



City of Hobbs
Department of Engineering & Planning

ADDRESS REQUEST FORM

The assignment of an address to a habitable structure is a crucial part of the permitting process and 911 emergency response services. A permit will not be issued for new construction unless the address is assigned and verified by the Engineering / GIS Division.

NOTE: All addresses assigned are temporary until the building receives a certificate of occupancy or placement of manufactured structure is inspected.

DATE: _____

APPLICANT INFORMATION

Applicant is: ☐ Owner ☐ General Contractor ☐ Agent ☐ Other: _____

Address request is for a: ☐ Primary habitable structure ☐ Second habitable structure

☐ Non-habitable accessory structure or service.

Name Printed _____ Signature: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

PROPERTY INFORMATION:

Lea County Parcel No.: _____

Parcel located within ☐ City Limits ☐ ETJ and adjoins a public maintained ROW ☐ Yes ☐ No

Subdivision Name: _____

Lot: _____ Block: _____ Tract: _____

Adjacent / Accessing Street: _____

Nearest Street Intersections: _____

Neighboring Address: _____

Note: Structures are addressed based on a 25 foot grid using the roadway centerline. To ensure accurate addressing, please provide a site plan with the proposed structure location, property lines and property legal description.

DIMENSIONS:	PROPERTY OWNER:	OWNER/PARCEL #
LOT SIZE:	TITLE: SITE PLAN	



DRIVEWAY PERMIT

APPLICATION FOR PERMIT TO CONSTRUCT

DRIVEWAY ON PUBLIC RIGHT-OF-WAY

Date: _____

Permit No. _____

APPLICATION is hereby made by _____,

for permission to construct driveway at the following described location:

Section _____, Township _____, Range _____,

Roadway Name _____

Work will commence on or about _____, 20_____ and be completed on or about

_____, 20_____.

Gate, Cattle guard, or additional fence will be required which applicant agrees to furnish and hereafter maintain in good repair and closed to livestock. If this permit is granted, the undersigned applicant agrees to comply with all conditions, restrictions, and regulations of the Lea County Board of Commissioners. Lea County Subdivision Regulations, Section 19-3, state the requirements for driveways constructed on public right-of-way.

By: _____

(Owner or Lessee)

Contact Name: _____

(Please Print)

Phone Number: _____

Address: _____



Recommended By:

Nick Marinovich
Road Superintendent

APPROVED:

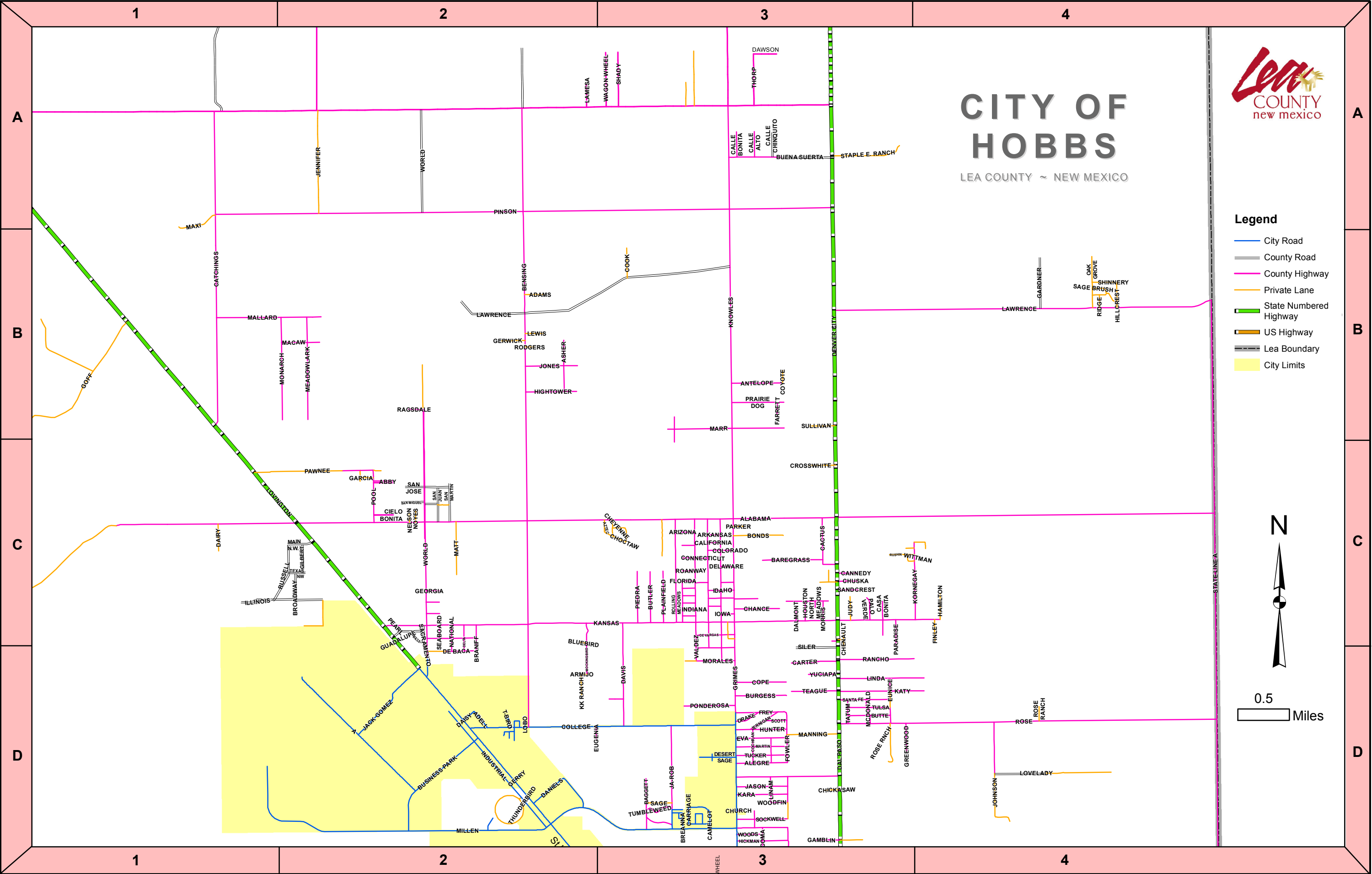
Corey Needham
Director of Public Works

Grantor: County of Lea, New Mexico

Granted this _____ day of _____, 20_____.

Please mail all request to:

Lea County Road Department
5915 N Lovington Hwy.
Hobbs, NM 88240



CITY OF HOBBS

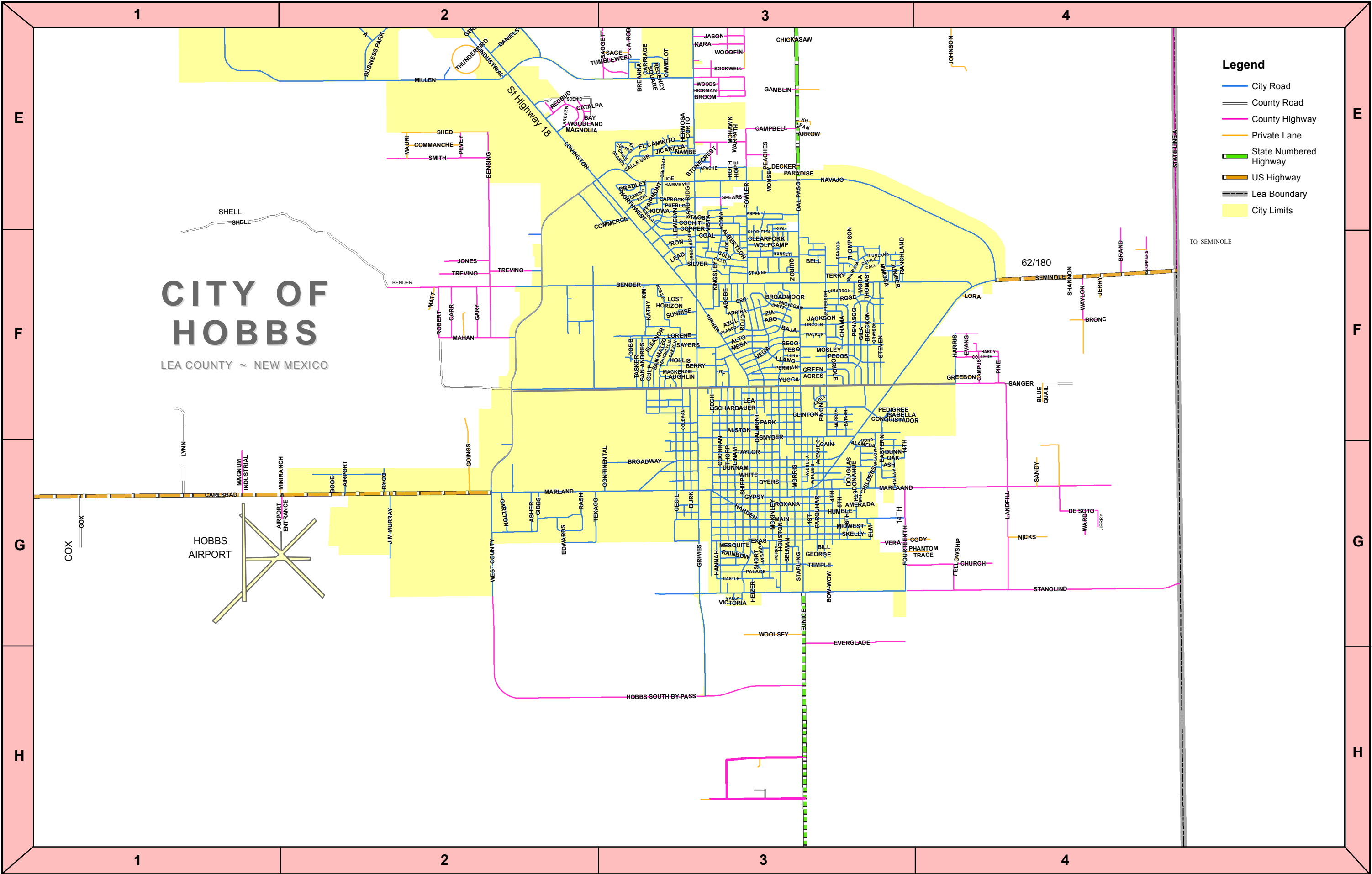
LEA COUNTY ~ NEW MEXICO

Legend

- City Road
- County Road
- County Highway
- Private Lane
- State Numbered Highway
- US Highway
- Lea Boundary
- City Limits



0.5 Miles



**CITY OF
HOBBS**
LEA COUNTY ~ NEW MEXICO

- Legend**
- City Road
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TO SEMINOLE

Subsection 19-3. Requirement for Driveways

A. No driveway shall be constructed on any subdivision or other county road right-of-way until the subdivided or owner or lessee of parcel, or of any other area of land, has been granted a county permit. Application for permit to construct driveway on right-of-way shall be filed with the Lea County Manager from whom forms may be obtained. Before a permit may be granted, or any work begun, applicant shall agree to the following conditions:

1. The location, construction, and maintenance of driveways are under the supervision of the Board Of County Commissioners at all times, and that in granting such permit under these regulations the Commission waives none of its powers or rights to direct the removal, relocation and/or proper maintenance in the future of any driveway within the right-of-way of the dedicated road. Any permit granted will be construed as regulatory and not contractual. Such permits are revocable by the Board of County Commissioners whenever the use and presence of a driveway or approach interferes with the required use of that portion of the right-of-way occupied by the driveway or constitutes a hazard to traffic, or the driveways are not built in compliance with the permit issued under these regulations.
2. The applicant shall perform all work in accordance with permit, and shall indemnify and save harmless the Lea County Board of Commissioners, its planning and zoning board, county officers, and employees from all liability, judgments, costs, expenses and claims growing out of damages, or alleged damages, of any nature whatsoever, to any person or property arising out of performance on non-performance of said work or the existence of said driveways, or for any other act by parcel owner or lessee within right-of-way included within parcel frontage.
3. No part of the dedicated road right-of-way shall be used for servicing of vehicles, displays or the conduct of private business. The buffer area (the border area along the parcel frontage between the traveled way and the right-of-way line) is to be kept clear of buildings, sales exhibits, business signs, parking areas, service equipment and appurtenances thereto. Any grading and landscaping within the buffer area shall be only as approved by the Board of County Commissioners.
4. No driveway shall be considered complete until surfaced as specified in the application. All driveways shall be surfaced with caliche (compacted to ninety-five (95) percent maximum density), crushed stone, gravel, bituminous material, concrete or other material meeting the approval of the Board of County Commissioners. No surfacing shall be placed upon a driveway until an inspection is made and the grading work approved by the County Road Superintendent. Drainage on roadside ditches shall not be altered or impeded, and applicant must provide such suitable and approved drainage structures as required by the county.
5. Width of driveway at right-of-way line shall be not less than ten (10) feet nor more than twenty-two (22) feet on residential parcels and shall be not less than thirty (30) feet nor more than forty (40) feet on commercial parcels.
6. All portions of the driveway shall be within the parcel boundary with minimum edge clearance of five (5) feet.
7. Maximum of two (2) driveways shall be approved on any single parcel having a frontage of less than six hundred (600) feet.

8. Combined driveways may be approved where it is impossible to properly locate driveways on adjacent properties ten (10) feet apart. Combined driveways shall not exceed two-thirds (2/3) the width of the total individual driveway maximums. Utility installations shall pre-empt use of space within the right-of-way in case of conflict for space.

9. Driveway profile: (cut section)

a. From edge of traveled way to outer edge of shoulder, gradient to be same as shoulder pitch;

b. From outer edge of shoulder to low point at ditch line or over a culvert maximum downward gradient to be five (5) to eight (8) percent;

c. Beyond ditch line, maximum gradient to be five (5) to eight (8) percent for commercial driveways or ten (10) to fifteen (15) percent for others:

10. Driveway profile: (fill section)

a. Slope across shoulder, same as 9 (a) above;

b. Beyond outer edge of shoulder, maximum gradient to be five (5) to eight (8) percent for commercial driveways or ten (10) to fifteen (15) percent for others. Whenever culvert pipe is needed, corrugated metal pipe, or its equivalent, shall be of sufficient size that existing drainage is not interrupted.

