



ORDINANCE 2024-02

Roosevelt County Rural Addressing

WHEREAS, pursuant to §3-17-1 and §4-37-1 NMSA, the Roosevelt County Commission may adopt Ordinances or Resolutions providing for the safety, preserving the health, promoting the prosperity and improving the morals, order, comfort and convenience of County and its inhabitants; and

WHEREAS it is in the best interest of the Roosevelt County Commission and its citizens to enact and provide simple procedures for the orderly and uniform administration of the Roosevelt County addressing system and to establish standards for the issuance to residents of addresses and to promulgate the names of County roads;


NOW, THEREFORE BE IT RESOLVED that the attached 2024 Roosevelt County Addressing Regulations be and the same hereby is adopted as the official Addressing Policy for Roosevelt County. Any and all Addressing Policies other than the attached 2024 Addressing Regulations that may have been adopted, used or made available through the County or the County Planning Department are hereby rescinded.

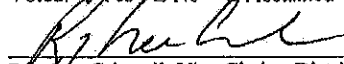
If any part of this Ordinance is held to be unconstitutional, invalid, or otherwise in conflict with the laws of the State of New Mexico, or the United States of America, the validity of the remaining portions of this Ordinance shall not be affected.

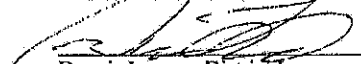


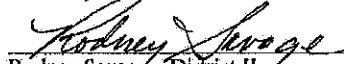
PASSED, APPROVED, and ADOPTED on this 2nd day of July, 2024 by the Board of Roosevelt County Commissioners in an open meeting in Portales, New Mexico.

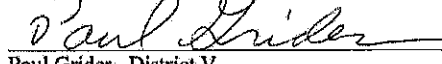
**BODY OF COUNTY COMMISSIONERS
ROOSEVELT COUNTY, NEW MEXICO**

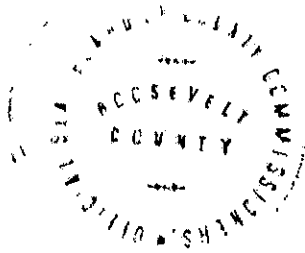

Tina Dixon, Chairman - District IV
Voted: Yes No Abstained


Roy Lee Criswell, Vice Chair - District III
Voted: Yes No Abstained

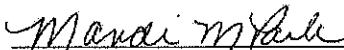

Dennis Lopez - District I
Voted: Yes No Abstained


Rodney Savage - District II
Voted: Yes No Abstained


Paul Grider - District V
Voted: Yes No Abstained



I, the undersigned, Mandi Park, do hereby certify that the above is a true and correct copy of an ordinance duly adopted by the Roosevelt County Board of County Commissioners, at a regular meeting duly convened on July 2, 2024.


Mandi Park, County Clerk

{SEAL}



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Definitions

Addressing: A method used by which the physical location of a structure is identified.

Addressing Method: Roosevelt County uses the "Grid and Marker System". All lots in platted and approved subdivision, occupied homes and unoccupied building shall be number.

Assessor: as set forth by statue – requires the assessor to evaluate property, both real and personal at its respected reasonable value as a vehicle for the purpose of taxation

Clerk: responsible for Issuing Marriage Licenses, recording Real Property Records, overseeing Elections and Voter Registration, issuing Business Licenses for business out in the county, recording Military Discharges and some Probates.

Culvert: is a structure that allows water to flow under a road, railroad, trail, or similar obstruction.

Grid and Marker system: is the geocoordinate standard used by **NATO** militaries for locating points on the earth. The MGRS is derived from the Universal grid system and the universal polar stereographic (UPS) grid system but uses a different labeling convention. The MGRS is used for the entire earth.

House Numbering: is the system of giving a unique number to each building in a street or area, with the intention of making it easier to locate a particular building. The house number is often part of a postal address. The term describes the number of any building (residential or not) or vacant lot.

Maps: A geographic representation of an area of land or sea showing physical features, structures, cities, roads, etc. The County Shall keep an official map showing the number of each lot, occupied building and house in the unincorporated areas of Roosevelt County. This map shall be available for viewing by the general public and copies may be obtained at County Courthouse for a reasonable fee.

Master Street Addressing Guide (MSAG): support the County's enhanced 911 systems via the Master Street Address Guide (MSAG), analyzing statistical data, and public outreach efforts. Responsibilities include performing a wide variety of technical duties such as interpretation of maps and address information, modification of 911 database information, preparation of Departmental statistics and coordination of the public outreach program.

Numbers at Property Access: It shall be the duty of the owner of every house and occupied building in the unincorporated areas of Roosevelt County to maintain the house number plaque which will be placed on the driveway by Rural Addressing Department.



Rural Addressor: The County Rural Addressor makes sure that all streets and roads in the county have place names, signs, and are entered according to 911 calling standards to Master Street Addressing Guide Coordinator (MSAG).

Subdivision: A division of a surface area of land, including land within a previously approved subdivision, into two or more parcels for the purpose of sales, lease, or conveyance; or for building development.

Parcel: A unit of land capable of being described by location and boundaries and not dedicated for public or common use.

Plat: a scale drawing, developed from a survey performed by a licensed surveyor in the State of New Mexico, meeting the requirements of the Surveyors Practice Act, and the "Minimum Standards for Surveying in New Mexico

Roads

Road Range; Street numbers running from lowest to highest along a street or street segment. They often indicate ranges on left and right.

County Maintained Roads; is a road in Roosevelt County that is designated and/or maintained by the county road department.

Non-County Maintained Roads; is a road in Roosevelt County that is designated and is **not** maintained by the county road department.

