



SAN MIGUEL COUNTY PLANNING & ZONING DIVISION

500 W. NATIONAL AVENUE SUITE 203
LAS VEGAS, NEW MEXICO 87701

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TEMPORARY USE PERMIT APPLICATION

DATE: _____

APPLICANT NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____

PHONE NO: (HOME) _____ (CELL) _____

PROPERTY OWNER NAMES: _____

PHYSICAL ADDRESS OF LOCATION: _____

CITY: _____ STATE: _____

DIRECTIONS TO LOCATION: _____

PHONE NO: (HOME) _____ (CELL) _____

**A LEASE/LOCATION AGREEMENT WITH PROPERTY OWNER MUST BE
ATTACHED TO APPLICATION.**

EVENT INFORMATION

NAME OF SPECIAL EVENT: _____

EVENT DATE(S) BEGIN: _____ END: _____

EVENT DATE(S) BEGIN: _____ END: _____

LOCATION OF EVENT: _____

CITY: _____ STATE: _____ ZIP: _____

OPERATION START TIME: _____ END TIME: _____

ESTIMATED TOTAL ATTENDANCE AT EVENT: _____

A COMPLETED APPLICATION FOR THE EVENT MUST BE SUBMITTED TO SAN MIGUEL COUNTY PLANNING AND ZONING DEPARTMENT TWO (2) WEEKS PRIOR TO THE SCHEDULED EVENT. FAILURE TO DO MAY RESULT IN DENIAL OF PERMIT.

**SEE SMC ORDINANCE 86-2 SECTION 5470 TEMPORARY USES FOR SPECIFIC
EVENT STANDARDS AND REGULATIONS REQUIREMENTS.**

ITEMS TO BE ADDRESSED

ACCOMMODATION FOR SANITARY FACILITIES

YES: _____ NO: _____ PROVIDED BY: _____

WATER SUPPLY NEEDED: YES _____ NO: _____ SOURCE: _____

ARE ROADWAYS AND EASEMENTS EFFECTED: YES _____ NO _____

IF YES, NAME ROADWAY:

- COUNTY ROAD: _____
- NM STATE HWY: _____
- PRIVATE ROAD: _____

TRAFFIC CONTROL CLEARANCE NEEDED: YES: _____ NO: _____

SHERIFF: _____ STATE POLICE: _____ DOT: _____

OTHER: _____

EMERGENCY PERSONNEL (EMT) NOTIFICATION: YES: _____ NO: _____

SECURITY PROVIDED: YES: _____ NO: _____ REQUIRED BY SHERIFF: _____

NAME OF COMPANY: _____

FOOD/DRINKS PROVIDED AT EVENT: YES: _____ NO: _____ N/A: _____

IF YES, PLEASE SPECIFY:

- PRE-PACKAGED FOOD: YES: _____ NO: _____
- ALCOHOL BEVERAGES: YES: _____ NO: _____
- FOOD PREPARED AND SERVED ONSITE: YES: _____ NO: _____
- COOKING OR HEATING OF FOOD ONSITE: YES: _____ NO: _____
- VENDORS COOKING OR HEATING FOOD: YES: _____ NO: _____ N/A: _____
- NUMBER OF VENDORS: _____ N/A: _____
- NUMBER OF FOOD TRUCKS: _____ (LIST MUST BE PROVIDED)

NM ENVIRONMENTAL DIVISION PERMIT NO: _____

(REQUIRED FOR ALL FOOD PREPARATION MINUS PRE-PACKAGED FOOD)

PARKING SPACES PROVIDED: YES: _____ NO: _____

NUMBER OF SPACES: _____

LIGHTING NEEDED: YES: _____ NO: _____ N/A: _____

IF YES, ELECTRICAL INSPECTOR AND PERMIT NUMBER: _____

ADDITIONAL NEEDS OR CONCERNS: _____

LIABILITY INSURANCE PROVIDED: YES: _____ NO: _____

(COPY MUST BE PROVIDED)

**PROOF OF INSURANCE (COI) OR BOND MUST BE PROVIDED FOR THE SPECIFIC
EVENT LOCATION WITH SAN MIGUEL COUNTY AS ADDITIONALLY INSURED.
COMMERCIAL GENERAL LIABILITY, EACH OCCURRENCE OF \$1,000,000.00.**

