

Technical Review Committee Checklist

Project: _____ Date: _____

Check type of development: _____ COMMERCIAL _____ SUBDIVISION

Review meetings are scheduled for Thursdays. **The calendar for submittal deadlines for TRC Committee review is attached.**

This is a tool for review of developments within the city's jurisdiction. It is not all-inclusive. The developer is responsible for meeting all current requirements: ordinances, laws, and standards.

MAKE SURE ALL APPLICABLE ITEMS ON THE CHECKLIST ARE ADDRESSED AND INCLUDED IN THE SUBMITTAL FOR TRC REVIEW. INCOMPLETE SUBMITTALS WILL BE RETURNED FOR CORRECTION, DELAYING THE REVIEW AND APPROVAL PROCESS.

YES NO N/A

Zoning

- | | | | | |
|-----|--------------------------|--------------------------|--------------------------|--|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Building Permit Packet is completed |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | One complete set of full-size plans for TRC Review (24x36) |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Two complete full-size plan sets for final submittal (24x36) |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Preliminary Plat (24x36) (Subdivision only) |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Subdivision Submittal Packet is completed (Subdivision only) |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fees Paid |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | TRC Signature block on plan sheet cover page |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lot is in approved and accepted subdivision (Commercial only) |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Builder name, address, phone number and license number appear on all sheets |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plans are stamped by licensed engineer and/or architect |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Street address appears on all sheets |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Site plan includes names and dimensions of existing and future adjacent streets and easements; right of way is identified |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Site plan includes all bearings and dimensions, north arrow and scale |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Meets min setback requirements per ordinance |
| 15. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3 square feet of parking area per square feet of building (Commercial only) |
| 16. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lot sizes, dimensions, and character meet zoning requirements and are appropriate for type of development |
| 17. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All new subdivisions that will be constructed in phases must identify the phases on the original subdivision plat (Subdivision only) |
| 18. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Separate SUG fees for each phase of subdivision will be required (Subdivision only) |
| 19. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 20. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

Water

- | | | | | |
|----|--------------------------|--------------------------|--------------------------|---|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location of water lines showing size and type of pipe |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location and size of existing utilities lines (i.e. water, sanitary and storm) |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Separate water services provided for each metered water service in multi-use facilities |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Backflow determination (dependent upon hazard level, engineer to determine) |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Size, type and location of fittings, valves, hydrants, air release/vacuum relief fixtures |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Details of connection to existing systems (Public Works Utility Extension Application) |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Domestic / commercial water meter calculations shown on plans in accordance |

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YES NO N/A

- 9. with A.W.W.A. Manual M-22 (overall impact to the water system)
Hydrostatic pressure testing (AWWA C600) and bacteria testing (AWWA C651) specification provided on the plans for new water mains
- 10. Location of existing and proposed fire hydrants intended to serve the property
- 11. Separate fire protection and domestic water service line provided
- 12. Tracing wire in detail with termination points at all hydrants
- 13. Stamped curbs noting "W" for water at all service points
- 14. Marking of all valve boxes noting size and direction
- 15. Public Works Utility Extension Application complete (not available yet)

Sewer

- 1. Food Service Application complete
- 2. Pretreatment questionnaire complete
- 3. Location of cleanouts & grease or oil separators
- 4. Location, size, type of pipe and slope of the proposed sewer lines with rim and invert elevations at the sanitary manholes
- 5. Deflection angles shown on all manholes
- 6. Direction of flow arrows shown on sanitary sewer
- 7. Locations and construction of wastewater pumping stations
- 8. Sanitary Sewer Service area map submitted with plans with calculations shown (required to adequately serve this project once completed)
- 9. Marking of manholes, pipe size, direction of flow (tracing wire with termination)
- 10. Does sewer cross water? (minimum 24" and encased in cement 10' either side)
- 11. Stamped curbs noting "S" for sewer at all service points

Miscellaneous Utility

- 1. All known conflicts with other utility and drainage systems to be planned prior
- 2. Overall water and sanitary sewer plan submitted for phased projects. Fire hydrants and valve locations shown on overall water plan (necessary to avoid under sizing the mains)
- 3. All off-site easements necessary for the completion of this project have been acquired, recorded and Deed Book and Page numbers are shown on the plans (All utility related accesses and easements)
- 4. Will all or parts of project be City maintained once completed?