Non-County Maintained Development Roads (subdivision); is a road in Roosevelt County that is designated and is **not** maintained by the county road department.

County Maintained Roads within Subdivisions; Is a road that has been accepted by The Board of Commission and has met all requirements to be accepted as a County Maintained Road.

Driveway; A road, leading from a street, road or other access that connects to a building, house, garage, etc. is a road in Roosevelt County that is designated and is **not** maintained by the county road department. (Maintained by Landowners of each parcel of land)

Other types of roads; such as generally private roads (examples: Driveways or Alleys), Lower capacity highway (examples: Avenue, byway, frontage, route), Higher capacity highways (examples: of Arterial Road, Express way, Turnpike), Limited access grade-separated highway (examples: Controlled access highway, freeway, interstate highway) or roads not described.



SECTION 1: GENERAL PROVISIONS AND PURPOSE

Section 1.1. Title

This regulation shall be known and may be cited as the "Roosevelt County Addressing Regulation."

Section 1.2. Authority

This regulation revises Roosevelt County Ordinance Number 91-1

Section 1.3. Purpose

This Regulation is adopted for the following purposes:

Provide simple procedures for the orderly and uniform administration of the Roosevelt County addressing system and to establish standards for the issuance of addresses and road names.

SECTION 2: ISSUANCE OF AN ADDRESS

A. APPLICABILITY:

This document applies to the Address given to a county road which met the requirement previously established and implemented when the addressing system previously approved by the County Commission in 1991; an address is issued for addressing purposes only. This policy does not address or deal with the maintenance of roads, rights-of-way, or land ownership, and the Roosevelt County Planning Department does not maintain any information relating to the maintenance of roads, rights-of-way, or land ownership. The Roosevelt County Planning Department maintains records of addresses assigned and is charged with the duty of informing 9-1-1 agencies and other county departments of the newly assigned addresses, changes in addresses as well as the range of addresses on a road.?

- 1. Addresses are issued by the Rural Addresser of the Roosevelt County Planning Department or his/her designee.*
- 2. Addresses on county maintained, or non-county maintained, private roads, corridors or any added or undescribed type road are to be issued by the Planning Department for addressing and 911 services.*

This Ordinance applies to all assignments of addresses within Roosevelt County's unincorporated areas as well as incorporated areas (Town of Elida, Village of Floyd, Dora and Causey) to be consistent with the Grid/mile marker system developed and implemented by the Roosevelt County Commission in 1991.

Addresses for locations within the municipal boundary of the City of Portales will not be assigned by the Roosevelt County Planning Department.



B. PROCEDURE

Pursuant to the implementation of the "Protocol for Issuance of a Rural Address" approved by the County Commission on (Enter Date Here), the following criteria shall apply:

1. The Roosevelt County Planning Department shall obtain the following information from the applicant depending on the specific needs to be satisfied:
 - a. Citizens in need of rural address shall fill out the rural address application which is affixed hereto as Exhibit A and shall turn it into the Roosevelt County Planning Department.
 - b. The residents that need an address verified, shall fill out the address verification form which is affixed hereto as Exhibit B and shall turn it into the Roosevelt County Planning Department.
 - c. Citizens shall obtain a permit to install any facilities within the public right-of-way by filling out Appendix C which is affixed hereto and by turning it into the Roosevelt County Planning Department.
 - d. Applications for a right-of-way permit for any State of New Mexico Road or Highway located within Roosevelt County shall fill out the New Mexico Department of Transportation application which is affixed hereto as Appendix D and shall turn the same into the NMDOT office in Roswell, New Mexico.
 - e. Citizens needing to install facilities within the public right-of-way within any municipal boundary located within Roosevelt County shall apply for permission through the local governmental body before installing any such utilities.
 - f. Any citizen desiring to develop property within Roosevelt County shall first fill out the **development application** (Appendix F).
 - d. structure floor plans
 - e. The reason for an address
 - f. Name of the approved subdivision with lot number and block number of the parcel
 - g. A recorded deed or real estate contract showing land ownership
 - h. Location of driveway; mark with two (2) flags and one flag at approximate location of structure. (Perform a Global Position System GPS Reading) for computer map placement and to insure it is in approximate to its property boundaries.
 - i. A driveway permit number issued by the Roosevelt County Road Department (per the road policy ordinance 2017-26), if the driveway access county-maintained road or a permit number issued by the New Mexico Department of Transportation (NMDOT), (NMAC, 18.31.6), if the driveway access a State or US highway or other type of permit, documentation require by the local municipality, village or hamlet.

2. After obtaining the above necessary information, the following will apply:

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Mandi M. Park, Roosevelt Co. Clk., Roosevelt, NM



Development Application: the applicant is asked to fill out a development application form (Appendix F) to determine.

- a. to determine that the parcel is within an approved subdivision or floodplain; it will be reviewed by the Floodplain office. Once reviewed an address will be issued without further review.*
- b. to determine that the parcel in question is not within an approved subdivision the addressing personnel will research the Assessor's and Clerk's information to determine the status of the parcel and floodplain location.*
- c. To determine that: the parcel of land requires some type of subdivision or is in a floodplain, then the addressing personnel will refer the applicant to the Planning Officer and Floodplain Officer.*

the parcel of land does not violate current subdivision requirements as it exists and does not violate any floodplain zones, then an address will be issued without further review.

3. Once the status of the land has been determined, the applicant is asked to fill out an address application form (Appendix A) providing the following:

- a. A recorded deed showing land ownership and if necessary, documentation of an approved subdivision.*
- b. Information pertaining to legal access as well as the location of the driveway and driveway permit. Addresses are determined by mileage from the beginning of the road intersection or mile marker to the location of the centerline of the driveway (Ordinance No 91-1 section 1. In Addressing and Addressing Method. (Grid/mile marker system)*

4. The applicant must allow time for the addressing personnel to go out to the location, Global Position System (GPS) and compute the mileage and determine the address. Also, the applicant will have to allow time for the rural addressor to enter the information in the Geographic Information System (GIS) database maintained by the Geographic Information System (GIS) department.

