

Technical Review Committee Checklist

Project: _____ Date: _____

Check type of development: _____ COMMERCIAL _____ SUBDIVISION

Review meetings are scheduled for Thursdays. **The calendar for submittal deadlines for TRC Committee review is attached.**

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MAKE SURE ALL APPLICABLE ITEMS ON THE CHECKLIST ARE ADDRESSED AND INCLUDED IN THE SUBMITTAL FOR TRC REVIEW. INCOMPLETE SUBMITTALS WILL BE RETURNED FOR CORRECTION, DELAYING THE REVIEW AND APPROVAL PROCESS.

YES NO N/A

Zoning

- | | | | | |
|-----|--------------------------|--------------------------|--------------------------|--|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Building Permit Packet is completed |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | One complete set of full-size plans for TRC Review (24x36) |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Two complete full-size plan sets for final submittal (24x36) |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Preliminary Plat (24x36) (Subdivision only) |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Subdivision Submittal Packet is completed (Subdivision only) |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fees Paid |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | TRC Signature block on plan sheet cover page |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lot is in approved and accepted subdivision (Commercial only) |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Builder name, address, phone number and license number appear on all sheets |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Plans are stamped by licensed engineer and/or architect |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Street address appears on all sheets |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Site plan includes names and dimensions of existing and future adjacent streets and easements; right of way is identified |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Site plan includes all bearings and dimensions, north arrow and scale |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Meets min setback requirements per ordinance |
| 15. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3 square feet of parking area per square feet of building (Commercial only) |
| 16. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lot sizes, dimensions, and character meet zoning requirements and are appropriate for type of development |
| 17. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All new subdivisions that will be constructed in phases must identify the phases on the original subdivision plat (Subdivision only) |
| 18. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Separate SUG fees for each phase of subdivision will be required (Subdivision only) |
| 19. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 20. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

Water

- | | | | | |
|----|--------------------------|--------------------------|--------------------------|---|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location of water lines showing size and type of pipe |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location and size of existing utilities lines (i.e. water, sanitary and storm) |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Separate water services provided for each metered water service in multi-use facilities |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Backflow determination (dependent upon hazard level, engineer to determine) |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Size, type and location of fittings, valves, hydrants, air release/vacuum relief fixtures |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Details of connection to existing systems (Public Works Utility Extension Application) |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Domestic / commercial water meter calculations shown on plans in accordance |

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YES NO N/A

- 9. with A.W.W.A. Manual M-22 (overall impact to the water system)
Hydrostatic pressure testing (AWWA C600) and bacteria testing (AWWA C651) specification provided on the plans for new water mains
- 10. Location of existing and proposed fire hydrants intended to serve the property
- 11. Separate fire protection and domestic water service line provided
- 12. Tracing wire in detail with termination points at all hydrants
- 13. Stamped curbs noting "W" for water at all service points
- 14. Marking of all valve boxes noting size and direction
- 15. Public Works Utility Extension Application complete (not available yet)

Sewer

- 1. Food Service Application complete
- 2. Pretreatment questionnaire complete
- 3. Location of cleanouts & grease or oil separators
- 4. Location, size, type of pipe and slope of the proposed sewer lines with rim and invert elevations at the sanitary manholes
- 5. Deflection angles shown on all manholes
- 6. Direction of flow arrows shown on sanitary sewer
- 7. Locations and construction of wastewater pumping stations
- 8. Sanitary Sewer Service area map submitted with plans with calculations shown (required to adequately serve this project once completed)
- 9. Marking of manholes, pipe size, direction of flow (tracing wire with termination)
- 10. Does sewer cross water? (minimum 24" and encased in cement 10' either side)
- 11. Stamped curbs noting "S" for sewer at all service points

Miscellaneous Utility

- 1. All known conflicts with other utility and drainage systems to be planned prior
- 2. Overall water and sanitary sewer plan submitted for phased projects. Fire hydrants and valve locations shown on overall water plan (necessary to avoid under sizing the mains)
- 3. All off-site easements necessary for the completion of this project have been acquired, recorded and Deed Book and Page numbers are shown on the plans (All utility related accesses and easements)
- 4. Will all or parts of project be City maintained once completed?

Roadway

- 1. Internal streets must accommodate 50-year storm runoff within curbs
- 2. Curb, gutter and min 5' sidewalks along property lines abutting public streets and parkways with elevations and dimensions

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YES NO N/A

- 3. New construction requires mountable curb (Subdivision only)
- 4. NMDOT access permission, if required
- 5. Clear site triangles on corners must be included
- 6. Show permanent signage, meeting current MUTCD standards. Developer will be required to purchase and install signs. Street signs must be green to match other street signs throughout the city.
- 7. Show crosswalk and stop bar striping, meeting current MUTCD and ADA standards. Striping must be 3M Thermoplastic or 380IES.
- 8. Street layouts and angles meet Chapter 22-01-060 requirements
- 9. Street layout and dimensions allow for fire truck access
- 10. If required, fire lane striping
- 11. See ADA section

ADA

- 1. Curb, ramps, aprons, drivepads and sidewalk must be ADA compliant – refer to NMDOT PROWAG for guidance
- 2. Show ADA-compliant design for curb ramps at intersections
- 3. Buildings and parking lots must meet ADA requirements
- 4. Label ADA-designated parking spaces with dimensions, striping, and signing
- 5.
- 6.

