



103 Water Street
 PO Box 1080
 Elephant Butte, NM 87935
 Phone: (575) 744-4892
 Fax: (575) 744-4493

Case Number

General Land Use Application

For use with all permit applications listed on other side

Property Owner Name and Address			
<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Trust			
Name(s): _____			
Address: _____			
Mailing Address	City	State	Zip
Home Phone: _____	Work Phone: _____	Mobile Phone: _____	
E-mail: _____		Fax: _____	

Applicant Name and Address			
<input type="checkbox"/> Owner <input type="checkbox"/> Prospective Buyer <input type="checkbox"/> Tenant <input type="checkbox"/> Agent/Contractor			
(If other than property owner, submit signed (notarized) letter by all property owners or Power of Attorney giving one person authorization to act on their behalf)			
Name(s): _____			Title: _____
Address: _____			
Mailing Address	City	State	Zip
Home Phone: _____	Work Phone: _____	Mobile Phone: _____	
E-mail: _____		Fax: _____	

Project Description

<input type="checkbox"/> Residential <input type="checkbox"/> Non-Residential <input type="checkbox"/> Special Use <input type="checkbox"/> Planned Unit Development <input type="checkbox"/> Public		
Legal Description of Property:		
Street Address of Lot(s):	Number of Lots Involved:	Block Number:
		Lot Number(s):
Project Sq. Ft and/or Acreage Building: Lot(s):	Current Zoning of Lot(s):	Subdivision Name (if applicable):
Project Description Narrative: (See Categories and Fee Schedule on this Application)		

- Checkmark all categories below that are relevant for your development proposal(s) or request(s).
- Attach Specific Project Checklist for categories that require an additional checklist (*).
- Attach required state permits, legal description of property; street address; copy of correct and accurately staked survey no older than 36 months by New Mexico licensed surveyor showing location of septic tank or sewer lines; proof of ownership or proof of legal right to apply for permit; site and development plan scaled drawing or map of property showing location of existing and proposed streets, driveways, parking and loading sites, pedestrian walks, structures, drainage improvements, landscaped areas, utility easements, setbacks; evaluation of existing infrastructure capacity to serve user needs for potable water, liquid and solid waste disposal; additional sheets to adequately provide information about your project or request.
- Submit payment with your application – See Fee Schedule below.
- Submit to Code Enforcement Officer who is available to assist with applications.

General Land Use Application and Official Filing Fee Schedule

GENERAL / OTHER

- \$ 25.00 ___ Changes to Original Application
- \$ 15.00 ___ Renewal / Time Extension

***ZONING PERMITS FOR CONSTRUCTION**

- \$ 35.00 ___ Zoning Permit **§155.006(E)** Required for any structure with walls and/or roof with floor area exceeding 120 square feet
- ___ Accessory Building
- ___ Car Port
- ___ Deck
- ___ Demolition
- ___ Driveway Culverts §154.22
- ___ Fence/Walls
- ___ Landscaping Plans Submission
- ___ Residential Swimming Pool
- ___ Temporary Accessory Building
- ___ # of Days Allowed _____
- ___ Beginning Date _____

- \$2250.00 ___ Sewer Hook-up Capacity Fee (where sewer is available) (Credit for septic less than 2 years old) Date Septic Installed _____

DRAINAGE/EXCAVATION/GRADING/FILL (additional fee)

- \$ 15.00 ___ Excavation/Grading/Fill Permit §154.45 for land disturbance of greater than 10 cubic feet of soil
- \$ 65.00 ___ Paving permit (over 1,000 square feet – attach a drainage plan) §154.45
- \$ 300.00 ___ Red Lot Application §153.06 (Flood Hazard) (to cover cost of review, balance will be refunded to applicant)
- \$ 50.00 ___ Elevation Certificate (upon request)

***NON-RESIDENTIAL PROJECT (\$500 DEPOSIT)**

(to cover cost of review, balance will be refunded to applicant)

- ___ Liquid Waste Disposal Plan
- ___ Sewer Capacity, Availability Analysis
- ___ Water Availability Analysis

***SIGNAGE PERMIT** §152.07 Submit drawings and property surface map showing sign location. Permits required for all sign types and banners. Exception: signs for political campaign, garage sale, on-premise real estate.

