

CITY OF PORTALES
OUTSIDE UTILITY SERVICE REQUEST

Name of Applicant _____

Address of Applicant _____ Phone _____

Service(s) requested Water ___ Sewer ___ Trash ___

Location where services are requested _____

Size of Property _____

Reason for requesting services _____

Please include a map or sketch of the location.

This form is a request for services, if the services are granted, then the applicant will agree to enter into a contract with the City of Portales. If area that is being requested to grant service to is not subdivided, this may be required.

I have read the above and certify all information included in this application is true to the best of my ability.

_____ date _____
signature

outside of city limit utility procedures

1. The City will develop an application. This application will have as a minimum the following requirements:
 1. Name and address of owner
 2. location of property
 3. size of property
 4. services requested
 5. reason for requesting services

2. After receiving the application, the City Staff will discuss the application and make the determination, if service is feasible. The feasibility will include the following considerations:
 1. In the case of water, do we have appropriate volumes at that location. Is the line large enough? Does the Rural Water Coop service that area? From a planning point will we be encouraging growth in flood area or causing not good planning.
 2. In the case of sewer. Can the area be served? Are lift pumps going to be required?
 3. From Solid Waste is it economically feasible to serve? Are there other serves in the area?

3. If the staff deems it is ok. Then applications would have the additional requirements:
 1. If it is a single established resident or business. A contract would be developed with any additional requirements. This contract would then be filed with the property plat.
 2. If the application is for large areas that could be further developed. It would be determined if it needs to be a subdivision or a single plot of property. If it is a subdivision, it would have to follow the regular procedures. Then a contract for the whole subdivision would be filed with the plat. If it is a single plot, the area would have to be platted, and the contract would be specific as to what service would be allowed. For example if it was a business the contract would be for either that type of business only or we could put a limit to the amount of water or service that we would provided. Any change in use could result in voiding the contract.