

AGENDA

FOR THE REGULAR MEETING OF THE CITY OF BELEN PLANNING AND ZONING COMMISSION, STATE OF NEW MEXICO, COUNTY OF VALENCIA TO BE HELD ON MONDAY THE 30th OF JULY 2018 AT 6:00 PM IN THE COUNCIL CHAMBERS AT CITY HALL, 100 SOUTH MAIN STREET, BELEN, NEW MEXICO 87002.

ALL P & Z COMMISSION MEETINGS ARE VIDEO AND AUDIO RECORDED.

A COPY OF THE AGENDA MAY BE OBTAINED FROM THE OFFICE OF THE CITY OF BELEN PLANNING & ZONING DEPARTMENT.

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGENCE

4. APPROVAL OF AGENDA

5. APPROVAL OF MINUTES

Minutes of July 9, 2018

6. PUBLIC COMMENT 3 MINUTE PRESENTATIONS: If more time is needed for presentation, please ask to be scheduled on the next agenda.

7. PUBLIC HEARING WITH POSSIBLE ACTION

a. SWEARING IN OF PARTICIPANTS

b. REQUEST FOR CONDITIONAL USE for the purpose of placing a carport within the front setback: Clara & Matthew Garcia. LEGAL DESCRIPTION: Township 5 North, Range 2 East, Section 18, Map 100, Tract A, Land of Edeino Garcia, containing .16 ac., aka 402 S 7th St., Belen NM 87002.

8. DISCUSSION

Census Information
New Request Forms

9. INFORMATIONAL ITEMS

a. Communication from the Commission and Staff

10. ADJOURNMENT

RESPECTFULLY SUBMITTED

/s/

Lisa R Miller, Planning & Zoning

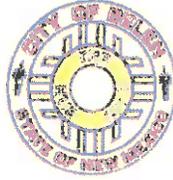
Administrator

cc: Mayor & City Council
News Bulletin

Belen Chamber of Commerce
Belen Recreation Center

Belen Public Library
Belen City Hall

JERAH R CORDOVA
MAYOR
LEONA VIGIL
CITY MANAGER



CITY OF BELEN
100 SOUTH MAIN STREET
BELEN, NEW MEXICO 87002
(505) 966-2746
www.belen-nm.gov

WAYNE GALLEGOS
CITY COUNCIL
DAVID CARTER
CITY COUNCIL
RONNIE TORRES
CITY COUNCIL
FRANK ORTEGA
CITY COUNCIL

CITY OF BELEN
PLANNING & ZONING COMMISSION MEETING
MINUTES
JULY 9, 2018

Vice Chair Pete Armstrong called the regular meeting of the Belen Planning and Zoning Commission meeting to order at 6:03 PM.

PRESENT: Chairman Steve Ethridge
Commissioner Claudine Montano
Commissioner Jim Lardner

ABSENT Vice Chair Pete Armstrong
Commissioner Gordon Reeves

CITY STAFF: Steven Tomita, Economic Development
Lisa R Miller, Planning & Zoning Administrator

OTHERS: Richard Dahl, Self
Neal Pitts, Self
Dolores Lala Quintana, Self
Gloria Morales, Self

APPROVAL OF THE AGENDA

Commissioner Claudine Montano moved to approve the Agenda as presented.

Commissioner Jim Lardner seconded the motion.

Motion Carried.

APPROVAL OF THE MINUTES

The minutes of June 11, 2018 were read.

Commissioner Jim Lardner moved to approve the minutes of June 11, 2018 as read.

Commissioner Claudine Montano seconded the motion.

Motion carried.

The minutes of June 25, 2018 were read.

Commissioner Claudine Montano moved to approve the minutes of June 25, 2018 as read.

Commissioner Jim Lardner seconded the motion.

Motion carried.

PUBLIC COMMENT – 3 MINUTE PRESENTATIONS

There were no public comments.

PUBLIC HEARING WITH POSSIBLE ACTION

a. Swearing in of participants

All participants pertaining to the public hearings were sworn in.

