



SITE PLAN AND CONSTRUCTION DOCUMENTS STANDARDS

PURPOSE:

This policy outlines requirements for site plans and other construction and supporting documents submitted with zoning permit applications to the Paradise Hills Special Zoning District. Site plans must use accepted construction document standards, include zoning review information, and clearly show existing features and structures, including their dimensions, locations, and distance from the site boundary. Planned additions must be clearly marked, showing their size and position within site boundaries. Site plans must also identify the width and length of utility and road easements and the setbacks of structures from the property boundary. These notations enable the PHSZD Commission to verify compliance with legal zoning requirements.

Meeting these requirements speeds permit review. Not following standards causes delays. Site plan standards help reviewers, applicants, contractors, architects, engineers, and Bernalillo County Departments. The Commission invites questions to keep the process open, transparent, and clear.

To have a PHSZD permit application accepted, submit all of the following: (1) a site plan from sources like Interactive GIS Online Maps, parcel plans, plot plans, legal surveys, or Bernalillo County Clerk records, with all zoning notation documentation; (2) dated construction documents showing the latest revisions; (3) fees, with proof of paid fees (PHSZD Fee Permit Invoice Form); and (4) any additional supporting documents requested. The Commission will not review or approve incomplete applications, including those missing required documents or site plans without zoning information.

By state statute, the Commission reviews zoning compliance. Property Owners or Authorized Agents (parties in interest) must pay all labor costs associated with permitting, as required by the New Mexico State Zoning Statute for Special Zoning Districts.

SITE PLAN AND CONSTRUCTION DOCUMENT STANDARDS:

1. To apply for zoning permits for new building additions or major modifications outside the existing building footprint, owners, authorized agents, and contractors must submit completed applications with the following supporting documentation: 1) stamped legal survey records and parcel surveys; 2) a completed application with required supporting documents; and 3) dated digital construction plans with a site plan conforming to the latest lot of legal record recorded with the Office of the County Clerk. This is necessary for zoning permits for new construction, building additions (major modifications outside the existing building footprint), or new subdivision development.
2. Owners, Agents, and Contractors must provide all documents to complete an application for projects within the existing building footprint, including completed applications, required supporting documents, and digital construction plans with a Site Plan meeting these standards.
3. The 'Lot of Legal Record' is the parcel survey filed with the Office of the Bernalillo County Clerk. It serves as the official zoning document and clarifies the property's zoning requirements, helping applicants submit a compliant application. For minor projects or projects inside the building footprint, such as solar additions, small sheds, or roof replacements, applicants may use Lot of Legal Record surveys, recorded surveys, plot plans, or Title Location Surveys as zoning sources.
4. For larger additions, applicants may need a recent instrumented legal survey when the title survey differs from County GIS Records for the subdivision or affects other legally involved parties.
5. List the names and mailing addresses of property owners on the plan set. If the property address differs from the owner's mailing address, note both addresses.
6. Indicate the date, sheet number, and title on each revision of construction documents so the Commission can discern the most recent version, sheet number, and phase of development.
7. Record the license numbers, contractor names, phone numbers, addresses, and emails.
8. Record the license or stamp, and names, phone numbers, addresses, and emails of the architects or engineers.
9. Note that the legal description of the Property and the Uniform Property Code (UPC) are the same as the Property Identification Number (PARID) on Tax Records.

10. Show a North arrow or compass graphic on the site plan. This will make the orientation clear for everyone.
11. When benchmarks are set, they establish both the location and elevation reference points for new construction.
12. Note property line lengths, directions, corner angles, and curve radii. Name a new bearing when the boundary changes direction.
13. The PHSZD Zoning Ordinance requires site plans to show building setbacks. Draw the distance arrow at a right angle from the property line and show the distance between structures and property boundary lines at the smallest point between them.
14. Intrusions on zoning setbacks and easements are not permitted. Mark approved utility easements. Show the location and size of all easements, including new ones. Show where overhead utility lines connect to structures and note if they cross water on the site.
15. Project boundaries require notations and dimension lines on the site plan. The PHSZD Zoning Ordinance defines setbacks as the shortest space between a structure and property lines, curb cuts, or road easement lines. Draw lines for front, back, and side setbacks at right angles from the property line to structures, write the measured distance beneath each line, and use arrows at both ends. Note the spaces between any free-standing structures at the smallest distance between them.
16. Identify adjacent streets, alleys, and other public right-of-ways and easements adjacent to the site.
17. Legal boundaries of easements, private drives, and streets within the site must be identified on the site plan.
18. All corner residential properties have setbacks of twenty feet (20') from the facing street and side street to preserve the lines of vision and oncoming traffic at the corner. Beyond the front twenty-foot setback on both frontages, corner houses may have fences within six feet of the roadway on the side setback. Fences may avoid utility lines and may be removed for access to utility easements.
19. The Clear Sight Triangle is a triangular space at the street corner of a corner lot, bounded by the street right-of-way lines and a line connecting points located 25 ft. distant from the intersection, or projected intersection, of the street right-of-way lines, within which no obstruction to view between three and one half feet (3.5 ft.) and eight feet (8 ft.) above the street level shall be placed or maintained.
20. The R-1 zone usually requires six feet between structures and side property lines. Front setbacks are twenty feet. Back setbacks are fifteen feet under the 2026 Ordinance. Non-rectilinear lot shapes may have different rules, so check

