



# 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. City staff will no longer perform curb cuts, effective September 2023. The property owner must hire a licensed contractor to perform the curb cut. All curb cuts must comply with current ADA Standards. Curb cuts are not allowed in mountable curbs.
2. A non-refundable administration fee of \$60 is due at time of application. This fee covers review of the application and site plan.
3. A site plan must be attached to this application. The site plan shall include property address, North arrow, water meter can location and dimensions to identify location of curb cut. If meter cans will be located in the curb cut area, the meter cans and lids must be traffic-rated. No meter cans are allowed in the curb ramps.
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 has been marked. Permit applications will not be reviewed prior to location being marked.
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. Upon permit approval, applicant can have contractor perform the work. 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.
8. Applicant will notify the city at [publicworks@ci.alamogordo.nm.us](mailto:publicworks@ci.alamogordo.nm.us) or by phone when the curb cut, and final concrete and cleanup work is ready for re-inspection by city.
9. A reinspection fee of \$30 will be charged.

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

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

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

## CURB CUT RATES / GUIDELINES

**Effective September 2023**, curb cuts are required to be performed by a licensed contractor. Applicant is required to follow the steps outlined on the Curb Cut Application Form.

### 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 meter cans will be located in the curb cut area, the meter cans and lids must be traffic-rated. No meter cans are allowed in the curb ramps. **Property owner agrees to take responsibility for each of these requirements and will have all issues addressed prior to the Curb Cut Permit expiration date.**

### 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.

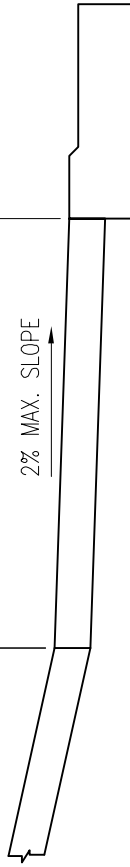
**I have read and agree to the outlined guidelines.**

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

\_\_\_\_\_  
**Date**

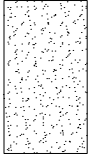
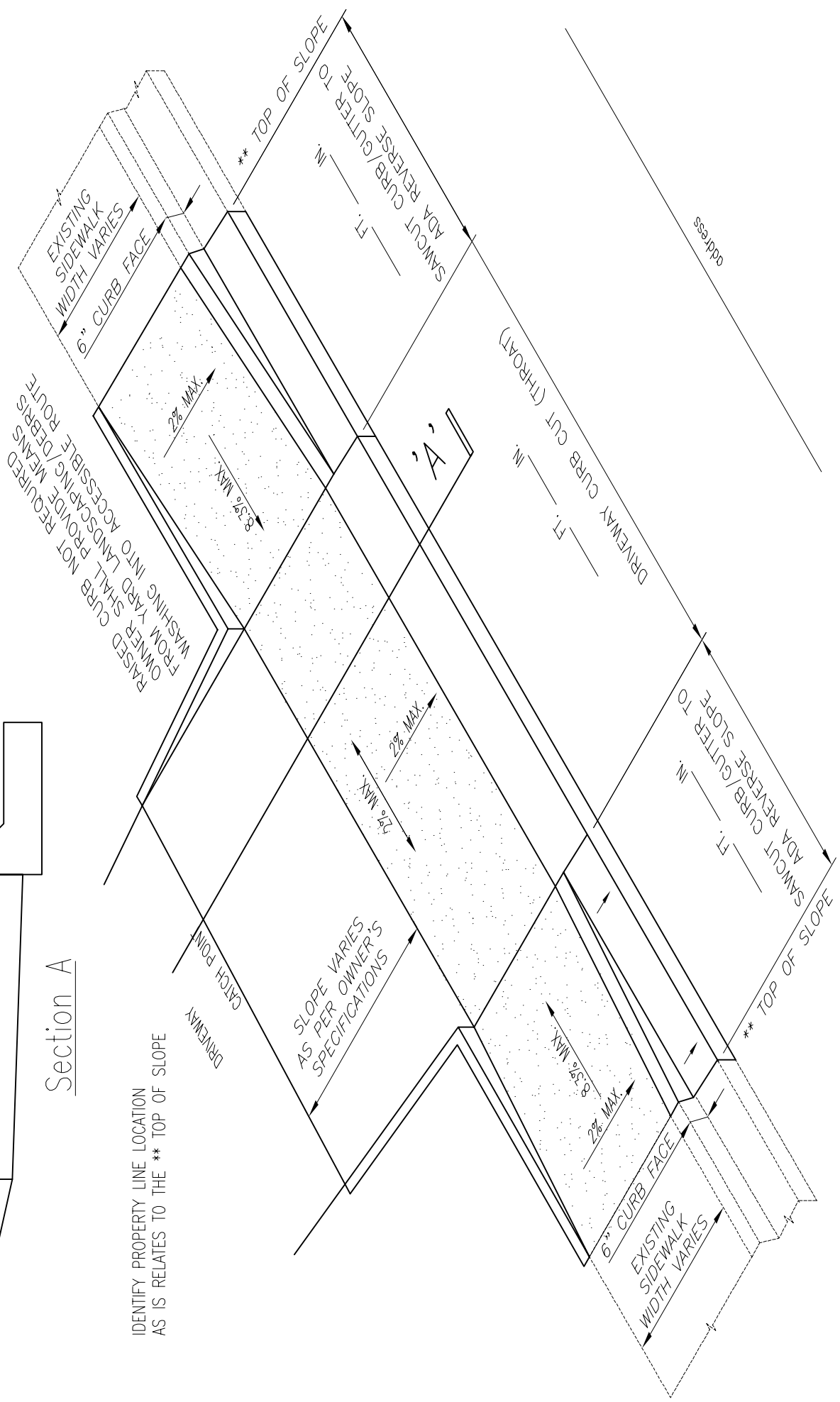
\_\_\_\_\_  
**Printed Name of Property Owner or Designee**

SLOPE VARIES AS PER OWNER'S SPECIFICATIONS  
 4'-0"  
 PEDESTRIAN ACCESSIBLE ROUTE MATCH WIDTH OF EXISTING SIDEWALK SHALL NOT BE NARROWER THAN  
 2% MAX. SLOPE