5. The applicant will have to allow time for the Road Superintendent to go out to the location and inspect the driveway location and issue a driveway permit to the addressing personnel. (depending on what road it fronts County or State, Federal)

6. The applicant will have to allow time for the NMDOT to go out to the location and inspect the driveway location and issue a driveway permit to the landowner and forward it to the addressing personnel. (depending on what road it fronts County or State, Federal)

7. The applicant must allow time for the local municipality, village or hamlet to go out to the location and inspect the driveway location and placement of structure and forward a notice to proceed with the addressing department.

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8. *Once the address has been calculated, an Address Verification Form (Appendix B) is issued to the applicant and is then informed that the state agency or utility companies will require a copy of the verification form prior to approving any service.*
9. *Shortly after the address has been assigned and the structure is in place. The addressing personnel will go out to the location, install a T-post on the side of the driveway (depending how far the structure is away from the roadway) or on the home and attach a sign with the white-on-red reflective house numbers.*
10. *After structure address number has been installed. The occupant, homeowner or landowner is responsible for maintenance of house numbers on your home in a visible location. This will further assist emergency personnel in locating you.*
11. *In purchasing new house numbers or letters, must be similar to what the county rural addressing has installed, or must get approval from the rural addressing department.*

SECTION 3: Change of Address

A. APPLICABILITY

This document applies to the address on a road that meets the requirement previously established and implemented with the addressing system approved by the County Commission in 1991; an address is issued for addressing purposes only. The Planning Department does not maintain information pertaining to the maintenance of roads, right-of-ways, or land ownership. The Planning Department maintains records of Address assigned and informs 9-1-1 agencies and other County departments of the newly assigned address, changes in address and the range of addresses on a road.

B. PROCEDURE

Pursuant to the implementation of the "Protocol for Issuance of a Rural Address" approved by the County Commission on (Enter Date Here), the following criteria apply:

1. *Obtain from the applicant:*
 - a. *The reason for an address change.*
 - b. *Address Application (Appendix A) is to be filled out and turned in to the planning department.*
 - c. *Development Application (Appendix F) is to be filled out and turned in to the addressing personnel.*
 - d. *Right of way application filled out and turned in to Roosevelt County Road Superintendent (Appendix C) or Right of Way Application from the NMDOT Highway Department (Appendix D) and turned into the NMDOT office in Roswell NM or other type of permit require by the local municipality, village or hamlet.*
 - e. *A recorded deed or real estate contract showing land ownership.*



f. Location of driveway; mark with two (2) flags for measurement and to perform a GPS Reading for computer map placement and to insure it is in within approximate to its property boundaries.

g. A driveway permit Number issued by the Roosevelt County Road Department (Resolution 2017-26), if the driveway will access county-maintained road or a permit number issued by the New Mexico Department of Transportation, (NMAC, 18.31.6), if the driveway will access a State or US highway or other type of permit, documentation require by the local municipality, village or hamlet.

After obtaining the above necessary information the following will apply: (Types of Changes)

1. If the exiting driveway that was used in implementation of current address is moved, altered and it changes the measuring system or road frontage for the address.

a. This will require and change of address.

2: If an error in the system has been discovered and is needed to meet the E-911 addressing standard

a. This will require and change of address.

3. If the landowners are requesting an address change.

A. must have a reason for the change.

1: road frontage is changing

2: driveway have moved

3: an error has been discovered

B: A change of address will not be granted because the landowner has a disagreement with the address number. The address is based on a measurement system.

After all documents have been reviewed and the address change has been approved, an address change letter will be issued (Appendix E) and refer to SECTION 2: ISSUANCE OF AN ADDRESS PROCEDURE.

If the change of address has been denied, a letter referencing the reasons for the denial.

SECTION 4: ISSUANCE OF ROAD NAMES

A. APPLICABILITY

This document applies to the assigning of road names to a road that meets the requirement previously established and implemented with the addressing system approved by the County Commission in 1991; A road name is issued for addressing purposes only. The Planning Department does not maintain information pertaining to the maintenance of roads, right-of-ways, or land ownership. The Planning Department maintains records of Road Names assigned and informs 9-1-1 agencies and other County departments of the newly assigned road names, changes in road names, and the range of addresses on a road.

B. PROCEDURE: (County Maintained Roadway)



1. Road names are issued pursuant to the system established and implemented by the County Commission in 1991 (Ordinance No. 91-1 Grid Mile Marker System). The road signage will be a green 9-inch sign with white six-inch lettering and a white boarder indicating county-maintained road. This system specifically designates areas established for A to BC north through south road names and 1 through 24 north of baseline and 1 through 47 south of baseline based on specific geographical areas. They are as follow:

A. East and West tending roads shall be named according to their distance from the East section line, starting from the state line. North and South tending roads, north of the baseline shall be named according to their location from the baseline from the north baseline and North and South tending roads, south of baseline shall be named according to their location from the south baseline.

North A - North BC and North 1 - North 24

The Texas state line to the West and North of Baseline (N RR A – N RR BC) and The Baseline North and West of the Texas State line (N RR 1 – N RR 24)

South A - South BC and South 1 – South 47

The Texas state line to the West and South of Baseline (S RR A – S RR BC) and The Baseline South and West of the Texas State line (S RR 1- S RR 47).