- b. **REQUEST FOR A CONDITIONAL USE** for the purpose of temporarily parking and RV and use this RV as a living quarter at 904 Didier Ave.: **DOLORES QUINTANA. LEGAL DESCRIPTION:** Township 5 North, Range 1 East, Section 13, Map 100, Didier Addition, Lots 1-6, Block 3, containing .39 acres.

Lisa Miller informed the Commission that Ms. Quintana came into the Planning & Zoning Department to get permission for her granddaughter to park and live in an RV next to her home. Ms. Quintana received a notice of violation from the City Code Enforcement Officer and was informed to speak with me. All paperwork was submitted and the process was explained to her. All surrounding areas consists of single family residential areas on the west, north, and south from the home. The properties on the east are commercial. The RV is located on the east side of her home and there is plenty of room left for parking and the clear site triangle on the corner. There are two entrances to the property so there is no issue with parking on the property.

Commissioner Claudine Montano asked Ms. Quintana asked how long the RV had been located there.

Lisa Miller said she was not sure how long the RV had been there and suggested that Ms. Quintana be asked when she presents her case.

Commissioner Jim Lardner asked if living in an RV acceptable to the City.

Lisa Miller said only under a conditional use.

Steven Tomita said it is not allowed period.

Commissioner Jim Lardner asked if anyone could even park an RV on their property within the City limits.

Lisa Miller said that it can be parked on your property but it could not be used as living quarters.

Chairman Steve Ethridge asked if the RV was at least 10 feet away from the home. He spoke with the fire department and they suggested the 10 feet for clearance.

Lisa Miller said that even another structure is supposed to be located at least 10 feet away from another structure.

Ms. Dolores Quintana introduced herself and explained that she came to Lisa on June the 4th about having it there for her granddaughter. Her granddaughter has a new baby and they use the RV just to sleep in. They use her home for taking showers, washing clothes, etc. She said that the only thing they are hooked up to is the electricity. It does not block anything. There is a fence in the back right next to the alley and there is plenty of access room all around the area. She said that she has been all over the area and has not been able to find any RV spaces. They are all filled. She pays all utilities because they are hooked to her home. She is just trying to help them out until they can find a place to park the RV in an RV park.

Commissioner Claudine Montano that if Ms. Quintana went to Lisa on June the 4th but has a violation dated the 25th of May and wanted to get an explanation on why the different dates had occurred.

Steven Tomita said that she did get a violation notice and then came into the office to see if she could maintain that use for a brief period of time. It was explained to her that the only way would be to get a Conditional Use permit to continue the use, so she applied for a Conditional Use approval and that we would not enforce any action until it was decided if the Conditional Use was approved or not.

Commissioner Claudine Montano asked how long the RV had been there prior to the 25th of May.

Ms. Quintana said that they had just parked it there and came over to ask.

Commissioner Claudine Montano again asked how long before the 25th of May had the RV been there.

Ms. Quintana said a day or two. They were going to put it in the alley but then they would have had to use a long extension cord to hook up to the home. She was just concerned about the baby. They have no place to go.

Commissioner Claudine Montano asked Lisa if she has received any responses from the notices that she had sent to the neighbors.

Lisa Miller said that she has not received any others but the one that was included in the Commissioners Packet.

Commissioner Jim Lardner asked how long she would expect to have the RV there and are they actively continuing to look for an open RV space in the Belen area.

Ms. Quintana said that they are continuing to look in the area.

Commissioner Jim Lardner said that if they are using the home for the use of bathing, etc. then the unit needs to be unhooked from the water and sewer services.

Ms. Quintana said that they can unplug it.

Chairman Steve Ethridge asked her how long they thought it would be before they could find an RV space available.

Ms. Quintana said that it is her intent to notify the City on a monthly basis on the progress of finding an RV spot.

Commissioner Claudine Montano said that she recommended a 30 day time period.

Chairman Steve Ethridge asked her how long she thought they would need.

Ms. Quintana said approximately three months.

Chairman Steve Ethridge said that he has noticed a space for rent sign on S Main and asked if they had checked on that one.

Commissioner Claudine Montano said there are also some available in Rio Communities.

Ms. Silva said that she is aware of the fact that it is hard these days because children do need help now and again. This happened to her son about a year ago. He was homeless and she was not approved to have him in the RV at her home. She feels that it is not fair. There are no jobs out there and our economy stinks. She asked the Commission to give the children a break and let them stay until they can find a space for their RV. It is a sad situation. Give them a chance. There are not many RV parks in this area. The space on S Main has already been taken.

