
 - i. The surveyor shall determine if existing public water line and/or public sanitary sewer infrastructure will be impacted by coordinating with New Mexico One Call (811).
 - ii. Vacations of public right-of-way in which public water line and/or public sanitary sewer exist, shall be approved with the condition that an exclusive public water line and/or sanitary sewer easement is granted to the Water Authority. It is understood that existing conditions may not allow for an exclusive easement and may be approved on a case-by-case basis.
 - iii. Vacations of public right-of-way in which public water line and/or public sanitary sewer do not exist, shall only be approved if the Water Authority determines that an easement is not needed for future extensions, or an exclusive public water line and/or sanitary sewer easement is granted to the Water Authority, if needed for future extensions.
 - iv. When vacating a public alley, and an easement is required by the Water Authority, the entire width of the alley shall be preserved for the new easement if the width of the alley is less than the typical width of a Water Authority easement.



B. Vacation of Public Water line and/or Sanitary Sewer Easement

- i. The surveyor shall determine if existing public water line and/or public sanitary sewer infrastructure is located within the subject easement.
- ii. When a vacation of a public water line and/or sanitary sewer easement is proposed, the vacation shall only be approved if there is not existing Water Authority infrastructure along the easement, and the Water Authority determines that the easement is not needed for future extensions.
- iii. When a vacation of public water line and/or sanitary sewer is proposed for relocation of existing infrastructure, the preferred method is to relocate the existing infrastructure and then vacate the existing easement.
 - a. An alternative method for vacation of a public water and/or public sanitary easement in which there is existing infrastructure can be to record the plat showing the existing easement being vacated, followed by the immediate recording of a paper easement for the existing infrastructure. This allows the existing infrastructure to remain on private property within a dedicated easement (granted with the paper easement) that is not shown on the plat, which can later be vacated or released via a release of easement document, once the infrastructure has been relocated. This method will require an infrastructure list with financial guarantee prior to final plat approval and will be approved by the Water Authority on a case-by-case basis.

4. Waiver – IDO/DPM

A. Bulk Land

- i. There are instances in which the Water Authority determines that certain infrastructure needs to be constructed to improve system capacities (i.e. master plan lines).



- ii. Refer to the subdivision section above for requirements associated with the proposed platting action.

5. Extension of Preliminary Plats

- A. The extension of a preliminary plat can be approved as long as site conditions or the public water and/or sanitary sewer systems have not changed, which would necessitate different infrastructure requirements than was originally approved.

6. Infrastructure Improvement Agreement (IIA) Extension

- A. The extension of an IIA can be approved as long as site conditions or the public water and/or sanitary sewer systems have not changed, which would necessitate different infrastructure requirements than was originally approved.

DFT Process Applications:

The City requires applicants to submit a complete Form-SP to start the DFT review process. The Form-SP requires several signatures, one of which is the Water Authority. To receive a Water Authority signature, the Form-SP shall be submitted along with adequate information that would be included in the submittal to be reviewed by the DFT. In order to receive a Water Authority signature on the Form-SP, a Request for Availability must be submitted. A Request for Availability is not required for applications that do not require water and/or sanitary sewer service as determined by the Water Authority (e.g. carports, pavement) and the Form-SP can be signed, if applicable.

1. Site Plans - DFT

- A. Signature block shall include a line for “Albuquerque Bernalillo County Water Utility Authority”.
- B. If the development is within the Established Service Area, obtain an Availability Statement. This shall be a requirement for approval.
- C. If located outside of the Established Service Area, obtain a Serviceability Letter



- and an approved Development Agreement (requires Water Authority Board Approval) or Service Connection Agreement, whichever is applicable. This shall be a requirement for approval.
- D. Payment of any outstanding pro rata shall be a requirement for approval.
- E. Provide utility plan with proposed utility connections (i.e. water services, fire hydrants, fire lines, sanitary sewer services, etc.) along existing and/or proposed infrastructure.
- i. Identify existing and proposed public and private water and sanitary sewer infrastructure.
 - ii. Indicate existing and proposed public and private easements for water and sanitary sewer.
 - iii. Include existing and/or proposed utility lines and easements for other utilities.
 - iv. The utility plan that is part of the approved Site Plan-DFT shall be the basis for Work Orders or Connection Permits. It shall provide enough detail to fully understand the concept with the certainty that the concept can be achieved during the design phase.
- F. Any required infrastructure to provide access to public water and/or sanitary sewer that is part of a platting action shall be included on an infrastructure list as part of the plat approval. Additionally, any infrastructure that is required specific to the proposed development, independent of the platting action, shall be included on an infrastructure list with the Site Plan – DFT approval. These improvements will be identified in an Availability Statement if the development is inside the Established Service Area. If the development is located outside of the Established Service Area, the improvements will be identified in a Serviceability Letter that will accompany a development agreement or service connection agreement, whichever is applicable.
- G. The approval for Site Plan – DFT within the City for properties located in areas



in which the water and/or sanitary sewer systems have not been established, may not occur until the infrastructure needed, which may include Master Plan Infrastructure (e.g. reservoirs, transmission lines, pumps stations, regional lift stations, interceptors, etc.), to establish those systems are accepted by the Water Authority and is in service, or alternatively financially guaranteed per the City's process.

- H. For Site Plan – DFT applications that are not for single family use (i.e. commercial, multi-family, industrial, etc.), an infrastructure list may not be required for the inclusion of required fire hydrants. If an infrastructure list is going to be required for non-Water Authority items, it is appropriate to include the necessary fire hydrants. If an infrastructure list is not required, the required fire hydrants may not necessitate the need for an infrastructure list, as the City FMO has a process to confirm that the required fire hydrants are in place for these types of uses.
- I. Any existing public fire hydrant that requires relocation, including those that do not meet ADA requirements, shall be relocated prior to Site Plan – DFT approval. If Site Plan – DFT approval is desired prior to the relocation, it may be required to be included on an infrastructure list with financial guarantee, as determined by the Water Authority. Any relocation of an existing fire hydrant (public or private) will require coordination with the City Fire Marshall's Office.
- J. If private gates are being proposed and Water Authority access is needed to operate and maintain proposed infrastructure, a note on the Site Plan-DFT shall be included that requires coordination with Water Authority operations to obtain access codes and/or keys.

2. **Sketch Plat/Plan – DFT**

- A. A determination will be provided as to whether or not a Request for Availability will be required for proposed subdivisions and developments. The Availability Statement (or development agreement or service connection agreement if



- outside of the Established Service Area) will provide the conditions for service and any infrastructure requirements that may be needed.
- B. A determination will be provided as to whether or not the site is outside the Established Service Area and whether a Development Agreement or Service Connection Agreement is required.
 - C. Comments will be provided for all proposed submittals (e.g. utility plans and plats) including any proposed water and/or sanitary sewer improvements and easements.

WATER AUTHORITY ROLE WITHIN BERNALILLO COUNTY PROCESSES

The Water Authority is involved with County planning and development processes which include County Planning Commission (CPC) and the County Development Review Authority (CDRA). Coordination with the Water Authority is also required for approval of Building Permits. This section focuses on the processes associated with the Water Authority as a provider of water and sanitary sewer service when within its service area.

Please also refer to the latest adopted Bernalillo County Zoning Code and Bernalillo County Subdivision Ordinance for the latest regulations in the County. Applicants should also contact Bernalillo County Planning and Development Services Department to confirm requirements in the County.

CPC

Regarding the CPC review process, the Water Authority has the opportunity to provide case review and comment for Special Use Permits, Special Projects (e.g. plan adoption and amendments) and Zone Changes. The Water Authority provides comments, some of which may be considered conditions for approval which are implemented at the time of development (e.g. building permit and/or subdivision application).



The following are some of the CPC reviews that warrant Water Authority comment, along with its expectations and general requirements. These apply to new or existing developments that seek public water and/or sanitary sewer service. More detailed comments and requirements will be provided with the specific reviews.

1. **Special Use Permit**

- A. If the property is desiring new or expanded service from the Water Authority and is within the Established Service Area, an Availability Statement is required. This expectation may be represented as an informational comment, requested as a condition of approval, or recommended for integration into the planning document. This is to ensure that the infrastructure requirements are identified prior to development.
 - i. A Request for Availability is required to initiate this process.
- B. If the property is desiring service from the Water Authority and is located outside of the Established Service Area, an approved Development Agreement (requires Water Authority Board Approval) or Service Connection Agreement, whichever is applicable, is required. This expectation may be presented as an information comment, requested as a condition of approval, or recommended for integration into the planning document. This is to ensure that approval is obtained prior to development.
 - i. A Request for Availability is required to initiate this process.
- C. An indication of any outstanding pro rata will be provided as an informational comment.

2. **Special Project Review**

- A. If the property is desiring new or expanded service from the Water Authority and is within the Established Service Area, an Availability Statement is required. This expectation may be represented as an informational comment, requested as a condition of approval, or recommended for integration into the



planning document. This is to ensure that the infrastructure requirements are identified prior to development.

