



# ALAMOGORDO PLANNING AND ZONING

## CURB CUT PERMIT APPLICATION

LINE# IN: 011-3705-312-11-10

Submit to: Planning & Zoning Division  
1376 E. Ninth Street  
Alamogordo, NM 88310  
Phone: 575.439.4220 X 1  
[pnz@ci.alamogordo.nm.us](mailto:pnz@ci.alamogordo.nm.us)

DATE OF APPLICATION: \_\_\_\_\_

PERMIT APPROVAL: \_\_\_\_\_

PERMIT EXPIRATION: \_\_\_\_\_

LOCATION FOR CURB CUT (STREET ADDRESS):

\_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

APPLICANT ADDRESS, IF DIFFERENT THAN LOCATION OF CURB CUT:

\_\_\_\_\_

APPLICANT CONTACT INFORMATION: Identify preferred method for contact below:

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

COMMENTS/NOTES: \_\_\_\_\_

\_\_\_\_\_

1. Curb cuts are NOT ALLOWED in mountable curb.
2. ONLY city staff will do curb cuts. Curb cuts are not allowed to be done by applicant, property owner or contractor.
3. Site plan must be attached to this application. Site plan shall include address, north arrow, dimensions to identify location of curb cut.
4. At time of application submittal, applicant will mark the location of the requested curb cut with white paint to allow for city review on-site.
5. Applicant must contact city staff at 575.439.4390 or [publicworks@ci.alamogordo.nm.us](mailto:publicworks@ci.alamogordo.nm.us) when curb cut location is marked by the applicant, prior to city staff reviewing the permit application or performing the work.
6. Note: Curb Cut Permit approval is at the discretion of the Public Works Department, based on field conditions. All permit applications may not be approved.
7. At time of application, applicant will pay non-refundable administration fee of \$60.
8. The applicant will be billed for the actual cost to perform the work, per the current curb cut rates.
9. Applicant is responsible for all replacement concrete work, including sidewalk, as well as relocation of meter can, if necessary. All work associated with the permit must be completed by the Permit Expiration Date.
10. Applicant will notify the city at [publicworks@ci.alamogordo.nm.us](mailto:publicworks@ci.alamogordo.nm.us) or by phone when final concrete and cleanup work is ready for re-inspection by city.
11. A reinspection fee of \$30 will be charged.

\_\_\_\_\_  
Application Reviewer-PW                      Date

\_\_\_\_\_  
Application Reviewer-Utilities                      Date

\_\_\_\_\_  
Reinspection by:                      Date

## CURB CUT RATES / GUIDELINES

The rates listed below outline sample fees the City charges for curb cuts. It is important to note that some fees may fluctuate slightly due to the exact number of linear feet of curb that is cut, the manhours expended to perform the cut, and the specific type of machinery utilized. As a guide, curb cuts usually require approximately two (2) hours to be completed. City crews will perform the curb cut within fifteen (15) business days, weather permitting, from the date the applicant has notified the Streets Department that the curb cut location has been marked by the applicant. Applicant can notify the Street Department via phone at 575.439.4390 or email at [publicworks@ci.alamogordo.nm.us](mailto:publicworks@ci.alamogordo.nm.us) Applicant will be notified by phone prior to the crew arriving to perform the cut. If applicant does not respond to the phone call, the crew will commence the work regardless.

### RATES:

Curb Cut Application Fee = \$60.00

Saw Blade Charge = Number of Linear Feet Cut x \$5.00 per foot

Curb Cut Machine = Number of hours x \$100.00 per hour

Tow Dump Trailer = Number of hours x \$20.00 per hour

F-350 Pickup = Number of hours x \$22.75 per hour

Manpower Hours = Number of hours x rate per employee (typically three employees are assigned per curb cut, and rates for employees vary from \$20 to \$40 per hour for *each* employee)

Reinspection Fee = \$30

Governmental Gross Receipts Tax = 5%

### REINSPECTION:

Property owner is responsible for all replacement concrete work (including sidewalk), relocation of meter can if necessary, clearing of all obstructions from sidewalk (tree roots, branches, or other tripping hazards, per §8-07-040), and ADA compliant ramps (if an ADA ramp is required, *only* a licensed contractor can make the installation). **Property owner agrees to take responsibility for each of these requirements and will have all issues addressed within thirty (30) days from the date of the curb cut installation.**

### MAXIMUM OPENING WIDTHS:

Per §8-05-060, the design, layout, and plans for the construction, reconstruction, alteration, and/or replacement of all curbs, driveways, both private and commercial, and street curb and gutter shall conform and be constructed according to the design, layout, plans, and details shown and provided by Ordinance No. 393, *Standard Details for Construction of Driveways, Curbs and Gutters in the City of Alamogordo*.

The width of a driveway should be measured exclusive of radii or tapers. Below is a guide for driveway widths:

Design Vehicle	Driveway Cut	Two-way Access	One-way Access
Passenger Car/Pickup	16 – 30 ft.	20 – 30 ft.	16 – 24 ft.
SU Truck	30 – 40 ft.	25 – 35 ft.	16 – 24 ft.

Curb openings shall be placed a minimum of 6 feet from the property line.

Also, see Chapter 5 of the Technical Standards adopted June 14, 2022.

**I have read and agree to the outlined rates and guidelines.**

\_\_\_\_\_  
Property Owner / Designee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Property Owner or Designee