Commissioner Claudine Montano said that it was nothing against her or Ms. Quintana and the Commission is only trying to abide by the City Codes.

Mr. Renaldo Silva asked what the difference was between the S Main area and Ms. Quintana. How is it that they can park those trailers there and Ms. Quintana cannot park one on her property?

Chairman Steve Ethridge said that the area on S Main is zoned to allow trailers and Ms. Quintana's is not.

Steven Tomita said that he would like to follow up on comment on the utility hook ups. He has an issue with that because the property is exposed and the sewer hookup is and open pipe and not protected. If they are using the inside of the home for bathing and other uses then that hookup needs to be disconnected.

Commissioner Jim Lardner moved that a Conditional Use be granted for a period on 90 days with the utilities, except for electricity, disconnected with updates every 30 days.

Commissioner Claudine Montano seconded the motion.

Motion carried.

Vote is as follows:

Commissioner Claudine Montano	Yes
Commissioner Jim Lardner	Yes
Chairman Steve Ethridge	Yes

Lisa Miller informed Ms. Quintana that she would be receiving a Conditional Use Agreement with these conditions and that she will need to sign it and return it. This is a contract between the City of Belen and Ms. Quintana.

- c. **REQUEST FOR A VARIANCE ON A FRONT SETBACK** for the purpose of placing a carport in front of an enclosed garage: **GLORIA MORALEZ. LEGAL DESCRIPTION:** Township 5 North, Range 2 East, Section 7, Rosedale Addition, Lot 29, Block 3. AKA 213 Rosedale Circle, Belen NM 87002.

Lisa Miller said that Ms. Morales had checked on having a carport placed on her property and the dealer informed her that she will need to get a permit from the City to do that. She came into City hall and the process was explained. She brought in the application and all the paperwork that was requested. On the south, east, and west side of her property is residential and on the north side are the BNSF Railroad tracks. She will be anchoring it with concrete. The reason she is requested this is, when they purchased this home the garage was already enclosed so she has no garage.

Commissioner Claudine Montano asked where the carport would be placed.

Lisa Miller said where the car and truck are parked, which is the drive pad.

Chairman Steve Ethridge said that it looks like some of the neighbors already have carports.

Lisa Miller said that there is a carport right next to her.

Ms. Gloria Morales said that on the one side is a garage but on the other side there is a carport. They have been hit by four hailstorms. The first one was in 2208 which damaged the house and the car. The car was totaled. She purchased a new car and it happened again. She is still driving that car because she is afraid to get another car and have it damaged by hail. Her husband has been lucky due to the fact that he is a truck driver and was his truck was parked in Albuquerque at the truck yard and not at home. It is an open sided carport.

Commissioner Jim Lardner asked what the setbacks are for that area and what would they be after the installation of the carport.

Lisa Miller said the setbacks for that area are 20' front, 15' rear, and 5' side. The carport would come up to the sidewalk, where her fence is. The sides are fine.

Mr. Richard Dahl said that he understand what she has gone through. It has happened to him as well. He is for her getting the carport.

Chairman Steve Ethridge said that it almost looks like you will be placing a carport right next to another carport.

Ms. Moralez said there is a walkway between them. She would guess about 10'.

Steven Tomita said that it will also have to go to CID for permitting, because of the square footage. They would deem it a structure so it would therefore require a permit.

Ms. Moralez asked what that meant.

Lisa Miller said that if she is approved for the setbacks, she will need to bring in a copy of the designs and a site plan to be reviewed and approved. It will then go up to CID (Construction Industries Division) for a building permit. Whoever she gets to put up the carport should be aware of this.

Ms. Moralez said that was what one of the dealers was telling her. So, they decided to get an approved variance before they got the carport.

Commissioner Jim Lardner moved to grant the Variance for the front setbacks so that an open sided 20' X 21' carport can be placed on the drive pad.

Commissioner Claudine Montano seconded the motion.

Motion carried.

