

**Staff Use Only**

|                   |  |                        |  |
|-------------------|--|------------------------|--|
| <b>Case No. :</b> |  | <b>Related Cases :</b> |  |
|-------------------|--|------------------------|--|



**CITY OF SUNLAND PARK  
COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT**

950 McNutt Rd. - Sunland Park, NM 88063  
Ph: (505) 589-3631, Fax: (505) 589-7481

**DEVELOPMENT APPLICATION FORM**

The completeness of this application, which includes accompanying plans, shall be subject to the review of the Planning Department and Development Review Committee. This application is used for a variety of application processes and not all items may apply to your project. If you feel a Requirement is not applicable to your project, write "N/A." If you have any questions while completing this application, please ask a member of the Planning Department for assistance. Incomplete applications will not be accepted (or the process may be delayed.) **(PLEASE PRINT OR TYPE)**

**Planning & Zoning Commission**

**\*\*\*submission of application and fee does not guarantee approval\*\*\***

|   |   |  |
|---|---|--|
| <b>Zoning</b>                                       |   |  |
| <input type="checkbox"/>                            | Change of Zone/Rezoning   | <b>\$600.00</b>                        |
| <input type="checkbox"/>                            | Conditional Use Permit  | <b>\$600.00</b>                        |
| <input type="checkbox"/>                            | Special Use Permit  | <b>\$600.00</b>                        |
| <b>Wireless Telecommunications Facilities (WTF)</b> |   |  |
| <input type="checkbox"/>                            | Wireless Telecommunications Facilities (WTF) (Requires Special Use Permit)                          | <b>\$600.00</b>                        |
| <input type="checkbox"/>                            | Maintenance/upgrade   |  |
| <b>Variances</b>                                    |   |  |
| <input type="checkbox"/>                            | Residential Variance (Single Family Lot) Up to 2 variances/lot; 3 or more require a 2nd fee charged | <b>\$250.00</b>                        |
| <input type="checkbox"/>                            | All other variances (Commercial, Industrial, Preliminary Plat etc.)                                 | <b>\$1,000.00</b>                      |
| <b>Appeals</b>                                      |   |  |
| <input type="checkbox"/>                            | Appeal of Decision by P&Z (Goes before Council)   | <b>75% of Original Application Fee</b> |
| <b>Subdivisions Permits</b>                         |   |  |
| <input type="checkbox"/>                            | Major Subdivision/Preliminary Plat Review   | <b>\$350.00</b>                        |
| <input type="checkbox"/>                            | Major Subdivision/Final Plat  | <b>\$2400 + \$ 18 per lot</b>          |
| <input type="checkbox"/>                            | Minor Subdivision/Final Plat  | <b>\$1200 + \$18 per lot</b>           |
| <input type="checkbox"/>                            | Subdivision Infrastructure Review & approval process  | <b>4%</b>                              |
| <input type="checkbox"/>                            | Subdivision Infrastructure Inspection   | <b>3%</b>                              |
| <input type="checkbox"/>                            | Master Plan (Part of initial submission - No fee charged)   | <b>-</b>                               |
| <input type="checkbox"/>                            | Parkland Dedication or In-Lieu of Fee   | <b>-</b>                               |
| <b>Subdivisions</b>                                 |   |  |
| <input type="checkbox"/>                            | Master Plan Amendment (Revisions after project has been approved)                                   | <b>\$1,000.00</b>                      |
| <input type="checkbox"/>                            | Alternate Summary Procedure / Summary Subdivision   | <b>\$500.00</b>                        |
| <b>Replats</b>                                      |   |  |
| <input type="checkbox"/>                            | Lot Line Adjustment or Vacation of Lot Line or Easement   | <b>\$250.00</b>                        |
| <input type="checkbox"/>                            | Amended Plat/Minor Amendments Only (After plat is recorded with DAC)                                | <b>\$250.00</b>                        |
| <b>Annexation Petition</b>                          |   |  |
| <input type="checkbox"/>                            | Package including initial zoning request, Master Plan, and Annexation Plan                          | <b>\$1,000.00</b>                      |
| <b>Public Notification Cost Recovery Fees</b>       |   |  |
| <input type="checkbox"/>                            | Placement of Sign for Planning and Zoning Commission or City Council                                | <b>\$25.00</b>                         |
| <input type="checkbox"/>                            | Cost per regular mail letter (actual cost to be paid by the applicant)                              | <b>Actual Cost</b>                     |
| <input type="checkbox"/>                            | Cost per certified mail letter (actual cost to be paid by the applicant)                            | <b>Actual Cost</b>                     |