Section A

IDENTIFY PROPERTY LINE LOCATION AS IS RELATES TO THE \*\* TOP OF SLOPE



PEDESTRIAN ACCESSIBLE ROUTE

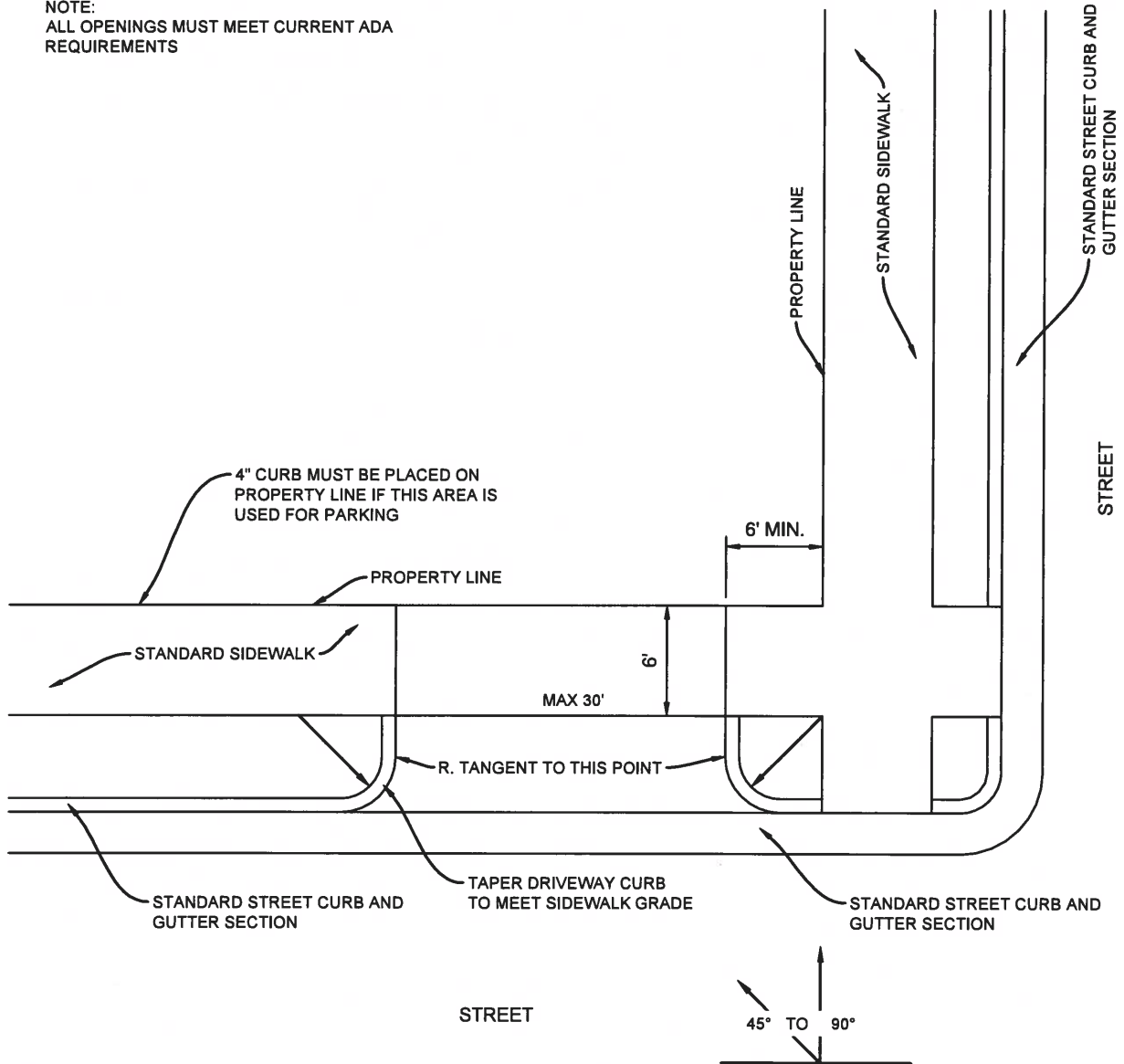
DRIVEWAY CURB CUT

THE  
STANDARD DETAILS  
FOR  
CONSTRUCTION OF SIDEWALKS,  
DRIVEWAYS, CURBS, AND GUTTERS  
IN THE

CITY OF ALAMOGORDO

ORDINANCE 393

NOTE:  
ALL OPENINGS MUST MEET CURRENT ADA  
REQUIREMENTS



**SINGLE DRIVEWAY**

DERIVED FROM PLATE No. 1 ORDINANCE 393 ADOPTED APRIL 11, 1967

SCALE: NOT TO SCALE

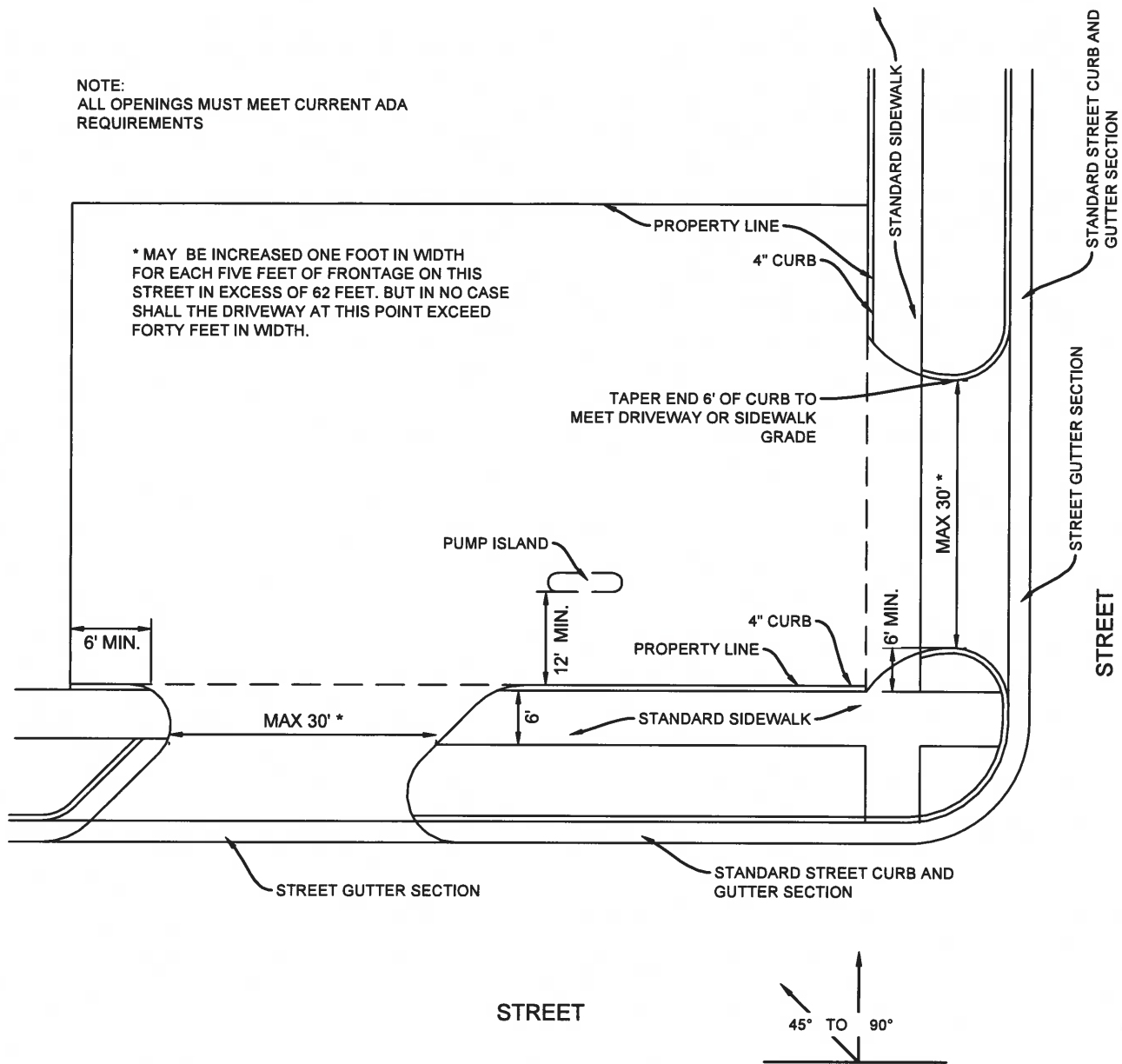


**CITY OF ALAMOGORDO  
TECHNICAL STANDARD DRAWINGS**

**SINGLE DRIVEWAY**

ISSUE DATE	FEB. 2023
ORDINANCE NO.	393
REVISION DATE	----
SHEET NO.	R-17

NOTE:  
ALL OPENINGS MUST MEET CURRENT ADA  
REQUIREMENTS



\* MAY BE INCREASED ONE FOOT IN WIDTH  
FOR EACH FIVE FEET OF FRONTAGE ON THIS  
STREET IN EXCESS OF 62 FEET. BUT IN NO CASE  
SHALL THE DRIVEWAY AT THIS POINT EXCEED  
FORTY FEET IN WIDTH.