Vote is as follows:

Commissioner Claudine Montano	Yes
Commissioner Jim Lardner	Yes
Chairman Steve Ethridge	Yes

Lisa Miller explained to her that she will be getting a Variance Agreement that needs to be signed and returned.

- d. **REQUEST FOR A VARIANCE ON THE REAR & SIDE SETBACKS** for the purpose of placing a detached garage in the back yard: **RICHARD DAHL. LEGAL DESCRIPTION:** Township 5 North, Range 1 East, Section 12, Edith Addition, Lot 2, Block 2, containing .20 acres. AKA 1623 Capps Pl, Belen NM 87002.

Lisa Miller informed the Commission that he knew that he would need a permit to build, so he came in for that and was informed that he would also need a variance on the setbacks. He wants to place it in the southeast corner of the back yard. He will be

removing the existing shed to put the garage in. All of the area is zoned R-1. The back of his property butts up against a 20' alley. The setbacks for an R-1 are 20' front, 15' rear, and 5' side. There is an exemption to the rear setback in an R-1 zone that allows a detached garage if it is next to an alley. The setback can then be 5' from the alley. He wants to put it closer than that on the rear and side setbacks. There are several structures in the area that are right on the property line.

Mr. Richard Dahl informed the Commission that due to the existing structures that are there that he will need the variance so that he may build his double car garage. He would like to put his garage 2.8' from the east side property line and 2' from the alley. He also wants to protect his vehicles from the weather. He works on all of his own vehicles and all he has is an existing one car garage. That is not enough.

Commissioner Jim Lardner said that there is nothing on the plat that shows there is anything getting in the way of moving the garage to the five foot side setback and asked if he was willing to do that.

Mr. Dahl said that he has an existing driveway that is there and if he moves it over to the five feet the garage doors would not line up with the one on the existing one car garage.

Commissioner Jim Lardner asked if it was going to be a stick built structure like the home.

Mr. Dahl said yes. He was going to match it up to the house. He showed the Commission how his back yard is landscaped. There is a block wall that would affect it in the landscaping.

Commissioner Jim Lardner asked if there will also be garage doors along the alley.

Mr. Dahl said that there would be the garage doors that are set back two feet from the alley with a concrete apron on that two feet. He said that the 2.8' on the side would be to accommodate the drainage from the structure.

Chairman Steve Ethridge said that it is a big structure and it will need to go through CID for a building permit. He asked Mr. Dahl is he was a contractor.

Mr. Dahl said he was not but that he once was.

Chairman Steve Ethridge asked if the main entrance to the garage would be from the alley. He also wanted to know if there would be any gates that would have to open up in the alley.

Mr. Dahl said yes. There would be no gates on the back fence in that area around the doors. If he ever has to put one up he will put a rolling gate up.

Mr. Neal Pitts informed the Commission that everything Mr. Dahl does has always been first class. He has a big crew cab truck so he needs the bigger garage. If he moves it he would have to tear out some of his landscaping and some of the existing cement pad to accommodate the change.

Lisa Miller asked about the drainage coming off the back of the building. It has to be kept on site.

Mr. Dahl said that the roof will not be facing the alley, it would be facing his back yard. It will also have gutters on the garage.

Commissioner Claudine Montano moved that the variance on the side and rear setbacks be granted as requested.

Commissioner Jim Lardner seconded the motion.

Motion carried.

Vote is as follows:

Commissioner Claudine Montano	Yes
Commissioner Jim Lardner	Yes
Chairman Steve Ethridge	Yes

Lisa Miller informed Mr. Dahl that he will be receiving a Variance agreement to be signed and returned to the City. All Conditional Use's and Variances require a notarized signed agreement for the record.

Commissioner Jim Lardner said that they have been getting a lot of requests for carports and garages lately and the lot sizes in Belen do not leave much space for these kinds of structures.

Chairman Steve Ethridge said that they are going to need to say no to some of these.

Steven Tomita said that a variance is a physical hardship and a conditional use is temporary.

Lisa Miller said that most carports do not have any sides to them.

DISCUSSION

Belen Comprehensive Plan

Chairman Steve Ethridge suggested that this be tabled until a further time.

Steven Tomita said that he would download the census information for the next meeting.

