



Application for: Home Occupation Business Registration

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

Business Name: _____

Physical Address: _____

Mailing Address: _____

Contact Person: _____

Telephone No. _____

Email Address _____

Category of Proposed Business: _____

(Ex. Professional Office, Professional Services, Instructional Service, Home Artisan Business, Small Repair, Babysitting/Childcare)

Description of Proposed Business: _____

Licensed Contractor: Yes [], No [] N.M. License No.: _____

*N.M. CRS No. _____

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

HOME OCCUPATION – CONDITIONAL USE PERMITTING

1. All conditional use permits are required to complete the General Land Use application in addition to the Home Occupation Business Registration application.
2. All new Home Occupation Business Registrations are subject to the Conditional Permitting Code: 155.006 (Renewals are not subject to the Public Hearing and Notice Requirements unless the type of business originally permitted changes.)
(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.

3. Fee for Conditional Use/Public Hearing is separate from the Home Occupation Registration fee.

Conditional Use/Public Hearing: \$35.00 Collected_____

4. Fee for Home Occupation Registration (must be submitted with application)

Business Registration: \$35.00 Collected_____

5. Business Registrations are Valid from July 1 - June 30 each Fiscal year. Registration Fees will not be pro-rated.

6. Please keep in mind the Planning and Zoning Commission meets once monthly on the second Tuesday of every month, but is subject to change.

REQUIRED DOCUMENTS FOR A COMPLETE HOME OCCUPATION BUSINESS REGISTRATION PACKET

1. ___Completed Home Occupation Business Registration Application
2. ___Completed General Land Use Application
3. ___Proof of Ownership of Property where proposed business will take place. *(If renting, you will need a lease agreement as well as a notarized letter of approval from the property owner allowing you to operate a Home Business at the stated address.)*
4. ___Survey of Property
5. ___Customer Parking Plan detailed on property survey marking two required parking spaces. *(A Home Occupation Business shall not eliminate the required off street parking for the main dwelling. Not required for internet only businesses.)*
6. ___NM CRS Paperwork
7. ___Hours of Operation *(Between 7:00am-8:00pm for in person business)*
8. ___Site & Development plan to detail the portion of the Home to be utilized as the Home Occupation Business; no more than 25% of the main dwelling's square footage and not to exceed 500 square feet shall be used to conduct the Home Occupation Business. *(This does not apply to childcare or babysitting services.)*
9. ___If a sign for the Home Occupation Business is desired, a design plan and additional fees will apply. A 2'x2' non-illuminated, flush mount sign is what is permitted for Home Occupation Businesses.

Owner [] Authorized Agent [] Signed:_____

Printed Name: _____ Date: _____



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

Date Home Occupation 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: _____