- i. A Request for Availability is required to initiate this process.
- B. If the property is desiring service from the Water Authority and is located outside of the Established Service Area, an approved Development Agreement (requires Water Authority Board Approval) or Service Connection Agreement, whichever is applicable, is required. This expectation may be presented as an information comment, requested as a condition of approval, or recommended for integration into the planning document. This is to ensure that approval is obtained prior to development.
 - i. A Request for Availability is required to initiate this process.
- C. For master plans, planned communities, or Ranked plans desiring service from the Water Authority, a developer funded Water & Sanitary Sewer Infrastructure Master Plan and/or Engineer Report may be required to determine the necessary infrastructure needed to provide service to the development. Refer to **Section 5 – Water & Sanitary Sewer Infrastructure Master Plans and Engineer Reports** for more information.

3. **Zone Change**

- A. Zone changes do not have conditions of approval. For future development of the property, a Request for Availability is required once the type of development is known and service from the Water Authority is desired. The Request for Availability is required prior to subdivision or building permit.

CDRA

The Water Authority is a member of CDRA which provides case reviews, comments and approvals for Sketch Plats, Preliminary Plats and Final Plats. Reference the Bernalillo



County Ordinance for the criteria which determine the appropriate application process. These criteria and determination are ultimately the responsibility of the County. The following are typical Water Authority comments, along with its expectations and general requirements. More detailed comments and requirements will be provided with the specific reviews. Please refer to [Section 4 – Increases to System](#) for information regarding infrastructure requirements. Note that there are instances in which there are cases for properties that are outside of the Water Authority’s Service Area, therefore there would be no comment.

Subdivisions

1. Minor and Major Subdivision Plat Requirements

- A. If all proposed lots of a plat have access to public water and public sanitary sewer infrastructure, and additional extensions are not required, an Availability Statement (within the Established Service Area) or a Development Agreement or Service Connection Agreement (outside of the Established Service Area) will not be required for approval of the plat.
 - i. Although it may not be required for the proposed platting action, to provide service to the newly created lots, additional approvals may be required. See the Availability Section of this guide to acquire conditions for service and commitment for service.
 - ii. When existing infrastructure is located along the property frontage(s), the following language shall be included on the plat for approval:
 - a. “Existing public water and/or sanitary sewer infrastructure may not be constructed or sized to adequately serve potential future development. Improvement or upsizing of existing public infrastructure may be required as a condition of future development approval at no net expense to the Water Authority.”
- B. If any of the proposed lots do not have access to public water and/or public



sanitary sewer infrastructure, and/or the covering of any frontage(s) with infrastructure is required, an Availability Statement, Development Agreement or Service Connection Agreement, whichever is applicable, will be required to identify the necessary infrastructure to provide utility access to the proposed lots.

- i. There may be instances in which infrastructure is not required as it is not readily available nor is it required by Water Authority and/or Bernalillo County ordinances, therefore, infrastructure improvements may not be a condition of final plat approval.
 - a. Note that if service is desired, the Water Authority will provide information on how to acquire service. See the **Section 2 - Availability Statements & Serviceability Letters**.
- ii. A financial guarantee as outlined in the Bernalillo County Ordinance will be required for all necessary infrastructure.
 - a. Provide a utility plan indicating existing and proposed public water, non-potable, and sanitary sewer infrastructure. Utility plan shall also include private infrastructure if applicable. The utility plan shall also indicate existing and proposed public and private water and sanitary sewer easements if applicable. It shall provide enough detail to fully understand the concept with the certainty that the concept can be achieved during the design phase.
- iii. For cases which subdivide property that has more than one frontage, extensions along all property frontages will be required, unless otherwise approved by the Water Authority.
- iv. The developer that is subdividing shall fund and install the necessary extensions stated in the Availability Statement, Development Agreement or Service Connection Agreement, to provide service to the newly created lots, while allowing the extension of public water line and/or public sanitary sewer by future development that is adjacent to the subject property.



- v. When infrastructure is required to support the proposed platting action by providing utility access, the following language shall be included on the plat for approval:
 - a. “The public water and/or sanitary sewer infrastructure required to provide access to all proposed lots, at no net expense to the Water Authority, may not be sized adequately since development is not known at this time. Further evaluation of the required infrastructure may be required upon future development.”

C. Phasing

- i. If a subdivision is intended to be separated into multiple phases or units, each phase or unit shall be standalone, such that the infrastructure for each phase or unit is independent of the other phases or units. In terms of water infrastructure, each phase or unit shall provide for looped water lines for redundant water service and fire protection, as well as aid in water quality. If the subsequent phases or units are not completed, the existing phase or unit will have the necessary water line loop.
- ii. Each phase or unit shall construct or financial guarantee the necessary infrastructure such that it is standalone from the other phases or units. This may require some of the same infrastructure items being financially guaranteed in different phases or units.

D. Surveyor shall include all public water and/or sanitary sewer easements on the plat, including those that are adjacent to the subject property’s boundaries. Surveyor shall field verify the location of existing public water and/or sanitary sewer infrastructure for the Water Authority to determine if existing public water and/or sanitary sewer easements are sufficient.

- i. If the easement(s) does not exist, a new easement shall be included with the platting action. The width of the easement shall be the standard width per the Development Process Manual (DPM), unless otherwise specified by the Water Authority.



- a. The following language shall be included on the cover page of all plats:
 01. ABCWUA Public Water & Sanitary Sewer Easements
Albuquerque Bernalillo County Water Utility Authority (ABCWUA) is granted perpetual, exclusive easement(s) in gross in the dimensions noted on this plat for the construction, installation, maintenance, repair, modification, replacement and operation of public water and sanitary lines, equipment and facilities reasonably necessary to provide service together with free access on and over the easement and the right to remove trees, shrubs, undergrowth and any other obstacles, modifications, or structures which interfere with use of the easement.
- E. Exclusive public water and sanitary sewer easements are required for all public lines that are to be constructed outside of any dedicated rights-of-way. A minimum width easement of 20' is required for a single utility and 25' for water and sewer both within the same easement. Public water and/or sanitary sewer easements that overlap access easements may be approved as determined by the Water Authority. Easements for standard sized water meters need to be 5'x5' and include the length of the water service from the public water line to the water meter if located on private property. For larger meters that require a meter vault, a 35'x35' easement is required. Actual easement widths may vary depending on the depth of the lines to be installed. The Water Authority shall be granted perpetual, exclusive easement(s) in gross for the construction, installation, maintenance, repair, modification, replacement, and operation of public water and sanitary lines, equipment and facilities reasonably necessary to provide service together with free access on and over the easement and the right to remove trees, shrubs, undergrowth and any other obstacles, modifications, or structures which interfere with use of the easement.
- F. Side yard easements are not acceptable for public water line or sanitary sewer.



If no other corridor is available for such extensions, a separate tract that is owned and maintained by the Homeowners Association (HOA) shall be created and an exclusive public water and/or sanitary sewer easement shall be granted to the Water Authority along this tract. If an HOA is not applicable, the proposed lot layout will need to be reconfigured such that side yard easements for Water Authority infrastructure will not be created.

- G. If existing conditions consist of a shared easement with public water line and/or sanitary sewer along with other utilities, this existing easement may remain as is without the need for an exclusive easement, as approved by the Water Authority.
- H. When subdividing developed properties, the surveyor shall field verify the location of existing private water and/or private sanitary sewer services to determine if private service easements are needed to preserve the existing service(s) for the newly created lots. The width of the private service easement shall be determined by the engineer or surveyor.
- I. Proper private water and/or private sanitary sewer service easements shall be granted for access to public water line and/or public sanitary sewer for proposed lots which do not have direct access. The width of the private service easement shall be determined by the engineer or surveyor.
- J. Public water line and/or public sanitary sewer easements may be required for properties in areas in which service is not currently available within the Water Authority's service area but could be in the future. These easements would allow the platted lots to have the ability to obtain service with future extensions if/when the system expands to the area. These easements would typically be granted along private access roads. If granted, they must be called out separately as public water line and/or public sanitary sewer easement.
- K. Any existing public fire hydrant that requires relocation, including those that do not meet ADA requirements, shall be relocated prior to final plat approval. If final plat approval is desired prior to the relocation, it may be required to be



included on an infrastructure list with financial guarantee, as determined by the Water Authority. Any relocation of an existing fire hydrant (public or private) will require coordination with the County Fire Marshall's Office.

- L. Plats may require coordination with the County Fire Marshall's Office to determine if a financial guarantee is required for the inclusion of required fire hydrants. The Development Process Manual and International Fire Code provide requirements for fire hydrant placement.
- M. If the proposed plat results in existing water services that are to remain unused, final plat approval is contingent upon the removal of unused water services.
- N. Payment of any outstanding pro rata shall is required prior to Water Authority signature on the Final Plat.
- O. For instances in which a property is being subdivided to create lots with existing structures, separate accounts shall be established for those proposed lots containing the existing structures. Separate water and sanitary sewer services shall also be installed for the lots with existing structures. Confirmation of both the separate accounts and separate services is required prior to Water Authority signature on the Final Plat.

2. **Final Plat**

- A. Signature block shall include a line for "Albuquerque Bernalillo County Water Utility Authority", noting there may be some instances in which this is not applicable.
 - i. Water Authority signature on a plat does not constitute a commitment of service.
- B. Prior to Final Plat approval, all required public water and/or public sanitary sewer infrastructure shall be installed and accepted by the Water Authority, or financially guaranteed.
- C. Prior to Final Plat approval, ensure that requirements have been satisfied.