Commissioner Jim Lardner said that he would like to get update information and said that it would be interesting to know what changes have occurred. That would give us footing to go forward with the Comp Plan.

Steven Tomita said the Census Bureau tries to keep up with this stuff so there will be some changes.

It was decided to table this until the first meeting in August.

INFORMATIONAL ITEMS

a. Communication from the Commission and staff

Commissioner Jim Lardner asked what happened in the City of Belen with all this dirt and mud all over.

Steven Tomita asked him if he was out of town. He proceeded to tell him what had happened and the flooding issue that went on.

Lisa Miller informed the Commission that she has submitted the boundary changes to the Census Bureau and she is finishing up with the address changes that are going to the Bureau. There are so many mistakes that the whole database is changing. A set of building plans came in for a patio going up at the Calvary Church.

Steven Tomita said it looks like project flight is a go but he cannot say any more about it at this time. This project will change and affect the airport.

Lisa Miller said that five City employees have left the City.

Steven Tomita said that the Belen Economic Development Association is working with the Schools on the vocational programs in the schools. The schools are putting together a program together for these vocational classes. When a student graduates from one of these programs they will have a job waiting for them when they graduate. It looks like Circle K has resolved the problem with DOT and they are moving forward. Some of the trailers in the trailer court are being moved.

Commissioner Claudine Montano said that Google and Amazon in Los Lunas.

Steven Tomita said that he was not aware or asked to submit for Google and Amazon needed a building that was already constructed, but we did not have one the size that they requested. The thing is that they may have the place to work but they do not the places to stay. There is no housing in Los Lunas except on the east side and you cannot get to it because of the traffic. Los Lunas is not ready for this and the city of Belen is trying to get ready for this. They will all be coming into Belen for that. Amazon is bringing in a distribution center.

Commissioner Claudine Montano said that she was told that the BNSF is a big plus for Los Lunas.

Steven Tomita said that the BNSF Intermodal Hub is what she is referring to but all they have done is put the switch in and that is it. He was asked about this in a meeting that was held in Albuquerque. They want to promote this hub and he was asked for suggestions. He said that he told them the first thing that they need to do is to put the tracks in because there are not tracks up there, just the switch. He was asked how to get plastics out there and was told that the BNSF did not want to talk about it. Mr. MRCOG is trying to promote plastics and the BNSF will not talk plastics. The reason is that the plastic manufacturer does not use the trains to ship out, they use trucks. The railroad brings the resin in but the plastic is shipped out by truck and the railroad does not want to be involved with this. Keter uses trucks for both. During a promo time there will be a total of 30 trucks coming from Keter. Right now there are 15. They are now going to be adding another warehouse to accommodate for the excess products that they are going to be producing.

P & Z Minutes

July 9, 2018

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ADJOURN

There being no further business to come before the City of Belen Planning & Zoning Commission, Commissioner Jim Lardner moved to adjourn.

Commissioner Claudine Montano seconded the motion.

Motion carried.

The regular meeting of the City of Belen Planning & Zoning Commission adjourned at 7:35 p.m.

Chairman Steve Ethridge

ATTEST:

Lisa R Miller, Planning & Zoning Administrator

City of Belen
100 South Main Street
Belen, NM 87002
(505) 864-8221

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN to the public and all parties of interest that the Belen Planning and Zoning Commission will conduct a public hearing to hear a **REQUEST FOR CONDITIONAL USE** for the purpose of placing a carport within the front setback: **Clara & Matthew Garcia.**

LEGAL DESCRIPTION: Township 5 North, Range 2 East, Section 18, Map 100, Tract A, Land of Edeino Garcia, containing .16 ac., aka 402 S 7th St., Belen NM 87002.

You are further notified that this public hearing will be held on **Monday, July 30, 2018 at 6:00 P.M.**, in the Council Chambers at City Hall, 100 South Main Street, Belen, New Mexico 87002. Any person having objections or wishing to be heard should make such protest to the Commission at the above stated date and time or write comments to the Planning and Zoning Commission, 100 South Main Street, Belen, New Mexico 87002.