TAPER END 6' OF CURB TO  
MEET DRIVEWAY OR SIDEWALK  
GRADE



**DOUBLE ENTRANCE**

DERIVED FROM PLATE No. 2 ORDINANCE 393 ADOPTED APRIL 11, 1967

SCALE: NOT TO SCALE

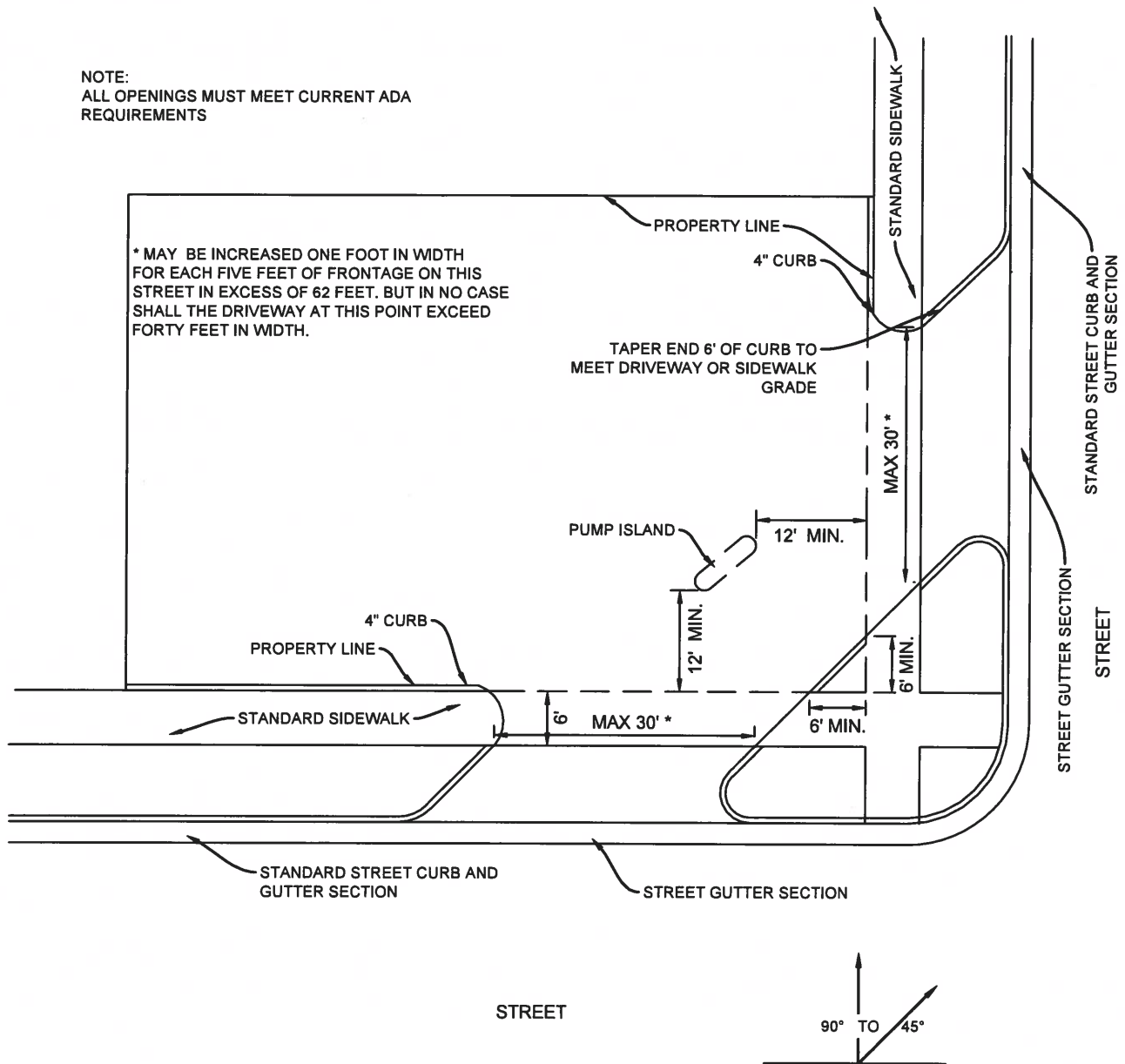


**CITY OF ALAMOGORDO  
TECHNICAL STANDARD DRAWINGS**

**DOUBLE ENTRANCE**

ISSUE DATE	FEB. 2023
ORDINANCE NO.	393
REVISION DATE	
SHEET NO.	R-18

NOTE:  
ALL OPENINGS MUST MEET CURRENT ADA  
REQUIREMENTS



**CORNER ENTRANCE**

DERIVED FROM PLATE No. 3 ORDINANCE 393 ADOPTED APRIL 11, 1967

SCALE: NOT TO SCALE



