



Planning and Zoning Division

REQUIREMENTS FOR CONDITIONAL USE PERMIT APPLICATION

Applicants are required to submit the following items with application:

1. **Site Plan:** A drawing that shows location on the property of all buildings and uses or activities; distances of those from all property lines; entrances, streets; direction of storm water run-off; location and type of landscaping; location of wells or other water sources; location of sewer or septic system; location of rivers, lakes, arroyos on property; and any grading or fill work to be done. Also show location of road into the property and the location of the nearest public road, county road or state highway. Also show fences, natural or man-made buffers.
2. **Written Statement:** A brief letter describing the number of acres for each proposed use; the character and density of dwelling, structures or uses on each portion of the property; a phasing schedule for all improvements. (For Planned Development submit a map showing the development and the property within a one-half mile radius).
3. **Legal Description:** A copy of the deed or survey of the property. It is best to provide both if available. These will not be returned.
4. **New Mexico Tax ID Number and San Miguel County Business License.**
5. **Application Fee:** Two Hundred Dollars (\$200.00)

Publication Notification Fee: One Hundred Twenty-Four Dollars (\$124.00)

Fees are payable to San Miguel County and are Non-Refundable. Personal Checks are Not Accepted.

Pictures of the property if available. These will not be returned.

The presence of the applicant or a representative is requested at the Planning and Zoning Commission meeting and at any subsequent County Commission meeting that might be held. The commission may have questions for you on your application.

Please note that you will receive notice of meeting.

APPLICATION FOR CONDITIONAL USE PERMIT

**PLANNING & ZONING DIVISION
SAN MIGUEL COUNTY ADMINISTRATION COMPLEX
500 W. NATIONAL, SUITE 203
LAS VEGAS, NEW MEXICO 87701
(505) 454-1074 Fax: (505) 454-9728
Email: pandz@co.sanmiguel.nm.us**

Application File No. _____ Date Submitted: _____

Name of Applicant: _____

Address: _____

Telephone Number: _____

Property Interest of Applicant: _____

Name of Property Owner: _____

Location of Property: _____

Legal Description of Property: _____

Copy of Deed or Survey Attached: Yes _____ No _____

Present Use and Character of Property: _____

Intended Use of Property: _____

New Mexico Tax ID Number: _____

Applicant San Miguel County Business License: Yes _____ No _____

Use of Existing Structure. Date Established: _____

Applicant Signature: _____

Date: _____

Property Owner Signature: _____

Date: _____

FOR COUNTY USE ONLY

Application File No. _____

Date Set for P&Z Hearing: _____

Date Hearing Held: _____

Date of Publication: _____

Date letters Sent to Adjacent Property Owners: _____

Fee Amount Paid: _____

Receipt No: _____

Action P&Z: _____

Appeal to Commission: _____

Appeal to Court: _____

Proposed Use: _____

Date Site Plan Submitted: _____

Specific Use Limitations Applicable: _____

Zone Designation: _____

Conditional Use or Similar Use Listed in Ordinance: _____

Building Location: _____

Buffer of Screening: _____

Setbacks: _____

Proposed Street: _____

Landscaping: _____

Drainage: _____

Sewer: _____

Water Availability: _____

Grading: _____

Assets and Constraints: _____

Any Item Waived: _____

Number of Acres in Each Use: _____

Floor Area for Use: _____

Floor Plan Submitted: _____

Character and Density of Dwelling, Structures: _____

Number of Mobile Homes (for Mobile Home Parks): _____

Schedule for Development: _____

Agency Review: _____

Date Sent: _____

Agency Review: _____

Date Sent: _____

GENERAL LIMITATIONS AND REQUIREMENTS:

COMPLIES

Height: _____

Yes _____ No _____

Lot Width: _____

Yes _____ No _____

Street Access: _____

Yes _____ No _____

Accessory Buildings: _____

Yes _____ No _____

Fire Vehicle Access: _____

Yes _____ No _____

Signs: _____

Yes _____ No _____

Flood Plain: _____

Yes _____ No _____

Steep Slope: _____

Yes _____ No _____

Erosion Hazard Area: _____

Yes _____ No _____

Woodlands: _____

Yes _____ No _____

Storm Water Runoff: _____

Yes _____ No _____

Environment Requirements: _____ Yes _____ No _____

EID Standards Liquid Waste: _____ Yes _____ No _____

EID Standards Solid Waste: _____ Yes _____ No _____

EID Standards Water Supply: _____ Yes _____ No _____

Regard to Preservation of Cultural, Historical, or Archaeological Significance: _____

Encroachment on Utility Easement: _____ Yes _____ No _____