2. Most roads within these areas are assigned a name road. However, Pursuant to the County Commission approval of August 4, 1999, main arterial roads are assigned a road name and roads within a Subdivision may be assigned a road name.

3. The Planning Department shall submit a list of road names that shall be assigned and reviewed by the planner and Road Superintendent for review. Prospective road names shall be checked against the County's database of existing road names to avoid creation of duplicate or similar names of roads within the County.

4. The Board of Commissioner's with the recommendations from the Rural Addressor shall have final approval over road names, maintained, non-maintained, and private or roads do not describe.

Private Roadways: (Driveways)

1. Roads are assigned a name based on the total number of residents (three or more) located on that road (if requesting a road name, it is imperative that a legal access road be identified). These roads are not County Maintained Roads; they are used for addressing purposes only and 911 purposes only. The road signage will be a blue 9-inch sign with white six-inch lettering and a white boarder indicating non-county-maintained road. If residents ask for road to be made a County Maintained Road, it must meet the specification of the Roosevelt County Road Policy Road (enter section here for roads acceptance here) and petition to the Roosevelt County Board of Commissioner's for acceptance.

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2. *Roads are assigned a name based on whether the road is a mile and half or greater in length. (If requesting a road name, it is imperative that a legal access road be identified). These roads are not County Maintained Roads, just used for addressing purposes only and 911 purposes only. The road signage will be a blue 9-inch sign with white six-inch lettering and a white boarder indicating non-county-maintained road. If residents ask for road to be made a County Maintained Road, it must meet the specification of the Roosevelt County Road Policy (enter section here for roads acceptance here) and petition to the Roosevelt County Board of Commissioner's for acceptance.*
3. *The Rural Addressor shall submit a list of Road Names to Roosevelt County Planner and Road Superintendent for review. Prospective road names shall be checked against the County's database of existing road names to avoid creation of duplicate or similar names of roads within the County.*
4. *The Board of Commissioner's with the recommendations from the Rural Addressor shall have final approval over road names, maintained, non-maintained, and private or roads not describe.*

Subdivision Roads:

1. *The Subdivider shall submit a list of subdivisions road names to Planner and Road Superintendent for review. Prospective road names shall be checked against the County's database of existing road names to avoid creation of duplicate or similar names of roads within the County.*
2. *The Board of Commissioner's with the recommendations from the Planner shall have final approval over road names decided upon by the subdivision.*
3. *Must meet the requirement provided by the Roosevelt County Subdivision Regulation (2016-06) Road Developments, Section 8*

Section 4: Penalties and Remedies

A. Penalty

Any violation of the provisions of these Regulations is punishable by a fine not to exceed three hundred dollars (\$300) or imprisonment for not more than ninety (90) days, or both, in accordance with §4-37-3 NMSA 1978, repl. pamphlet as supplement, and the penalties enumerated therein, shall apply for violations of this ordinance. The provisions of Paragraph four (4) and Six (6) may be enforced.

B. AMENDMENT

This Regulation may be amended from time to time as conditions warrant. Amendments shall be made by either a regulation or by resolution adopted by the Board of County Commissioners



In accordance with §4-37-1 et seq. NMSA 1978 compilation as amended, and in accordance with §47-6-1 et seq. NMSA 1978 compilation as amended.

C. SEVERABILITY

The provisions of these Regulations are severable, and if any provision, sentence clause, section, or part hereof is held illegal, invalid, or unconstitutional, or inapplicable to any person or circumstance, the illegality, invalidity, unconstitutionality or inapplicability shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts of these Regulations or their application to other persons or circumstances. It is hereby declared to be the intent of the County that these Regulations would have been adopted if such illegal, invalid, or unconstitutional provision, sentence, clause, section, or part had not been included herein, and if the person or circumstances to which these Regulations or any part thereof are inapplicable had been specifically exempted there from.



Appendix B
ADDRESS VERIFICATION FORM
ROOSEVELT COUNTY, NEW MEXICO

Planning/GIS/Rural Addressing Department
109 W 1st ST; Portales, New Mexico 88130 - Phone: (575)-359-2869 Office

YOUR PHYSICAL COUNTY ADDRESS IS:

DATE:

DWELLING:

S: T: R:

Parcel Number:

Driveway Permit #:

Roosevelt

NMDOT

Account Number:

LANDOWNER:

OCCUPANT NAME:

YOUR ROAD STATUS IS:

Your address is: on road: _ This system of addressing has been implemented primarily for emergency service. However, your address will also provide assistance to the utility companies and delivery services.

ROOSEVELT COUNTY WILL BE RESPONSIBLE FOR:

Roosevelt County Personnel will be installing your address house number on your home or by your driveway to your house.

ONE TIME POSTING ONLY!

YOU ARE RESPONSIBLE FOR:

You are responsible for maintenance of house numbers on your home in a visible location. This will further assist emergency personnel in locating you.

(In purchasing new house numbers or letters, must be similar to what the county rural addressing has installed, or must get approval from the rural addressing department)

If you have any question, please feel free to contact the Roosevelt County Addressing Department at 575-359-2869 Office or 575-607-5700 Cell DEPARTMENT PERSONNEL

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Appendix C
Application for Permit to Install Facilities within Public Right-of-Way

Submit To: **County of Roosevelt**
Treasurer's Office

109 W. First Street
Portales, NM, 88130
Phone# 575.356.5307

Permit # _____
Original Permit:
Renewal Permit:

There will be at least a 10-day processing period for each application. Verbal approvals will be given upon Road Superintendent's discretion.