- D. Prior to Final Plat approval, payment of any outstanding pro rata is required.

Replats (lot line adjustments)

1. For replats, refer to County Code, Chapter 74 – Subdivisions, Sec. 74-62.
 - A. If a replat does not adversely impact access for the resultant lots to public water and/or public sanitary sewer, public water and/or public sanitary sewer infrastructure will not be required.
 - B. If a replat does adversely impact access for the resultant lots to public water and/or public sanitary sewer, or results in incomplete frontage coverage, public water and/or public sanitary sewer infrastructure will be required.
 - i. A developed, consolidated lot, that has service would still be required to extend public water line and/or public sanitary sewer along its frontage as required by the Water Authority.
 - ii. There are instances in which existing lots have access to public water and/or public sanitary sewer infrastructure and a replat may change the configuration where it worsens the existing condition where fewer lots would have access to said infrastructure. Extensions of public water line and/or public sanitary sewer will be required so that each proposed lot will have access to public water and/or public sanitary sewer infrastructure.
2. Surveyor shall include all public water and/or sanitary sewer easements on the plat, including those that are adjacent to the subject property's boundaries. Surveyor shall field verify the location of existing public water and/or sanitary sewer infrastructure for the Water Authority to determine if existing public water and/or sanitary sewer easements are sufficient.
 - A. If the easement(s) does not exist, a new easement shall be granted. The width of the easement shall be the standard width per the Development Process Manual (DPM), unless otherwise specified by the Water Authority.
 - i. The following language shall be included on the cover page of all plats:



- a. **ABCWUA Public Water & Sanitary Sewer Easements**
Albuquerque Bernalillo County Water Utility Authority (ABCWUA) is granted perpetual, exclusive easement(s) in gross in the dimensions noted on this plat for the construction, installation, maintenance, repair, modification, replacement and operation of public water and sanitary lines, equipment and facilities reasonably necessary to provide service together with free access on and over the easement and the right to remove trees, shrubs, undergrowth and any other obstacles, modifications, or structures which interfere with use of the easement.
3. The surveyor shall field verify the location of existing private water and/or private sanitary sewer services to determine if private service easements are needed to preserve the existing service(s) for the newly created lots. The width of the private service easement shall be determined by the engineer or surveyor.
4. For instances in which property is being replatted with existing structures, separate accounts shall be established for those proposed lots containing the existing structures. Separate water and sanitary sewer services shall also be installed for the lots with existing structures. Confirmation of both the separate accounts and separate services is required prior to Water Authority signature on the Final Plat.

Vacations

1. **Vacation of Public Right-of-Way**
 - A. The surveyor shall determine if existing public water line and/or public sanitary sewer infrastructure will be impacted by the vacation and shall coordinate with New Mexico One Call (811).
 - B. Vacations of public right-of-way in which public water line and/or public sanitary sewer exist, shall be approved with the condition that an exclusive public water line and/or sanitary sewer easement is granted to the Water Authority. It is understood that existing conditions may not allow for an exclusive easement.



- C. Vacations of public right-of-way in which public water line and/or public sanitary sewer do not exist, shall only be approved if the Water Authority determines that an easement is not needed for future extensions, or an exclusive public water line and/or sanitary sewer easement is granted to the Water Authority, if needed for future extensions.
 - D. When vacating a public alley, and an easement is required by the Water Authority, the entire width of the alley shall be preserved for the new easement if the width of the alley is less than the typical width of a Water Authority easement.
2. Vacation of Public Water line and/or Sanitary Sewer Easement
- A. The surveyor shall determine if existing public water line and/or public sanitary sewer infrastructure is located within the subject easement.
 - B. When a vacation of a public water line and/or sanitary sewer easement is proposed, the vacation shall only be approved if there is not existing Water Authority infrastructure along the easement, and the Water Authority determines that the easement is not needed for future extensions.
 - C. When a vacation of public water line and/or sanitary sewer easement is proposed for relocation of existing infrastructure, the preferred method is to relocate the existing infrastructure and then vacate the existing easement.
 - i. An alternative method for vacation of a public water and/or public sanitary easement in which there is existing infrastructure can be to record the plat showing the existing easement being vacated, followed by the immediate recording of a paper easement for the existing infrastructure. This allows the existing infrastructure to remain on private property within a dedicated easement (granted with the paper easement) that is not shown on the plat, which can later be vacated or released via a release of easement document, once the infrastructure has been relocated. This method will require an infrastructure list with financial guarantee prior to final plat approval and will be approved by the Water Authority on a case-by-case basis.



WATER AUTHORITY ROLE WITHIN VILLAGE OF LOS RANCHOS PROCESSES

The Water Authority is not directly involved with Village of Los Ranchos de Albuquerque (Village) planning and development processes. The Village has its own ordinances governing land development as well as its own processes for site development plan and plat review. For plat reviews needing Water Authority signature, the surveyor typically coordinates with the Water Authority directly. Many of the requirements above in the City and/or County sections will be applied when reviewing plats for the Village.

FINANCIAL GUARANTEE

As referenced above in both the City and County development processes, a financial guarantee (financial security or assurance) plays a vital role in the development of infrastructure, including public water and sanitary sewer infrastructure. Developers are required to pay for and install all public and private improvements necessary to address the impacts of their proposed development on public water and sanitary sewer systems. As mentioned in other sections of the Guide to Development, public water and sanitary sewer infrastructure shall be developer funded. A financial guarantee provides assurance that adequate funds are available to complete the required improvements if the applicant fails to provide those improvements in a timely manner as required by either the City or County policies. The City and County both administer a financial guarantee process, which can include Water Authority improvements. The Village of Los Ranchos does not have a process for Financial Guarantees, therefore construction of infrastructure is required prior to plat approval. The Water Authority does not administer any processes associated with Financial Guarantees.

As determined by the Water Authority, there may be instances in which a development may not be required to extend certain improvements at the time of development due to existing public water line and/or public sanitary sewer not being readily available, and the construction of such improvements would result in “dry lines”. In lieu of constructing dry



lines, a separate infrastructure list with financial guarantee for infrastructure identified to be deferred may be allowed. The Water Authority will make the final determination whether the infrastructure is to be constructed or deferred.

The portion of financial guarantee associated with the public water and/or sanitary sewer improvements shall only be used for said infrastructure.

The City requires a financial guarantee in the amount of 125% of the engineer's estimate using City unit prices, which may be based on design plans. The County requires a financial guarantee in the amount of 125% of the engineer's estimate or contractor's bid price, both based on design plans. The Water Authority shall review and approve the portion of the financial guarantee for the public water and sanitary sewer infrastructure.

EASEMENTS

Easement Encroachments

All Water Authority easements shall be exclusive and shall be free of any encroachments. If the Water Authority learns of an encroachment, the Water Authority can decide to issue a Notice of Encroachment which will be recorded with the County Clerk. A Notice of Encroachment does not constitute an acquiescence or approval of any existing or future encroachments.

Oftentimes, encroachments are discovered long after its installation. Examples of encroachments include trash enclosures, bollards, walls, buildings and other utility lines. Encroachments can create unsafe working conditions and can hinder the ability to properly operate and maintain Water Authority infrastructure. The owner of the improvement that is encroaching into the Water Authority easement will be responsible for its removal.

A survey exhibit that is signed and stamped by a licensed professional surveyor registered in the state of New Mexico is required as an exhibit for a Notice of Encroachment. The

