



Application for Business Registration

PO Box 1080
Elephant Butte, NM 87935
Ph. 575-744-4892
Fax 575-744-4493

New Business Renewal

Business Name: _____

Physical Address: _____

Mailing Address: _____

Contact Person: _____

Telephone No. _____

Email Address: _____

Category of Proposed Business: _____

(Retail Sales, Professional Services, Food and Beverage, Manufacturing,
Construction, Automotive etc.)

Description of Proposed Business: _____

Licensed Contractor: Yes No

N.M. License No.: _____

§ 110.03 (D) For contractors subject to the licensing provisions of the New Mexico Construction Industries Division, the applicant shall provide the contractor's license number issued by the Division.

*N.M. CRS No. _____

(REQUIRED - Obtained from N.M. Department of Taxation and Revenue)

§ 110.03 ZONING PERMIT REQUIRED. Applicants shall obtain an approved zoning permit pursuant to the provisions of Chapter 155 of this code prior to issuance of a business registration or license. The business registration or license shall apply only to those uses approved in the zoning permit. The Clerk shall advise the applicant of the procedure for obtaining a zoning permit.

1. Separate application required for zoning permit
2. A separate registration is required for each business location
3. Fee (must be submitted with application)
Business Registration: \$35.00 Collected _____
4. Business Registrations are Valid from July 1 - June 30 each Fiscal year.
(Registration Fees will not be pro-rated.)

REQUIRED DOCUMENTS FOR A COMPLETE BUSINESS REGISTRATION PACKET

1. Completed Business Registration Application
2. Completed General Land Use Application (*This is utilized to verify zoning, lot/property size, and any kind of construction or additions that are proposed, code 110.03.*)
3. Proof of Ownership of Property where proposed business will take place. (*If renting, you will need a lease agreement.*)
4. Survey or Plat Map of Property
5. Customer Parking Plan detailed on property survey or plat map marking required parking spaces. Code 155.033 I, Parking Regulations.
6. NM CRS Paperwork
7. Hours of Operation
8. Site & Development plan to detail the business layout and/or any construction plans

*****Alcohol Sales Requirements*****

Is alcohol/liquor served at this business? NO _____ YES _____

Are alcohol/liquor package sales offered? NO _____ YES _____

If yes to any alcohol sales questions the following is required for all applications

- What is the distance in feet to the nearest church? _____
- What is the distance in feet to the nearest School? _____

Please attach the vicinity map showing the distance between the facility and the nearest church and or school.

§ 155.033 (G) Conditional uses. All conditional uses shall be subject to buffering and screening requirements as determined by the Planning and Zoning Commission which must be incorporated into the required site plan and associated landscaping plan. Such buffering and screening requirements shall be in addition to other landscaping requirements contained within this chapter and shall be in addition to the 10% required landscaping area unless determined by the Commission that the buffering and screening requirements substantially meet the intent of the 10% requirement and are not within the public's interest.

(3) Bar or lounge. Provided that hours of operation and associated impacts such as noise are mitigated.

(K) PUBLIC HEARING AND NOTICE REQUIREMENTS.

(1) A public hearing is required for all requests for zone changes, conditional/special use, conditional use permits, variances, and temporary use permits.

(2) Notice of all public hearings held by the Planning and Zoning Commission or governing body of the city to review or act on such a request shall be posted in the same locations as designated in the current Open Meetings Act Resolution.



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(3) Notice of the proposed hearing date, time, and location shall be posted on the subject lot or lots at least 15 days before the hearing within 6 feet of the front lot line and in plain view from the road.

I understand that my signature indicates that all of the information contained on this application is true and correct, and that Zoning Enforcement approval of this Business Registration is dependent upon me abiding by all the regulations found in the City of Elephant Butte Comprehensive Zoning Code 155.033, and any other applicable City of Elephant Butte Ordinance.

Owner Authorized Agent Signed: _____

Printed Name: _____ Date: _____

*****CITY OF ELEPHANT BUTTE OFFICE USE ONLY*****

Date Business Registration Received: _____

Received by: _____

Application Complete: YES _____ NO _____

If any documents are missing please notate here:

Land Use and Planning & Zoning Commission

Zoning Classification of Property: _____

Public Hearing Before P&Z: _____

Chairman/Vice Chair Approval: _____ Date: _____

Zoning Permit Approved: _____ Date: _____

Case No.

Zoning Administrator Signature

Zoning Administrator Printed

City Staff- Approval of Home Occupation Business Registration:

City Clerk: _____ Registration No: _____