The undersigned _____

(Applicant/Company) (Name/Pipeline Owner) (Telephone Number)
Of _____

(Mailing Address) (City) (State)
(Zip Code)

Herewith makes application to install the following facility

(Water, sewer, oil, gas, steam, electric, telephone, other)

In the following location; County Road #: _____ Township: _____ Range: _____ Section(s) _____ Other
descriptive information _____

CHECK ONE (1) IN EACH CATEGORY:

Type of Installation: Sub Surface Overhead Cattle
 Boring Guard Driveway
 Road Cut

Installation:

Parallel Along Right-Of-Way

County Road Surface: Base Course Chip Seal
 Fit Run Caliche Base Concrete

If Applicant desires to cross by making a road cut, state reasons for doing so:

Contact the Road Department at 575.356.5942 upon the start date and completion of installation.

Construction work to be undertaken pursuant to the permit herein applied for will commence no sooner than _____
and be completed no later than _____

(Start Date)

(Completion Date)

I/We the undersigned Applicant(s) acknowledge that I/We have read and fully understand the "Application Guidelines and Rate Structure" and "Regulations for Use of County Rights-Of-Way for the Installation of Facilities" as approved by

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the Roosevelt County Board of Commissioners in Resolution 2017-26 (as amended) and will abide by all provisions therein.

(Authorized Signature)
(Date)

(Printed Name)

(Title) (phone Number)

FOR COUNTY USE ONLY

Application Fee \$50.00

Culvert Fee \$300.00

Road Cut Fee \$75.00 \$150.00 \$300.00
0-10" 11"-20" 21"+

Driveway \$ _____

Treasurer's Office

Application: Approved Not Approved

If not approved, give reason:

By _____


(Road Superintendent)

(Date)

This permit will be in effect for _____ years. (Permits will not be issued for a period longer than ten (10) years, except for public utility companies, which will be issued for no longer than twenty-five (25) years. The Applicant upon expiration must renew permits, and the burden of timely renewal is on the Applicant.

Date Issue _____
Expiration _____

Date of _____

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Commercial Driveway Permit Checklist

- Completed Driveway Permit Application W/ notarized owners signature
- Proof of Property Ownership (Warranty deed/purchase agreement)
- Property Survey Map
- Site layout on an 11" x 17" sheet-4 copies
- Traffic Requirements
 - Site Threshold Assessment (STH)-Less than 25 Peak Hour Trips
 - Site Traffic Analysis (STA)-25-100 Peak Hour Trips
 - Traffic Impact Analysis (TIA)-More than 100 Peak Hour Trips
- Design plans for any roadway geometric improvements (Acceleration lanes, deceleration lanes, turning lanes, if applicable.) Plans to include detailed and dimensioned layouts of all improvements
- Traffic Control Plan (also referred to as a barricading plan)
Plans may be obtained from (local engineers)
- Site Grading and Drainage Plan Approval
Contact: Mr. Steven Morgenstern, Drainage Manager
NMDOT-Drainage Section- Room 219
1129 Cerrillos Road/P.O. Box 1149
Santa Fe, NM 87504
Tel: (505) 231-7688
steven.morgenstern@dot.nm.gov
- SWPPP Plan-Approved by the NMDOT's Drainage Section
- Environmental/Cultural Resources Clearance
Contact: Mr. Gary Funkhouser
NMDOT-Environmental Section- Room 205/206
1129 Cerrillos Road/P.O. Box 1149
Santa Fe, NM 87504
Tel: (505) 827-5356- Fax (505) 827-0417
Mr. Gary Funkhouser
Gary.funkhouser@state.nm.us



Residential Driveway Permit Checklist

- Completed Driveway Permit Application W/ notarized **owners** signature
- Proof of Property Ownership (Warranty deed/purchase agreement)
- Property Survey Map
- Site layout on an 11" x 17" sheet-4 copies
- Design plans for any roadway geometric improvements (Acceleration lanes, deceleration lanes, turning lanes) (if applicable)
- Traffic Control Plan for driveway construction (also referred to as a barricading plan)
Plans may be purchased from (local engineers)





NHADOT

SITE THRESHOLD ASSESSMENT (STH)

A Site Threshold Assessment (STH) is required of all developing or redeveloping properties that directly or indirectly access a state highway.

District No.: _____

Project No.: _____

Date: _____

Applicant Name: _____

Business Name: _____

Address: _____

SITE DESCRIPTION

<input type="checkbox"/> Residential	Building Size (SF) _____	Dwelling Unit _____
<input type="checkbox"/> Retail	Parcel Size (ac) _____	Rooms _____
<input type="checkbox"/> Office	Roadway Frontage (ft) _____	Beds _____
<input type="checkbox"/> Industrial	Parking Spaces _____	Students _____
<input type="checkbox"/> Institutional	Employees _____	Seats _____
<input type="checkbox"/> Lodging	Other: _____	Fuel Pumps _____
<input type="checkbox"/> Restaurant		Courts _____
<input type="checkbox"/> Convenience/Gas		Storage Units _____
<input type="checkbox"/> Other: _____		

The STH examines existing roadway volumes and anticipated site trip generation for the purpose of determining if additional analyses are required. If the site characteristics and the trip generation estimate for a proposed development do not satisfy the requirements for a STA or a TIA as determined by the District Traffic Engineer, the STH should be approved and the traffic study requirement for the proposed development will be complete. If additional analysis is required based on the results of the STH, the District Traffic Engineer should indicate to the applicant the level of analysis that is required.