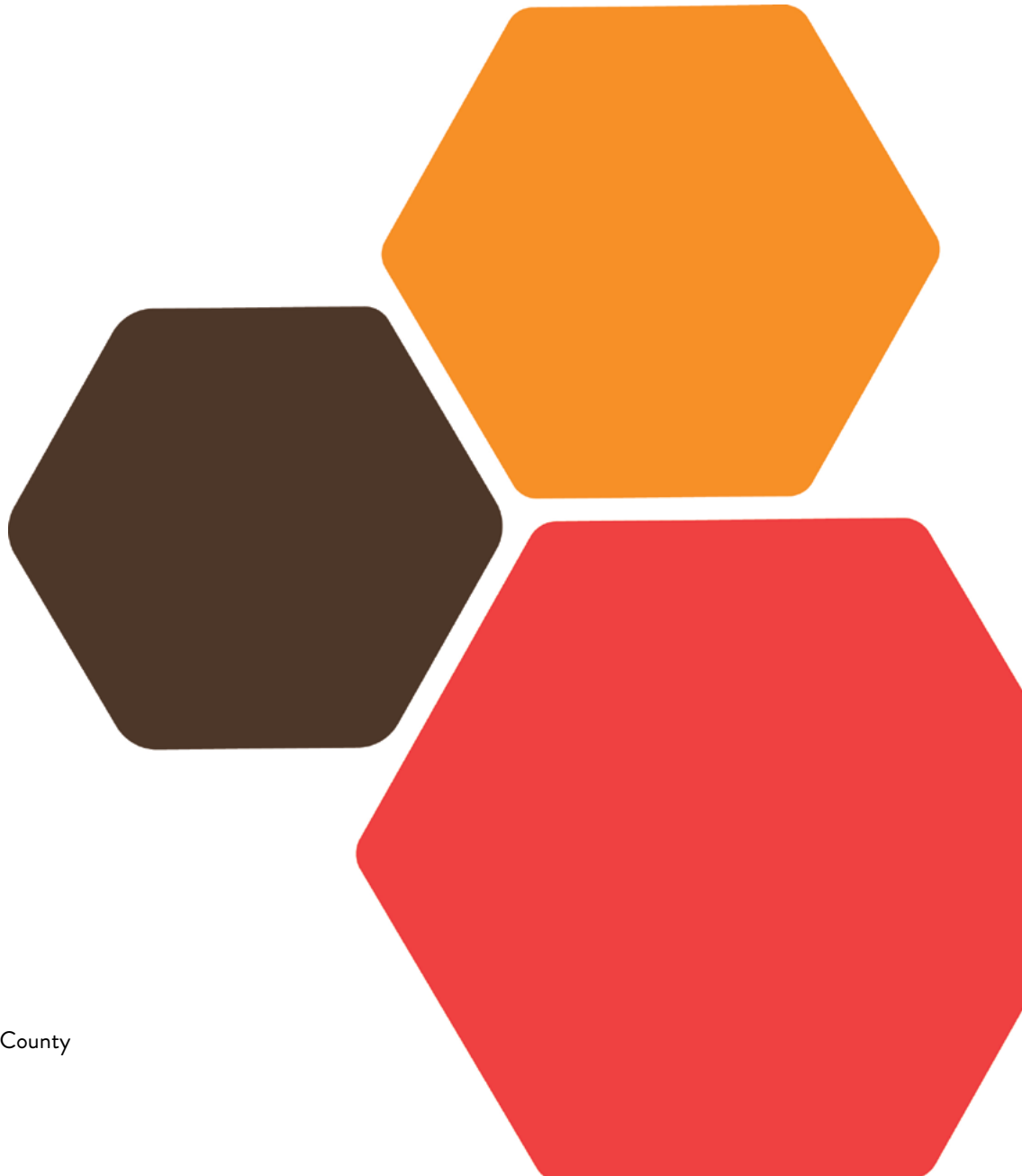


exhibit shall reference the existing Water Authority easement and show any easement or improvement that encroaches into the Water Authority easement. The exhibit shall provide dimensions of each encroachment into Water Authority easements and include, but is not limited to, legal description of property, date, scale, surveyor's certificate, and legend. Refer to the to the Notice of Encroachment example in the Appendix.

If an encroachment is discovered during any planning process which requires Water Authority approval, Water Authority signature will be withheld until the encroachment is resolved as approved by the Water Authority.

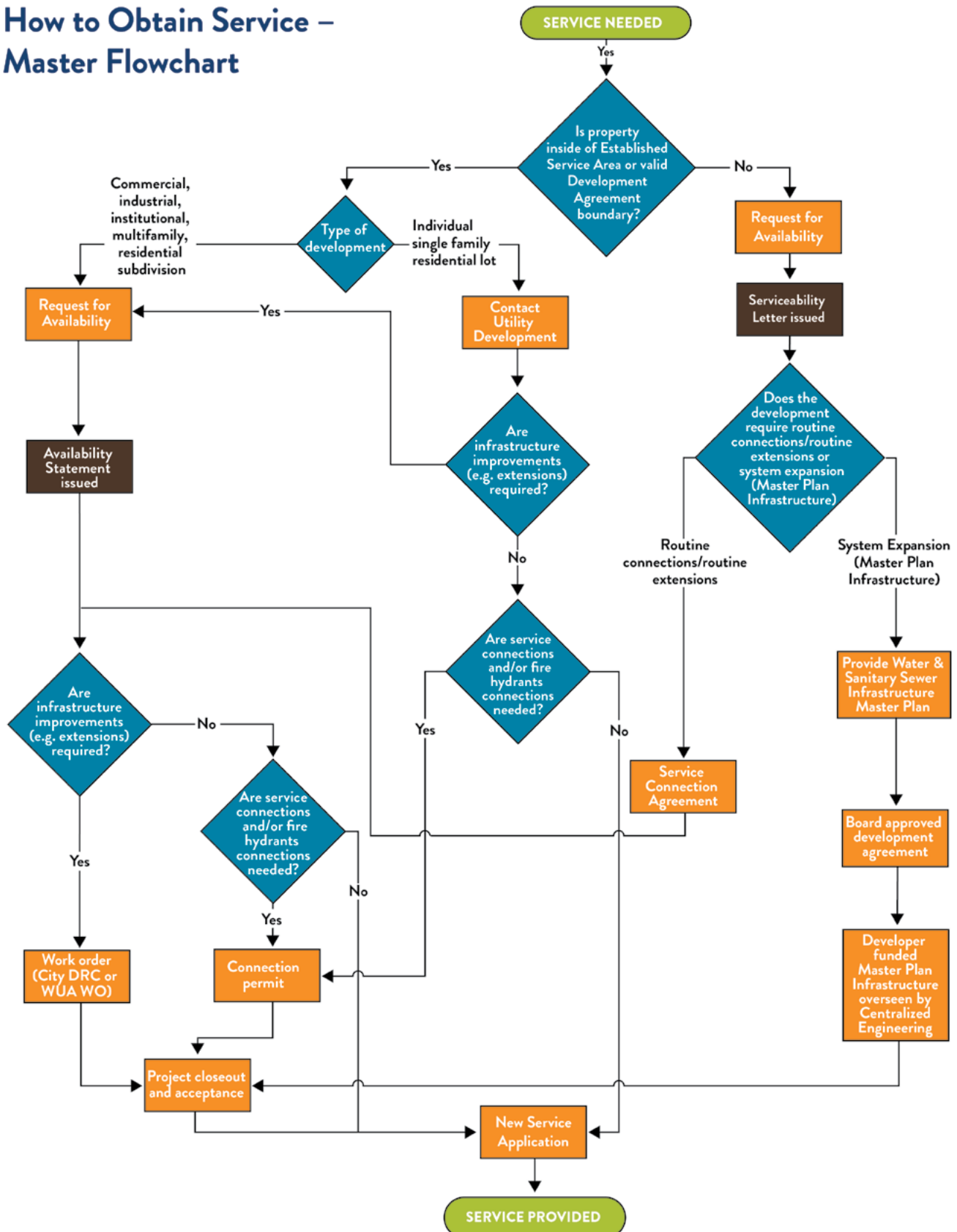


APPENDIX

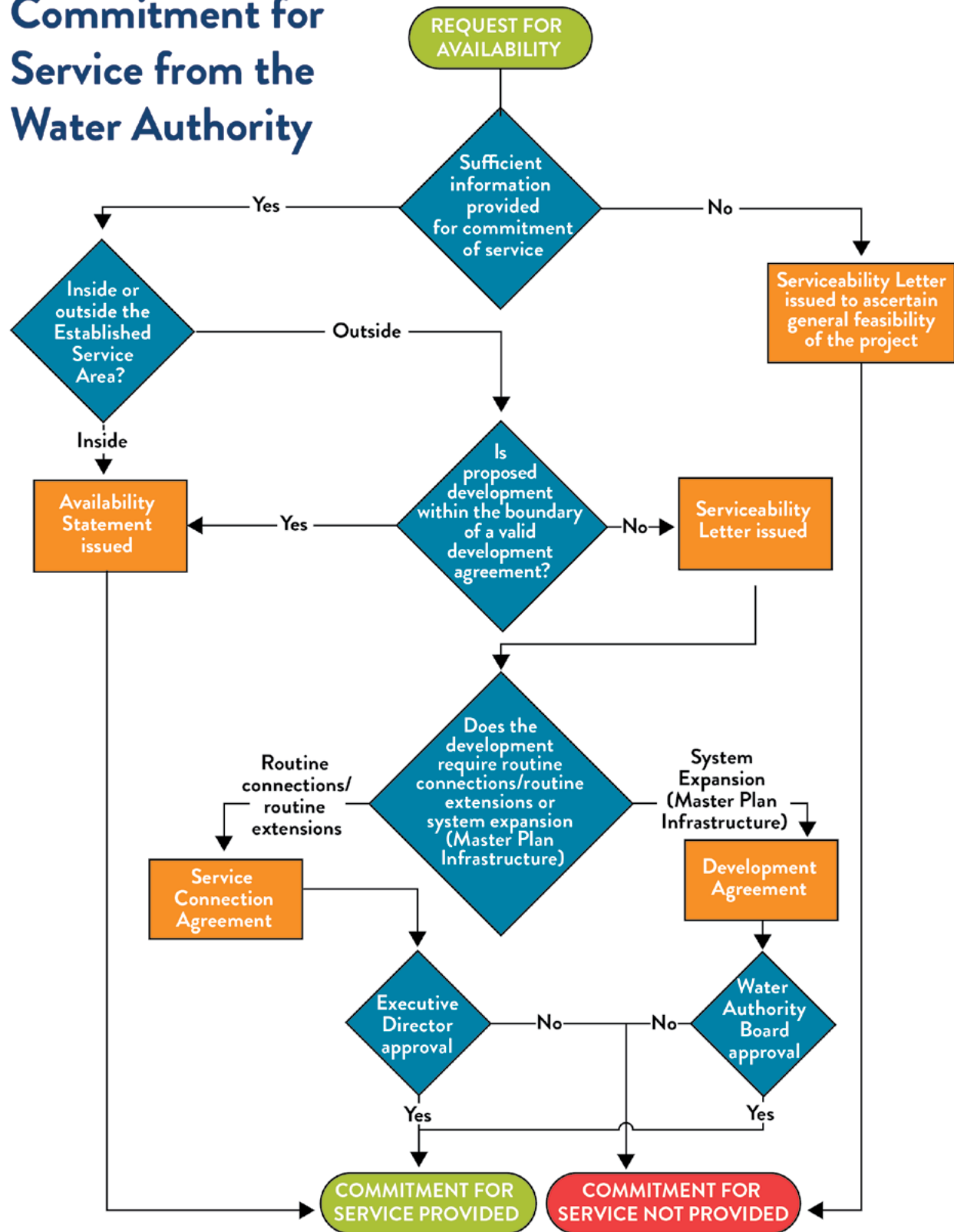


Albuquerque Bernalillo County
Water Utility Authority

How to Obtain Service – Master Flowchart



Commitment for Service from the Water Authority



Development Agreement/Service Connection Agreement Information Form

The following information and items shall be provided to initiate the Development Agreement process.