the latest Ordinance update for these allowed variances at: <https://www.paradisehillsspecialzoning.org/ordinance>

21. Site plans must use an architectural or engineering scale shown on the drawing.
22. Use large, bold letters readable in PDF format.

POLICY:

The Commission is committed to a fair and transparent process. Applicants may need to resubmit applications at the Commission's discretion if they contain errors, omissions, incomplete or missing documents, or if the submitted documents do not meet the required standards (*Code of Comprehensive Zoning Ordinances of the Paradise Hills Special Zoning District, 2026*), because such omissions have made the Zoning review impossible to complete. Common reasons for rejection include missing signatures, omitted fees, incomplete site plans, or non-compliance with submission guidelines.

1. To obtain digital and hardcopy site records from the Office of the Bernalillo County Clerk, applicants can place an order by telephone, from the customer desk, or online. If you have any questions or need assistance with this process, please do not hesitate to contact the Office of the Bernalillo County Clerk.
2. Applicants, including Agents, Contractors, and Property Owners, must upload a PDF copy of the site plan, along with all other required construction and supporting documents, to the PHSZD online permit application system before review. For fences or small accessory buildings, a separately developed site plan must be uploaded with additional documents. Follow the online application steps for each project type to ensure a reliable process.
3. As part of the PHSZD digital Zoning permit stamp, Bernalillo County Permitting requested that the PHSZD Commission insert approved site plans and other construction documents used as the basis of the Zoning decision into the PHSZD Zoning Permit after review. These plans are named "site detail" in the permit stamp document.
4. Please submit all site plans and other requested supporting documents in PDF format.
5. Files submitted through PHSZD digital applications are automatically stored securely in online records after submission, ensuring easy access and preservation. The Commission's role is to review Zoning compliance, not to complete incomplete applications.

6. Final permit stamp PDFs are submitted to authorized agents and applicants via email, and the agent or Applicant is responsible for conveying the permit to Bernalillo County after receipt.
7. The PHSZD Commission will manually upload final stamped PHSZD Zoning Permit PDFs to archival files for record-keeping after issuance. Incomplete applications are nonconforming and may cause delays, so submitting complete documents ensures a smoother process and helps build trust with the Commission. The Commission may also assess additional fees for review costs related to incomplete applications or multiple data requests. The Commission will not release Final PHSZD permits until Applicants or Authorized Agents pay all fees, as outlined in the PHSZD Fee Rate schedule. The PHSZD Commission does not return Zoning Permit Application Review fees and may assess additional costs as described in the PHSZD Fee Rate Schedule.

PROCEDURES:

1. To submit your application or revisions, follow the PHSZD website directions: <https://www.paradisehillsspecialzoning.org/>
2. For brief comments and questions, use this contact form: <https://www.paradisehillsspecialzoning.org/contact>.
3. To get PHSZD Announcements, including public meeting agendas and links, sign up on the same page. For new Applicants and Authorized Agents, attendance at a PHSZD public meeting is suggested.
4. For longer comments, application inquiries, supplemental documents, and small revisions (less than 25 MB), email contact@paradisehillsspecialzoning.org.
5. To download the PHSZD Ordinance for free, go to the Paradise Hills Special Zoning District website and open the Menu: Ordinance page. The new PHSZD Zoning Ordinance and Regulations were approved in March 2026.
6. The PHSZD Commission's Site Plan Standards were based on "*Building Construction Illustrated Second Edition*" (Francis D.K. Ching with Cassandra Adams, Library of Congress Cataloging-in-Publication Data, 1991).