



CITY OF ROSWELL

PO Box 1838 • Roswell, NM 88202-1838

Phone: (575) 637-6280 • ROSWELL-NM.GOV

IS A PERMIT REQUIRED?

Are you thinking about replacing your fence, installing a storage shed, building a carport, or widening your driveway? If the answer is YES and you live in the City, please visit the Planning & Zoning Office.

ALL fences, storage sheds, carports, porches, additions, patio covers, gazebos, decks, pools, and structures require a permit. The Planning & Zoning Office will assist you with the permitting process and determine if your project needs a placement permit or a building permit. Staff can assist you with a site plan to ensure your project meets setbacks and other criteria governed by the City's Zoning Ordinance. If you have begun a construction project without a permit, please visit our office ASAP. Projects without permits are subject to Building Department Red Tags that halt the project. Projects completed without a permit are also subject to enforcement and possible removal. The Planning & Zoning Office also issues permits for curb cuts, new and replacement sidewalks, and drive pad/driveway projects. The permit fee is \$10.

Before you dig in your yard to plant a tree, set a fence post, or excavate to install a footer or foundation, mark your project area (with white spray paint, flags, ribbon, or stakes) and call 811 for utility locates <http://www.nm811.org/>

Request locates at least two days in advance of your excavation project. The following link is a guideline to mark your proposed excavation project:

<http://www.nm811.org/wpcontent/uploads/2014/02/Appendix-B-from-CGABestPractices.pdf>

CONTACT INFORMATION

Merideth Hildreth, Planning Zoning Administrator
575.637.6297
m.hildreth@roswell-nm.gov

Miguel Martinez, Zoning Tech
575.637.6218
m.martinez@roswell-nm.gov