



SANDOVAL COUNTY DIVISION SUBMITTAL REQUIREMENTS FOR C/IDRC PROJECT REVIEW

The following ECONOMIC DEVELOPMENT DIVISION submittal information is required for C/IDRC review:

Project/Site Evaluation: Project review includes a project/site evaluation by the Economic Development Division to assist in determining project development parameters and the potential for project financial assistance. Project development parameter findings are reviewed by the C/IDRC in preparation for the Project Development Meetings.

The following FIRE DIVISION submittal information is required for C/IDRC review:

- a. **Fire Code:** International Fire Code (IFC) 2003, 6th printing, is the adopted fire code for the county. Later versions of the fire code may be used however, they cannot conflict with the 2003 edition.
- b. **Plans:** In addition to the below requirements, plan submissions shall show interior layouts including fire exits, emergency lighting and exit identification locations, fire extinguisher locations, and employee safety protocols during construction.
- c. **Access:** Site plans shall show exterior access and egress including layouts and dimensions
- d. **Roads:** Any new road that is to be installed shall be constructed and maintained at a minimum 20 feet unobstructed width and a vertical clearance of not less than 13 feet 6 inches in accordance with the International Fire Code Section, 503.2.1.
 - i. If the road leads to a dead end, a hammer head or cul-de-sac shall be installed with a minimum width of 96 feet
 - ii. All streets and roads shall be identified with approved signs in accordance with IFC 505.2.
- e. **Identification:** Each building shall be provided with address numbers that are a minimum of 4 inches high with easy visibility (color different than wall) and identifiable from the street side, in accordance with the International Fire Code Section 505.1
- f. **Fire Suppression Requirements:** Sandoval County has a number of rural areas that have limited fire suppression capabilities. Therefore, depending on the location and occupancy type, the fire department, as the authority having jurisdiction (AHJ), may require fire suppression design and installation even if IFC does not. The Fire Chief, or his designee, will review the initial plans and determine if fire suppression is needed.

- i. A number of buildings do require fire suppression installation in the IFC. Buildings requiring fire suppression in IFC or AHJ are required to submit the following:
 1. Designed fire sprinkler and fire alarm plans are required to show a professional engineer stamp on the submission
 - a. Depending on the location, a recognized water system may not be available to provide the needed flows for a sprinkler system. In this case, a water tank designated for fire suppression only will be required.
 - b. An fire department connection (FDC) is required and a fire hydrant shall be installed within 50 feet of the FDC
 2. Installation of fire sprinkler and fire alarms shall be in compliance with National Fire Protection Association

The following PLANNING AND ZONING DIVISION plan submittal information is required for C/IDRC review (County Special Use and Urban Commercial/Industrial zone districts may involve additional requirements):

- a. Land Ownership: Provide copy of Deed or other ownership verification.
- b. Zoning: Identify zone district. Confirm appropriate zone status (permissive use, or conditional use. If use is conditional, applicant must apply for a Conditional Use Permit for review and approval by the Sandoval County Planning and Zoning Commission at a public hearing prior to plan submittal.
- c. Site Standards: Identify and confirm zone district building height and setbacks. Include elevations and overall site drawings.
- d. Parking: number, dimension, and placement of standard and physically challenged motorist parking spaces in relation to building square footage by use.
- e. Drive Isle/Access Ingress.
- f. Landscaping/Screening.
- g. Lighting.
- h. Overlay Zones: where applicable, this may include additional site requirements.
- i. Signage: A County Planning and Zoning Division Sign Permit is required for on-site and off-site signage related to the proposed development.
- j. Variance: a request for a Variance on site development standards must be reviewed and approved by the Sandoval County Planning and Zoning Commission at a public hearing prior to plan submittal.
- k. Site Lot: verify existing lot, or a lot to be created. If the site requires creation of a new lot, lot platting is reviewed by the County Planning and Zoning Division under the County Land Subdivision Regulations, with applicable fee. The lot platting process includes a 30-day appeal period prior to approval for plat filing. Filing of the plat requires payment of property taxes. This procedure must be completed prior to Plan Set Submittal.
- l. Grading and Drainage: a standard grading and drainage plan as defined in the County Land Subdivision Regulations is required for review by the County Engineer, or a Storm Water Pollution Prevention Plan (SWPPP) as required and reviewed by the

Eastern Sandoval County Arroyo Flood Control Authority (ESCAFCA), or the Southern Sandoval County Arroyo Flood Control Authority (SSCAFCA) depending on location. The County Planning and Zoning Division will coordinate this review with the County Public Works Division for EPA MS4 Storm Water review where applicable. NOTE: NMDOT drainage calculations are not acceptable for on-site development drainage plans. Please refer to City of Albuquerque NM on-site development drainage calculations. Off-site drainage into NMDOT right-of-way is prohibited.

- m. Flood Plain Review and Certification: completed by the County Planning and Zoning Division.
- n. Liquid Waste: an approved Septic Permit from the State of New Mexico Environment Department (NMED) is required. If the proposed project is an addition to an existing building, NMED must review and grant update approval to an existing approved permit. If the proposed project is to connect to an existing liquid waste system, provide a letter of approval for connection service.
- o. Water: a source of water for the proposed development must be identified. An approved well permit from the State of New Mexico Office of the State Engineer (NMOSE), or an approval letter for connection to an existing water system.

The following PUBLIC WORKS DIVISION plan submittal information is required for C/IDRC review:

Grading and Drainage: a standard grading and drainage plan as defined in the County Land Subdivision Regulations is required for review by the County Engineer, or a Storm Water Pollution Prevention Plan (SWPPP) as required and reviewed by the Eastern Sandoval County Arroyo Flood Control Authority (ESCAFCA), or the Southern Sandoval County Arroyo Flood Control Authority (SSCAFCA) depending on location. The County Planning and Zoning Division will coordinate this review with the County Public Works Division for EPA MS4 Storm Water review where applicable. NOTE: NMDOT drainage calculations are not acceptable for on-site development drainage plans. Please refer to City of Albuquerque NM on-site development drainage calculations. Off-site drainage into NMDOT right-of-way is prohibited.

Street Specification Ordinance: Street design specifications are administered by the Public Works Division.

State of New Mexico Construction Industries Division (NMCID): NMCID application submittal is required with plans submittal. NMCID reviews and issues building permit upon completion of all County review and approval procedures. County Planning and Zoning Division approval of the proposed project requires County Planning and Zoning Division staff signatures on the NMCID application for zoning and flood plain certification. NMCID will charge a review and permit fee for their procedures.

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