11. Driveways should be so located as to result in no undue interference with or hazard to the free movement of normal traffic, and so that area of traffic congestion will not be created on subdivision roads. Driveways should be located where there are neither sharp curves nor steep grades, and where sight distance with the driveway access would be adequate for safe traffic operation. Locations that would interfere with the placement and proper functioning of road signs, signals, lighting, utility poles or guys, or other devices that affect traffic operation will not be permitted.

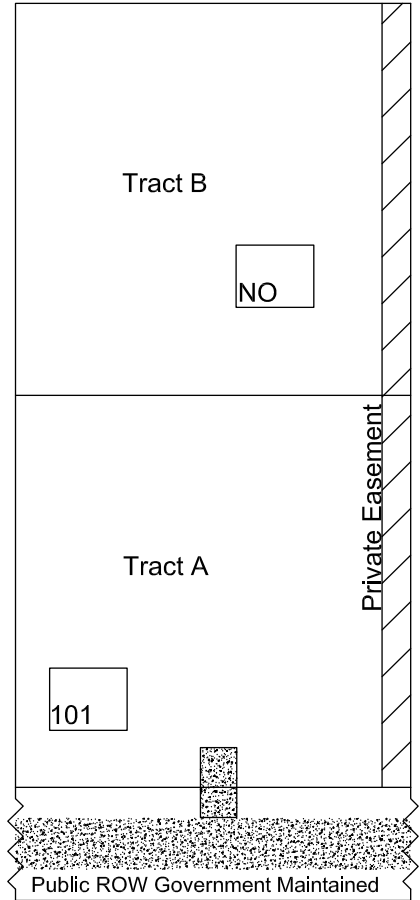
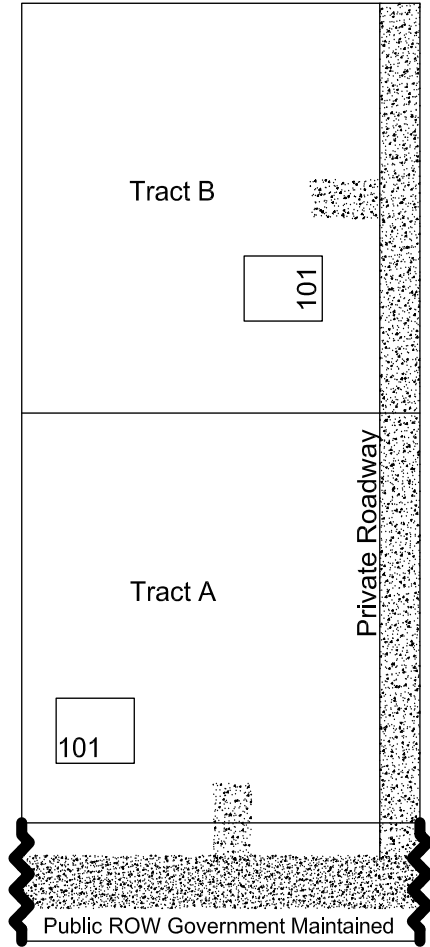
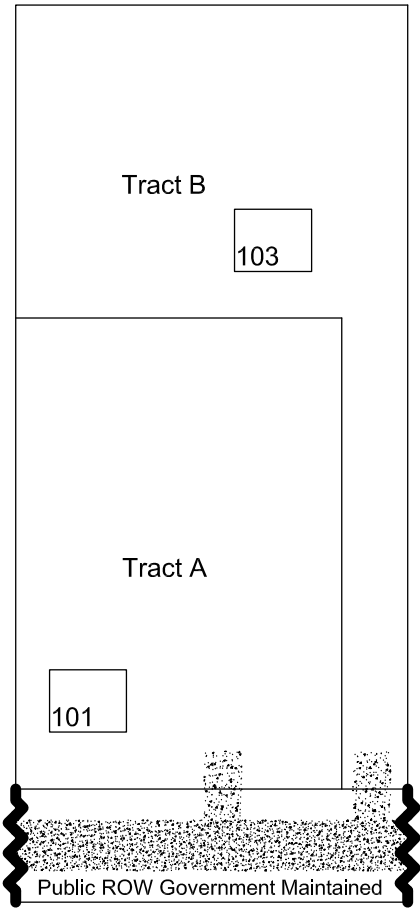
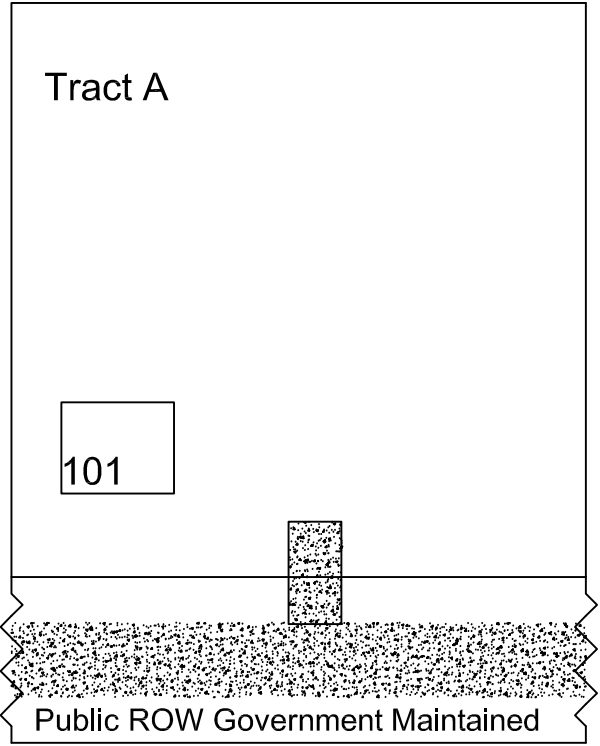
12. Single driveways should be positioned at right angles, or nearly so, to the roadway. Where two driveways are used on one frontage, and are to be used for access to and from both directions of travel on the roadway, they may be placed at an angle other than a right angle with the roadway edge, but the driveway angle should be no less than forty-five (45) degrees.

