



**CITY OF SUNLAND PARK
PLANNING DEPARTMENT**

Voice - (505) 589-3631
 Fax - (505) 589-7481
 1000 McNutt Rd. - Sunland Park, NM 88063

(Staff Use Only)
 Case No.:
 Related Cases:

DEVELOPMENT APPLICATION FORM

The completeness of this application, which includes accompanying plans, shall be subject to the review of the Planning Department and Development Review Committee. This application is used for a variety of application processes and not all items may apply to your project. If you feel a Requirement is not applicable to your project, write "N/A." If you have any questions while completing this application, please ask a member of the Planning Department for assistance. Incomplete applications will not be accepted (or the process may be delayed.) (PLEASE PRINT OR TYPE)

CHECK APPLICATION TYPE(S) REQUESTED:

- Conditional Use Permit/SUP ~~(\$250)~~ (\$300)
- Variance (\$200)
- Change of Zone (\$350)
- Annexation (\$300)
- Master Plan Amendment (\$350)
- Summary Subdivision (\$100+\$25.00 per lot)
- Final Plat Subdivision (\$200+\$25.00 per lot)
- Appeal (75% of original application fee)
- Preliminary Subdivision Review (\$100)

PROJECT SUMMARY:

Project/Business Name (if any):
 Project Description:
 Property Address/Location:
 Assessor's Parcel Number(s):
 Existing Master Plan Designation: Existing Zoning Designation:
 Proposed Master Plan Designation (if applicable): Proposed Zoning Designation (if applicable):
 Existing Uses and/or Structures on Site:
 Surrounding Uses: North: South:
 East: West:

ITEM	PROPOSED	REQUIRED
Total Site Acres Gross:		
Adjusted Net Acreage: (Excluding streets, public rights-of-ways, and major utility easements)		
Minimum Lot Size		
Total Building Square Feet:		
Residential Dwelling Units Per Acre: Gross:		
Net:		
Setbacks: Front:		
Side (interior):		
Side (street side):		
Rear:		
Maximum Building Height:		
% On-Site Landscaping:		
Total No. of Parking Stalls: Standard:		
Handicapped:		

Date/Time Received: Received By: Amount Received: Receipt No(s):

PROJECT REPRESENTATIVES:

APPLICANT/ REPRESENTATIVE

Name:	Telephone No.:	
Address:	Fax No.:	
City:	State:	Zip Code:
Contact Person:	E-mail Address:	

I certify under penalty of perjury that all the application information is true and correct:

Applicant's Signature: _____ Date: _____

Note: the application fee is non-refundable regardless of the outcome of the application

PROPERTY OWNER/ AGENT

Name:	Telephone No.:	
Address:	Fax No.:	
City:	State:	Zip Code:
Contact Person:	E-mail Address:	

I, _____ am the owner of the property described in this application and hereby authorize
Print Name
 _____ to act on my behalf on matters pertaining to this application.
Applicant/Representative Name

Property Owner's Signature: _____ Date: _____

Note: If more than one owner, a separate page must be attached listing the names and addresses of all persons (if a corporation, list officers, and principals) having interest in the property ownership.

ARCHITECT Name:

Name:	Telephone No.:	
Address:	Fax No.:	
City:	State:	Zip Code:
Contact Person:	E-mail Address:	

ENGINEER Name:

Name:	Telephone No.:	
Address:	Fax No.:	
City:	State:	Zip Code:
Contact Person:	E-mail Address:	

SUBMITTAL REQUIREMENTS

The Submittal Requirements provides the basic information necessary for review by the Development Services Committee (staff review by City Departments) and agency (utility and other regulating agencies) review. The Committee review is a technical review addressing a variety of standards associated with building, engineering, fire, planning, police, and traffic. The Committee may determine that additional information and/or special studies are required before further processing can take place. Additional fees may be required for review of special studies.

REQUIRED		SUBMITTED
■ 1	Completed and signed Development Application Form	■
■ 1	Copy of Fee Receipt	■
■ 1	Copy of Preliminary Title Report (shall include recorded easements)	■
■ 1	Set of photos of site and adjoining properties with location and direction of the photos indicated (use site plan below as base).	■
■ 10	Sets of the following plans, collated, stapled, folded to a size between 8 1/2" x 11".	■

Please Note: Rolled plans will not be accepted. As the project goes through the review process, additional sets of plans will be requested for the Architectural Review Committee, Planning Commission, and City Council (if applicable).