Roadway

- 1. Internal streets must accommodate 50-year storm runoff within curbs
- 2. Curb, gutter and min 5' sidewalks along property lines abutting public streets and parkways with elevations and dimensions

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YES NO N/A

- 3. New construction requires mountable curb (Subdivision only)
- 4. NMDOT access permission, if required
- 5. Clear site triangles on corners must be included
- 6. Show permanent signage, meeting current MUTCD standards. Developer will be required to purchase and install signs. Street signs must be green to match other street signs throughout the city.
- 7. Show crosswalk and stop bar striping, meeting current MUTCD and ADA standards. Striping must be 3M Thermoplastic or 380IES.
- 8. Street layouts and angles meet Chapter 22-01-060 requirements
- 9. Street layout and dimensions allow for fire truck access
- 10. If required, fire lane striping
- 11. See ADA section

ADA

- 1. Curb, ramps, aprons, drivepads and sidewalk must be ADA compliant – refer to NMDOT PROWAG for guidance
- 2. Show ADA-compliant design for curb ramps at intersections
- 3. Buildings and parking lots must meet ADA requirements
- 4. Label ADA-designated parking spaces with dimensions, striping, and signing
- 5.
- 6.

Drainage / Floodplain

- 1. Application for Flood Determination with fee paid
- 2. Plan showing existing ground elevations and/or contours, proposed finish grade elevations & finish floor elevations
- 3. Show flow line and top of curb elevations on adjacent streets and elevations of adjacent alleys
- 4. Provide drainage calculations showing runoff for 100-year storm pre-development and post-development. If runoff increases, it must be mitigated by detention pond. Refer to Article 05-05 010 (c)(2) of the Technical Standards adopted June 14, 2022
- 5. If impervious surfaces will exceed 60% of developed lot area, on-site storm water detention is required
- 6. Pond design, elevations, and cross-sections to be shown. Provide pond capacity.
- 7. Building pads elevated no less than 6" above the 50-year storm runoff elevation, or not less than 1' above the top of curb line, whichever is greater
- 8. Finished floor elevation must be at or above the Base Flood Elevation (BFE) if

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YES NO N/A

development is in a flood zone. As an alternate, commercial buildings can be floodproofed to a minimum of 1' above the BFE and a floodproofing certificate is required.

- 9. Grading and drainage plan to show flow pathways and slopes for surface water runoff
- 10. No rock/rip rap in drainage ditches in city right of way
- 11.

Fire

- 1. If required by International Building Code/International Fire Code (Commercial Kitchen) have the hood/suppression system plans been submitted to the State Fire Marshal's Office for review and approval
- 2. If required by the International Building Code/International Fire Code have the Fire Sprinkler System plans been submitted to the State Fire Marshal's Office for review and approval
- 3. If required by the International Building Code/International Fire Code have the Fire Alarm plans been submitted to the State Fire Marshal's Office for review and approval
- 4. If a Fire Alarm System is required, are there two phone lines installed to support the Fire Alarm Control Panel for redundancy
- 5. Is the Fire Department Connection identified on the plans along with proper labeling and does this location meet the operational needs of the Alamogordo Fire Department
- 6. Is there an adequate number of fire hydrants as outlined in International Fire Code based on the construction classification and square footage identified on the plans and if a Fire Suppression System is required, is there a fire hydrant within 100 feet of the Fire Department Connection
- 7. Are the Fire Extinguisher locations identified on the plans along with adequate types and number of extinguishers as required by International Fire Code and NFPA 10?
- 8. Are all exits identified with illuminated exit signs with battery back-up on the plans that meet the requirements of International Building Code/International Fire Code?
- 9. Is there emergency lighting with battery back-up identified on the plans in all required locations that meet International Building Code/International Fire Code?
- 10. Are the Fire Lane locations identified on the plans in all required areas and

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YES NO N/A

properly identified (stenciled) "Fire Lane"?