Please fill out the following information as it will be incorporated into the development agreement.

1. **PROJECT NAME** (official name of development):

2. **PROJECT ADDRESS** (if applicable)

3. **PROJECT LOCATION** (general description using cross streets)

4. **PROJECT DESCRIPTION** (number of lots in subdivision, commercial development, mixed-use, etc.)

5. **DEVELOPER** (name of development company, LLC, etc.):

6. Developer is a validly existing limited liability company under the laws of the State of

7. **TYPE OF DEVELOPMENT** (single family, multi-family, commercial, industrial, etc.):



8. PHASED DEVELOPMENT?

- A. Indicate how many units or phases there will be. _____
- B. Describe proposed phasing (i.e. Phase 1 - 200 single family units out of total 500 single family units and Phase 2 – 300 single family units out of total 500 single family units).

9. EXISTING LEGAL DESCRIPTION FOR PROPERTY:**10. PROPOSED LEGAL DESCRIPTION FOR PROPERTY BASED ON PROPOSED PLATTING** (if applicable):

- A. If multiple units/phases, provide legal description for each:

11. Provide the contact information for the person that is to receive written notice given under the development agreement:

- A. **COMPANY:** _____
- B. **NAME OF PERSON, TITLE:** _____
- C. **MAILING ADDRESS** (include City, State, Zip Code):



12. Provide the information for the person authorized to sign for the developer.

A. **COMPANY:** _____

B. **NAME:** _____

C. **TITLE:** _____

13. Zone Atlas Page(s) _____

The developer shall provide the following documents that are to be exhibits in the Development Agreement.

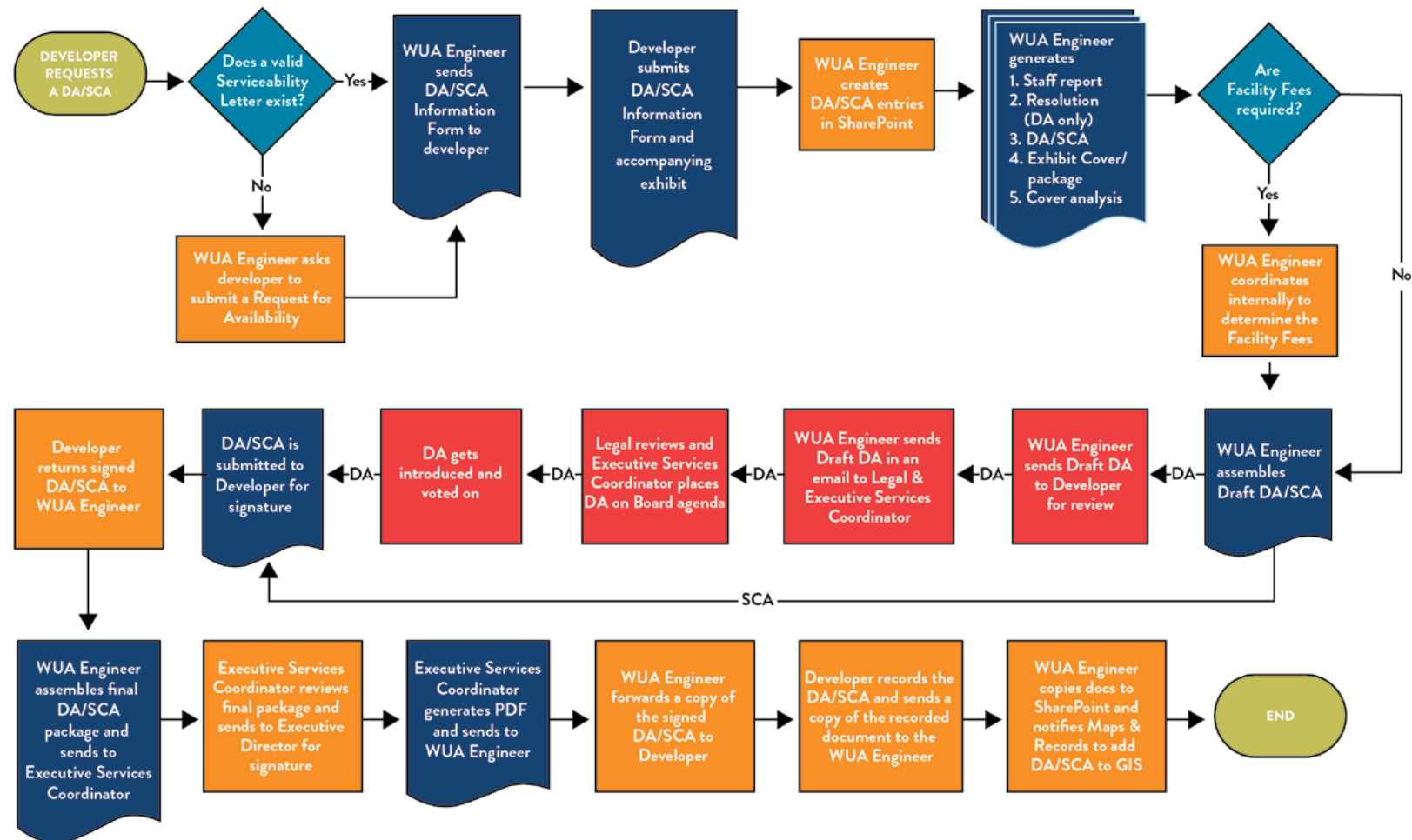
1. Exhibit A - Marked Zone Atlas map clearly indicating the legal boundaries of the properties associated with the development with the subject property clearly labeled.
2. Exhibit B - Approved plat of the subject property.
 - A. If there is a proposed plat in the review process, the existing plat shall be Exhibit B.1 and the proposed plat shall be Exhibit B.2.
 - B. Shapefiles for legal boundaries of both the existing and/or proposed properties shall be provided for Water Authority GIS purposes when requested.
3. Exhibit C – Serviceability Letter for referenced development.
4. Exhibits illustrating the required Master Plan Infrastructure/Major Facilities.