Property owners within 100 feet excluding public right-of-way of said tract desiring to comment may write to the City of Belen Planning & Zoning Department at 100 South Main Street, Belen nm 87002

LEGAL NOTICE PUBLISHED: July12, 2018



Conditional Use Request

**CITY OF BELEN, NEW MEXICO
APPLICATION FOR CONDITIONAL USE**

REGULAR

SIX MONTHS

NOTE: The following conditional uses are limited to six months duration, at the end of which time such use must be reviewed and a new permit granted in order for it to be continued:

- **Amusement Parks, Carnival, Circus. Conditional use in any A-R, C-1 or M-C zone.**
- **Dwelling, Temporary Watchman or Caretaker. Conditional use in all zones.**
- **Offices, Temporary (Real Estate Sales, Etc. Conditional use in all zones.**
- **Flea Markets. Conditional use in C-1 and M-C zones only, subject to district regulations and any supplementary regulations or special condition imposed by the Planning & Zoning Commission.**

Applicants Name: Clara & Matthew Garcia Phone: 480-9967
Address: 402 S. 7th, Belen, NM 87002
Authorized Agents Name: _____ Phone: _____
Address: _____

Address of Property: 402 S. 7th St
Block and Lot: _____ Addition: _____
Tract Number: A-LAND OF ELENIO GARCIA Map: 100
Total acreage in Tract: .116
Number of Dwellings: 1 Density/Acre: _____
Zoning of Property: C-R Present Use: Residential
T5N, R2E, S18

APPLICATION REQUIREMENTS

The following material must be provided by applicant.

- Filing fee payment of **\$150.00**
- Letter of transmittal, state nature of request, include name of applicant and address where conditional use is requested.
- Affidavit of ownership
- Scaled drawing of property indicating location of structures, on-site parking and points of access to public streets

The Applicant must also do the following:

- Post and maintain one or more signs on the premises involved at least fifteen days prior Public Hearing Date and remove such signs within five days after Public Hearing Date.

NOTE: Failure to do so is grounds for deferral or denial of this application.

Accompanying this application are the above listed requirements for the proposed Conditional Use. I have examined and am familiar with the zoning regulations of the present zone and the requested Conditional Use. I understand that the City of Belen will not assume any liability for a possible lack of understanding on my part.


Signature of Applicant

June 26, 2018
Date

THIS APPLICATION REQUIRES A PUBLIC HEARING BY THE PLANNING & ZONING COMMISSION

Planning and Zoning Commission Meeting Date: 7-20-18 Approved/Disapproved: _____
FEE PAID: \$150.00 RECEIPT NO.: 12.005749 DATE: 6-26-18

OWNERS AFFIDAVIT

STATE OF NEW MEXICO)
COUNTY OF VALENCIA) SS
CITY OF BELEN)

We, Clara Garcia
I _____
(Please PRINT name in full)

being duly sworn, depose and say that (I am) (we are) the owner(s) of property located at
402 S. 7th St., for which (I am) (we are)
(Address)

requesting a (Zone Change, Special Use Permit, Variance, Conditional Use, Annexation, Appeal)
conditional use through the City of Belen. Furthermore, (I) (we) hereby appoint
_____ of _____ as our agent to act in our

behalf on all matters pertaining to the processing of this application.

Clara Garcia
Signed

402 S. 7th
Address

Belen, NM, 87002

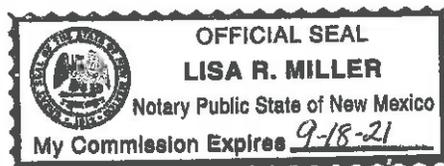
480-9967
Phone

Subscribed and sworn to before me this 26 day of June, 20 18.

Lisa R Miller
Notary

My Commission Expires:

9-18-21



June 26, 2018

To Whom it may concern,

My husband, Matthew Garcia, and I
want to place a ^{20x21} metal carport in

our driveway to protect our vehicles.
402 S. 7th St., Belton, 87002

We will appreciate your ~~and~~ consideration

on this matter.