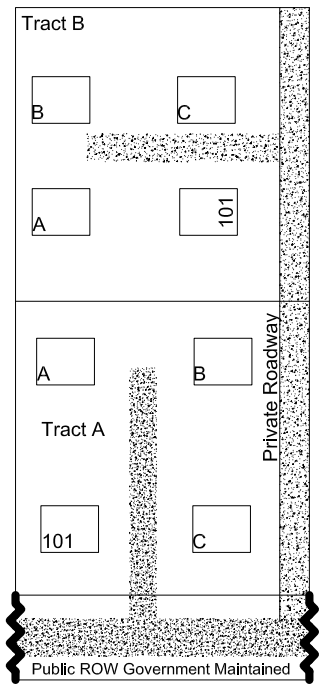
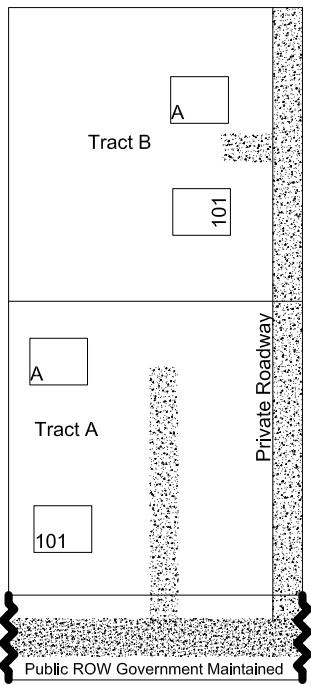
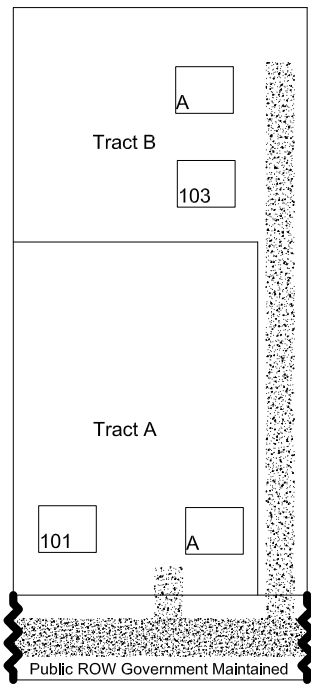
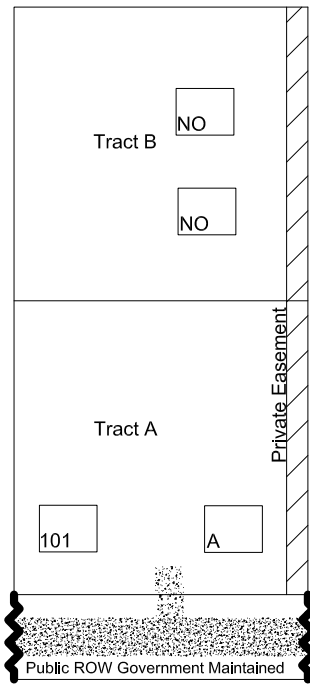
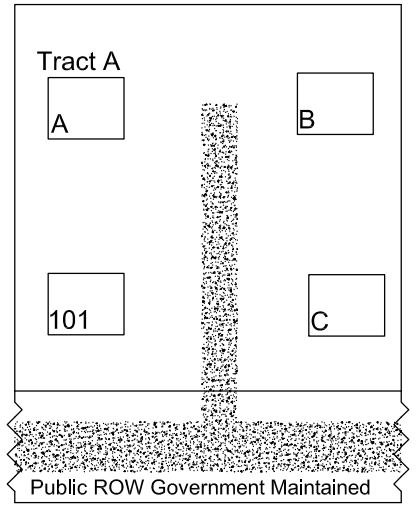
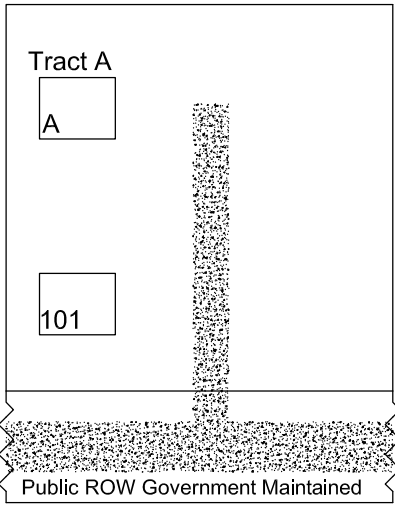
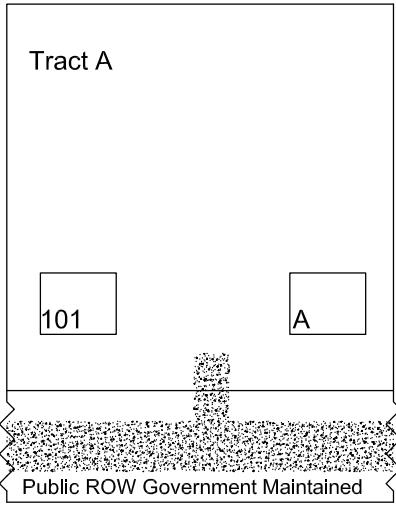
13. The curvature of driveway established by the radius of curvature shall not encroach upon a frontage boundary line, right-of-way line, or curvature of intersection corners. Radius of curvature for residential driveway at right angle to roadway shall be five (5) feet minimum and thirty (30) feet maximum. Radius of curvature for residential driveway at less than right angle to roadway shall be five (5) feet minimum and fifteen (15) feet maximum.