**CITY OF ALAMOGORDO  
TECHNICAL STANDARD DRAWINGS**

**CORNER ENTRANCE**

ISSUE DATE:  
**FEB. 2023**

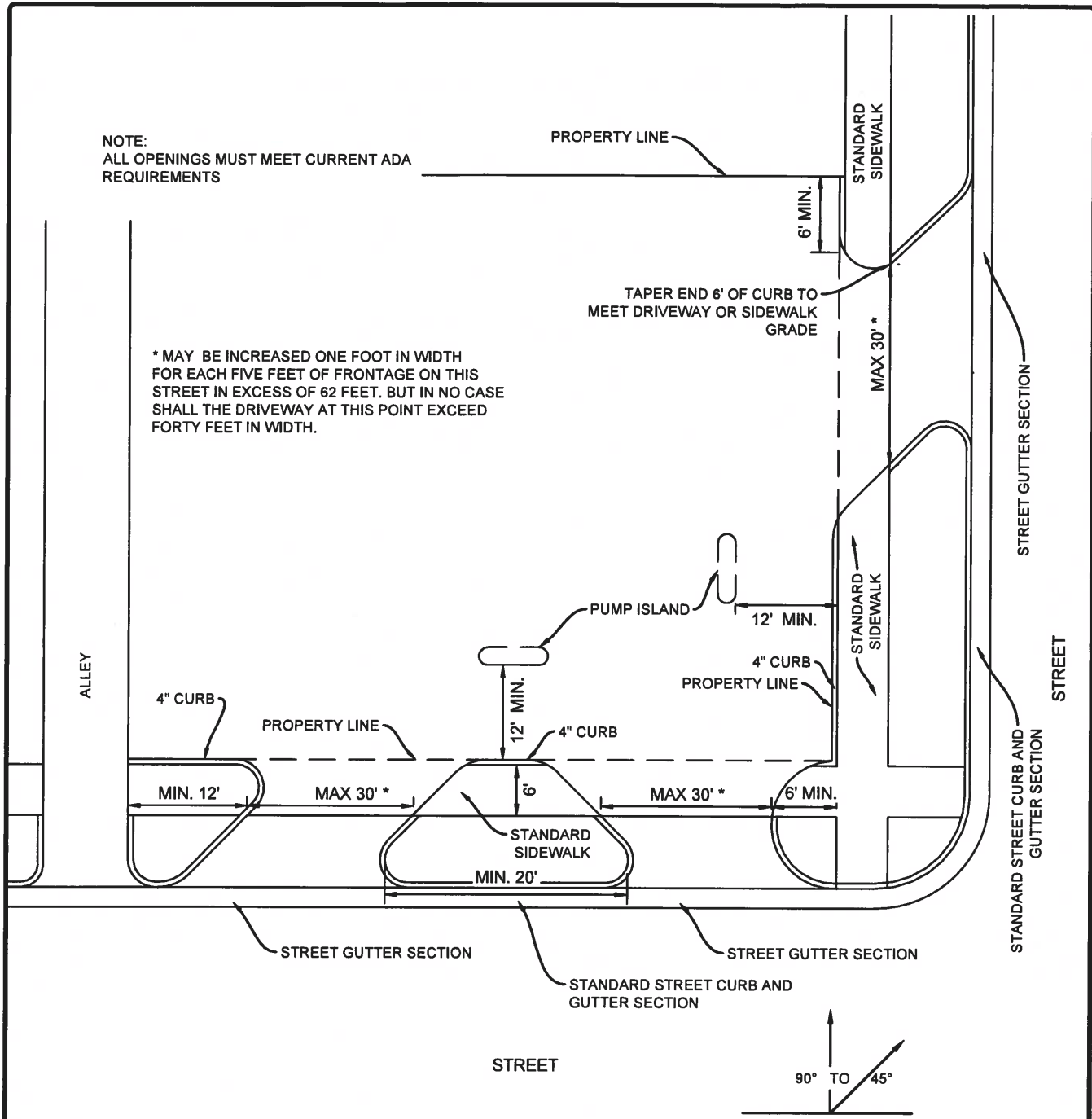
ORDINANCE NO:  
**393**

REVISION DATE:  
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SHEET NO:  
**R-19**

NOTE:  
ALL OPENINGS MUST MEET CURRENT ADA  
REQUIREMENTS

\* MAY BE INCREASED ONE FOOT IN WIDTH  
FOR EACH FIVE FEET OF FRONTAGE ON THIS  
STREET IN EXCESS OF 62 FEET. BUT IN NO CASE  
SHALL THE DRIVEWAY AT THIS POINT EXCEED  
FORTY FEET IN WIDTH.