Thank you,
Clara Garcia



402

610

DILLON AVE

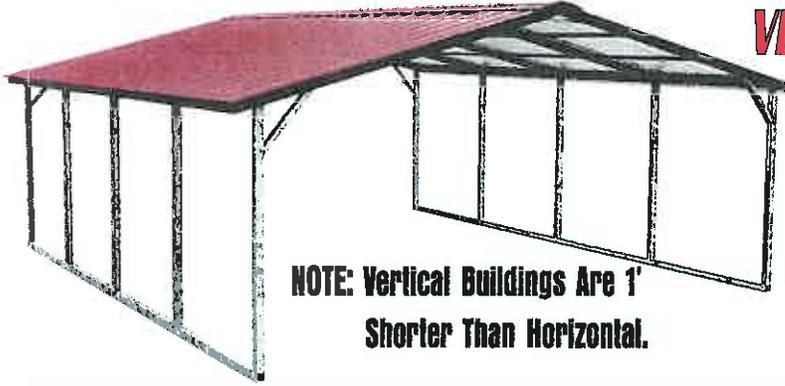
S SEVENTH ST

GILBERT AVE

1010

THE STRONGEST CARPORTS

VERTICAL ROOF STYLE



NOTE: Vertical Buildings Are 1' Shorter Than Horizontal.

AS LOW AS
\$1,395.00
 STANDARD 14 GAUGE, 6' LEGS

Prices are for top with open sides only.

STANDARD FEATURES
 5 Bows, Corner Braces, and Center Braces. (Welded center braces standard on 22' wide and wider)

14 GAUGE	12 x 20	\$1,395.00	18 x 20	\$1,595.00	20 x 20	\$1,795.00	*22 x 20	\$2,095.00	*24 x 20	\$2,195.00
	12 x 25	\$1,695.00	18 x 25	\$1,895.00	20 x 25	\$2,195.00	*22 x 25	\$2,495.00	*24 x 25	\$2,695.00
	12 x 30	\$2,095.00	18 x 30	\$2,295.00	20 x 30	\$2,495.00	*22 x 30	\$2,995.00	*24 x 30	\$3,195.00
	12 x 35	\$2,495.00	18 x 35	\$2,695.00	20 x 35	\$2,895.00	*22 x 35	\$3,495.00	*24 x 35	\$3,695.00
	12 x 40	\$2,795.00	18 x 40	\$3,095.00	20 x 40	\$3,295.00	*22 x 40	\$3,995.00	*24 x 40	\$4,195.00
	12 x 45	\$3,195.00	18 x 45	\$3,495.00	20 x 45	\$3,895.00	*22 x 45	\$4,495.00	*24 x 45	\$4,695.00
	12 x 50	\$3,495.00	18 x 50	\$3,795.00	20 x 50	\$4,295.00	*22 x 50	\$4,995.00	*24 x 50	\$5,195.00

*Welded peak brace standard



Has Horizontal Roof

We Offer 3 Styles

- *A-Frame Horizontal
- *A-Frame Vertical Roof Only
- *A-Frame Vertical Entire Bldg.

A-FRAME STYLE

AS LOW AS
\$1,095.00
 STANDARD 14 GAUGE, 6' LEGS

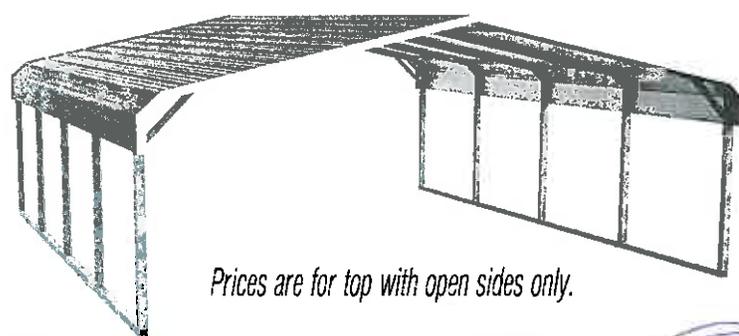
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	12 x 26	\$1,395.00	18 x 26	\$1,595.00	20 x 26	\$1,795.00	*22 x 26	\$2,120.00	*24 x 26	\$2,320.00
	12 x 31	\$1,695.00	18 x 31	\$1,895.00	20 x 31	\$2,145.00	*22 x 31	\$2,495.00	*24 x 31	\$2,745.00
	12 x 36	\$1,895.00	18 x 36	\$2,145.00	20 x 36	\$2,495.00	*22 x 36	\$2,895.00	*24 x 36	\$3,170.00
	12 x 41	\$2,195.00	18 x 41	\$2,495.00	20 x 41	\$2,895.00	*22 x 41	\$3,395.00	*24 x 41	\$3,595.00
	12 x 46	\$2,520.00	18 x 46	\$2,795.00	20 x 46	\$3,220.00	*22 x 46	\$3,820.00	*24 x 46	\$4,020.00
	12 x 51	\$2,745.00	18 x 51	\$2,995.00	20 x 51	\$3,545.00	*22 x 51	\$4,245.00	*24 x 51	\$4,435.00