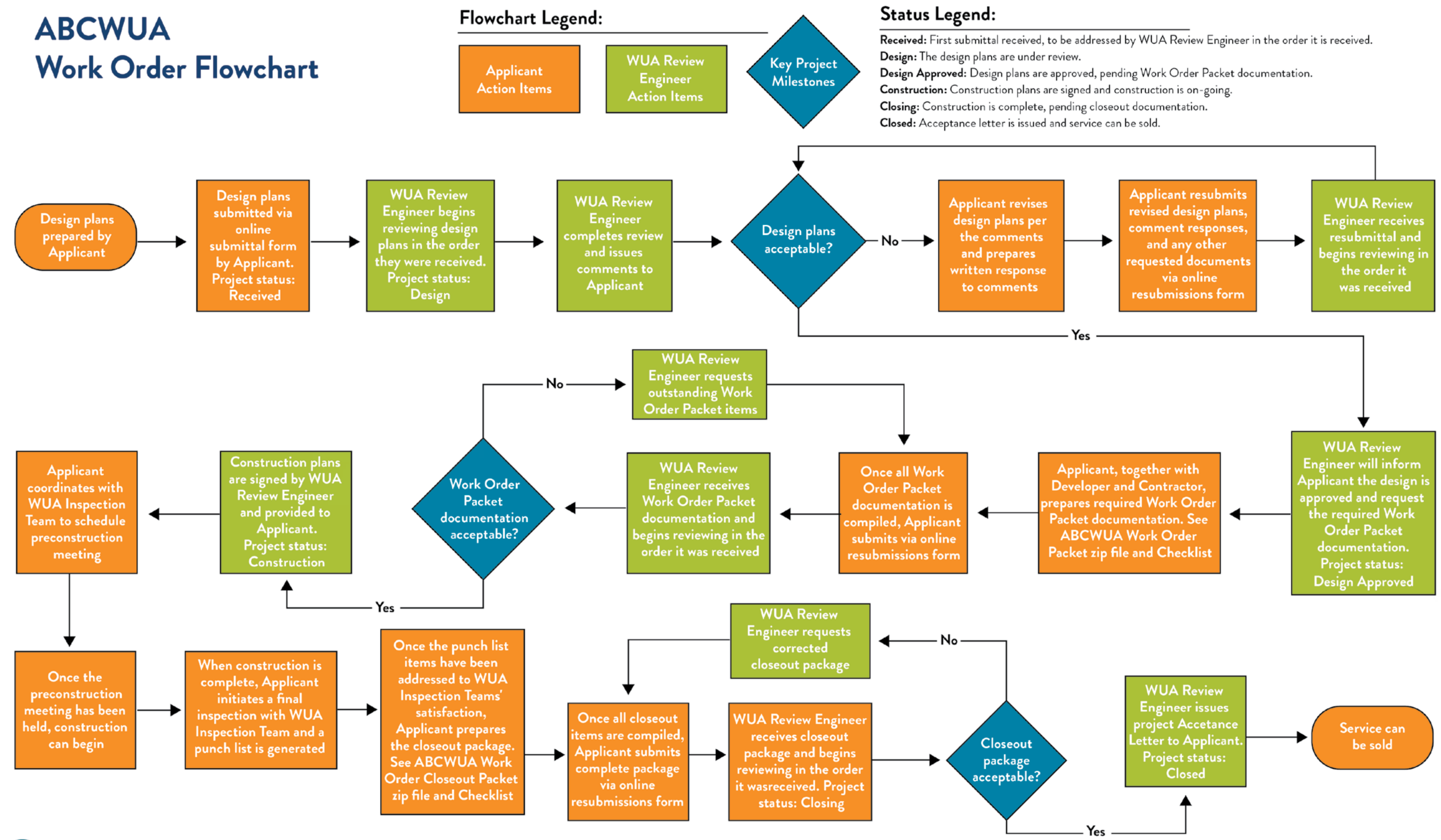
Additionally, the developer shall provide proof of ownership of the properties associated with the development in the form of a deed, or other document, as approved by the Water Authority. If the developer is not the owner of the property, the developer shall also provide an authorization letter from the property owner acknowledging that the developer can act on the property owner's behalf.

Additional information may be required based on the type of development. GIS shapefiles may be required for development agreements depending on the complexity of the property boundaries.



Basic Development Agreement (DA)/ Service Connection Agreement (SCA) Process





Water Authority Work Order Checklist

The following items are required for all Water Authority work orders:

Developer:

1. Availability Statement (executed copy signed by Executive Director)
2. Development Agreement or Service Connection Agreement (if applicable).
3. Determination of Outstanding Pro-Rata Form (any outstanding pro rata for the property being developed must be paid prior to final approval if the project is not associated with a platting action)
4. Request for Pro-Rata Assessment Form (to be signed by developer regardless of option selected)
5. Signed Agreement for the Construction of Water and/or Sewer Improvements (based on the “Developer Work Order Information Sheet”)

Water Authority staff will fill out the agreement and submit as a packet to include Contractor forms below.

Contractor: These items are sent to our Legal Counsel through the Executive Services Coordinator

6. Copy of contract between developer and contractor (must include an itemized proposal from the contractor)
7. Certificate of insurance (naming Water Authority as certificate holder and as additionally insured)
8. Performance and Warranty Bond – 100% of the amount for the Water Authority infrastructure to be constructed (based on the contractors itemized bid)
9. Contractors itemized bid. As a suggested format, the City Engineer’s Unit Price List may be used.
10. Labor and Payment Bond – 100% of the amount for the Water Authority infrastructure to be constructed (based on the contractors itemized bid)



Engineer/Designer:

11. Approved Design Plans - .pdf copy to scale
12. Include Engineer's Final Estimate (itemized)
13. Final Project description (Word document), which is a written description of infrastructure to become Water Authority assets (including quantities). This is separate from an infrastructure list.
14. Signed License Agreements from NMDOT, MRGCD, or other agencies as applicable.
15. Required easements, paper or plats. Recorded versions are required prior to project close out.
16. Prior to approval for construction, material submittals must be provided by the contractor and approved by the engineer conforming with the latest version of the Water Authority Approved Products List, Standard Details, and Specifications. A copy of the Approved Products List with items to be used highlighted is also required.

Water Authority Approval:

17. All items above must be completed as applicable
18. Engineering Fees must be paid – 3.25% of Water Authority infrastructure (plus tax) is charged based on contractor's unit price contract
19. Once plans approved for construction are provided, a pre-construction meeting shall be coordinated by the contractor with the Water Authority Inspection Team.

Construction cannot commence until all of the above-mentioned items have been satisfied.



Water Authority Closeout Package Checklist

PROJECT NUMBER & NAME: _____

The following items are required for all closeout packages for projects requiring Water Authority acceptance. Service will not be provided until the items below have been provided in full and the Water Authority issues an acceptance letter for the infrastructure:

1. Certificate of Substantial Compliance
2. Contractor's Final Invoice (or latest invoice showing final cost of ABCWUA infrastructure).
 - A. This must be itemized (lump sum costs are not acceptable) to show costs of each item of public water, public non-potable, and public sanitary sewer infrastructure. As a suggested format, the City Engineer's Unit Price List may be used.
 - B. Subtotals of water, non-potable, and sanitary sewer infrastructure must be shown as well as an overall total.
3. Material submittals
 - A. Submittals are to be provided by the contractor and approved by the engineer conforming with the latest version of the Water Authority Approved Products List, Standard Details, and Specifications. A copy of the Approved Products List with used items highlighted is also required.
 - B. Include the current Water Authority approved product list with indication of items used. DO NOT include submittals for non-Water Authority infrastructure.
 - C. Include any submittals for items not on the Water Authority Approved Products List and that were approved by the Water Authority.
 - D. Include Operation & Maintenance (O&M) manuals for PRVs, CAVs, lift stations and pump stations.
4. Consulting Inspector's logs
5. Construction survey notes (if applicable)



6. Final inspection punch list
 - A. Include a letter from the Engineer of Record certifying items have been addressed and the date they were addressed.
 - B. Include a list of attendees for the final inspection.
7. Correspondence

All correspondence must be included and provided regarding the construction process.
8. Requests for Information (RFIs)
9. Change Orders
 - A. Must include all applicable changes in cost on the final invoice and be noted as a changed item including the associated costs.
 - B. Discuss the reason for the change order.
10. Test reports
 - A. Hydrostatic
 - B. Potability– tested by Water Authority inspection team and provided by Water Authority testing lab.
 - C. Low Pressure Air and Mandrel
 - D. Sanitary sewer video inspection

To include proper formatting and must be submitted to the Water Authority Engineer and include all associated files (refer to sanitary sewer video inspection requirements document)
 - E. Materials Testing – include tests applicable to Water Authority infrastructure. DO NOT submit test reports for non-Water Authority items (e.g., lot compaction, paving, subgrade, base course, curb and gutter, sidewalk, etc.)
 - i. Concrete (i.e., manhole bases, valve and manhole collars, etc.)
 - ii. Density – water and sanitary sewer infrastructure

IF any test fails the retests must be provided and noted clearly.
11. Record Drawings (Certification from both surveyor and engineer)
 - A. Digital .pdf copy (to scale)



- B. Confirm all recording information for easements has been included.
- C. Include latest plat.
- D. Electronic CAD files
- 12. Easements (if applicable)
- 13. Deeds approved by Water Authority Legal (if applicable)
- 14. License agreements (if applicable)
- 15. Affidavit of No Liens (executed by the contractor)
Certifies that all material and labor suppliers have been paid and that no liens have been filed for payment. Developer and Contractor warrant the work as complete and fit for purpose.
- 16. Asset management onboarding workbook
Vertical and horizontal asset management workbook must be completed by the Water Authority engineer using the contractor's final invoice.

All closeout packages submitted to the Water Authority shall be in PDF format and grouped according to the closeout package checklist. Closeout packages shall be complete and free of errors. Incomplete closeout packages will not be accepted and will delay the closeout process, ultimately delaying service for the project.



