



## CITY OF CARLSBAD

*Planning, Engineering, and Regulation Department*

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### Application for **INFRASTRUCTURE REIMBURSEMENT PROGRAM**

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#### PROCESS FOR ACCEPTANCE AND REVIEW

1. Applications for the **Infrastructure Reimbursement Program** are available in the Planning, Engineering, and Regulation Office. Applications are accepted concurrent with a preliminary plat, building permit or with construction plans associated with a subdivision platted prior to adoption of the Subdivision Ordinance. Construction cost estimates are required at the time of application.
2. Applications are accepted on an ongoing basis. The minimum application packet submittal is one (1) copy of the completed application with original signatures and all required supporting documents. A letter of explanation or clarification shall also be provided. There is no fee for applying for this program. The preferred size for all documents is 11"x17". If larger-sized documents are provided, include 15 copies.
3. The Planning, Engineering, and Regulation Office will review the application for completeness. The application will be forwarded to the Development Committee for review prior to the City Council meeting. If deficiencies are noted, the Applicant will be advised and provided an opportunity to supplement the application. The application will not be considered by the City Council until it is complete.
4. If approved, the City will execute an Infrastructure Reimbursement Agreement, which details additional program requirements. Prior to reimbursement, the actual construction costs are required to be submitted concurrent with a final plat and as-built drawings and/or a certificate of occupancy.
5. Funding for this program varies from year to year. Reimbursement is on a first come first served basis.

09/11/2014

City of Carlsbad, New Mexico  
**Infrastructure Reimbursement Program**  
Application

Receipt Date Stamp

APPLICATION DATE: \_\_\_\_\_

**PROGRAM DESCRIPTION:** The purpose of this program is to support economic development within the City by providing private property owners and developers a 15% reimbursement of the total on-site (within the platted boundaries) and off-site (outside of the platted boundaries) qualifying public infrastructure costs associated with an approved development. Qualifying Public Infrastructure includes: water lines, sewer lines, lift stations, streets and alleys, street lighting in the right-of-way, sidewalks, curb and gutter, multi-use trails, bike lanes, traffic signals, and transit facilities. Engineering costs, surveying, site prep, right-of-way and easement acquisition, labor, permitting and consulting fees are not eligible for reimbursement. *Approval of an application does not guarantee approval of a reimbursement. An approved application allows the applicant to proceed with the execution of an Infrastructure Reimbursement Agreement. Once the requirements specified in the Infrastructure Reimbursement Agreement are fulfilled, reimbursement will be granted.*

**APPLICANT INFORMATION:**

\_\_\_\_\_  
Name (property owner OR developer)

_____ Address	_____ City	_____ State	_____ Zip Code
_____ Phone	_____ Email		

**PROPERTY INFORMATION:**

_____ Name (subdivision OR project)	_____ Unit	_____ Phase
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Location/Cross Streets

**GENERAL PROGRAM CRITERIA AND REQUIREMENTS:**

1. Property and all qualifying public infrastructure must be located within the City Limits.
2. The application must be completed and approved by the City Council.
3. The application must be submitted concurrent with a preliminary plat, building permit or with construction plans associated with a subdivision platted prior to adoption of the Subdivision Ordinance.
4. Subdivision of land must be in accordance with the City’s Subdivision Regulations (Chapter 47 et. seq.), as amended, including:
  - a. Sketch Plan showing each phase of development
  - b. Preliminary Plat(s) for each phase of development
  - c. Final Plat(s) for each phase of development with dedication of infrastructure noted on the plat
  - d. Infrastructure that varies from the standard shall not qualify for reimbursement.
5. Approved subdivisions must be recorded and filed with the County Clerk.

6. An Infrastructure Reimbursement Agreement must be executed by the City and applicant prior to reimbursement.
7. Reimbursement shall not exceed usual and customary infrastructure costs.
8. Reimbursement shall not be made for items installed prior to application date.
9. Reimbursement shall be paid upon total construction completion. Progress billing will not be accepted. Final invoices, with proof of payment (cancelled checks, evidence of wire transfer), are required.
10. Reimbursement will be made to the applicant only. No payment will be made to third parties.
11. Construction of qualifying public infrastructure must begin within 60-days of preliminary plat approval and be completed prior to approval of a final plat (if self financed) or within one year of final plat approval (if financed through a letter of credit).
12. Greater priority will be given to projects that further City plans and policies, focus on infill and/or provide affordable housing (as determined by the NM Mortgage Finance Authority).