- 10 Site Plan with dimensions with the following but not limited to:
 - landscape locations with dimensions
 - garden wall location, dimensions, and material type
 - trash enclosure location, dimension, and material type
 - outdoor lighting location, dimension, and type
 - truck loading bays location, dimension and turning radius
 - outdoor storage areas location, dimension, and type of enclosure
 - parking space location, dimension, and count
 - ponding area size, calculations, location, and perimeter wall
 - 10 Architectural Plans with dimensions with the following but not limited to:
 - elevations of every side
 - elevations of other structures, walls, equipment sheds, trash enclosures, etc.
 - all equipment in roof and walls
 - colors and materials to be used
 - elevations shall have architectural quality that will enhance the structure and its surroundings
 - elevations of the building shall break up long expanses of roofline and walls
 - 10 Preliminary Grading Plan
 - 10 Conceptual Landscape Plan with the following but not limited to:
 - 10% of the lot must be landscaped
 - specify landscape material
 - use drought of tolerant plants is encouraged
 - underground irrigation
 - rock-scape material is allowed as substitute for ground cover
 - one-15-gallon tree for every 3 parking spaces
 - one-5-gallon bush for every parking space
- 10 Plat/Condominium Map
 - Note 1: Legible black and white reduction of site plan and building elevations no smaller than 8 ½" x 11" and no larger than 11" x 17" (folded to 8 ½" x 11")
 - Note 2: Please be aware that the Planning and Zoning Commission will review the plans with an emphasis on aesthetics. If the submittals are of poor quality, you may cause delays to your project because the Commission or staff will request redesign and re-submittal.
- 1 Assessor's Parcel Map(s) indicating all parcels within 200 feet radius of the exterior boundaries of the project property. Indicate the radius line and the project property on the map.
- 1 Sets of gummed mailing labels and one 'Digital' copy, which contain the names, addresses, and parcel numbers of property owners within a 200-foot radius of the exterior boundaries of the subject property.
- 1 Sets of gummed mailing labels and one 'Digital' copy of names and addresses of the subject property owner(s), applicant, and representatives.
- 1 Variance findings - Please answer the following on a separate sheet of paper:
 - A) That the strict compliance with the Planning and Zoning Code would result in an extraordinary hardship to the applicant because of unusual topography or other non-self-inflicted conditions.
 - B) That the requirement of the Planning and Zoning Code would result in inhibiting the achievement of the objectives of the Planning and Zoning Code

SITE PLAN - EXHIBIT REQUIREMENTS

SITE PLAN (Minimum scale shall be 1 inch = 20 feet)

■ Title block indicating drawing scale, name, and address of applicant, name of person responsible for preparing plans, date of plan preparation, north arrow (top of plan to oriented to the north)	■	
■ Legal description and parcel numbers.	■	
■ Small-scale vicinity map with location of property in relation to major streets (need not be to scale) with north arrow.	■	
■ Existing zoning designation of property.	■	
■ Names, addresses, phone numbers of owner of record, applicant and engineer/land surveyor with registration number.	■	
■ A statistical summary including:	■	
- Site size (gross/net)	- Building Sq.Ft. by floor plan use	- % open space
- Total units	- Parking provided/required by use type	- % landscaping
- Density (net)	- Lot coverage	
■ Names of utility purveyors and location of existing known public utilities including sewer, water, gas, cable, solid waste, telephone, etc.	■	
■ Indicate building setback dimensions including front, side, rear, and street side.	■	
■ Indicate all property lines, distance from property line to centerline of the street, dedicated rights-of-way, and easements on the site.	■	
■ Show location of adjacent structures and property improvements within fifty (50) feet of the subject property.	■	
■ Indicate location, size, shape, height, and use of all structures on the site.	■	
■ Indicate location and nature of proposed and existing fencing, gates, walls, driveways, and curbs.	■	
■ Indicate location of mailboxes (if applicable), loading areas, trash enclosures, and landscape areas.	■	
■ Indicate location and names of all streets, alleys, easements, and rights-of-way providing legal access to the property.	■	
■ Indicate any land or right-of-way to be dedicated to public use and right-of-way.	■	
■ Show typical street cross sections of all existing and proposed streets within and adjacent to the project.	■	
■ Indicate all utility poles and streetlights on and adjacent to the property.	■	
■ Show location of all existing fire hydrants, catch basins, gutters, and water main sizes within 200 feet of the project.	■	
■ Indicated parking lot dimensions and pavement indicators such as loading zones, pedestrian walkways, directional arrows, etc., including parking stall sizes, and accessible parking stall and access.	■	

ARCHITECTURAL PLANS

Architectural Plans (Minimum scale shall be 1/8 inch = 1 foot)

■ Elevations shall show all dimensions and all sides of the structure.	■
■ Provide a roof plan and a preliminary floor plan with dimensions.	■
■ Provide a cross-section(s) showing roof mounted equipment or projections, and method of screening from public view.	■
■ Indicate building materials, colors, and textures.	■
■ Indicate location of proposed signs, including address numbers, on building elevation with dimensions for preliminary review (final review and approval of signs requires a separate application).	■

PRELIMINARY GRADING PLANS

■ Indicate existing and proposed pad elevations	■
■ Indicate approximate grades of proposed roads and street center lines	■

■	Identify all curve radii	■								
■	Show existing contours with maximum interval as follows:	■								
	<table border="1"> <thead> <tr> <th><u>Slope</u></th> <th><u>Interval</u></th> </tr> </thead> <tbody> <tr> <td>Less than 2%</td> <td>2'</td> </tr> <tr> <td>2 - 10%</td> <td>4'</td> </tr> <tr> <td>Greater than 10%</td> <td>10'</td> </tr> </tbody> </table>	<u>Slope</u>	<u>Interval</u>	Less than 2%	2'	2 - 10%	4'	Greater than 10%	10'	
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■	Identify proposed contours and spot elevations	■								
■	Identify land subject to overflow, inundation, or flood hazard.	■								
■	Show drainage plan to control on-site and off-site storm runoff, watercourses, channels, existing culverts, and drain pipes, including existing and proposed facilities for control of storm waters, data as to amount of runoff and the approximate grade and dimensions of proposed facilities.	■								
■	Show on the project site map the physical setting of the site, including general topography; types of animal and plant life present; and locations of rock out-croppings, mature trees, areas of dense brush, etc.; existing structures, trails, and other surface features; any drainage courses, sumps, etc.; easements and other rights-of-way, which may affect future development. Geologic and hydrological features, such as fault and flood zones shall be shown on the plan.	■								