14. No person or entity shall remove, injure, tamper with, destroy, or deface in any way public property or property of a public utility lawfully placed in dedicated right-of-way or in any way interfere with the lawful use thereof by said utility without first having obtained the written consent of the appropriate public authority or public utility.

15. Commercial driveway shall be installed with 3" PMBP hot mix pavement or 6" concrete for distance of 30' min. from edge of traveled way.

B. Subdivided shall include in all disclosure statements the entire text of Subsection 19-3 A above.





ADDRESS ASSIGNMENT MANUAL

Purpose and Authority

The purpose of this Manual is to provide for the consistent and orderly assignment of addresses to protect the safety of the general public by facilitating the finding of individual dwellings and businesses for the delivery of public and private goods and services. The Engineering Department is the only agency with authority to assign or modify addresses within the City of Hobbs and the surrounding Extra-Territorial area.

NOTE:

Any new habitable structure(s) shall be compliant with all federal, state and local rules and regulations.

ADDRESS SYSTEM

(A) Establishment of Grid System

Broadway Street is the base line used in numbering north/south direction. Turner Street, south of Permian Drive, and Fowler Street, north of Permian Drive are used in numbering east/west direction. Streets running north and south from Broadway Street shall be numbered starting with the 100 block. Streets running east and west from Turner/Fowler Street shall be numbered starting with the 100 block.

(B) Odd-Even Numbers

North/south addresses shall be as follows: EVEN on the east side of the street, and ODD on the west side of the street. East/west addresses shall be as follows: EVEN on the north side, and ODD on the south side of the street

(C) Vacant Parcels or Lots.

The City of Hobbs addresses habitable structures only. The municipality may issue a "Letter of temporary address" in order for a property owner to secure services for activities on the property other than public or private habitation.

(D) Corner Lots

The owner or developer shall be assigned the street address that accommodates the front entrance of the structure at the time of permit application.

(E) Street Address Assignment

(1) Primary Address: Each unit of property will be assigned a primary address.