## PROJECT SUMMARY:

|   |        |  |
|---|--------|--|
| Project/Business Name (if any):                   |        |  |
| Project Description:                              |        |  |
|   |        |  |
| Property Address/Location:                        |        |  |
| Assessor's Parcel Number(s):                      |        |  |
| Existing Master Plan Designation:                 |        | Existing Zoning Designation:                 |
| Proposed Master Plan Designation (if applicable): |        | Proposed Zoning Designation (if applicable): |
| Existing Uses and/or Structures on Site:          |        |  |
| Surrounding Uses:                                 | North: | South:                                       |
|   | East:  | West:  |

| ITEM  | PROPOSED            | REQUIRED |
|---|---------------------|----------|
| Total Site Acres Gross:   |                     |          |
| Adjusted Net Acreage: (Excluding streets, public rights-of-ways, and major utility easements) |                     |          |
| Minimum Lot Size  |                     |          |
| Total Building Square Feet:   |                     |          |
| Residential Dwelling Units Per Acre:  | Gross:              |          |
|   | Net:                |          |
| Setbacks:   | Front:              |          |
|   | Side (interior):    |          |
|   | Side (street side): |          |
|   | Rear:               |          |
| Maximum Building Height:  |                     |          |
| % On-Site Landscaping:  |                     |          |
| Total No. of Parking Stalls:  | Standard:           |          |
|   | Handicapped:        |          |
|   |                     |          |

|                     |              |                  |                |
|---------------------|--------------|------------------|----------------|
| Date/Time Received: | Received By: | Amount Received: | Receipt No(s): |
|---------------------|--------------|------------------|----------------|

## PROJECT REPRESENTATIVES:

|                                  |                 |           |  |
|----------------------------------|-----------------|-----------|--|
| <b>APPLICANT/ REPRESENTATIVE</b> |                 |           |  |
| Name:                            | Telephone No.:  |           |  |
| Address:                         | Fax No.:        |           |  |
| City:                            | State:          | Zip Code: |  |
| Contact Person:                  | E-mail Address: |           |  |

I certify under penalty of perjury that all the application information is true and correct:

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Note: the application fee is non-refundable regardless of the outcome of the application

|                              |                |
|------------------------------|----------------|
| <b>PROPERTY OWNER/ AGENT</b> | Telephone No.: |
| Name:                        |                |

|  |                 |             |
|--|-----------------|-------------|
| Address:   | Fax No.:        |             |
| City:  | State:          | Zip Code:   |
| Contact Person:  | E-mail Address: |             |
| <p>I, _____ am the owner of the property described in this application and hereby authorize<br/> <small>Print Name</small></p> <p>_____ to act on my behalf on matters pertaining to this application.<br/> <small>Applicant/Representative Name</small></p> |                 |             |
| Property Owner's Signature: _____  |                 | Date: _____ |
| <p>Note: If more than one owner, a separate page must be attached listing the names and addresses of all persons (if a corporation, list officers, and principals) having interest in the property ownership.</p>  |                 |             |

|                        |                 |           |
|------------------------|-----------------|-----------|
| <b>ARCHITECT</b> Name: | Telephone No.:  |           |
| Address:               | Fax No.:        |           |
| City:                  | State:          | Zip Code: |
| Contact Person:        | E-mail Address: |           |

|                       |                 |           |
|-----------------------|-----------------|-----------|
| <b>ENGINEER</b> Name: | Telephone No.:  |           |
| Address:              | Fax No.:        |           |
| City:                 | State:          | Zip Code: |
| Contact Person:       | E-mail Address: |           |

**SUBMITTAL REQUIREMENTS**

The Submittal Requirements provides the basic information necessary for review by the Development Services Committee (staff review by City Departments) and agency (utility and other regulating agencies) review. The Committee review is a technical review addressing a variety of standards associated with building, engineering, fire, planning, police, and traffic. The Committee may determine that additional information and/or special studies are required before further processing can take place. Additional fees may be required for review of special studies.