**MULTIPLE DRIVES**

DERIVED FROM PLATE No. 4 ORDINANCE 393 ADOPTED APRIL 11, 1967

SCALE: NOT TO SCALE



**CITY OF ALAMOGORDO  
TECHNICAL STANDARD DRAWINGS**

**MULTIPLE DRIVES**

ISSUE DATE:  
**FEB. 2023**

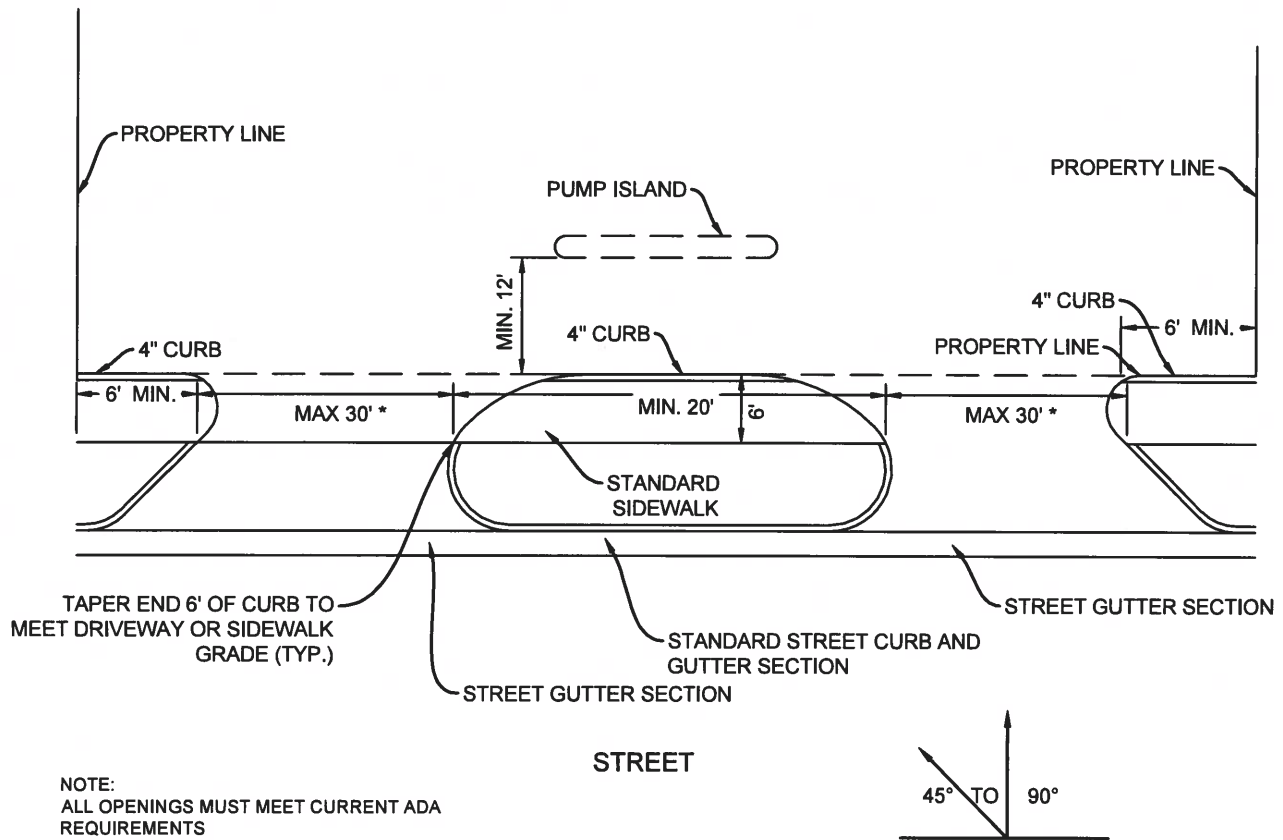
ORDINANCE NO:  
**393**

REVISION DATE:  
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SHEET NO:  
**R-20**



\* THIS DISTANCE MAY BE INCREASED ONE FOOT IN WIDTH FOR EACH FIVE FEET. ISLAND EXCESS TWENTY FEET BUT IN NO CASE SHALL THE DRIVEWAY AT THIS POINT EXCEED FORTY FEET IN WIDTH.



**SINGLE FRONTAGE**

DERIVED FROM PLATE No. 5 ORDINANCE 393 ADOPTED APRIL 11, 1967

SCALE: NOT TO SCALE



**CITY OF ALAMOGORDO  
TECHNICAL STANDARD DRAWINGS**

**SINGLE FRONTAGE**

ISSUE DATE  
**FEB. 2023**

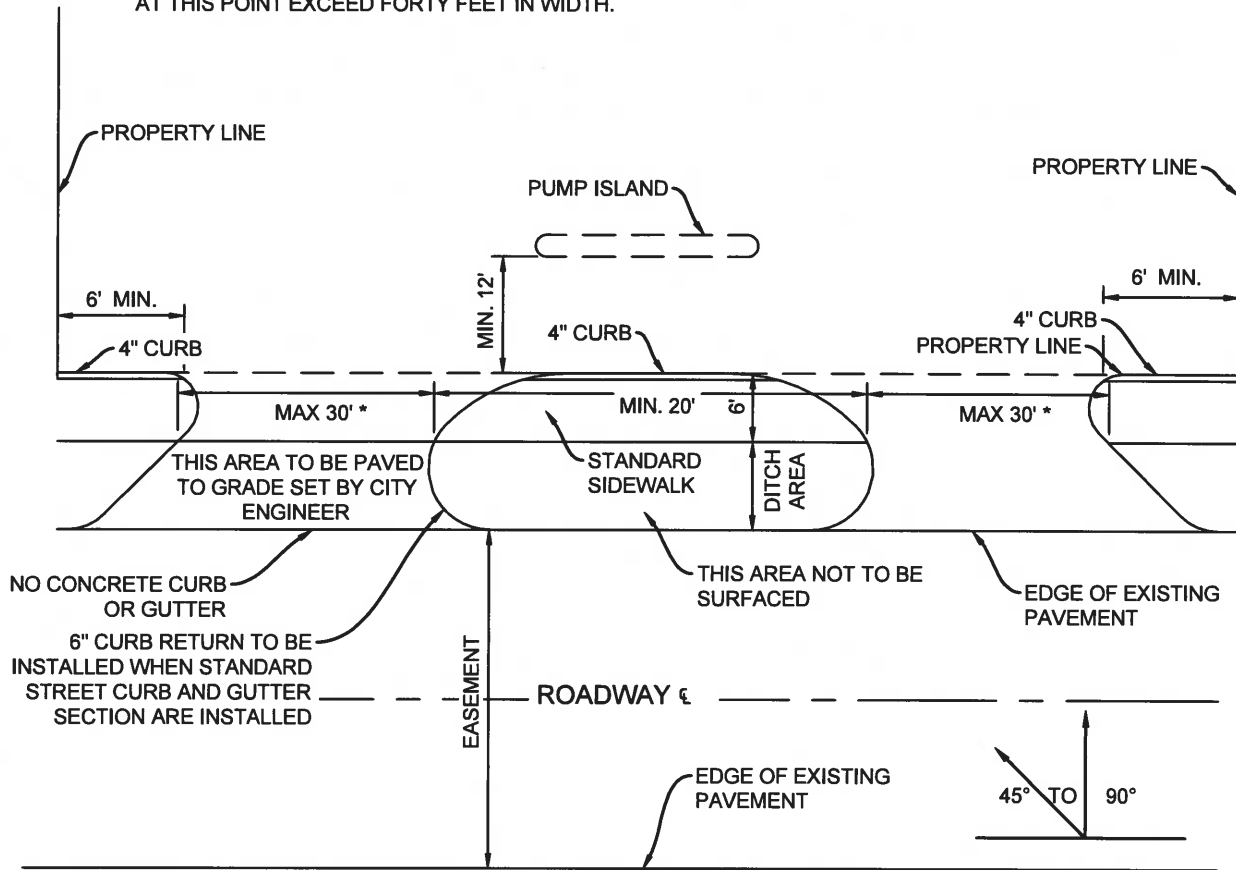
ORDINANCE NO.  
**393**

REVISION DATE  
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SHEET NO.  
**R-21**

\* THIS DISTANCE MAY BE INCREASED ONE FOOT IN WIDTH FOR EACH FIVE FEET. ISLAND EXCESS TWENTY FEET BUT IN NO CASE SHALL THE DRIVEWAY AT THIS POINT EXCEED FORTY FEET IN WIDTH.

