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**PLANNING & ZONING APPLICATION
ACCESSORY DWELLINGS, SHEDS, DECKS, CARPORTS, FENCES**

This application is for permission to place an accessory dwelling, shed, deck, carport, fence or other accessory structure 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

- ☐ Before submitting Planning and Zoning Application please have property address, total square footage, legal description, boundary survey, whether utilities are required and site plan (see attached example)
- ☐ Be able to describe building and model, if applicable and dimensions
- ☐ Is there a primary residential structure on the property? Accessory buildings are not allowed to be placed on vacant residential lots
- ☐ Storage sheds, accessory buildings and fences are subject to review and possible removal if in violation of Town of Carrizozo ordinances. Dilapidated and derelict storage sheds and structures are also subject to Code Enforcement referral and action
- ☐ Meet area, height and setback requirements
- ☐ Completed application, including filing fee(s) (non-refundable)

Application for:

- ☐ Accessory dwelling (independent dwelling unit on same lot)
- ☐ Storage shed, carport, etc.
- ☐ Deck, porch
- ☐ Fence
- ☐ Temporary RV living while Residence is Under Construction

APPLICATION INFORMATION

Owner of Record: _____ Telephone No: _____

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.

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:

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.

Signature of Owner of Record _____ Date _____

Printed Name _____

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

By _____ My commission expires: _____

Notary Public

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.

EXAMPLE SITE PLAN

Your site plan shall include the following:

- Street address & owner's name
- Property lines & access
- All existing & proposed structures with dimensions