|   |    | REQUIRED  |  | SUBMITTED |
|---|----|---|--|-----------|
| G | 1  | Completed and signed Development <b>Application Form</b>  |  | G         |
| G | 1  | Copy of <b>Fee Receipt</b>  |  | G         |
| G | 1  | Copy of <b>Preliminary Title Report</b> (shall include recorded easements)  |  | G         |
| G | 1  | Set of <b>photos of site</b> and adjoining properties with location and direction of the photos indicated (use site plan below as base).  |  | G         |
| G | 10 | Sets of the following plans, collated, stapled, folded to a size between 8 ½" x 11".  |  | G         |
|   |    | Please Note: Rolled plans will not be accepted. As the project goes through the review process, additional sets of plans will be requested for the Architectural Review Committee, Planning Commission, and City Council (if applicable). |  |           |

|   |    |   |   |
|---|----|---|---|
| G | 10 | <p><b>Site Plan</b> with dimensions with the following but not limited to:</p> <ul style="list-style-type: none"> <li>-landscape locations with dimensions</li> <li>-garden wall location, dimensions, and material type</li> <li>-trash enclosure location, dimension, and material type</li> <li>-outdoor lighting location, dimension, and type</li> <li>-truck loading bays location, dimension and turning radius</li> <li>-outdoor storage areas location, dimension, and type of enclosure</li> <li>-parking space location, dimension, and count</li> <li>-ponding area size, calculations, location, and perimeter wall</li> </ul> | G |
| G | 10 | <p><b>Architectural Plans</b> with dimensions with the following but not limited to:</p> <ul style="list-style-type: none"> <li>-elevations of every side</li> <li>-elevations of other structures, walls, equipment sheds, trash enclosures, etc.</li> <li>-all equipment in roof and walls</li> <li>-colors and materials to be used</li> <li>-elevations shall have architectural quality that will enhance the structure and its surroundings</li> <li>-elevations of the building shall break up long expanses of roofline and walls</li> </ul>  | G |
| G | 10 | <b>Preliminary Grading Plan</b>   | G |
| G | 10 | <p><b>Conceptual Landscape Plan</b> with the following but not limited to:</p> <ul style="list-style-type: none"> <li>-10% of the lot must be landscaped</li> <li>-specify landscape material</li> <li>-use drought of tolerant plants is encouraged</li> <li>-underground irrigation</li> <li>-rock-scape material is allowed as substitute for ground cover</li> <li>-one-15-gallon tree for every 3 parking spaces</li> <li>-one-5-gallon bush for every parking space</li> </ul>  | G |
| G | 10 | <b>Plat/Condominium Map</b>   | G |
|   |    | <p><b>Note 1:</b> <u>Legible</u> black and white reduction of site plan and building elevations no smaller than 8 ½” x 11” and no larger than 11” x 17” (folded to 8 ½” x 11”)</p> <p><b>Note 2:</b> Please be aware that the Planning and Zoning Commission will review the plans with an emphasis on aesthetics. If the submittals are of poor quality, you may cause delays to your project because the Commission or staff will request redesign and re-submittal.</p>  | G |
| G | 1  | Assessor’s Parcel Map(s) indicating all parcels within <b>200 feet radius</b> of the exterior boundaries of the project property. Indicate the radius line and the project property on the map.   | G |
| G | 1  | Sets of gummed mailing labels and one ‘Digital’ copy, which contain the names, addresses, and parcel numbers of <b>property owners within a 200-foot radius</b> of the exterior boundaries of the subject property.   | G |
| G | 1  | Sets of gummed mailing labels and one ‘Digital’ copy of <b>names and addresses of the subject property owner(s)</b> , applicant, and representatives.   | G |
| G | 1  | <p>Variance findings - Please answer the following on a separate sheet of paper:</p> <p>A) That the strict compliance with the Planning and Zoning Code would result in an extraordinary hardship to the applicant because of unusual topography or other non-self-inflicted conditions.</p> <p>B) That the requirement of the Planning and Zoning Code would result in inhibiting the achievement of the objectives of the Planning and Zoning Code</p>  | G |