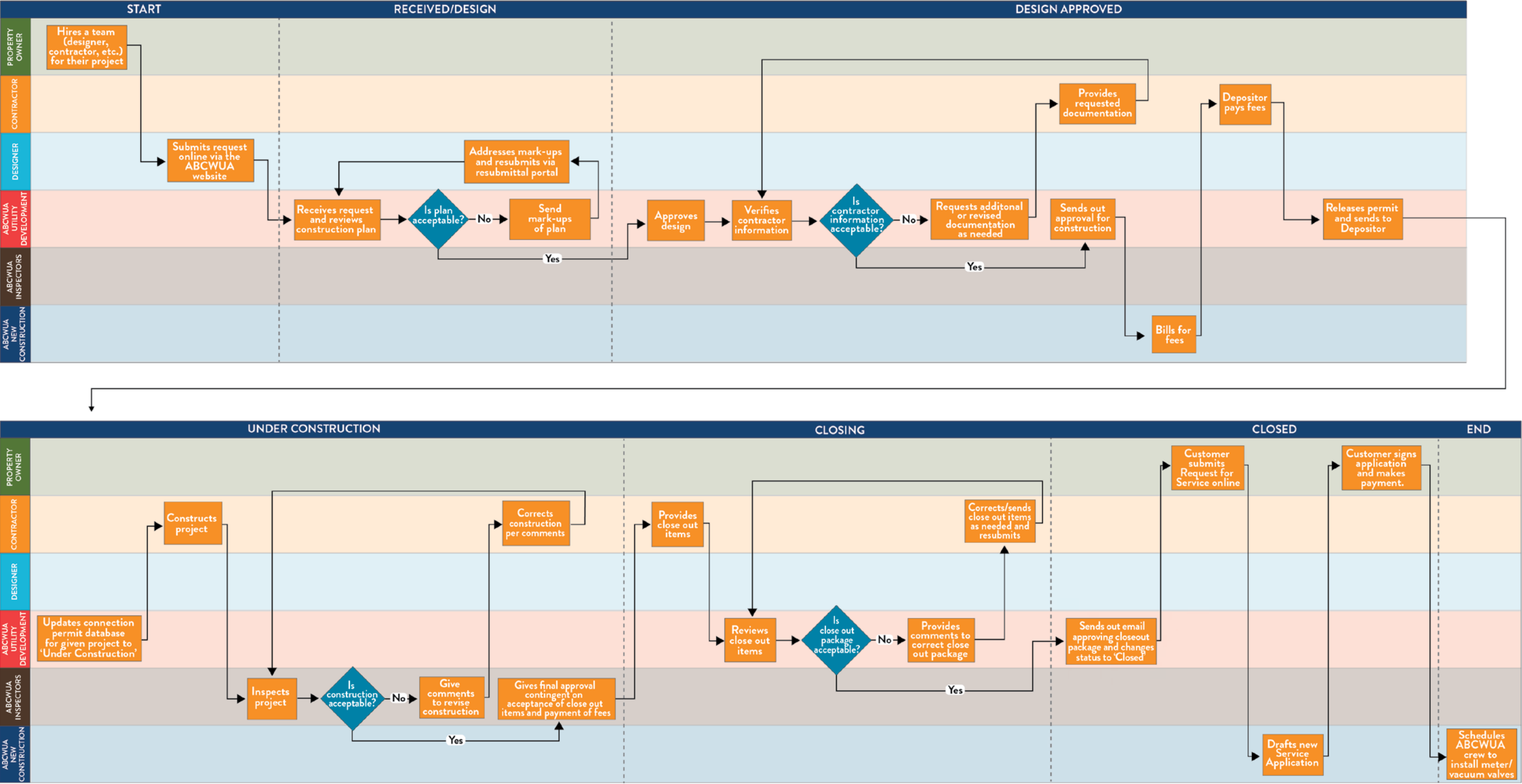
Connection
Permit
External
Flowchart

Status Legend:

RECEIVED: First submittal received, to be addressed by a UDS Engineer in the order that it is received.
DESIGN: The design is under review.
DESIGN APPROVED: Design is approved, contractor information is being confirmed and permit payment is pending.
UNDER CONSTRUCTION: Permit is issued, work must be completed within six months.
CLOSING: Construction is complete, pending close-out items.
CLOSED: All close-out items and approvals are received and service can now be sold to the property.
DELINQUENT: Close-out was not performed but it has been confirmed that the site is utilizing the proposed infrastructure.

Role Legend:

PROPERTY OWNER: Individual/company seeking new services for their property.
CONTRACTOR: Individual/company performing the work to install the new services. Must have active GF-9 or GF-98 license in state of New Mexico.
DESIGNER: Individual/company preparing construction plans. Can be a contractor instead of and architect/engineer firm.
ABCWUA UTILITY DEVELOPMENT: Division of Water Authority responsible for approving connection permit requests and closing connection permits.
ABCWUA INSPECTORS: Consists of the inspectors listed on the given permit. Can include multiple divisions including Pre-Treatment, Cross-Connections, Operations, Collections and Central Engineering.
ABCWUA NEW SERVICES: Division of Water Authority responsible for managing associated payment with connection permits, releasing connection permits, opening new accounts, and scheduling crews for meter installation.
*** DEPOSITOR:** Typically the contractor. Depositor functions as the entity responsible for any fixes during the warranty period.



Checklist for Connection Permits

1. Label existing Water Authority infrastructure
 - A. Line sizes
 - B. Material types
 - C. Hydrants
 - D. Vacuum Valve Pits
 - E. Manholes
 - F. Isolation valves (public and private) on hydrant legs and private fire lines
2. Label existing water and sewer services that benefit the site.
 - A. State whether existing or proposed.
 - B. If existing state whether it will remain or removed
 - i. Existing services that won't be utilized shall be removed.
3. Standard Drawing and Detail Call-outs
 - A. These are not needed on the plan set
 - B. If these are included, they must be correct.
4. North arrow pointing up or right on page.
5. Scale
 - A. Sufficient for seeing detail.
6. Annotation
 - A. Street names
 - B. Lot addressing
 - C. Lot lines
 - i. Property line for subject site to be made distinct / labeled.



7. Water

A. No new connections to transmission mains and lines with external diameters of or larger than 16-inches.

B. No new connections to any existing concrete cylinder pipe

C. Domestic

i. 2/3 rule apply to connections unless leading to a large-metered service.

ii. Water service shall only be installed if the site has sewer or plans to install a sewer service.

iii. Small Metered services

a. Standard sizes: $\frac{3}{4}$ ", 1", 1-1/2", 2"

b. Only $\frac{3}{4}$ " will fit in a dual meter box.

iv. Large Metered Services

a. Standard sizes 3", 4", 6" 8", 10" 12"

b. 35' by 35' easement needed around the vault if portions not in ROW.

c. Four valves needed.

01. One on either side of the vault

02. One for bypass

03. One at the main

v. Backflow prevention is needed on non-single-family residential sites.

D. Irrigation

i. 2/3 rule apply to connections unless leading to a large metered service.

ii. Unless servicing a park or a median, an irrigation service can only be provided if there is a domestic service.

iii. Backflow prevention needed.

iv. Small Metered services

a. Standard sizes: $\frac{3}{4}$ ", 1", 1-1/2", 2"



v. Large Metered Services

- a. Standard sizes 3", 4", 6" 8", 10" 12"
- b. 35' by 35' easement needed around the vault if portions not in ROW.
- c. Three valves needed.
 - 01. One on either side of the vault
 - 02. One at the main

E. Fire suppression line

- i. 2/3 rule apply to connections where the fire line will not go to a private hydrant in the plans – Must use Tee.
- ii. A public valve shall be at the main
- iii. A private valve within the property line.
 - a. Private valve shall be located as close to the property line as possible to minimize distance between valves for maintenance purposes.
- iv. All valves should be labeled as public or private.
- v. Backflow prevention to follow the Cross-Connection exhibit.

F. Public hydrants

- i. Connection to the public main should be non-pressure, this does not follow the 2/3 rule.
- ii. Public valve (isolation valve) at the main.
- iii. If not protected by curbs add a note that bollards should be installed.

8. Sewer

A. Gravity

- i. Service line connection type shall follow Table 8.7.93 in the Development Process Manual.
 - a. If a wye is indicated, show direction of flow.



01. Labeling inverts on the nearby manholes

02. Arrow symbol showing direction.

ii. **No connections to public mains that are 15" or greater.**

B. Vacuum

i. New services shall not cross the ROW for existing pits.

ii. New pits shall be located to service lots without access to an existing pit.
No direct connections to the vacuum line.

iii. No more than four connections per pit.

C. Force Main

i. Public valve at the main.



Contractor's Water and Sewer Tapping Bond

BOND NO. _____

KNOW ALL MEN BY THESE PRESENTS that

_____,

as Principal, hereinafter called the "Principal", and

_____,

a corporation duly organized and existing under and by virtue of the laws of the State of _____ and authorized to do business in the State of New Mexico, as Surety, are held and firmly bound unto the Albuquerque Bernalillo County Water Utility Authority, as Obligee, hereinafter called the "Authority", in the sum of Thirty Thousand Dollars (\$30,000) for payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal is building, constructing or is about to commence the building and construction of a water or sanitary sewer service line or water or sanitary sewer line connection within the City of Albuquerque.

NOW THEREFORE, the condition of this obligation is such that, if the said Principal shall (A) build and construct all water or sanitary sewer lines and service connections, including fire hydrants, fire lines, valves, large water meters, and all appurtenances, in such a way as to comply with (i) all requirements of the Authority's standard specifications for the type of work performed by the Principal and (ii) all requirements of the City of Albuquerque Street Excavation and Barricading Ordinance, § 6-5-2-1 et seq. (R.O. 2005) and (B) indemnify,



defend, and save harmless the Authority against all defects in or improper construction of any water or sanitary sewer line or service connection, including all appurtenances, so built or constructed or the work required by the City of Albuquerque Street Excavation and Barricading Ordinance for one (1) year from the date of completion thereof, then this obligation shall be null and void; otherwise to remain in full force and effect.

SIGNED AND SEALED this _____ day of _____, _____.

