

**CITY OF ALAMOGORDO**  
**Ordinance Plan Review**  
**Residential**

<b>For Office Use Only</b>
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:**  **Foundation Repair/ Foundation Only**  **Demolition**  **Fence**  **Re-Roof**  **Interior Remodel?** (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 appear on all sheets.
- \_\_\_ 4. Height of structure.
- \_\_\_ 5. Show aggregate size of lot on plans.
  - \_\_\_ a. Lots consisting of over ten thousand square feet must include the drainage report required by Section 8-01-010 of the City Ordinances when impervious surfaces exceed 60% of lot. Show all calculations and percentage of impervious surfaces.
  - \_\_\_ b. On lots 3 acres or greater, supply drainage report regardless of percentage of impervious surface.
- \_\_\_ 6. Lot, block, and subdivision name. If a tract is not a legal lot 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 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 corners must be included. All work performed in the Right-of-Way shall comply with all ADA requirements.
  - \_\_\_ a. If roadway is in an area bordered by a bar ditch show all points of access and detail of crossing. Additional design by engineer may be required.

- \_\_\_ 11. 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 any other structures located on the property.
  - \_\_\_ a. Show a minimum front yard setback of twenty-five feet (25' 0").
  - \_\_\_ b. Show minimum side yard set back 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 set back on street side of a corner lot of fifteen feet (15' 0").
  - \_\_\_ c. Show minimum rear yard set back 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 10' from main structure and 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 parking 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 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].**
- \_\_\_ 14. 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).
- \_\_\_ 15. Cross section of drainage swales and ponding areas.
- \_\_\_ 16. Flow arrows and slopes to denote direction of storm water runoff flow.
- \_\_\_ 17. Show location of proposed and 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.

**CERTIFICATION**

**I, the property/building owner, or the agent of the property/building owner, certify 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