

Plan Review – Technical and Engineering Services

Overview

Technical and Engineering Services-Plan Review staff is responsible for reviewing development related construction drawings and documents for compliance with City Design Standards and any applicable state and/or federal codes. We are part of the Consolidated Review Center.

Our focus is to review how development impacts the City's infrastructure. Reviews may consist of: commercial and/or residential subdivisions (master plan to final plat), commercial sites, and any work within the right-of-way.

Discussing Your Project

Staff is available to meet and discuss your proposed project at Pre-Application meetings held every Wednesday afternoon from 1:30-2:30 pm located at the New City Hall in Room 1158 (adjacent to Community Development Permit Desk on the first floor). Pre-Application meetings help facilitate your proposed development by having various City staff reviewers available to help answer development questions.

Official Review

All construction drawings and associated documents must be submitted to the Front Desk at in the Community Development Department at City Hall. Permitting staff processes and routes the submittal to all appropriate reviewing sections (Consolidated Review Center) for an official review.

Issuance of Permits

Once your project receives the appropriate approvals from all reviewing agencies of the Consolidated Review Center, the Front Desk will issue a permit for your project.

Submittal Guidelines

These guidelines are not intended to replace an official review nor does it imply that Local, State, or Federal codes and regulations have been met. Below are major components staff needs in order to perform a thorough review of your proposed development:

General Grading, Drainage and Right of Way

- In general, drainage calculations are required for all sites
- A drainage report is required for all sites greater than 3 acres
- A geotechnical report is required for all retention/detention ponds
- A flood plain analysis is required for all developments or substantial improvements located within a flood zone (refer to the Floodplain Manager, J.D. Padilla for specific requirements)
- Retaining wall calculations are required
- Please ensure the landscaping plan agrees with the grading/drainage plan

- The grading plan should clearly show the drainage concept (flow arrows, slopes, critical spot elevations, etc ...)

General Utility Submittal Guidelines

- Party making the tie in to existing city utilities (City or Contractor)
- Point of utility service connection to utility main and size of utility service line.
- Location and size of all existing utility main lines, service lines, meters, electrical enclosures, and easements
- Location of all trees or the following note - TREES NOT TO BE PLANTED WITHIN 10 FEET OF SERVICE LINE
- Required BTUH or MCFH to adequately size gas service line & Meter
- Required water demand in GPM based on appropriate codes and intended use
- City owned Utility mains in private property need adequate easements to the City of Las Cruces for operations and maintenance. All necessary easement locations must be shown on the plans when submitted for review. All easements must be filed and recorded in the Dona Ana County public records, and a recorded copy of the easements must be delivered to Las Cruces Utilities before final approval of the plans.
- Location of all proposed and existing fire hydrants
- Location of all proposed and existing manholes
- Location of all proposed and existing valves

General Erosion Control Submittal Guidelines

- In general, a wind erosion control plan is required for all sites where earth disturbing activities will occur onsite.
- Total project and disturbed area (sq. feet)
- Operations and activities to be performed on site
- Actual and potential sources of fugitive dust
- Delivery, transport and storage areas
- Fugitive dust control methods
- Permanent stabilization method and timeline
- A sediment and erosion control plan is required for all sites 1 acre or greater
- EPA Notice of Intent ID
- Track-out Control
- Site erosion and sediment control measures
- Pollution prevention control measures<