NOTE:  
ALL OPENINGS MUST MEET CURRENT ADA REQUIREMENTS



**UNCURBED FRONTAGE ON PAVED ROADWAY**  
DERIVED FROM PLATE No. 6 ORDINANCE 393 ADOPTED APRIL 11, 1967

SCALE: NOT TO SCALE



**CITY OF ALAMOGORDO  
TECHNICAL STANDARD DRAWINGS**

UNCURBED FRONTAGE ON PAVED ROADWAY

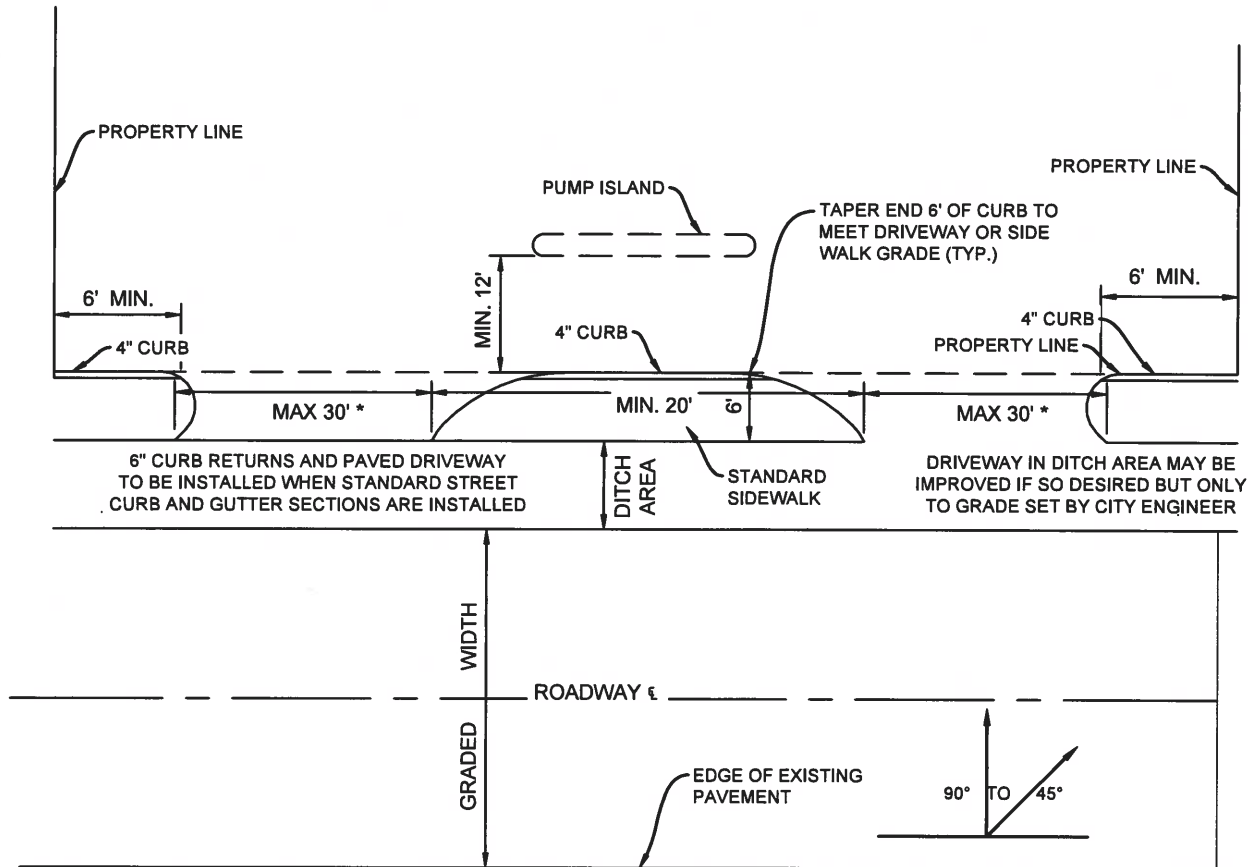
ISSUE DATE:  
FEB. 2023

ORDINANCE NO:  
393

REVISION DATE:  
---

SHEET NO:  
R-22

NOTE:  
ALL OPENINGS MUST MEET CURRENT ADA  
REQUIREMENTS



\* THIS DISTANCE MAY BE INCREASED ONE FOOT IN WIDTH, FOR EACH FIVE FEET ISLAND EXCEEDS TWENTY FEET BUT IN NO CASE SHALL DRIVEWAY AT THIS POINT EXCEED FORTY FEET IN WIDTH

