



**CITY OF CARLSBAD**  
Licensing and Permits Department

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**INFRASTRUCTURE REIMBURSEMENT PROGRAM  
APPLICATION**

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PROCESS FOR ACCEPTANCE AND REVIEW  
OF PLANNING AND ZONING COMMISSION MATTERS

1. The Planning and Zoning Commission's regularly scheduled meetings are on the **FIRST MONDAY OF THE MONTH**. Applicant should obtain an Application Packet for the particular type of request (**Infrastructure Reimbursement Program**, Zone Change, Subdivision, Variance, and Annexation) from the City of Carlsbad, Licensing and Permits Office.
2. Applicant must submit a completed Application to the Licensing and Permits Office on or before the **SECOND FRIDAY OF THE MONTH** prior to the desired Commission meeting. The minimum application packet submittal is 1 copy of the Application with original signatures and all required supporting documents. If desired, a letter of explanation or clarification may also be provided. The required non-refundable application fee is due with submittal of the application.

The desired maximum size for all documents is 11"x17". However, if the applicant wishes to support his or her application with larger size documents, 24 copies need to be provided. Separate arrangements for copying these large documents may be possible but will incur additional costs. These costs will be calculated using standard published rates.

3. The Licensing and Permits Office will give the Application an initial cursory review. If deficiencies or questions are noted the Applicant will be so advised and provided an opportunity to supplement the Application. If the Applicant fails to complete and resubmit the application prior to the above deadline, the matter will not be heard until the next subsequent Commission meeting. The original application fee will be retained and will suffice for the specific original application for a period of four months from the date of the original application.
4. Applications appearing complete will be set for full evaluation by City Staff prior to the Commission meeting. The purpose of this evaluation is to develop and provide a full briefing report for the Commission. Applicants will be advised of deficiencies noted during this review and will be afforded opportunity to supplement their application during their presentation to the Commission if they so desire.

# City of Carlsbad, NM Infrastructure Reimbursement Program Application

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 10% reimbursement of the total on-site and off-site qualifying public infrastructure costs associated with an approved development. Qualifying Public Infrastructure may include: water lines and associated facilities, sewer lines and associated facilities, streets and alleys, sidewalks, curb and gutter, multi-use trails, bike lanes, traffic signals, and transit facilities. *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 to be submitted for review concurrent with the final plat. Once the requirements in the Infrastructure Reimbursement Agreement are fulfilled, reimbursement will be granted.*

**APPLICANT INFORMATION:**

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Name (property owner/developer)

Address	City	State	Zip
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Phone	Email
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**PROPERTY INFORMATION:**

Subdivision Name	Unit	Phase
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General Location/Cross Streets

**GENERAL PROGRAM CRITERIA AND REQUIREMENTS:**

1. Property 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 or building permit application, as applicable.
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
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. Construction of qualifying public infrastructure must be completed within two years of final plat approval.
8. There is no fee for applying for this program.

**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 or the U.S. Department of Energy;
2. Evidence of financial solvency and Federal tax identification number, State tax identification number, and City business registration/license;
3. 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.), and including total value.
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; and
  - f. Regulatory compliance requirements (environmental assessments, historic preservation documents).
5. A description of the proposed infrastructures benefit to the City.
6. Any other information necessary for the City to make a determination regarding the application for reimbursement.

**DESCRIPTION OF QUALIFYING INFRASTRUCTURE AND ESTIMATED COSTS FOR MATERIALS AND LABOR (attach additional sheets if necessary):**

ITEM	QUANTITY	UNIT	UNIT COST	LABOR COST
Total Cost Estimate				
**Total Reimbursement Estimate (10% of Total Costs)				