TRIP GENERATION

Option A (Commercial Access)

DTE Trip Generation Land Use Category: _____

AM Peak Hour Trips Entering: _____ Exiting: _____

PM Peak Hour Trips Entering: _____ Exiting: _____

Option B (Residential Access)

Daily Trips Entering: _____ Exiting: _____

FOR OFFICIAL USE ONLY

EXISTING ROADWAY DATA

Highway No.: _____

Site Mile Post: _____

Highway ADT: _____

Count Year: _____

Number of Lanes (two way): _____

Function Class: _____

EXCEEDS THRESHOLD Yes No STA Required TIA Required

Thresholds:

STA: 25 to 99 Peak Hour Total Trips AND more than 1,000 Vehicles per Lane per Day on adjacent Highway

TIA: 100 or more Peak Hour Total Trips

OTHER REQUIREMENT BASIS/DTE COMMENTS: _____





New Mexico DEPARTMENT OF
TRANSPORTATION
QUALITY FOR EVERYONE

Environmental Certification for Undertakings within NMDOT Rights-of-Way

Please fill out the form completely. Submittals are reviewed in the order received. Allow 10-15 business days for the processing. Emergency requests are handled on a case-by-case basis.

Any tree removals needed for the commission of the utility work shall be reviewed and approved by the NMDOT Environmental Bureau as part of the permit. Provide latitude, longitude, tree type, and tree condition. Any trees on the NM Noxious Weed List are excluded from this requirement.

1. **Purpose and Nature of undertaking.** Describe the undertaking along with width, length and depth of ground disturbance. Include the methods and machinery to be used.

2. **Is your project resulting from a NMDOT project?** If so, provide the control and/or project number.

3. **Funding source.** Is the funding private, state, or federal? If state and/or federal, list agency(s).

4. **Land status.** Is the project on right of way owned by BLM, Forest Service, Tribal land, or State Trust land? (NMDOT does not own all highway rights of way)

5. **Permitting agencies.** List other permitting agencies involved besides NMDOT.

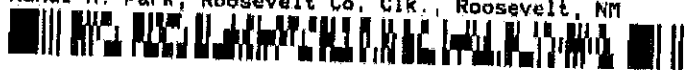
6. **County.** List the county or counties in which the project is located.

7. **Highway number.** Indicate the highway the project will cross or parallel.

8. **BOP and EOP.** Provide the milepost (MP) locations for the beginning of the project area (BOP) and the end of the project area (EOP). Indicate BOP and EOP on project area maps, as well. If highway crossing only, list the milepost location.

9. **Side(s) of the road.** Indicate on which side of the road the project will be located using cardinal directions (north, south, east, west). List all project crossings of the highway by milepost.

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10. Length of the project. Indicate the length of the project within NMDOT right of way in terms of feet and/or miles.

11. Provide the legal description of the project area: Township, Range, and Section(s).

12. Maps / Locational Information. Include a map or other location information such as Esri Shapefiles and/or a Google Earth image or kmz/kmz file at an appropriate scale so that the project area within the NMDOT right-of-way can be accurate and precisely identified in the NMDOT GIS database. If milepost information is unavailable, please use latitude and longitude coordinates of the BOP and EOP.

14. Include your:

Name/Company:

Phone:

Email:

15. Submit your request to:

Email: gary.funkhouser@dot.nm.gov
C: 505-570-7291

or:

Gary Funkhouser
NMDOT - Environmental Bureau
P.O. Box 1149
Santa Fe, NM 87504-1149

Physical Address (for FedEx and UPS):
1120 Cerrillos Road, Room 206
Santa Fe, NM 87505-1842

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APPLICATION FOR PERMIT TO CONSTRUCT AN ACCESS OR MEDIAN OPENING ON
PUBLIC RIGHT-OF-WAY

Department Use Only

District No. _____ Permit No. _____ State Highway No. _____
Project No. _____ Station No.(s) _____ Mile Post(s) _____
Posted Speed _____ Highway ADT _____ Sight Distance _____
Type of Vehicle _____ Estimated Driveway ADT _____

TO: NEW MEXICO DEPARTMENT OF TRANSPORTATION
ATTN: DISTRICT ENGINEER

Deming Roswell Albuquerque Las Vegas Santa Fe Milan

Application is hereby made by _____
(Owner of Property) (Mailing Address)
_____ to develop or redevelop a _____ with the
(Type of Development)

estimated driveway ADT as listed above, for permission to construct () access(es), or () median openings or to () modify or transfer an existing lawful access permit, and/or () to upgrade an existing illegal access to a lawful access at the following described location:

in _____ County, on State Highway _____ in accordance with the attached plan or sketch. Work will commence on or about _____ and will require approximately _____ days.
(month, day, year)

The proposed driveway or median opening must be located, designed and constructed in accordance with 18.31.3 NMAC, State Highway Access Management Requirements. A Gate (), Cattle Guard (), Additional Fence (), Drainage Structure (), will be required which owner agrees to furnish and hereafter maintain in good repair and closed to livestock. The applicant shall submit a construction traffic control plan for approval. The owner will protect, indemnify, and hold the New Mexico Department of Transportation harmless from any injury or damage caused the owner, or third parties, by owner's failure to comply with the above. If this permit is granted, owner further agrees to comply with all condition, restrictions, and regulations of the New Mexico Department of Transportation. If not constructed, this permit will expire six (6) months from the date of issue unless otherwise noted and approved. The permittee shall notify the District Engineer of the pending construction at least three (3) working days prior to any construction, and upon completion, which shall be within 45 days of initiation of construction. The permittee, his or her heirs, successors-in-interest, assigns, and occupants of the property serviced by the access shall be responsible for the repair and maintenance of the access beyond the dge of the roadway including any cattle guard and gate, and the removal of snow or ice upon the access even though deposited on the access in the course of the Department snow removal operations. Any work in state highway right-of-way must be approved in writing by the Department prior to initiating the work.