**UNCURBED FRONTAGE UNPAVED ROADWAY**  
DERIVED FROM PLATE No. 7 ORDINANCE 393 ADOPTED APRIL 11, 1967

SCALE: NOT TO SCALE



**CITY OF ALAMOGORDO  
TECHNICAL STANDARD DRAWINGS**

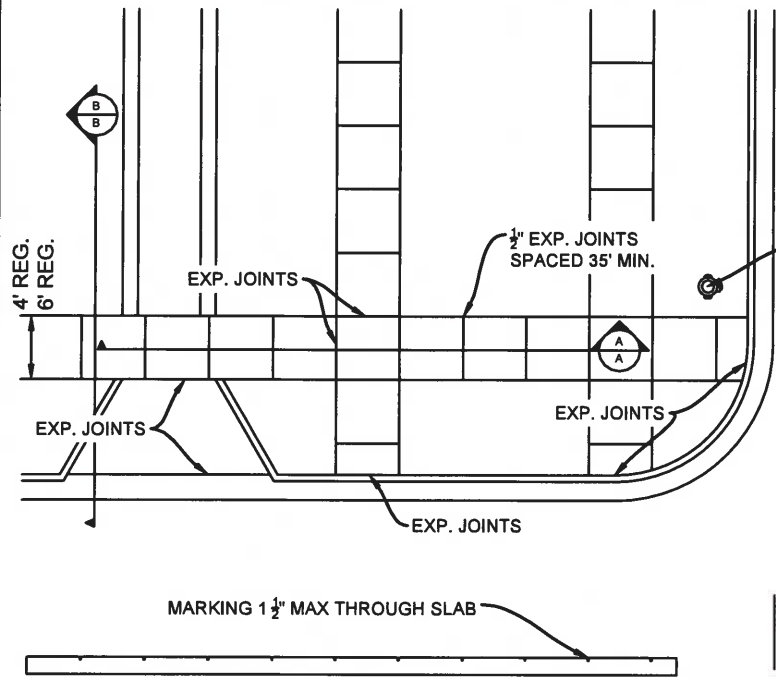
**UNCURBED FRONTAGE UNPAVED ROADWAY**

ISSUE DATE  
**FEB. 2023**

ORDINANCE NO  
**393**

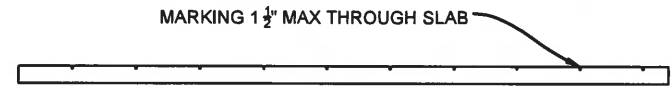
REVISION DATE

SHEET NO  
**R-23**



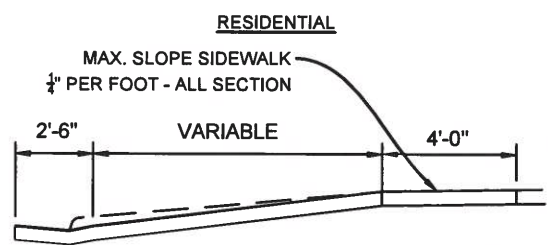
NOTE:  
ALL OPENINGS MUST MEET CURRENT ADA REQUIREMENTS

FIRE HYDRANT AND POWER POLE MUST HAVE 1" EXPANSION JOINT WHEN ENCLOSED IN CONCRETE

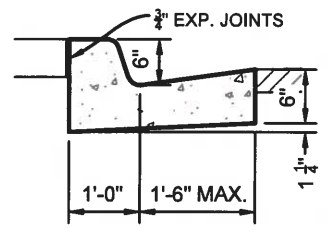
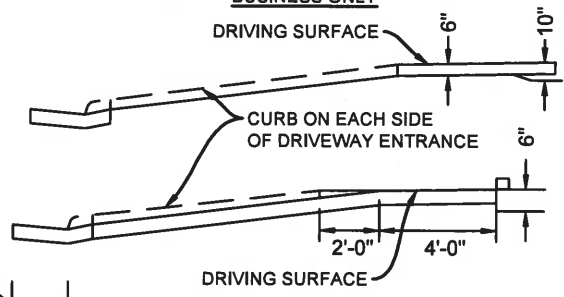


SECTION A-A

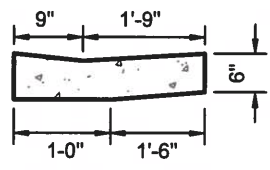
SECTION B-B



BUSINESS ONLY



STREET CURB & GUTTER DETAIL



STREET GUTTER DETAIL

DOWELLED CONSTRUCTION JOINT IF CURB IS SEPARATE FROM DRIVE

DRIVEWAY RETURN CURB

SLOPED

SIDE WALK

ROADWAY

**CONSTRUCTION DETAILS**

DERIVED FROM PLATE No. 8 ORDINANCE 393 ADOPTED APRIL 11, 1967

SCALE: NOT TO SCALE



**CITY OF ALAMOGORDO  
TECHNICAL STANDARD DRAWINGS**

**CONSTRUCTION DETAILS**

ISSUE DATE	FEB. 2023
ORDINANCE NO.	393
REVISION DATE	----
SHEET NO.	R-24

## ARTICLE 8-05. - DRIVEWAY, CURB AND GUTTER CONSTRUCTION

*Footnotes:*

--- (4) ---

**State Law reference**— Authority to adopt, N.M.S.A. § 3-17-6A(8).

## 8-05-010. - Definitions.

As used in this article, the following terms shall have the meanings ascribed to them in this section, unless such meanings would be inconsistent with the manifest intent of the city commission, be repugnant to the context of the provisions or the context clearly requires otherwise.

*Inner curbing* shall mean only that portion of the curbing required in this article along driveways and not constituting the curbing which borders and marks the margin of the street designated and constructed for vehicular traffic.

*Street curb or combination street, curb and gutter* shall mean the portion of concrete curbing and structure which borders and marks the margin of the street designated and constructed for vehicular traffic.

(Code 1960, § 9-7-4; Ord. No. 393, 4-11-67; Ord. No. 1003, § 49, 3-25-97)

**Cross reference**— Rules of construction and definitions generally, § 1-01-020.

## 8-05-020. - Permit—Required.

It shall be unlawful for any person to construct, reconstruct, alter, remove and/or replace any curb or curb and gutter on any public property within the city without first having obtained from the building inspector a permit to do so. All such construction, reconstruction, alteration, removal or replacement shall be under the supervision of the building inspector and in accordance with the plans and specifications of the city.

(Code 1960, § 9-7-1; Ord. No. 393, 4-11-67)

**Cross reference**— Licenses and miscellaneous business regulations, Ch. 17.

## 8-05-030. - Same—Application; issuance.

- (a) Before a permit required by section 8-05-020 shall be issued, an application therefor shall be made in writing with a plan made a part of such application showing the location, design and layout of the proposed improvements by the abutting property owner or his duly authorized agent.
- (b) When such written application and plan has been duly submitted and the fee hereinafter required is paid, the code official shall issue a permit for such improvements, provided the plan showing the location, design and layout shall conform with the basic standards, details and designs referred to in this article.

(Code 1960, § 6-11-3; Ord. No. 552, 1-11-77; Ord. No. 1003, § 51, 3-25-97; Ord. No. 1340, § 3, 8-11-08)

## 8-05-040. - Permit fee.

Type I minimum permit fee shall be charged by the city at the time an application for a permit as required in this article is made, which sum shall be paid into the general fund of the city.

(Code 1960, § 9-7-3; Ord. No. 393, 4-11-67; Ord. No. 1003, § 52, 3-25-97; Ord. No. 1114, § 18, 3-27-01; Ord. No. 1321, § 34, 2-12-08)

8-05-050. - Option to construct.