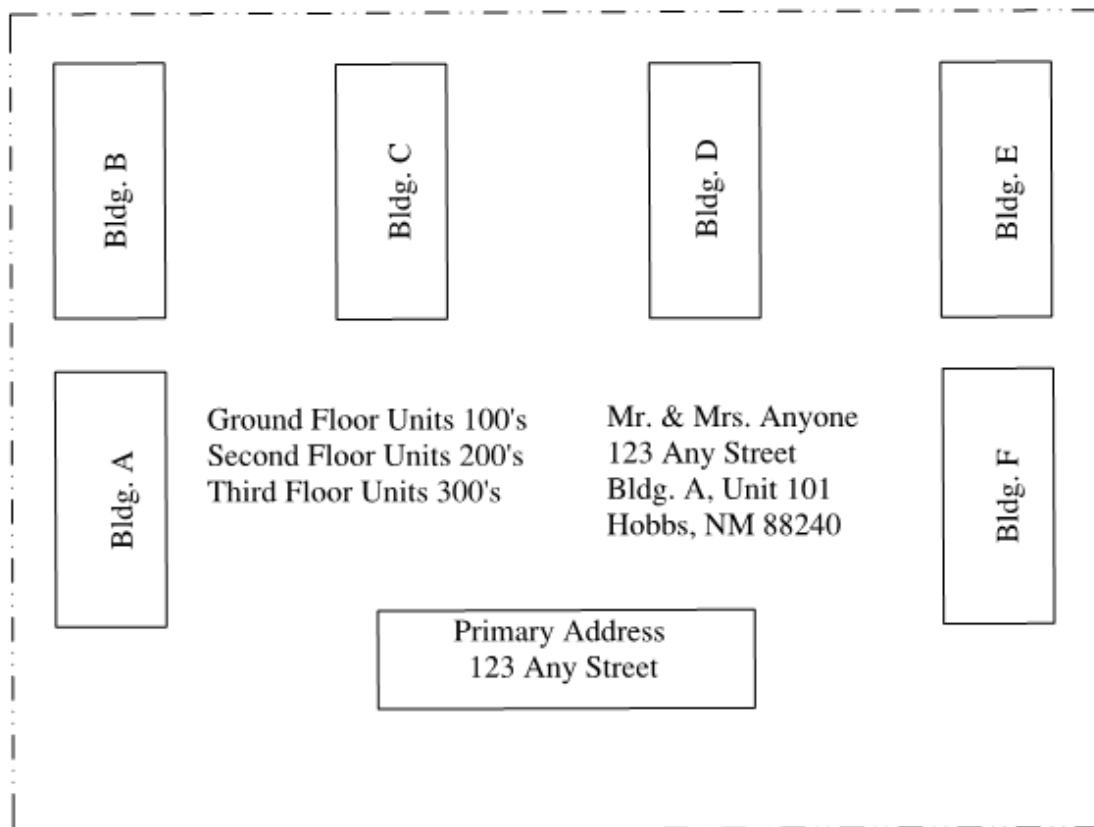
Primary addresses will consist of up to five numerals and will be determined by the block in which the property is located. Single family structures (attached or detached) and townhouses are assigned individual street numbers for each unit.

(2) Secondary Address:

Multiple addressable structures located within a single undivided property will be assigned secondary addresses from the primary enhanced 911 address.

(a) Multifamily Dwellings: Individual apartments within an Apartment Complex will be assigned secondary addresses. The secondary address will follow the primary address with a dash and will consist of a Building Letter and a unit number. An example would be "1621-Bldg. A Unit 101 Smith Street" with "1621" being the primary address and "Bldg. A Unit 101" being the secondary address.

Example



Thoroughfare

(b) Nonresidential Buildings: Office, commercial, and industrial buildings with more than one tenant are also assigned secondary addresses. The secondary address will be a suite number. The first unit on the first floor would be addressed "1621 Smith Street, Suite 101"; the first unit on the second floor would be addressed "1621 Smith Street, Suite 201"; etc.

(3) Timing: Approval of a final plat is required for single family developments before numbers are assigned. For all other developments, addresses are assigned following preliminary plat or site plan approval. The Engineering Department shall be furnished with an approved plat or site plan on which to assign addresses. The plat or site plan will be kept on file in the Engineering Department.

(G) Posting of Addresses

Posting of addresses by the property owner, including any required instructional signage, shall be in accordance with Chapter 15.12.030 (Size and placement of numbers) of the City Code and included as Appendix A in this Manual. Arabic numerals (not spelled-out numbers) shall be used.

(H) Change of Existing Address

In assigning a new address, as few existing addresses as possible will be changed. There shall be a processing fee for address changes not initiated by the City.

(1) Reasons for Change

Existing addresses may be changed for just cause. Examples of just cause are:

- (a) Street frontage where no addresses were left for vacant lot(s);
- (b) Street name change approved by the City;
- (c) Person unknowingly using the wrong address;
- (d) Rural route and box number being changed to urban street address; and
- (e) Present street address series incorrect or misleading.

(2) Notification

The Engineering Department will notify all affected local government departments, utility service companies, and the U.S. Postal Service of any new assignment of or change in street address.

