

MAYOR

Robert E. Hemphill

TRUSTEES

Simon Beltran

Jesse Samora

Mital Bhakta

Sissy Griego

TOWN CLERK-TREASURER

Leann Weihbrecht

**PLANNING & ZONING APPLICATION
SITE BUILT**

This application is for permission to place a site built/spec home on property owned by you within the Town of Carrizozo limits. It is not a building permit. The Town of Carrizozo does not issue building permits nor does it have a building inspector. Building permits are required by law and are obtained through the Construction Industries Division (CID) of the New Mexico Regulation and Licensing Department. Offices are located in Albuquerque, Santa Fe and Las Cruces and online at <https://www.rld.nm.gov/construction-industries/apply-for-a-permit/>. Town of Carrizozo zoning approval is required by CID to obtain their building permits. If this application is approved, take proof from meeting, (available at Town Hall 3 (three) days after the meeting) to CID. Once the building permit is approved by CID, bring it to Town Hall. No utilities will be hooked up without valid CID permits. There is a \$50.00 Planning and Zoning fee that must accompany this application. The form must be notarized.

INSTRUCTIONS: The Board of Trustees meets at 6pm on the second Tuesday of each month in the Town Hall Conference Room. To be on the agenda and to appear before the Board of Trustees, the following documents must be submitted to the Town Clerk by noon on the Monday one week prior to the Council's scheduled meeting. Requests to be on the agenda may be made in person, in writing or by email to zozocityhall@tularosa.net. While it is not mandatory to attend the meeting, it is helpful in case the Trustees have questions. If you have any questions regarding the application or process, please contact Town Hall at (575) 648-2371.

Note: If applying for more than one application at the same time, the fee remains \$50.00. Applications submitted any other time are subject to additional fee.

CHECKLIST:

- ☐ A copy of your Deed of Record
- ☐ Meet area, height and setback requirements
- ☐ A detailed, scaled site plan (a survey is recommended) that shows current lot dimensions, existing structures, easement and driveway positions and setbacks, North arrow and location of utilities (see attached example)
- ☐ Note: Owner responsible for complying for all town ordinances and flood plain management regulations.
- ☐ Completed application, including filing fee(s) (non-refundable)

APPLICATION INFORMATION

Owner of Record: _____

Mailing Address: _____

Phone: _____ Email: _____

Designated Agent (**if different from owner**): _____

Relationship: _____ Phone: _____

_____ is hereby authorized to represent me in this matter, and I agree to be bound by any and all decisions or agreements made by my agent.

Site built ☐ Spec ☐

Legal description of property:

Physical address of property: _____

Subdivision/Addition: _____ Lot#(s): _____

Tract(s): _____ Physical Size: _____

Block/Phase: _____ Is this a corner lot? ☐ Yes ☐ No

Current zoning (Circle One): A1 A2 R1 R2 C1 C2 M1 PD1 S1 S2 S3 S4 S5 S6

Present use of this property:

Describe project for this application:

Meets area, height and setback requirements: ☐ Yes ☐ No

Are you applying for a variance? ☐ Yes ☐ No

On what grounds?

I hereby certify that I have read and understood the zoning/covenants of the zone or phase circled above (ordinances and covenants may be found on the town's website: <http://www.carrizozonm.us> under Governance), and I will abide by the information contained therein. Furthermore, I affirm that all the information submitted with this application is true and correct to the best of my knowledge and belief.

STATE OF NEW MEXICO
COUNTY OF LINCOLN

Signature of Owner of Record _____ Date _____

Printed Name _____

Subscribed and sworn to before me this ____ day of _____, _____

Notary Public _____

My commission expires: _____

Submission Date: _____

TOWN COUNCIL ACTION: ____ Approved ____ Denied Date _____

If applicable, this approval is good for ____ months as of the date the Town Council approves this application, after which time you must request an extension for additional time to continue this exception.

SAMPLE SITE PLAN

The following items must be clearly indicated on the site plan when submitting drawings for a building permit.

- 1. Property lines
- 2. Dimensions of property
- 3. Area of existing residence
- 4. Area of proposed addition
- 5. Front yard setback
- 6. Rear yard setback
- 7. Side yard setback