**ADDITIONAL REQUIRED INFORMATION:**

Please attach the following information organized in the order listed below:

1. List of board of directors, executive directors, contractors and subcontractors that have a financial interest in the development or are affiliated with, or have a immediate family member (mother, father, sister, brother, grandmother, grandfather) affiliated with, the City of Carlsbad; and
2. Federal tax identification number, State tax identification number, and City business registration number; and
3. List any assistance requested from Federal, State or County governments, if any. Include any direct funding, land, fee and/or permit waivers; and
4. A complete and specific description of the proposed development and infrastructure including, but not limited to:
  - a. Subdivision plats (sketch, preliminary, final)
  - b. Construction drawings
  - c. Utility requirements, including but not limited to electric, gas, and water
  - d. Solid and liquid waste disposal requirements
  - e. Infrastructure requirements
  - f. Regulatory compliance requirements (environmental assessments, historic preservation documents)
  - g. As-built construction drawings (at construction completion); and
5. A description of the proposed infrastructures long term benefit to the City; and
6. Any other information necessary for the City to make a determination regarding the application for reimbursement.
7. The table on page 4 of this application must be completed.

**DESCRIPTION OF QUALIFYING INFRASTRUCTURE AND ESTIMATED COSTS (including taxes)  
USE THIS FORM (attach supporting documentation, as necessary):**

ITEM	QUANTITY	UNIT	UNIT COST	SUB TOTAL	TAX (.0744)	TOTAL
Water Lines						
Sewer Lines						
Streets & Alleys						
Curb & Gutter						
Sidewalks						
Multi-Use Trails						
Bike Lanes						
Traffic Signals						
Lift Stations						
Transit Facilities						
Street Lighting in R-O-W						
Total Cost Estimate						
**Total Reimbursement Estimate (15% of Total Costs)						

**DESCRIPTION OF QUALIFYING INFRASTRUCTURE AND ACTUAL COSTS (including taxes)  
USE THIS FORM (attach supporting documentation, as necessary):**

ITEM	QUANTITY	UNIT	UNIT COST	SUB TOTAL	TAX (.0744)	TOTAL
Water Lines						
Sewer Lines						
Streets & Alleys						
Curb & Gutter						
Sidewalks						
Multi-Use Trails						
Bike Lanes						
Traffic Signals						
Lift Stations						
Transit Facilities						
Street Lighting in R-O-W						
Total Cost						
**Actual Reimbursement (15% of Total Costs)						

**CHECKLIST FOR INFRASTRUCTURE REIMBURSEMENT  
FOR OFFICIAL USE ONLY**

**GENERAL PROGRAM CRITERIA AND REQUIREMENTS:**

- Property and all qualifying public infrastructure is located within the City Limits.
- Application is complete and estimates approved by the City Council.
- The application was submitted concurrent with:
  - Preliminary plat
  - Building permit
  - Construction plans (because the subdivision was platted prior to adoption of the Subdivision Ordinance)
- Subdivision is in accordance with the City's Subdivision Regulations (Chapter 47 et. seq.), as amended, including:
  - Sketch Plan showing each phase of development
  - Preliminary Plat(s) for each phase of development
  - Final Plat(s) for each phase of development with dedication of infrastructure noted on the plat
- Variances were not granted for this project.
- Approved subdivision was recorded with the County Clerk.
- Infrastructure Reimbursement Agreement was executed by the City and applicant.
- Requirements of the Reimbursement Agreement were complied with.
- Actual costs do not exceed usual and customary infrastructure costs.
- Items were not installed prior to application date.
- Final invoices, with proof of payment (cancelled checks, evidence of wire transfer), are provided.
- Third party payment is not requested.
- Construction of qualifying public infrastructure began within 60-days of preliminary plat approval
- Construction of qualifying public infrastructure was completed prior to approval of a final plat (if self financed) or within one year of final plat approval (if financed through a letter of credit).
- This project:
  - Furthered City plans and policies
  - Focused on infill
  - Provide affordable housing (as determined by the NM Mortgage Finance Authority).

**The following ADDITIONAL REQUIRED INFORMATION was provided:**

- List of board of directors, executive directors, contractors and subcontractors that have a financial interest in the development or are affiliated with, or have a immediate family member (mother, father, sister, brother, grandmother, grandfather) affiliated with, the City of Carlsbad
- Federal tax identification number
- State tax identification number
- City business registration number
- Funding sources for the proposed development project including assistance being requested of, or provided by, the City or other governmental entity (e.g. land, fee waivers, direct funding, etc.)

- A complete and specific description of the proposed development and infrastructure including, but not limited to:
  - Subdivision plats (sketch, preliminary, final)
  - Construction drawings
  - Utility requirements, including but not limited to electric, gas, and water
  - Solid and liquid waste disposal requirements
  - Infrastructure requirements
  - Regulatory compliance requirements (environmental assessments, historic preservation documents)
  - As-built construction drawings (at construction completion)
- A description of the proposed infrastructures long term benefit to the City
- Any other information necessary for the City to make a determination regarding the application for reimbursement
- The tables on page 5 and 6 are complete