## SITE PLAN - EXHIBIT REQUIREMENTS

### SITE PLAN (Minimum scale shall be 1 inch = 20 feet)

|   |  |   |
|---|--|---|
| G | Title block indicating drawing scale, name, and address of applicant, name of person responsible for preparing plans, date of plan preparation, north arrow (top of plan to oriented to the north)     | G |
| G | Legal description and parcel numbers.  | G |
| G | Small-scale vicinity map with location of property in relation to major streets (need not be to scale) with north arrow.   | G |
| G | Existing zoning designation of property.   | G |
| G | Names, addresses, phone numbers of owner of record, applicant and engineer/land surveyor with registration number.   | G |
| G | A statistical summary including:   | G |
|   | - Site size (gross/net)      - Building Sq.Ft. by floor plan use      - % open space   |   |
|   | - Total units      - Parking provided/required by use type      - % landscaping  |   |
|   | - Density (net)      - Lot coverage  |   |
| G | Names of utility purveyors and location of existing known public utilities including sewer, water, gas, cable, solid waste, telephone, etc.  | G |
| G | Indicate building setback dimensions including front, side, rear, and street side.   | G |
| G | Indicate all property lines, distance from property line to centerline of the street, dedicated rights-of-way, and easements on the site.  | G |
| G | Show location of adjacent structures and property improvements within fifty (50) feet of the subject property.   | G |
| G | Indicate location, size, shape, height, and use of all structures on the site.   | G |
| G | Indicate location and nature of proposed and existing fencing, gates, walls, driveways, and curbs.   | G |
| G | Indicate location of mailboxes (if applicable), loading areas, trash enclosures, and landscape areas.  | G |
| G | Indicate location and names of all streets, alleys, easements, and rights-of-way providing legal access to the property.   | G |
| G | Indicate any land or right-of-way to be dedicated to public use and right-of-way.  | G |
| G | Show typical street cross sections of all existing and proposed streets within and adjacent to the project.  | G |
| G | Indicate all utility poles and streetlights on and adjacent to the property.   | G |
| G | Show location of all existing fire hydrants, catch basins, gutters, and water main sizes within 200 feet of the project.   | G |
| G | Indicated parking lot dimensions and pavement indicators such as loading zones, pedestrian walkways, directional arrows, etc., including parking stall sizes, and accessible parking stall and access. | G |

## ARCHITECTURAL PLANS

### Architectural Plans (Minimum scale shall be 1/8 inch = 1 foot)

|   |  |   |
|---|--|---|
| G | Elevations shall show all dimensions and all sides of the structure. | G |
| G | Provide a roof plan and a preliminary floor plan with dimensions.    | G |

|          |  |          |
|----------|--|----------|
| <b>G</b> | Provide a cross-section(s) showing <b>roof mounted equipment</b> or projections, and method of screening from public view.   | <b>G</b> |
| <b>G</b> | Indicate building <b>materials, colors, and textures</b> .   | <b>G</b> |
| <b>G</b> | Indicate location of <b>proposed signs</b> , including address numbers, on building elevation with dimensions for preliminary review (final review and approval of signs requires a separate application). | <b>G</b> |