STREET/PRIVATE ACCESS NAMES

Public street, private roadways and private driveway names may not duplicated or be so similar that it is reasonable to conclude that the names will cause confusion, except for

one short intersecting cul-de-sac. Streets that will be in alignment must bear the same name, except for street segments separated by a major thoroughfare.

STREET NAME PREFIX AND SUFFIX

(A) Prefixes

(1) North and South: These prefixes shall only be used for the northern and southern portions of roadways that cross Broadway.

(2) East and West: These prefixes shall only be used for the eastern and western portions of roadways that cross Turner.

(B) Suffixes

(1) Street: This suffix shall be used for dedicated roadways maintained by the municipality.

(3) Private Roadways shall use one of the following suffixes; Drive, Trail, or Lane, and shall be maintained by the fee simple property owner(s) in a condition allowing adequate access for emergency response vehicles.

(4) Private Driveways shall use the suffix Way and shall only be named and mapped for private driveways in excess of 800' feet from a dedicated public right-of-way.

STREET NAME ASSIGNMENT

(A) New Streets (New Developments)

(1) The developer shall submit names for new public streets proposed to be dedicated to the local governing authority via the Subdivision process, Municipal Code Chapter 16.

(2) The Engineering Department and the Planning Board shall approve all street names.

(3) Notification

(a) The final approved Subdivision shall be recorded with Lea County.

(b) The Engineering Department will notify all affected local government departments, utility service companies, and the U.S. Postal Service.

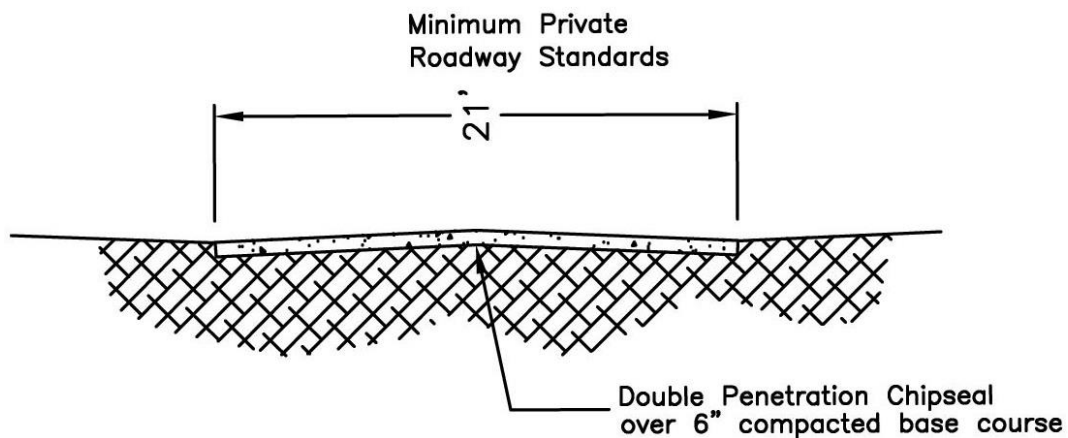
(B) Un-Named Private Roadways and Private Driveways (within Municipal Boundaries)

(1) An address cannot be assigned to a structure occupying a lot or parcel not adjoining a dedicated public right-of-way, unless such structure is adjoining an approved and named all-weather access private roadway built to the approved standards (see below) or engineer certified.

(2) A single habitable structure, within municipal boundaries, occupying a lot or parcel adjoining a public right-of-way receiving a primary permanent address must provide a private driveway built to the approved standards with a minimum width of 21' and extending no less than 25' for residential and 50' for commercial from the public right-

of-way. Approved standards for a single habitable structure addressed via a private roadway is 21' minimum width for 1-way and 27' minimum width for 2-way, 6" compacted base course with a 2% positive crown chip seal capable of supporting 75,000 pounds (see 1-way example below).

(3) A second habitable structure occupying a lot or parcel within the municipal boundaries adjoining a public right-of-way receiving a secondary address must be accessed from an all-weather access private roadway fully contained within the lot or parcel and built to the approved standards (see below).



(C) Address assignment procedures **within the ETJ.**

- (1) A primary permanent address shall be assigned to a habitable structure occupying a lot or parcel adjoining a dedicated public right-of-way or a County maintained roadway **upon receipt of an approved Lea County Driveway Permit.**
- (2) An address request for a **second habitable structure** located on a lot or parcel adjoining a public right-of-way or a County maintained roadway must **provide approved documentation from the following Lea County Departments; Road, Environmental, Flood Plain and Fire Marshall.**

- (3) Neither a new primary permanent address nor a new secondary address shall be issued for a lot or parcel accessible only from a private roadway within the ETJ until such private roadway is compliant with the Lea County ETJ Roadway design standards and approved by the Lea County Engineer.