11. Are indicator valves that support the suppression system identified on the plans, and are they supported by proper backflow prevention devices required by the City?

12. If an elevator is to be installed, a third party certified elevator inspector will be required to inspect the installation of the vertical transportation at the completion of install to insure the transportation device can be turned over to the owner.

Department of Public Safety

- 1. Design entrances and exits to adjacent thoroughfares to minimize potential vehicle conflicts/accidents.
- 2. Security cameras on-site – interior and exterior
- 3. Adequate lighting for pedestrians and employees
- 4. Panic alarms – business break-in alarm system
- 5.

Parks

- 1. The city is no longer accepting open space/parks in new subdivisions (Subdivision only)
- 2.

Miscellaneous

- 1. If the city streets adjacent to the development have been newly paved within 5 years, any removal of the pavement for installation of utilities requires special written instruction (Ordinance 924, Utility Installation Permit Guidelines effective September 24, 1994)
- 2. Include in Plan Notes for Contractor: Excavation within city right of way requires an Excavation Permit and must meet City Right of Way Excavation Requirements
- 3. Outdoor lighting must meet requirements of City Ordinance Chapter 31
- 4. Through alleys are no longer desirable in subdivisions. Accommodate trash service at the front of residences. (Subdivision only)

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YES NO N/A

- 5. Required monument locations identified
- 6. The following notes shall be included in the plans on the appropriate sheets:
 - 1-Alamogordo Public Works and/or Utility Inspector shall be notified 72 hours prior to commencing any work in the public right of way. All installations require visual inspection as well as materials testing.
 - 2-Alamogordo Utility Inspector shall be notified prior to any new water connection and service installation to the main line or any existing stubout. Any connection after the water meter is the contractor's responsibility.

ORDINANCE REVIEW



EG262

pnz@ci.alamogordo.nm.us
 1376 E. 9th Street
 Alamogordo, NM 88310
 575-439-4220

Date Received _____

Fee: \$ _____

Receipt # _____

\$75.00 FEE

- ACCESSORY BUILDINGS/CARPORT
- CELL/COMMERCIAL TOWERS
- SIGNS/BILLBOARDS
- NEW RESIDENTIAL/ADDITION

\$150.00-\$600.00 10x the fee
 New commercial violation fee

\$50.00 FEE

- DEMOLITION
- FOUNDATION REPAIR

\$30.00 FEE

- REROOF
- WINDOWS
- INTERIOR(R)
- SOLAR (R)

\$100.00

- INTERIOR (C)
- SOLAR PANELS (GROUND)
- SWIMMING POOLS

Please, use this form to apply for ordinance review, with a building permit application for construction. Use this form as a supplement to a building permit application. For analysis of any construction project, please submit a site plan and building plans.

Address of Subject Property:	
Legal Description	
The property currently is used for the following uses:	

Applicant Information

Name:	
Address:	
Business Name:	
Phone:	
E-Mail:	

May we use e-mail to contact you regarding this request? Yes No

Are you the property owner? <input type="checkbox"/> Yes <input type="checkbox"/> No	Property Owner Name _____ Address: _____ Phone: _____ E-Mail: _____ What is your relationship to the property owner? _____
--	---

Property Use Information

The proposed use of the property: 1) continues the current use _____ yes _____ no; and/ or 2) will be the following:

Numeric Characteristics	EXISTING	PROPOSED
Lot Area:		
Lot Width/ Frontage:		
Business Building Floor Area		

ORDINANCE REVIEW

# Open Parking Spaces:		
# Enclosed Parking Spaces:		
# Dwelling Units:		
Building Height		

FLOOD MAP INFORMATION REQUEST FORM



EG264

pnz@ci.alamogordo.nm.us

1376 E. 9th Street
Alamogordo, NM 88310
575-439-4220

Date Received: _____

Fee \$85

Receipt #: _____

8 1/2" X 11" Scaled Site Plan Required for New Construction

ALL of the following information is required for accurate flood map information. Turnaround time is typically three business days. You may either pick up the letter once it is complete or we will email it to you after payment is made. If you have any questions, please call the Planning & Zoning Division at (575) 439-4220. Requests can be emailed to pnz@ci.alamogordo.nm.us

DATE OF REQUEST: _____

PROPERTY ADDRESS: _____

LEGAL DESCRIPTION: _____

(Example: Lot 123, Block 123, Mountain Subdivision, Unit 123)

NOTE: Legal descriptions may be found on Warranty Deeds, Mortgages, Tax Records, or acquired from the Otero County Assessor.