ATTEST:

Principal

By _____

Title _____

ATTEST:

Surety

Surety

By _____

Title _____

(Attach Power of Attorney)



Request for Pro-Rata Assessment Form

Date: _____

Albuquerque Bernalillo County Water Utility Authority
P.O. BOX 568
Albuquerque, NM 87103

Project Name: _____ Project Number: _____

TO BE COMPLETED BY WATER AUTHORITY ENGINEER:

_____ This project includes ABCWUA infrastructure extensions that qualify for pro rata assessment.

_____ This project does **NOT** includes ABCWUA infrastructure extensions that qualify for pro rata assessment.

TO BE COMPLETED BY DEVELOPER:

Please check appropriate box below only if ABCWUA infrastructure extensions qualify for pro rata assessment:

_____ I request that there be no pro-rata generated from this project.

_____ I request that the cost of the extensions be pro-rated to the following adjacent benefiting properties.

Listed below are the Legal Descriptions and Uniform Property Code for properties to be assessed. A map exhibit showing the properties to be assessed shall accompany this form.

Legal Description:	UPC#	GIS Pin (City or County)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



Legal Description:	UPC#	GIS Pin (City or County)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

APPROVED BY:

DEVELOPER:

Water Authority Engineer Date

By: Name/Title

Signature

Address
(who the check is sent to if
pro-rata is generated)

Phone

Federal ID #
(only required if requesting pro-rata)

*It is the responsibility of the Developer to keep ABCWUA apprised of updated contact information for proper payment of Pro Rata.



Determination of Outstanding Pro-Rata Form

Project Name: _____ Project Number: _____

Design Engineer: _____ Zone Map # _____

Date Requested: _____ Requested by: _____

Legal Description of each Property:
(Please include a map with properties highlighted)

UPC #:

GIS Pin:
(City or County)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Pro Rata Charges Assessed to the Above Property:

Water: _____ Sanitary Sewer: _____ Non-Potable: _____

Information Furnished By: _____
(Sign & Print Name) Utility Development

Date: _____

cc: Project File _____



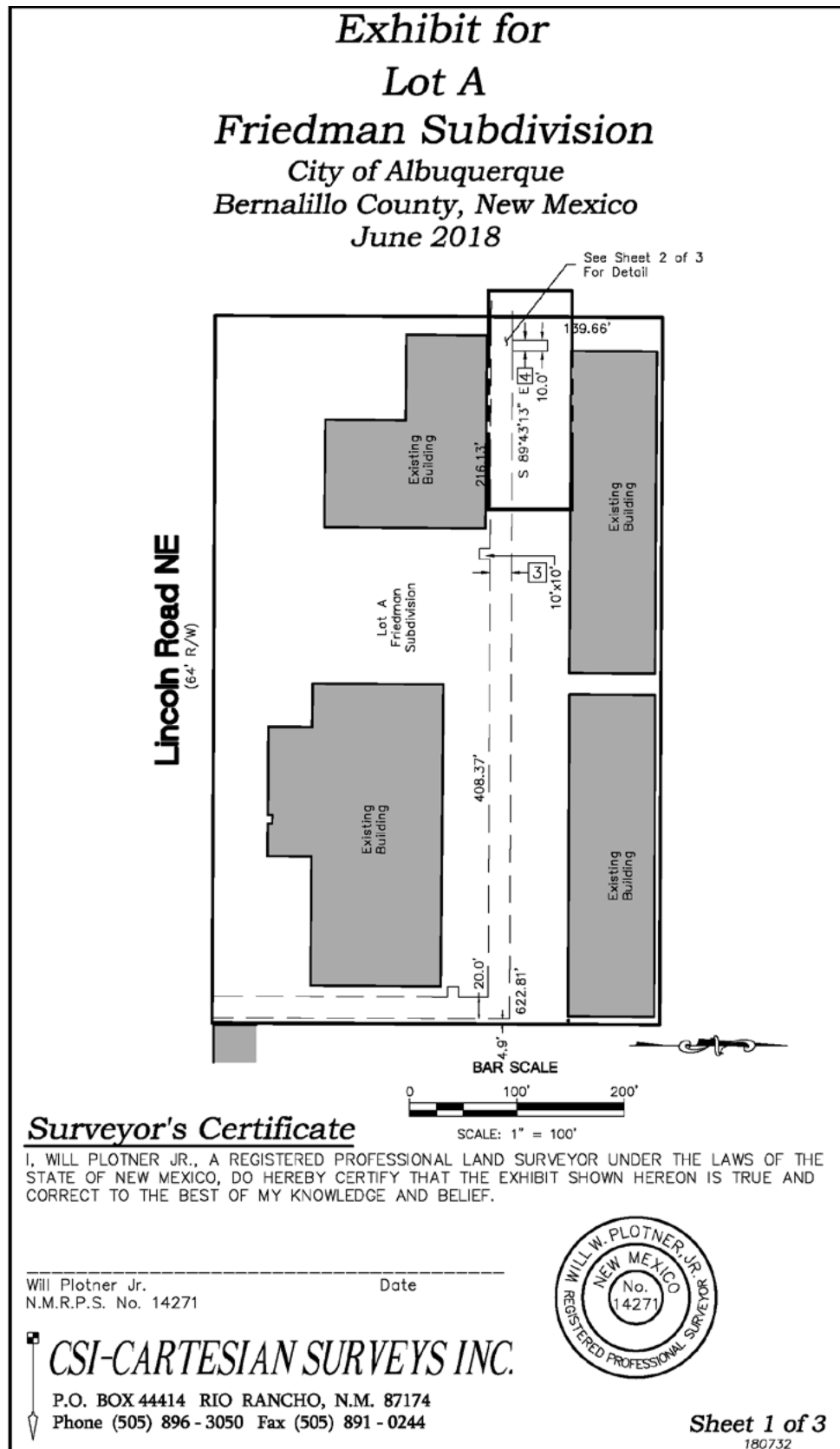
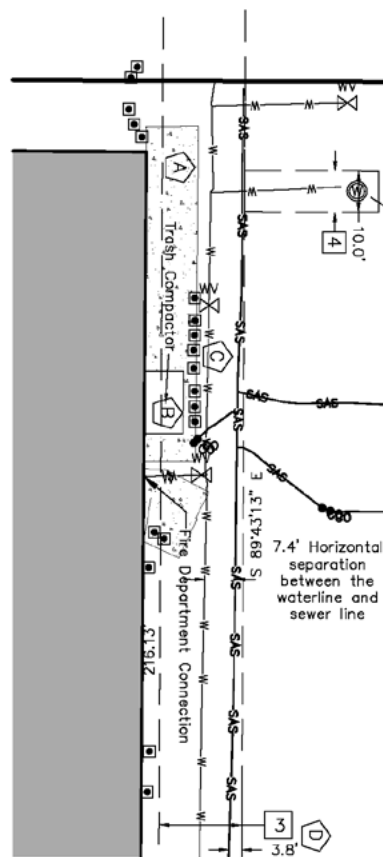


Exhibit for
Lot A
Friedman Subdivision
City of Albuquerque
Bernalillo County, New Mexico
June 2018

Detail "A"



Apparent Encroachments

- A CONCRETE SLAB INTO WATERLINE EASEMENT BY AS MUCH AS 12.5 FEET.
- B TRASH COMPACTOR INTO WATERLINE EASEMENT BY AS MUCH AS 5.3 FEET.
- C BOLLARDS INTO WATERLINE EASEMENT BY AS 12.2 FEET.
- D SEWER LINE INTO WATERLINE EASEMENT BY AS MUCH AS 3.8 FEET.

Legend

N 90°00'00" E	MEASURED BEARINGS AND DISTANCES
(N 90°00'00" E)	RECORD BEARINGS AND DISTANCES (FILING INFO)
⊙	FOUND MONUMENT AS INDICATED
○	SET BATHEY MARKER "LS 14271" UNLESS OTHERWISE NOTED
■	CONCRETE
□	BOLLARD
WV	WATER VALVE
⊗	WATER METER
⊕	FIRE HYDRANT
—W—	UNDERGROUND WATER UTILITY LINE
—SAS—	UNDERGROUND SANITARY SEWER LINE

N.T.S.

Easement Notes

- 3 EXISTING PUBLIC WATERLINE EASEMENT (2/03/1987, 448A-551)
- 4 EXISTING 10' WATERLINE EASEMENT (12/30/2002C-418)

CSI-CARTESIAN SURVEYS INC.

P.O. BOX 44414 RIO RANCHO, N.M. 87174
 Phone (505) 896-3050 Fax (505) 891-0244

Sheet 2 of 3

180732



*Exhibit for
Lot A
Friedman Subdivision
City of Albuquerque
Bernalillo County, New Mexico
June 2018*

Legal Description

LOT A, AS SHOWN ON THE PLAT OF LOTS "A", "B", AND "C" FRIEDMAN SUBDIVISION SITUATE WITHIN ELENA GALLEGOS GRANT PROJ. SEC. 35, T.11N., R.3E., N.M.P.M. CITY OF ALBUQUERQUE, BERNALILLO COUNTY, NEW MEXICO RECORDED ON DECEMBER 20, 2002, IN THE RECORDS OF THE BERNALILLO COUNTY CLERK BOOK 2002C, PAGE 418, AS DOCUMENT NUMBER 20021744466.



CSI-CARTESIAN SURVEYS INC.

P.O. BOX 44414 RIO RANCHO, N.M. 87174
Phone (505) 896 - 3050 Fax (505) 891 - 0244

Sheet 3 of 3
180732