- (a) In those cases where the street, curb and gutter has not been constructed in place when application for a permit as provided in section 8-05-020 is made, and the city engineer has established or can establish the location and grade of such street curb and gutter, then the person making such application shall have the option of constructing such street, curb and gutter according to the provisions of this article, or of omitting the construction of such street curb and gutter until such time as the street curb and gutter along such block is constructed by or at the instance of the city. In the event the applicant decides not to construct that portion of the street curb and gutter abutting his property, then all of the inner curbing required by this article which lies between the outer edge of the sidewalk and the location of the street curb shall also be omitted.
- (b) In those cases where the grade and location of the street curb and gutter cannot be established because of existing conditions, then the street curb and gutter and that portion of the inner curbing lying between the outer edge of the sidewalk and the street curb must be omitted until such time as the remaining street curb and gutter along such block is constructed by or at the instance of the city.

(Code 1960, § 9-7-5; Ord. No. 393, 4-11-67; Ord. No. 1003, § 53, 3-25-97)

8-05-060. - Layout and design.

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 the "Standard Details for Construction of Driveways, Curbs and Gutters in the City of Alamogordo," hereby in all things adopted and approved and which is made a part of this article, designated as Plates 1, 2, 3, 4, 5, 6, 7 and 8 and on file in the office of the code official.

(Code 1960, § 9-7-6; Ord. No. 393, 4-11-67; Ord. No. 1003, § 54, 3-25-97; Ord. No. 1340, § 3, 8-11-08)

8-05-070. - Inner curbs.

Where sidewalks are to be adjacent to an off-street parking area, a concrete inner curb must be built to separate the parking area from the sidewalks. This inner curb must be at least four (4) inches in width and extend a minimum of four (4) inches above the driving surface and a minimum of six (6) inches below the driving surface. The sidewalk may be used as this curb, provided the sidewalk extends a minimum of four (4) inches above the driving surface and has a minimum width of six (6) feet.

(Code 1960, § 9-7-7; Ord. No. 393, 4-11-67; Ord. No. 1003, § 55, 3-25-97)

8-05-080. - Steps.

The contractor or other person shall not construct any step or offset in any sidewalk outside the property lines, except where certain conditions necessitate such step or offset and then only at the instance of written instructions from the building inspector. Where such step or offset is likely to occur, the contractor shall notify the building inspector before constructing the same.

(Code 1960, § 9-7-8; Ord. No. 393, 4-11-67; Ord. No. 1003, § 56, 3-25-97)

#### 8-05-090. - Driveways.

All driveways into private property must be paved from the street curblineline to property line. They shall be constructed as shown on the standard details adopted by section 8-05-060.

(Code 1960, § 9-7-9; Ord. No. 393, 4-11-67; Ord. No. 1003, § 57, 3-25-97)

#### 8-05-100. - Ramps for handicapped required.

Whenever any curbing on a public street, road or highway is constructed, repaired or remodeled, ramps shall be installed at any intersection having curbs or other barriers to entry onto the street or road from a sidewalk.

(Code 1960, § 9-7-13; Ord. No. 597, § 1, 10-23-79; Ord. No. 1003, § 58, 3-25-97)

#### 8-05-110. - Responsibility of contractor.

The contractor or other person in charge of work within the scope of this article, shall familiarize himself with all provisions of the article covering such work and may, upon request, receive explanations and instructions pertaining to the provisions of this article from the code official. At all the times and periods during which any work under this article is being performed and until such work is completed and accepted and approved by the code official, the contractor shall place and maintain all necessary barriers and other safeguards, including watchmen if necessary, upon and around the work for the prevention of accidents, and at night he shall place, maintain and keep suitable and sufficient lights and flares to warn of the obstructions and hazards; and the person doing such work under a permit issued under this article shall and will indemnify and save harmless the city from and against any and all actions and claims and against all costs, damages and expense to which the city may be put by reason of any injury or alleged injury to any person or property resulting or occasioned by any act, negligence, carelessness or want of skill in connection with or in the conduct of any of such work, or in guarding the same, or from any improper methods, tools, implements or materials used in its prosecution or by or on account of any alleged act or omission whatever of the contractor or his agents, employees or servants; and the contractor and the person doing such work under the permit as herein provided for shall well and truly make payment of any and all sums so recovered against the city in any suit or suits on account of such alleged injuries to which the city may be made a party, together with all such costs, damages and expenses as may be suffered by the city, all in such manner as to save the city whole and harmless from all such actions or claims.

(Code 1960, § 9-7-11; Ord. No. 393, 4-11-67; Ord. No. 1003, § 59, 3-25-97; Ord. No. 1340, § 3, 8-11-08)

#### 8-05-120. - Exceptions.

- (a) The provisions of this article shall not apply to the construction of any public works by or at the instance of the city on any public property, but it shall be the policy of the city to construct all public works consistent with the provisions of this article except in those cases where the city commission shall find it necessary in the public interest to vary therefrom.
- (b) The provisions of this article shall apply only to the street area abutting the lot or lots on which the improvements or set of improvements comprising the component unit or units of a separate individual house, apartment or business with and including all appurtenant structures and areas used in connection therewith and as a part thereof; and, in those cases where an application for a permit is made for improvements on land, or addition or alteration to improvements already situated on land, not subdivided or platted into the desired ultimate devisable units or lots hereof, then the applicant shall show on the plan submitted with the application required by this article, the proposed boundaries of the individual tract of land on which such improvements with all appurtenant structures and areas comprise the whole of the separate house, apartment or business, and such tract as shown on the plan shall constitute the "abutting property" within the meaning and scope of this article.
- (c) Where the city commission finds that extraordinary hardships may result from strict compliance with the regulations of this article, it may vary the regulations in specific cases so that substantial justice may be done and the public interest secured; provided that such variation shall not have the effect of nullifying the intent and purpose of the regulations. Prior to granting any variance from strict compliance with the regulations of this article, the planning and zoning commission of the city shall hold a public hearing and make its recommendation to the city commission. Fifteen (15) days notice of the public hearing shall be given by publication in a newspaper of general circulation within the municipality, and similar notice of the public hearing shall be mailed by first class mail to the owners, as shown by the records of the county assessor, of the lots or land within the area of the property for which the hardship variance is requested, and within two hundred (200) feet, excluding public right-of-way, of such area. An applicant for a hardship variance shall pay applicable fees under section 2-01-030(h) and (j) of this Code.

(Code 1960, § 9-7-12; Ord. No. 393, 4-11-67; Ord. No. 634-81, § 1, 9-22-81; Ord. No. 734, § 3, 8-23-88; Ord. No. 1003, § 60, 3-25-97)