Approval Signature: _____

Title: _____

Approval Date: _____

Receipt No.: _____

P&Z Stamp Approval:

Temporary Use Permit Checklist

Required Documents

- Completed San Miguel County Temporary Use Permit Application
 - Detailed description of the Event /Use
 - Site Plan
 - The site plan is a detailed map layout of your event. Applications submitted without a site plan or with an incomplete site plan, may result in a Temporary Use Permit application being delayed or denied.
 - Lease/Location Agreement with property owner
 - Commercial General Liability Insurance
 - Proof of Insurance (COI) or Bond must be provided for the specific event location. Insurance must show San Miguel County as additionally insured as commercial general liability, each occurrence of \$1,000,000.00.
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Additional Documents Needed (*If Applicable*)

- NM Environmental Division Food Permit
- Electrical Permit
- List of all Food Trucks at Event
 - Must each have an active San Miguel County Business License, recent fire inspection, current NM Environmental Division Food Permit
- List of all Vendors
 - Must each have an active San Miguel County Business license
- Event Itinerary

County Departments and State Agencies you may need to talk to prior to permit submission if specific arrangements are needed or desired:

Angie Lyster, San Miguel County Film Liaison- 505-429-5575
San Miguel County Sheriff's Office - 505-425-7589
San Miguel County Fire Chief - 505-425-2855
San Miguel County Public Works- Roads/Solid Waste 505-425-3664
New Mexico Environment Department - Food Permit - 505-454-2801

Other documents may be needed if required during the review process

a 200 foot setback of all structures or corrals holding animals from an existing recreational, commercial or residential use on another property.

B. Vineyards producing for home use or meeting the criteria of home occupations excepting the location of the vineyards outside the residential dwelling do not need a conditional use permit provided all activities and structures are located at least 60 feet from adjoining property line.

SECTION 5470-Temporary Uses

A. Temporary uses are permitted only as expressly provided in this section and shall comply with the requirements of Article VII.

B. No temporary use shall be established unless a certification of compliance with the provisions of this section and other applicable provisions of this Ordinance shall have first been issued by the Planning and Zoning Director.

C. The following are temporary uses which are subject to the following specific regulations and standards, in addition to the other requirements specified in this Ordinance.

1. Carnival or Circus:
 - a. Permitted in any district.
 - b. Maximum length of use shall be seven (7) days.
 - c. No structure or equipment within one hundred feet of any residential dwelling
2. Christmas Tree sales:
 - a. Permitted in any district.
 - b. Maximum length of use for display and open lot sales shall be forty-five (45) days.
3. Contractor's office, temporary storage structure or yard for construction purposes are permitted in any district where use is incidental to a construction project. See Section 5290.
- 4. Events of public interest:
 - a. Permitted in any district.
 - b. Events of public interest include but are not limited to outdoor concerts, bazaars, auctions, and historic celebrations.
5. Religious tent meeting:
 - a. Permitted in any district.
 - b. Maximum length of use shall be fifteen (15) days.

6. Flea Markets, Farmers Markets
See Section 5160

D. Additional regulations for carnivals or circuses, religious tent meeting, and events of public interest are as follows:

1. Documentation from the New Mexico Environmental Improvement Division that adequate arrangements for temporary sanitary facilities has been insured.
2. No permanent or temporary lighting shall be installed without an electrical inspection and permit issued by the New Mexico State Electrical Inspector.
3. All uses shall be confined to the dates specified by the Planning and Zoning Director.
4. Hours of operation shall be confined to those specified by the Planning and Zoning Director.
5. A security deposit shall be posted with the Director to insure that the premises will be cleared of debris during and after the event and that any damage to the public right-of-way will be repaired. The minimum security deposit will be two hundred dollars (\$200.00). The deposit shall not be required for real estate sales offices, Christmas tree sales, temporary storage or construction sheds or yards, or farmers markets with 20 or fewer rental spaces.
6. Public Parking for the exclusive use of the facility shall be provided. The parking area shall be maintained to provide one parking space per leased space or booth. It shall be the responsibility of the event sponsor to guide patrons to these areas and to prevent unlawful parking.
7. Traffic control arrangement will be arranged by the event sponsor with the Sheriff's Department.
8. Serving of alcohol beverages will not be permitted without a permit from the County.
9. The event sponsor will provide security, when required by the Sheriff's Department.
10. Games at carnivals will not be permitted which are classified as games of chance.