Place (Of Notary) _____
Sworn to and subscribed before me this _____ By _____
Day of _____, 20 _____ Title _____
My commission expires _____ Owner's Phone No. _____
(Notary Public)



Form No. A-64
New 11/2

Department Use Only

Permission granted this _____ day of _____, 20____, subject to the above stated conditions and the following additional requirements (attach separate sheet as required):

Deviation from the stated conditions or the approved sketch may be grounds for revocation.

Distribution:

NEW MEXICO DEPARTMENT OF TRANSPORTATION

Original: G.O. Files
Copies: District Engineer
Applicant
Traffic Services Engineer

By _____
(District Engineer or Designee)
Title _____

ACCESS INFORMATION

NAME:		
ADDRESS:		
CITY:	STATE:	ZIP:
COUNTY:	PHONE:	
1. ROUTE No. (S.R./US):	State Road	
2. LOCATION (NEAREST MILEPOST)	Mile Post	
3. ACCESS WIDTH:		
4. LENGTH OF PROPERTY FRONTAGE:		
5. ACCESS TYPE (commercial/residential/other):		
6. ACCESS RADIUS:		
7. GATE/CATTLE GUARD/OTHER:		
8. TYPE OF SURFACE MATERIAL:		

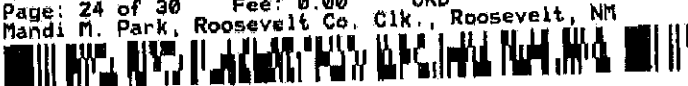
*******FOR OFFICIAL USE ONLY*******

1. POSTED SPEED:	
2. SIGHT DISTANCE:	
3. DRAINAGE:	
4. CULVERT SIZE:	
5. CONC. END BLANKETS:	
6. R.O.W. TO R.O.W. WIDTH:	
7. DRIVING LANE WIDTH:	SHOULDER WIDTH:
8. HIGHWAY A.D.T.:	ESTIMATED ACCESS A.D.T.:

SPECIAL NOTES AND/OR CONDITIONS

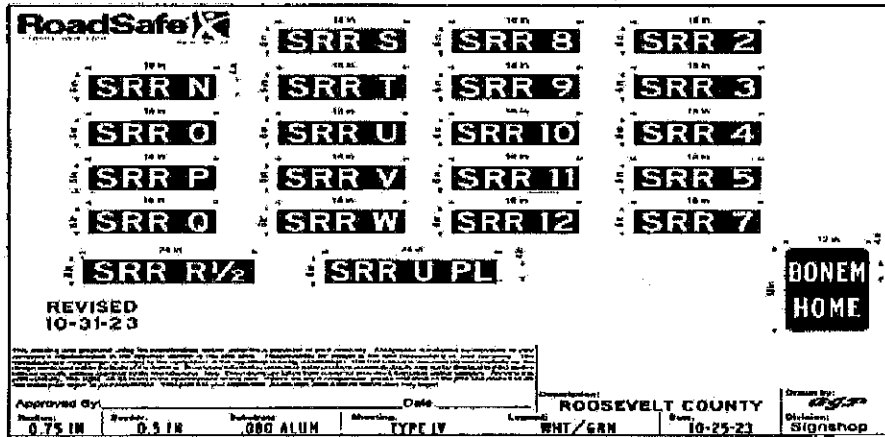
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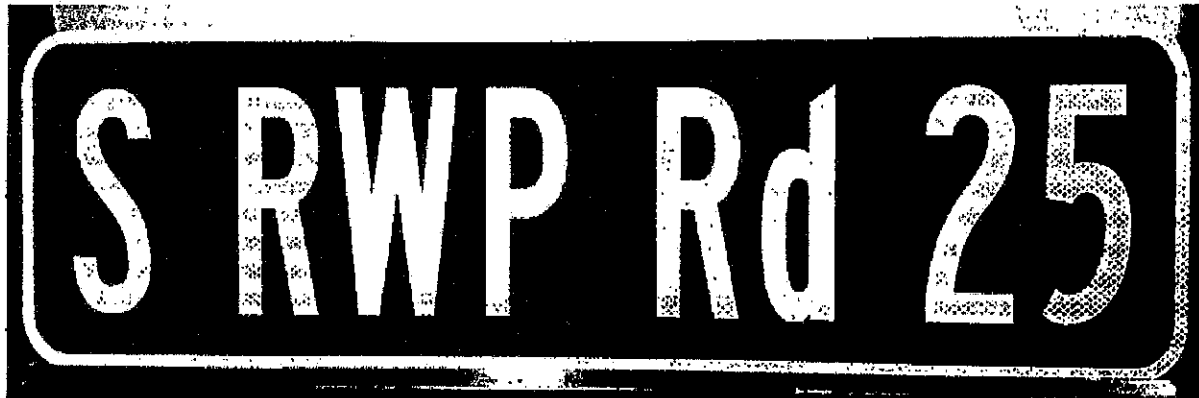


Road Signage Examples

Example for:
County Maintained Road Sign



Examples sign for:
Non-County Maintained Road: Private Road: No-Access Road:

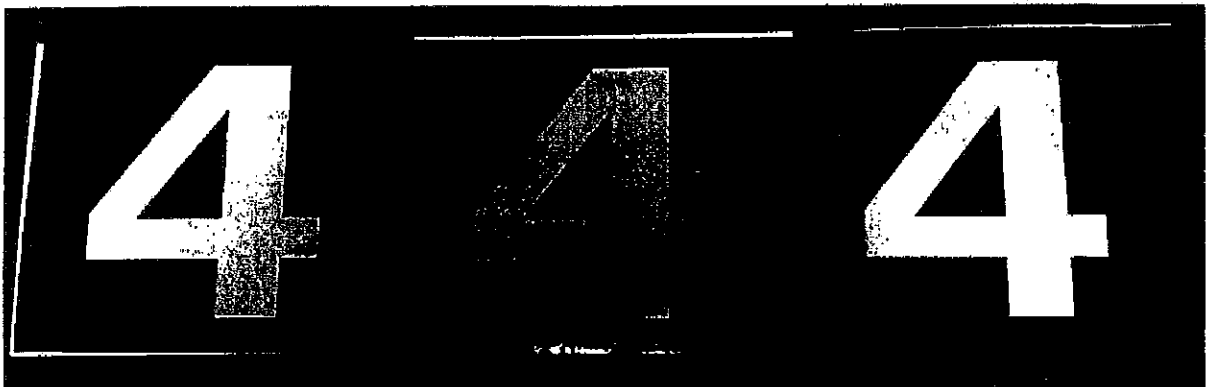
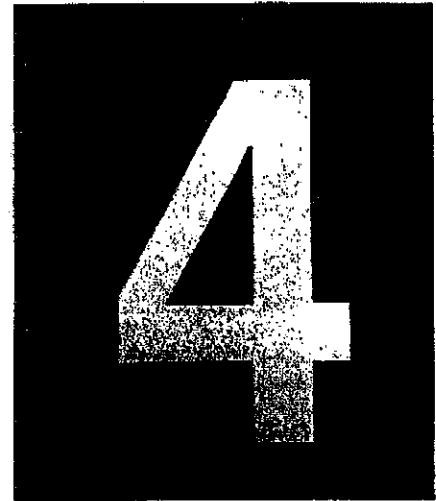
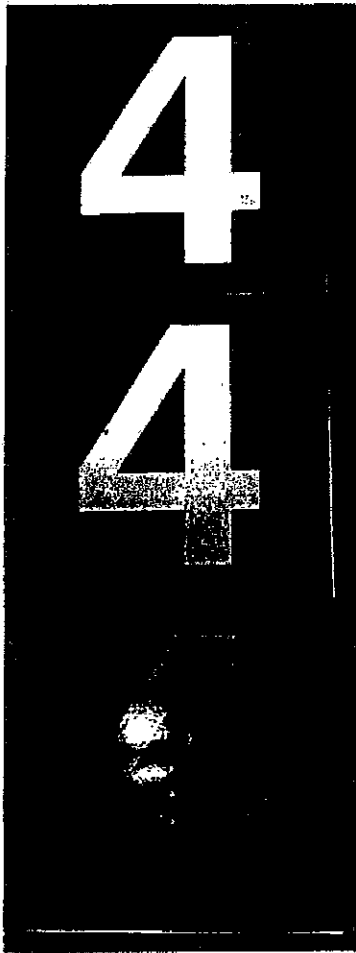


Address Number Signage Examples

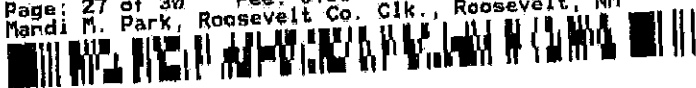
Example for:
Address Numbers

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Appendix E

Date

Property Tax#:

RE: Address Changes in Section:

To whom it may Concern:

The primary purpose of addressing in Roosevelt County, NM is for emergency services; accurate addressing is imperative to a timely response. In an effort to provide the emergency service responders and the Public Safety Answering Point (PSAP - dispatch center) the most accurate data possible, the following addresses have been changed to correct errors and to fit the addressing standards and requirements of Roosevelt County, NM.

Johnny Montiel
Rural Addressing Coordinator
Roosevelt County, NM

Example:

Old Address:

965 NM 170

Portales, NM 88130

New Address:

10 Road 1633

Portales, 88130



Appendix F
Development Application

Date:

Applicant:

Home Phone Number:

Cell Phone Number:

Address:

City:

State:

Zip:

Property Owner:
(If other Than applicant)
Address:

City:

State:

Zip:

Property in Question

Property Address:

Section:

Township:

Range:

Block:

Lot:

Additional Legal Description:

Metes and Bounds Description:

Description of project:

Type of Development

- Home Build (Type): Mobile Home (Trailer House Before 1975)
- Manufacture Home Shop/Barn Modular Home (Type):
- Vacant Lot: Other:



Foundation Type:

Additional Information required: (staff will mark all applicable forms needed)

- | | |
|--|--|
| <input type="checkbox"/> Annexation | <input type="checkbox"/> Building Permit (CID) |
| <input type="checkbox"/> Claim of Exemption | <input type="checkbox"/> Building Permit (Clovis) |
| <input type="checkbox"/> Subdivision Form | <input type="checkbox"/> RCRD Driveway Permit |
| <input type="checkbox"/> Summary Subdivision Form
Permit | <input type="checkbox"/> NMDOT Driveway |
| <input type="checkbox"/> Variance Form | <input type="checkbox"/> EPA Permit |
| <input type="checkbox"/> Vacation of Plat
Permit | <input type="checkbox"/> Mobile Home Move |
| <input type="checkbox"/> Vacation of Right Way | <input type="checkbox"/> Flood Zone Information |
| <input type="checkbox"/> Floor Plans | <input type="checkbox"/> Flood Zone Permit |
| <input type="checkbox"/> Certified Survey | <input type="checkbox"/> Inspection form |
| <input type="checkbox"/> Address Application
(CD) | <input type="checkbox"/> Elevation Certificate |
| <input type="checkbox"/> Site Plan
(BUD)
(Building Under Construction) | <input type="checkbox"/> Elevation Certificate |
| <input type="checkbox"/> Other: | <input type="checkbox"/> Elevation Certificate (FC)
(Finished Construction) |
| <input type="checkbox"/> Other: | |

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