- \$ 10.00 ___ Banner/Flag Permit
- \$ 35.00 ___ Illuminated Sign Permit
- \$ 50.00 ___ Sign Variance/Planning Commission Review
- \$ 35.00 ___ Permanent Off-Premise Sign Permit
- \$ 35.00 ___ Permanent On-Premise Sign Permit
- \$ 15.00 ___ Temporary Off-Premise Sign Permit
- \$ 15.00 ___ Temporary On-Premise Sign Permit
- \$ 10.00 ___ Window Sign
- \$ 15.00 ___ Appeal

PUBLIC RIGHT-OF-WAY USE §150.55

- \$ 150.00 ___ Public Right-of-Way Use Permit
- \$ 75.00 ___ Appeal Denial Public Right-of-Way Use Permit

SUBDIVISION

- \$ 35.00 ___ Alternate Summary Plat §151.11-.12
- \$ 35.00 ___ *Sketch Plat Submission §151.07(A)
- \$ 350.00+ ___ *Preliminary Plat Submission + \$2.00 per lot and + \$6.00 per property to be notified by certified letter §151.07(B)
- \$ ___ ___ Number of Lots _____
- \$ 50.00 ___ *Final Plat Submission §151.07(C)(D)
- \$ 15.00 ___ Minor Plat Amendments (P&Z approval)
- \$ 35.00 ___ Major Plat Amendment (P&Z approval)
- \$ 15.00 ___ Administrative Exception(s) (P&Z approval)
- \$ 10.00 ___ Lot line(s) Vacation
- \$ 100.00 ___ Master Plan Development for 20 or more lots
- \$ ___ ___ Plat Filing Fee to be determined upon approval
- \$ 10.00 ___ Plat Vacation §151.13
- \$ 35.00 ___ Subdivision Variance (Topography or Critical Area, etc.) §151.10
- \$ 35.00 ___ Replat, / Boundary Line Adjustment / Lot Consolidation / Resubdivision
- \$ 35.00 ___ Resubdivision by Description §151.09
- \$ 35.00 ___ Development Agreement
- \$ ___ ___ Other / Third Party Review Services _____
- \$ 35.00 ___ Appeal to City Council

ZONING & PLANNING (Before requesting building permit from CID, submit site plan to Code Enforcement Officer.)

- \$ 250.00+ ___ Annexation \$250.00 plus \$5.00 per acre
- \$ 500.00 ___ Commercial Free-Standing or Guyed Towers Permit-Telecommunications & Wind Generators (to cover cost of review, balance will be refunded to applicant)
- \$ 300.00 ___ Comprehensive Land Use Plan Amendment
- \$ 35.00 ___ *Conditional Use/Special Use Permit §155.006(F)
- \$ 35.00 ___ Conditional Zoning Permit
- \$ 35.00 ___ Easement Review
- ___ Home Occupation Permit §155.006(G) (\$35.00 to be paid through business license permit)
- \$ 35.00 ___ *Non-Conforming Use, Site, Structure, Lot Registration or Vested Rights Application
- \$ 150.00 ___ *Overlay Zone
- \$ 50.00 ___ Parking Requirement Variance
- \$ 300.00 ___ Planned Unit Development Special Use Overlay Zone §155.075-.078
- \$ 15.00 ___ Wind Turbine Permit (Small Wind Turbine)
- \$ 50.00 ___ *Temporary Zoning Permit
- \$ 35.00 ___ *Temporary Use Permit §155.006(H)
- \$ 50.00 ___ *Variance / Encroachment §155.006(I)
- \$ 300.00 ___ *Zone Map Amendment/Zone Change/Rezoning/Zone Reclassification §155.006(J)
- \$ 250.00 ___ Zoning Ordinance Text Amendment §155.008
- \$ 35.00 ___ Appeal to City Council §155.007

I have read, examined, and completed the above application. I hereby affirm under penalty of perjury and false swearing that all the answers, statements, and information submitted with this application are correct and accurate to the best of my knowledge. I also affirm that I am the sole owner of the property identified herein, or I am duly authorized by ALL the owners to act with respect to this application, and proof of said authorization is attached. Further, I grant permission from the owner to any and all employees and representatives of the City of Elephant Butte and other governmental agencies to enter upon said property for purposes of inspection, photo documentation, and posting signs as reasonably necessary to process this application. I understand that all information becomes public information and can be made available through an Open Records Request per the New Mexico Public Information Act Chapter 14, Article 3 NMSA 1978. I agree to pay all fees of the City that apply to this application. If for any reason additional review is necessary, I agree to pay any and all additional fees required by the City. All provisions of laws and ordinances governing this application will be complied with, whether specified herein or not. The granting of this application does not presume to give authority to violate or cancel the provisions of any other state or local law regulating the use of the subject property. I understand that if my plans are approved by the City of Elephant Butte Planning and Zoning Commission, I must follow the plans as filed with the Elephant Butte Planning and Zoning Commission and the City of Elephant Butte City Council or be subject to possible citation for violation.

Applicant Signature(s) _____
Date Signed
(All Owners & Representatives or attach Power of Attorney or notarized letter of permission from Property Owner)

OFFICIAL USE ONLY	
Received By: _____	Date Received: _____
Project Reviewer: _____	Related Cases: _____
<input type="checkbox"/> Application Approved	
<input type="checkbox"/> Application Approved with Conditions: _____ _____	
<input type="checkbox"/> Application Denied; Reason for Denial: _____ _____	
Fee Amount Collected: \$ _____	Receipt Number: _____
Additional Notes: _____ _____ _____ _____	