NAME TO BE PUT ON LETTER/ELEVATION CERTIFICATE _____

REQUESTOR: _____

REQUESTOR CONTACT INFORMATION (Address, Phone, and/or Email): _____

CHECK APPLICABLE INFORMATION:

New Construction Existing Building Remodel/Addition Accessory Structure Ground-Mounted Solar Other - _____

Residential Building Non-Residential Building Vacant Lot

Special Instructions: _____

FLOOD MAP INFORMATION REQUEST FORM

FOR OFFICE USE ONLY

Date: _____ Zone: _____ Elevation: _____ Panel No. _____

Map Panel Date: December 17, 2010, Datum: NAVD '88 Letter #: FEMA-_____

Comments: _____



State of New Mexico – Construction Industries Division
Multi Purpose State Building Application

Santa Fe 2550 Cerrillos Rd, Santa Fe NM 87505 505-476-4700
Albuquerque 5500 San Antonio NE, Albuquerque NM 87109 505-222-9800
Las Cruces 505 S. Main St. Ste. 103, Las Cruces NM 88004 575-524-6320

Web: <https://www.rld.nm.gov> email: CID.PERMITHelp@state.nm.us

The following information MUST be provided. Any missing information may delay processing.

Date Issued:	Processed by:	Tracking/Permit Number:
Received by: Mail/Walk-in	Check #:	Total Fees: \$
		Bal Due: \$

General Builder Name: _____ License # _____

Application Type: (check box)

Commercial
 Residential
 Public School

Scope of Work:

General Building
 Foundation
 Roofing
 Demolition

Is this project funded by the state or a municipality or a political subdivision of the state? _____

Is this project for a public school or a charter school under the authority of Public School Finance Authority (PSFA)? _____

Is this project federally funded or within tribal lands? _____

Permit contact information:

Property Owner:

First Name _____ Last Name _____

Address:

Street Address _____ City _____ State _____ Zip Code _____

Email Address: _____

Phone: () _____

Contractor:

First Name _____ Last Name _____

Address:

Street Address _____ City _____ State _____ Zip Code _____

Email Address: _____

Phone: () _____

Design Professional:

First Name _____ Last Name _____

Address:

Street Address _____ City _____ State _____ Zip Code _____

Email Address: _____

Phone: () _____

Type of Construction

I	II	III	IV	V	A	B
---	----	-----	----	---	---	---

Occupancy Group (Residential)

R-3	S-2	U
-----	-----	---

Occupancy Group (Commercial)

A	B	E	F	H	I	M	R	S	U
---	---	---	---	---	---	---	---	---	---

Valuation/Sign Contract: _____

Division

1	2	3	4	5
---	---	---	---	---

Description of work to be performed: _____

Energy Compliance

Prescriptive	Trade-off	Performance	Energy Code Not Applicable
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Climate Zone

1	2	3	4	5	6	7	NA
---	---	---	---	---	---	---	----

Types of Construction

Wood	Metal Frame	Masonry	Adobe	Rammed Earth	Metal Structure	Other
------	-------------	---------	-------	--------------	-----------------	-------

Total Square Footage _____

Fire Sprinklers Apply

YES NO

LP Gas Appliance Apply

YES NO

Plan Review required from following Bureaus:

General Building Modular Electrical Mechanical/Plumbing LP Gas

I hereby state, acknowledge and affirm, under penalty of perjury that, I am an employee of the contractor requesting this permit, the contractor is an active licensed contractor in New Mexico having the appropriate classification for the scope of work to be completed as noted on the permit. I am authorized to request this permit, all information provided in this application is true and correct and accurate, and if issued the permit, the contractor shall fully comply with all requirements of the Construction Industries Licensing Act, its rules, codes and standards in fulfilling all work to be completed pursuant to this permit.

