

**CITY OF ALAMOGORDO
Residential
Checklist**

For Office Use Only
ORN #: _____
Address: _____
Date: _____

- All of the following are required.**
- I. Application for FIRM Letter (FEMA) with 8 ½" x 11" site plan drawn to scale.**
 - II. Two (2) complete sets of plans no smaller than 11x16.**
 - III. This checklist**
 - IV. Zoning Ordinance Review Application**
 - V. Completed State Permit Application**
 - VI. Energy Plan Review Checklist**

Please place an "X" or mark as N/A on each line and submit with plan.

Is this application for: New Single Family Dwelling New Townhouse Dwelling
 New Two Family Dwelling New Multiple Family Dwelling
 New Residential Estates Dwelling

- ___ 1. Lot is in an ***approved and accepted*** subdivision.
- ___ 2. Name, address, phone number and license number of the builder appear on all sheets.
- ___ 3. Street address of property appears on all sheets.
- ___ 4. Height of structure
- ___ 5. Show aggregate size of lots on plans:
 - ___ a. Lots consisting of over ten thousand square feet (10,000sq. ft.) must include the drainage report required by section 8-01-010 of City Ordinances when impervious surfaces exceed sixty percent (60%) of the lot. Show all calculations and percentages of impervious surfaces.
 - ___ b. On lots of three (3) acres or greater, supply drainage report regardless of percentage of impervious surface.
- ___ 6. Lot, block, and subdivision name. If a tract is not in a subdivision, include a complete description (metes and bounds). Site plan must include the entire lot or tract.
- ___ 7. All bearings and dimensions on the lot.
- ___ 8. North arrow and scale.
- ___ 9. Names of adjacent streets developed or undeveloped. Label all easements on the lot to be developed. Provide width of easements.
- ___ 10. Curb, gutter, sidewalks including five foot (5' 0") minimum sidewalk along property lines abutting public streets and parkways shown and labeled with dimensions for widths. All curb cuts must be shown with dimensions. Clear site triangles on corner lots must be shown. All work performed within the Right-of-Way shall comply with all ADA requirements.

___ If a railway is in an area bordered by a bar ditch show all points of access and detail of crossing. Additional design by an engineer may be required.

- ___ 11. Show and label all structures with setback requirements and dimensions, including sheds, accessory buildings, porches, patios, concrete slabs, etc. All dimensions shall be shown from the closest point between any part of the structure and the property lines and other structures located on the property.
 - ___ a. Show a minimum front yard setback of twenty feet (20' 0") or as shown on plat.
 - ___ b. Show a minimum side yard setback of five feet (5' 0") for a single story and seven feet six inches (7'6") for a two-story structure. The minimum side yard setback on a street side of a corner lot is fifteen feet (15'0").
 - ___ c. Show a minimum rear yard setback of twenty percent (20%) of the depth of the entire lot or thirty feet (30'0"), whichever is less.
 - ___ d. Accessory buildings shall be located in the rear yard with a minimum of ten feet (10') from main structure and two feet (2') from side lot line unless it is masonry construction.
- ___ 12. Parking spaces, drives, garages, carports, and other parking areas must be labeled according to use with dimensions shown. Two (2) off-street spaces per dwelling unit must be provided in an "R-2" district.
- ___ 13. Indicate proposed grades for front yard, finished floor and back yard (including ponding areas if provided) with additional grades marked outside property lines, including existing top of curb elevation on adjacent streets. All grading must comply with flood map insurance rate maps (FIRM), where applicable. **[Builder will be required to build a structure in compliance with the FIRM and provide proof of the same].**
- ___ 14. A minimum setback from all property lines and all structures to drainage swales and ponding areas if provided. (For ponding areas show dimensions and depth. Provide expected runoff volume and ponding area volume).
- ___ 15. Cross section of drainage swales and ponding areas.
- ___ 16. Flow arrows and slopes to denote direction of storm water runoff flow.
- ___ 17. **Show the location of ALL utilities on the lot including power, gas, water (location of meter can), and sewer.** Structures shall not be located over gas lines and shall have minimum distances from overhead power lines. Permits for the connection of utilities or excavation in the right-of-way will be required.

