

STATE OF NEW MEXICO
COUNTY OF LUNA
ROAD DEPARTMENT

Instructions for Driveway Permits

Driveways operate as at-grade intersections and shall be designed to provide for adequate sight distance, provide acceptable levels of traffic operation, and provide control and geometrics that are consistent with the intensity of use of the driveway and the intended function of the roadway. A traffic impact analysis may be required by Luna County for the review of any driveway access permit or any development that would impact a county maintained roadway directly or indirectly.

DESIGN STANDARDS:

Field Entrance.....18 inches x 30 ft width....min. turning radius 20 ft.
Private Driveway.....18 inches x 20 ft width....min. turning radius 20 ft.
Public Access Driveway.....24 inches x 40 ft width....min. turning radius 40 ft.
Commercial Driveway.....24 inches x 40 ft width....min. turning radius 50 ft.

Minimum corner clearance of 60 feet (10 feet desirable) for driveways adjacent to an intersection.

1. **FENCING:** Driveway shall not be permitted through an existing right-of-way fence, the continuation of which is necessary for the safety of the traveling public unless the applicant shall first agree, in writing, to construction and maintain a gate, cattle guard, and additional fence in good repair and to keep the same closed to livestock.
2. **ALIGNMENT:** The centerline of all driveway access shall be constructed at a right angle to the centerline of the roadway, unless there is prior approval to modify this design standard by County Road Superintendent. Measurements of width requested and intersection curve radii will be required.
3. **DRAINAGE:** Applicant must provide suitable and approved drainage structures as required by the Department. Adequate drainage within the county road right-of-way shall be maintained at all times. Drainage on roadway side ditches shall not be altered or impeded and the applicant must provide suitable and approved drainage structures as required by the Road Superintendent.

For commercial and public access driveways where culvert installation is required, end treatments shall be installed in accordance with the New Mexico State Highway and Transportation Department Requirements for Culvert End Treatments.

For private access driveways where culvert installation is required, pipe size, type and number shall be determined by the Road Superintendent. No pipe, conduit or any structure shall be used for drainage with an inside diameter less than 18 inches or an area of less than 114 inches square. General requirements for pipe culverts placed parallel to roadway are listed below:

The turnout embankment slope at the culvert shall not be steeper than an 8:1 slope.

FOR COMMERCIAL AND PUBLIC ACCESS

A concrete blanket shall be placed at both ends. The concrete blanket shall have horizontal 2" steel pipes placed such that the spacing shall not exceed 24" and be designed so that the grates can be lifted or removed for cleaning purposes. (See design standards provided by Road Superintendent.)

4. **TRAFFIC CONTROL:** Any activity inside county right-of-way shall refer to "Luna County Ordinance #42 Rights-of-Way" minimum acceptable traffic control plan.
5. **SURFACING:** No driveway shall be considered as complete until surfaced as specified in the permit application. All portions of driveway within county road right-of-way shall be surfaced with crushed stone, gravel, bituminous material, concrete or other material meeting the approval of the Road Superintendent. For commercial and public access driveways accessing existing paved county roads surface treatments shall be of double penetration asphalt, concrete or bituminous material approved by the Road Superintendent. Surfacing may be omitted on driveways termed as field entrances if so specified on the permit. No surfacing shall be placed upon a driveway until an inspection is made and the grading work approved by the Department.
6. Applicant must provide measured distances in feet as required on the "Application for Driveway Permit." These distances should be filled in on the "Typical Driveway Diagram".
7. Location of requested driveway must be tied to the nearest road intersection.
8. Signature of owner required.
9. Signed applications must be submitted to: Luna County Road Dept. (P.O. Box 551, Deming, NM 88031) for processing. Your approved copy of the permit will be returned after processing. Once the signed application has been received by the Luna County Road Superintendent, the Road Department shall have 30 days to review the proposed driveway location and approve or deny the permit.
10. The owner shall notify the Permits Unit at 505-546-2703 of the pending construction at least 72 hours prior to any construction in the County right-of-way. The access shall be constructed and completed in an expeditious and safe manner and shall be finished within 45 days of initiation of construction within the road right-of-way.
11. Mailboxes installed within public right-of-way shall be constructed in conformance with the rules and regulations of the US Postal Service, as well as to standards established by the New Mexico State Highway and Transportation Department. In the absence of any particular standard, the mailbox installation should conform to the *General Principles and guidelines set forth in the current publication of American Association of the State Highway and Transportation Officials A Guide for Erecting Mailboxes on Highways*. If any conflicts exist between the Department standards and these documents, the Department standards will govern.

Be it remembered that at a regular meeting of the Luna County Board of County Commissioners in Deming, New Mexico on the 15th day of March, 2007, the following among the proceedings were had and entered of record.

RESOLUTION #07-22

ESTABLISHMENT OF PROCEDURES FOR INSTALLATION OF DRIVEWAYS, CULVERTS, AND MAILBOXES WITHIN COUNTY RIGHT-OF-WAY

WHEREAS, the Luna County Board of County Commissioners realizes the need for establishing procedures to allow for installation of driveways, culverts, and mailboxes within county rights-of way and;

WHEREAS, Luna County desires to maintain current rights-of-way without further obstruction to traffic and drainage and;

WHEREAS, Luna County realizes the need for proper installation of driveways and culverts to meet engineered design standards to provide for and protect the public health, safety and welfare of the residents of the county and;

NOW, THEREFORE, BE IT RESOLVED that property owners and others desiring to install driveways, culverts and mailboxes submit to the Luna County Road Superintendent;

1. A completed Application Form obtained from the Luna County Road Department,
2. Proof of ownership of property for which the driveway will access,
3. This Resolution shall refer to the New Mexico State Highway and Transportation Department's "Regulations for Driveways and Median Openings on Non-Access Controlled Highways" and "Luna County Ordinance # 42 Rights-of Way", where questions may arise concerning application, design, and operation.
4. After the effective date of this resolution, no person shall construct or modify any permanent or temporary access providing direct vehicular movement to or from any county road right-of-way from or to property adjoining a county road right-of-way without an access permit issued by the Luna County Road Superintendent.

5. After the effective date of this resolution, no person may submit an application for subdivision and or development approval unless the subdivision plan or plat provides that all lots and parcels created by the subdivision and or development, which are allowed access to a county road right-of-way, conform to this ordinance.
6. Issue date of permit shall be the date signed by the Luna County Road Superintendent.
7. Permit shall be deemed expired and null and void if access is not under construction within 6 months from date issued unless otherwise noted and approved.
8. All work shall be completed at the expense of the applicant.
9. Copy of the permit shall be available for review at the construction site.
10. By approving the installation permit Luna County assumes no responsibility for maintenance of any private or public access driveways.

NOW, THEREFORE, BE IT RESOLVED that the Luna County Commission may review this resolution annually to make necessary revisions.

Done at Deming New Mexico this 15th day of March 2007

LUNA COUNTY BOARD OF COUNTY COMMISSIONERS

ATTEST:


Karen Smyer, County Clerk


Rick Holdridge, Chairman

Approved telephonically, by Eric Jordan
Eric K. Jordan, Commissioner


Becky S. Allen, Commissioner

Luna County Road Department
2500 J St. PO Drawer 551
Deming, NM 88031
505-546-2703

APPLICATION FOR DRIVEWAY PERMIT

Application Date: _____

Applicant: _____ Phone # _____

Mailing address: _____

Road name: _____ Subdivision: _____

Physical address this driveway will serve: _____

Please fill in the following information

Name of Road: _____

Culvert: Width _____ in. Length _____ ft.

Driveway width:

_____ ft.

Applicant Signature: _____