
Site Development Review Checklist

Unless waived by the Planning and Zoning Commission, the site development plan and accompanying documents shall show at least the following items. **INITIAL IF INCLUDED. Do not initial if you plan to apply for a variance from a requirement.**

- _____ 1. Completed application form
- _____ 2. Site development plan prepared and certified by a qualified architect, engineer or landscape architect, registered in New Mexico.
- _____ 3. Accessibility to property and proposed structures particularly, auto and pedestrian safety, traffic control and emergency access.
- _____ 4. Location of well and septic system.
- _____ 5. Submit approved New Mexico Environmental Department waste permit for the proposed use.
- _____ 6. Submit approved New Mexico State Engineer water permit for the proposed use.
- _____ 7. On-site drainage and storm water retention with corresponding calculations.
 - _____ a. Indicate drainage inflow and outflow locations and specify areas required to be maintained for drainage purposes.
- _____ 8. Topographic survey, **if requested by the Planning and Zoning Administrator**
- _____ 9. Discuss general compatibility with existing adjacent properties including noise, glare or odor effects on adjacent properties.
- _____ 10. Discuss overall health and safety of the community
- _____ 11. Discuss how the proposed use meets the goals and objectives of the Village of Corrales Comprehensive Plan.
- _____ 12. Location of all current:
 - _____ a. Property lines
 - _____ b. Buildings / Structures
 - _____ c. Streets / Roads / Easements
 - _____ d. Watercourses
 - _____ e. Show north arrow
 - _____ f. Identify the zone designations of adjacent properties
 - _____ g. Show all structures within 25 feet on adjacent properties
 - _____ h. Any additional information necessary to demonstrate compliance, **if determined by the P&Z Administrator.**
- _____ 13. Location of all proposed buildings and elevations:
 - _____ a. Height cannot be greater than 26-feet for any structure.
 - _____ b. Location of sign. (Need to obtain sign permit from Planning and Zoning Office, after site development approval)
- _____ 14. Setback requirements:
 - _____ a. No new structure shall be constructed closer than 25 feet to any existing residential structure on any abutting lot.
 - _____ b. Front setback shall be no less than 25 feet
 - _____ c. Rear and side setbacks shall be no less than 10 feet
- _____ 15. Lot coverage shall not exceed 35%
- _____ 16. Architectural Requirements:
 - _____ a. Exterior appearance shall express the characteristics of the Territorial, Spanish Pueblo and Southwest Vernacular architectural style.
 - _____ b. Allowable materials include stucco, adobe, slump block and stone.
 - _____ c. Building massing on properties with a lot coverage over 8,000 square feet shall be designated to appear more as an aggregation of a smaller "building blocks" rather than a single large box or block.
 - _____ d. Roof mounted equipment shall be architecturally screened with opaque materials.
 - _____ e. Walls and fences shall be built of brick, adobe, rock, decorative concrete block, masonry, wood, wood and metal wire, pipe, wrought iron or similar materials.
- _____ 17. Fencing. All transformer boxes, garbage enclosures and loading areas shall be screened from public streets and abutting residential properties by fences or walls compatible with the design of the primary structure.

- _____ 18. Off-street parking and loading areas with particular attention to refuse and service areas.
 - _____ a. Size of parking spaces shall be a minimum of 180 sq. ft. with dimensions not less than 9 ft. x 20 ft.
 - _____ b. Parking areas shall be placed off the street to the rear and sides of buildings wherever possible.
 - _____ c. Churches or places of worship: 1 parking space per every 6 seats in the main room (30 inches of a pew = 1 seat)
 - _____ d. Bars & Restaurants: 1 parking space per every 150 sq. ft. of heated floor area.
 - _____ e. Bed and Breakfast: 1 ½ parking spaces per every guestroom
 - _____ f. Retail, Office and Service Uses: 1 parking space per every 300 sq. ft. of heated floor area.
- _____ 19. Must provide Americans with Disabilities Act (ADA) approved parking spaces for the physically disabled.
 - _____ a. Parking Space: 8 feet wide by 20 feet long
 - _____ b. Loading Zone: 5 feet wide by 20 feet long
 - _____ c. Slope: no greater than 2%
 - _____ d. All spaces must be indicated with an ADA sign
- _____ 20. Driveway permit from New Mexico Department of Transportation, if primary access is from Corrales Road
- _____ 21. Driveway Access (for Office and Commercial zoned properties):
 - _____ a. For every 150-feet of roadway frontage, there shall be no more than one driveway providing ingress and egress.
 - _____ b. No driveway shall have a width greater than 28-feet
 - _____ c. All driveway areas shall be clearly defined by landscaping, walls and/or fences.
- _____ 22. Vision clearance of roadway intersections between 3 and 8 feet above the roadway, in a triangular space at the roadway corner on a corner lot. Such triangular space shall be bounded by the roadway property lines and a diagonal line connecting the two points 25-feet distant from the intersection. *See attached diagram.*
- _____ 23. Exterior lighting. It shall be arranged so it does not shine on any public right-of-way or residential property. No exterior light source, other than those attached to a building, shall be more than 15 feet in height. All exterior lighting must comply with the New Mexico Night Sky Act.
- _____ 24. Landscaping Requirements:
 - _____ a. Commercial and Office zoned properties are required to landscape 10% of the lot or 15% of a corner lot.
 - _____ b. Plant 1 shade or ornamental tree for each 1000 sq. ft. of required landscaping.
 - _____ c. Shrubs and bushes shall be at least 5-gallon container sizes.
 - _____ d. Install buffer landscaping when a nonresidential property is adjacent to a residential property. Must install a fence, wall or hedge a minimum of 6-feet in height and 5-feet in width.
 - *The Planning and Zoning Commission may approve alternate buffers to the landscaping, if the noise and sight buffering can be accomplished with the alternate plan.
- _____ 25. Municipal zone water availability requirements:
 - _____ a. Must demonstrate the applicant possesses water rights in an amount equal to or greater than the projected annual water consumption for the development, which must be determined by a qualified professional engineer in the State of New Mexico.

COMMENTS: _____