Drainage / Floodplain

- 1. Application for Flood Determination with fee paid
- 2. Plan showing existing ground elevations and/or contours, proposed finish grade elevations & finish floor elevations
- 3. Show flow line and top of curb elevations on adjacent streets and elevations of adjacent alleys
- 4. Provide drainage calculations showing runoff for 100-year storm pre-development and post-development. If runoff increases, it must be mitigated by detention pond. Refer to Article 05-05 010 (c)(2) of the Technical Standards adopted June 14, 2022
- 5. If impervious surfaces will exceed 60% of developed lot area, on-site storm water detention is required
- 6. Pond design, elevations, and cross-sections to be shown. Provide pond capacity.
- 7. Building pads elevated no less than 6" above the 50-year storm runoff elevation, or not less than 1' above the top of curb line, whichever is greater
- 8. Finished floor elevation must be at or above the Base Flood Elevation (BFE) if

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YES NO N/A

- | | | | | |
|-----|--------------------------|--------------------------|--------------------------|---|
| | | | | development is in a flood zone. As an alternate, commercial buildings can be floodproofed to a minimum of 1' above the BFE and a floodproofing certificate is required. |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Grading and drainage plan to show flow pathways and slopes for surface water runoff |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No rock/rip rap in drainage ditches in city right of way |
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

Fire

- | | | | | |
|-----|--------------------------|--------------------------|--------------------------|---|
| 1. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If required by International Building Code/International Fire Code (Commercial Kitchen) have the hood/suppression system plans been submitted to the State Fire Marshal's Office for review and approval |
| 2. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If required by the International Building Code/International Fire Code have the Fire Sprinkler System plans been submitted to the State Fire Marshal's Office for review and approval |
| 3. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If required by the International Building Code/International Fire Code have the Fire Alarm plans been submitted to the State Fire Marshal's Office for review and approval |
| 4. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If a Fire Alarm System is required, are there two phone lines installed to support the Fire Alarm Control Panel for redundancy |
| 5. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is the Fire Department Connection identified on the plans along with proper labeling and does this location meet the operational needs of the Alamogordo Fire Department |
| 6. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is there an adequate number of fire hydrants as outlined in International Fire Code based on the construction classification and square footage identified on the plans and if a Fire Suppression System is required, is there a fire hydrant within 100 feet of the Fire Department Connection |
| 7. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are the Fire Extinguisher locations identified on the plans along with adequate types and number of extinguishers as required by International Fire Code and NFPA 10? |
| 8. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all exits identified with illuminated exit signs with battery back-up on the plans that meet the requirements of International Building Code/International Fire Code? |
| 9. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is there emergency lighting with battery back-up identified on the plans in all required locations that meet International Building Code/International Fire Code? |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are the Fire Lane locations identified on the plans in all required areas and |

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YES NO N/A

properly identified (stenciled) "Fire Lane"?

11. Are indicator valves that support the suppression system identified on the plans, and are they supported by proper backflow prevention devices required by the City?

12. If an elevator is to be installed, a third party certified elevator inspector will be required to inspect the installation of the vertical transportation at the completion of install to insure the transportation device can be turned over to the owner.

Department of Public Safety

1. Design entrances and exits to adjacent thoroughfares to minimize potential vehicle conflicts/accidents.

2. Security cameras on-site – interior and exterior

3. Adequate lighting for pedestrians and employees

4. Panic alarms – business break-in alarm system

5.

Parks

1. The city is no longer accepting open space/parks in new subdivisions (Subdivision only)

2.

Miscellaneous

1. If the city streets adjacent to the development have been newly paved within 5 years, any removal of the pavement for installation of utilities requires special written instruction (Ordinance 924, Utility Installation Permit Guidelines effective September 24, 1994)

2. Include in Plan Notes for Contractor: Excavation within city right of way requires an Excavation Permit and must meet City Right of Way Excavation Requirements

3. Outdoor lighting must meet requirements of City Ordinance Chapter 31

4. Through alleys are no longer desirable in subdivisions. Accommodate trash service at the front of residences. (Subdivision only)

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YES NO N/A

- 5. Required monument locations identified
- 6. The following notes shall be included in the plans on the appropriate sheets:
 - 1-Alamogordo Public Works and/or Utility Inspector shall be notified 72 hours prior to commencing any work in the public right of way. All installations require visual inspection as well as materials testing.
 - 2-Alamogordo Utility Inspector shall be notified prior to any new water connection and service installation to the main line or any existing stubout. Any connection after the water meter is the contractor's responsibility.