CERTIFICATION

I, the property/building owner, or the agent of the property/building owner, certifies that all information required on the checklist is hereby submitted. The information submitted is true and correct to the best of my knowledge and belief.

Date

Signature of Applicant, or Agent for Applicant

Property Street Address

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? _____
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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
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Occupancy Group (Residential)

R-3	S-2	U
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Occupancy Group (Commercial)

A	B	E	F	H	I	M	R	S	U
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Division

1	2	3	4	5
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Valuation/Sign Contract: _____

Description of work to be performed: _____

Energy Compliance

Prescriptive		Trade-off		Performance		Energy Code Not Applicable	
1	2	3	4	5	6	7	NA
Wood	Metal Frame	Masonry	Adobe	Rammed Earth	Metal Structure	Other	

Climate Zone

Types of Construction

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: _____



Residential 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 R103.2 of the 2018 Residential International Energy Conservation Code.

HVAC loads calculations that comply with section R405.6 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 Residential 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 Residential Buildings.

Signature (Original) _____ Printed Name: _____

Company Name: _____ Address: _____ City _____ Zip _____

Phone: _____ E-mail: _____

Notice of Fee Changes as of Jan 1st, 2019

Ordinance 1539, dated Aug 25, 2017, established new or updated fees for services provided by Planning and Zoning Department as follows: (NOTE--all services listed require a permit from State's Construction Industry's (CID) office)

<u>Name</u>	<u>Current Fee</u>	<u>Jan 1st 2019</u>
Accessory Buildings/Carport ¹	\$100	\$75
Annexation ²	\$500*	\$600*
Cell/Comm Towers ¹	\$100	\$75
Certificate of Zoning ³	\$50	\$50
Change of Street Name ²	\$150 – up	\$150 – up
Curb Cuts ⁴	\$30	\$30
Dedication of easement ²	\$300 ea	\$300 ea
Demolition ²	\$50	\$50
Encroachment permits ²	\$150	\$150
Excavation ^{4 or 1}	\$90-\$210	\$90-\$210
Franchise fee	\$3000	\$3000
Foundation repair ³	\$50	\$50
Interior/Exterior Remodel	\$30 ^R /\$100 ^C	\$30 ^R /\$100 ^C
Mobile Home Blocking ¹	\$100	\$50
Re-Zoning/Map change ⁵	\$600 – up*	\$500 – up*
Re-roof ³	\$30	\$30
Signs/Billboards ¹	\$100	\$75
Solar Panels ^{4 or 1}	\$30roof/\$100ground	\$30roof/\$100ground
Special Event Permit ²	\$250-up	\$250 – up
Swimming Pools ¹	\$100	\$100
Window replacement ¹	\$30	\$30
Vacation ²	\$250*	\$250*
Variance	\$300	\$300
Violation Correction	10 X fee	10 X fee
Zoning Review Fees:		
- New Residential/Addition ¹	\$100	\$75
- New Commercial/Addition ^{***5}	\$600*	\$150-\$600*
- Mobile Home/RV Park ^{***5}	\$600*	\$600*
- Sub-division/Replat ^{***2}	\$150 – up	\$150 – up
--Pre-application ¹	\$30	\$0
--Certificate of Survey ¹	\$30	\$30
--New Sub-division ⁵	\$600	\$600
-- Summary Sub-Divide ^{3 or 5}	\$200 – up*	\$200 – up*
-- Reversion to acreage ²	\$200*	\$200*

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Legend:

^R = Residential ^C = Commercial

* – Cancellation of any P&Z action before publication – min \$200 non-refundable fee.

*** – Needs Technical Review Panel (Fire, Eng, P&Z, Parks, Streets, Legal, & PW) - \$450 for full panel (\$75 per department attendee for less than full panel)¹ – Ordinance Review

² – Requires combination of P&Z Staff time, postage, publication, COA staff time.

³ – Minimum of one hour P&Z Staff time

⁴ – Minimum fee charged and requires minimal processing time.

⁵ – Fee includes Technical Review Panel, P&Z and COA staff time, postage and publication

Please contact Planning and Zoning Department with questions or concerns at 439-4204.