X _____ Date: _____



Commercial Energy Plan Review Checklist 2018 New Mexico Energy Conservation Code

Building ID: _____ Building Conditioned Floor Area: _____ ft² Date: _____

Building Contact: Name: _____ Phone: _____ E-mail: _____

Building Address: _____ State: _____ County: _____ Zip: _____

Climate Zone: 1 2 3 4 5 6&7

Compliance Method (check all that apply); Prescriptive Path Trade-Off Performance Path
NOTE: (Trade-Off or Performance Path approach must attach supporting documentation)

Compliance software Used: NM Trade Off, ResCheck, IECC UA, Other Approved Performance: 2018 ICC ERI

Occupancy Group and Division: _____

Project Type: New Building Existing Building Addition Existing building Renovation

Construction drawings and documentation available. Documentation sufficiently demonstrates energy code compliance per section NMAC 14.5.2, Permits except retain Section C103.2 and C103.6 of the 2018 Commercial International Energy Conservation Code.

HVAC loads calculations that comply with section C407.6 of the IECC:

- Heating system size(s): kBtu: _____
- Cooling system size(s): kBtu: _____

Design Professional / Owner Affidavit (If Applicable):
(Must be completed before submission for request for permit)

I _____ certify that the above commercial structure is designed in accordance with the minimum Energy Conservation requirements of the New Mexico Energy Conservation Code for Commercial Buildings.

Signature (Original) _____ Printed Name: _____

Company Name: _____ Address: _____ City _____ Zip _____

Phone: _____ E-mail: _____

Contractor Affidavit (If Applicable):
(Must be completed before final inspection is requested.)

I _____ certify that to best of my knowledge the above permitted commercial structure is built in accordance with the minimum Energy Conservation requirements of the New Mexico Energy Conservation Code for Commercial Buildings.

Signature (Original) _____ Printed Name: _____

Company Name: _____ Address: _____ City _____ Zip _____

Phone: _____ E-mail: _____

**THE ATTACHED TRC SIGNATURE PAGE MUST BE
INCLUDED ON THE COVER PAGE OF THE PLAN SET
SUBMITTED FOR TRC MEMBER APPROVAL**

CITY OF ALAMOGORDO TECHNICAL REVIEW COMMITTEE

THE TECHNICAL REVIEW COMMITTEE MEMBERS HAVE REVIEWED THE DEVELOPMENT PLANS AND ARE SATISFIED THAT COMMENTS AND CONCERNS HAVE BEEN ADDRESSED TO MEET THE NEEDS OF THE CITY. THE SIGNING OF THE MEMBERS BELOW DOES NOT RELEASE THE DEVELOPER FROM MEETING ANY OTHER REGULATORY REQUIREMENTS AND DOES NOT RELIEVE THE DEVELOPER OF THE REQUIREMENT TO ENSURE THE DEVELOPMENT IS CONSTRUCTED AS REPRESENTED IN THESE DOCUMENTS. THE DEVELOPMENT WILL BE SUBJECT TO ALL APPLICABLE REVIEW, INSPECTIONS, PUNCHLIST AND WARRANTY ITEMS.

PLANNING AND ZONING DEPARTMENT

CITY PLANNER – SIGNATURE PRINTED NAME DATE

FLOODPLAIN ADMINISTRATOR- SIGNATURE PRINTED NAME DATE

PUBLIC WORKS DEPARTMENT

PUBLIC WORKS DIRECTOR- SIGNATURE PRINTED NAME DATE

UTILITIES DEPARTMENT

UTILITIES DIRECTOR – SIGNATURE PRINTED NAME DATE

POLICE DEPARTMENT

CHIEF OF POLICE – SIGNATURE PRINTED NAME DATE

FIRE DEPARTMENT

FIRE CHIEF – SIGNATURE PRINTED NAME DATE