### PRELIMINARY GRADING PLANS

| <b>G</b>         | Indicate existing and proposed <b>pad elevations</b>  | <b>G</b>     |                 |              |    |         |    |                  |     |  |
|------------------|---|--------------|-----------------|--------------|----|---------|----|------------------|-----|--|
| <b>G</b>         | Indicate approximate <b>grades of proposed roads</b> and street center lines  | <b>G</b>     |                 |              |    |         |    |                  |     |  |
| <b>G</b>         | Identify all <b>curve radii</b>   | <b>G</b>     |                 |              |    |         |    |                  |     |  |
| <b>G</b>         | Show <b>existing contours</b> with maximum interval as follows:   | <b>G</b>     |                 |              |    |         |    |                  |     |  |
|                  | <table style="margin-left: 40px; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding-right: 20px;"><u>Slope</u></th> <th style="text-align: left;"><u>Interval</u></th> </tr> </thead> <tbody> <tr> <td style="padding-right: 20px;">Less than 2%</td> <td>2'</td> </tr> <tr> <td style="padding-right: 20px;">2 - 10%</td> <td>4'</td> </tr> <tr> <td style="padding-right: 20px;">Greater than 10%</td> <td>10'</td> </tr> </tbody> </table>                           | <u>Slope</u> | <u>Interval</u> | Less than 2% | 2' | 2 - 10% | 4' | Greater than 10% | 10' |  |
| <u>Slope</u>     | <u>Interval</u>   |              |                 |              |    |         |    |                  |     |  |
| Less than 2%     | 2'  |              |                 |              |    |         |    |                  |     |  |
| 2 - 10%          | 4'  |              |                 |              |    |         |    |                  |     |  |
| Greater than 10% | 10'   |              |                 |              |    |         |    |                  |     |  |
| <b>G</b>         | Identify <b>proposed contours</b> and spot elevations   | <b>G</b>     |                 |              |    |         |    |                  |     |  |
| <b>G</b>         | Identify land subject to overflow, inundation, or <b>flood hazard</b> .   | <b>G</b>     |                 |              |    |         |    |                  |     |  |
| <b>G</b>         | Show <b>drainage plan</b> to control on-site and off-site storm runoff, watercourses, channels, existing culverts, and drain pipes, including existing and proposed facilities for control of storm waters, data as to amount of runoff and the approximate grade and dimensions of proposed facilities.  | <b>G</b>     |                 |              |    |         |    |                  |     |  |
| <b>G</b>         | Show on the <b>project site map</b> the physical setting of the site, including general topography; types of animal and plant life present; and locations of rock out-croppings, mature trees, areas of dense brush, etc.; existing structures, trails, and other surface features; any drainage courses, sumps, etc.; easements and other rightsof-way, which may affect future development. <b>Geologic and hydrological features</b> , such as fault and flood zones shall be shown on the plan. | <b>G</b>     |                 |              |    |         |    |                  |     |  |



## OPEN LETTER TO DEVELOPERS

October 8, 2019

We have had numerous meetings to analyze and examine the issues regarding standards for paving and related matters. After much discussion and considering input from the City Engineer, City Attorney as well as the development community I am issuing the following clarification which will remain in effect until further notice. It is the City's considered opinion that this will provide guidance to developers and produce results which will be beneficial to all parties concerned.

### CLARIFICATION OF DEVELOPMENT STANDARDS FOR SUBDIVISIONS

(Standards are found in Title 11, Subdivision Regulation of the [City of Sunland Park] Code of Ordinances)

- **Pavement.**

Minimum of 2" asphalt over 6" base course: This pavement section should provide the City of Sunland Park with a roadway, that with maintenance, will have a 20 year design life. This presumes that this is standard residential type traffic and there is not a significant volume of heavy commercial traffic. This pavement section will also allow for the City to do a mill and overlay in the future which will not be possible with a thinner pavement section.

We note that this pavement section cannot be used in all areas, particularly areas with high clay content. Accordingly, a geotechnical report must be provided for each location to determine the actual conditions. Differing soil and other conditions notwithstanding, the 2" asphalt over 6" base course will serve as a baseline minimum.

- **ADA Ramps.**

ADA facilities at all intersections shall be completed during the development of the subdivision and not the construction of the home on the corner lots. This is important for several reasons:

1. Consistency in ADA layout and design,
2. Prevents disconnect of ADA facilities from one intersection to the next,

3. ADA facilities are in place, regardless of whether the entire neighborhood is built out or not,
4. Additionally, the building inspector will require that any damage done to the ADA ramp during construction of the homes on the corner lot be corrected (by the builder unless the developer has retained control of the lot) prior to the issuance of the Certificate of Occupancy.

**Clarification of Development Standards for Subdivisions Issued by City Manager  
October 8, 2019**

- **ADA Ramps Con't.**

5. The construction of a wall behind the ADA ramp will also discourage vehicular traffic on the ADA ramp, should minimize damage and may improve safety by eliminating potential pedestrian/vehicle conflicts. To provide maximum flexibility to the developer, other options are available to prevent vehicular traffic from using the ADA ramps including handrail, pipe bollards, or other physical barriers. If alternatives other than a wall are to be used prior consultation with and approval by the building inspector is required.

- **Retaining Walls over 3-feet.**

All retaining walls over 3-feet in height require an engineered drawing to allow for the loads associated with soil loading on the wall. These walls should be installed by the developer, during the development of the subdivision, for the following reasons:

1. Grade control. If the walls are not installed during the development of the subdivision, erosion from water and wind will change the grading approved for construction
2. Prevents conflict between adjacent property owner regarding the responsibility for wall construction