

CITY OF ALAMOGORDO
Ordinance Plan Review
Commercial

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

- All of the following are required for Ordinance Plan Review:**
- I. Application for FIRM Letter (FEMA) with 8 1/2" x 11" site plan drawn to scale.**
 - II. Three (3) complete sets of plans**
 - III. This checklist**
 - IV. Zoning Application**
 - V. Completed State Permit Application**

It is preferable that all items below appear on site plan.
Please place an "X" or mark as N/A on each line and submit with plan.
Plans shall contain at a minimum:

Is this application for: Demolition Fence Foundation Repair/ Foundation Only Re-Roof Interior Remodel that does not involve a change in use. (If so take application immediately to supervisor. If not, continue with checklist.)

- ___ 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. Provide plot plan showing:
 - ___ a. Existing ground elevations, and/or contours. Proposed finish grade elevations and finish floor elevations, flow line and top curb elevations on adjacent streets and elevations of adjacent alleys where alleys are provided.
 - ___ b. Show proposed improvements and the disposition of surface runoff.
 - ___ c. Provide drainage report based on the ten- year storm, showing pre-developed and developed runoff conditions.
 - ___ d. On-site storm water detention or retention required if impervious surfaces will exceed sixty (60) percent of developed lot area.
 - ___ e. Drainage requirements or internal street construction providing for flood drainage
 - ___ f. Provide grading and drainage plan with:
 - ___ 1. Existing ground elevations, and/or contours.
 - ___ 2. Proposed finish grade elevations, including building pads, street grades, top of curb and flow line elevations.
 - ___ 3. Provide drainage report for the project based on the ten-year and fifty-year storm.
 - ___ 4. Where internal street design are used within the development the design shall accommodate fifty-year storm runoff within curbs overtopped not more than six (6) inches at full development.
 - ___ 5. Building pads shall be elevated no less than six (6) inches above the fifty – year storm runoff elevation, or not less than one (1) foot above the curb line, which ever is greater.
- ___ 5. All bearings and dimensions on lot.
- ___ 6. North arrow and scale.
- ___ 7. Names of adjacent streets developed or undeveloped. Label easements on the lot to be developed. Provide width of easements.

- _____ 8. 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 corners must be included. All work within the City right-of-way shall comply with the City of Alamogordo Technical Standards and the ICC/ANSI A 117.1-2003.
- _____ 9. Show and label all structures with set back 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 zero (0'0"). NOTE: SPECIAL SETBACK REQUIREMENTS MAY APPLY FOR CONSTRUCTION ON WHITES SANDS, FIRST STREET, SCENIC DRIVE, FLORIDA AVENUE, INDIAN WELLS ROAD, AND TENTH STREET.
 - _____ b. Show minimum side yard set back on street side corner lot of five feet (5' 0"). NOTE: SPECIAL SETBACK REQUIREMENTS MAY APPLY ON TRACTS OR LOTS ABUTTING RESIDENTIAL DISTRICTS.
 - _____ c. Show minimum rear yard set back from alley of five feet (5' 0"), eight feet (8'0") if electric lines on that side of alley.
- _____ 10. Parking plan showing dimension for all parking spaces, drives, garages and covered parking areas must be labeled according to use, with dimensions shown at a ratio equal to or greater than that required for the zoning district (3:1). Handicapped parking locations must be labeled and conform to adopted accessibility codes. Show traffic flow, location of curb cuts and driveways. A separate curb cut permit issued by the city will be required.
- _____ 11. Indicate proposed grades for front yard, finished floor and back yard (including ponding areas if provided) with additional graded marked out side property lines, including existing top of curb elevations on adjacent streets. All grading must comply with flood insurance rate maps (FIRM), where applicable. **[Builder will be required to build structure in compliance with the FIRM and provide proof of same].**
- _____ 12. Minimum set back from all property lines and all structures to drainage swales and ponding areas if provided. (For ponding areas show dimensions and depth. Provide expected run-off volume and ponding area volume).
- _____ 13. Cross section of drainage swales and ponding areas.
- _____ 14. Flow arrows and slopes to denote direction of storm water runoff flow.
- _____ 15. Provide outdoor lighting plan on site plan or separate drawing which conforms to the provisions of Chapter 31 of the Alamogordo Code of Ordinances.
- _____ 16. Show location of EXISTING utilities on the lot including power, gas, water 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.
- _____ 17. Show location of required backflow preventers, listing type and model on plans.

CERTIFICATION

I, the property/building owner, or the agent of the property/building owner, certifies that all information required on the check list 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