*Welded peak brace standard

Waiver required on warranty and leaks on horizontal roofs over 36' long.



Prices are for top with open sides only.

REGULAR STYLE

AS LOW AS
\$895.00
 STANDARD 14 GAUGE, 6' LEGS

STANDARD FEATURES
 5 Bows, Corner Braces, and Center Braces. (Welded center braces standard on 22' wide and wider)

14 GAUGE	12 x 21	\$895.00	18 x 21	\$1,195.00	20 x 21	\$1,395.00	*22 x 21	\$1,695.00	*24 x 21	\$1,795.00
	12 x 26	\$1,295.00	18 x 26	\$1,395.00	20 x 26	\$1,695.00	*22 x 26	\$1,995.00	*24 x 26	\$2,195.00
	12 x 31	\$1,495.00	18 x 31	\$1,695.00	20 x 31	\$2,095.00	*22 x 31	\$2,395.00	*24 x 31	\$2,595.00
	12 x 36	\$1,795.00	18 x 36	\$1,995.00	20 x 36	\$2,395.00	*22 x 36	\$2,795.00	*24 x 36	\$2,995.00
	12 x 41	\$1,995.00	18 x 41	\$2,295.00	20 x 41	\$2,695.00	*22 x 41	\$3,195.00	*24 x 41	\$3,395.00
	12 x 46	\$2,295.00	18 x 46	\$2,595.00	20 x 46	\$2,995.00	*22 x 46	\$3,595.00	*24 x 46	\$3,795.00
	12 x 51	\$2,495.00	18 x 51	\$2,795.00	20 x 51	\$3,295.00	*22 x 51	\$3,995.00	*24 x 51	\$4,195.00

*Welded peak brace standard

Waiver required on warranty and leaks on horizontal roofs over 36' long.

NOTE: If you are needing special drawings or wet stamped drawings for your building, there will be an additional charge.

1 Rent to Own Available Only In Participating States, and Participating Dealerships



**JERAH R
CORDOVA**
MAYOR
LEONA VIGIL
CITY MANAGER

CITY OF BELEN
100 SOUTH MAIN STREET
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RONNIE TORRES
CITY COUNCILOR
FRANK ORTEGA
CITY COUNCILOR

CASE REPORT

July 23, 2018

CONDITIONAL USE REQUEST

Location: 402 S 7th St., Belen NM 87002

SITE DATA

Existing Use: Residential

Lot Size: .16 acres (6,969 Sq. Ft.)

Direction	Zoning	Existing Land Use
North	C-R	Residential
East	C-R	Residential
South	C-R	Empty Land/Residential
West	C-1	Businesses

*See attached zone map.

REQUEST

The applicant is requesting a Conditional Use to Place an open sided carport within the front setback.

Conditional Use Requirements:

1. Type of Conditional Use requested and why
2. Affidavit of ownership
3. Location of Conditional Use request.
4. A map showing the location of structures, on-site parking and point of access to public streets

STAFF FINDINGS

1. The east side of S 7th is mainly residential. The West side consists of Commercial Businesses.

2. This lot is on the corner of Dillon and S 7th St. It has one off-road accesses off of S 7th St.
3. The carport is proposed to be placed in front of the existing home approximately 10 feet from the curb and 2.5 to 3 feet from the property line and 2.5 feet from the front of the home.
4. The Carport is 20' X 21' anchored by Manufactured Housing anchors.
5. Being that it has no sides attached there are no foreseen site issues.



C-1

SMAINST

GILBERTAVE

GILBERTAVE

SSEVENTHST

C-R

DILLONAVE

GILBERTAVE

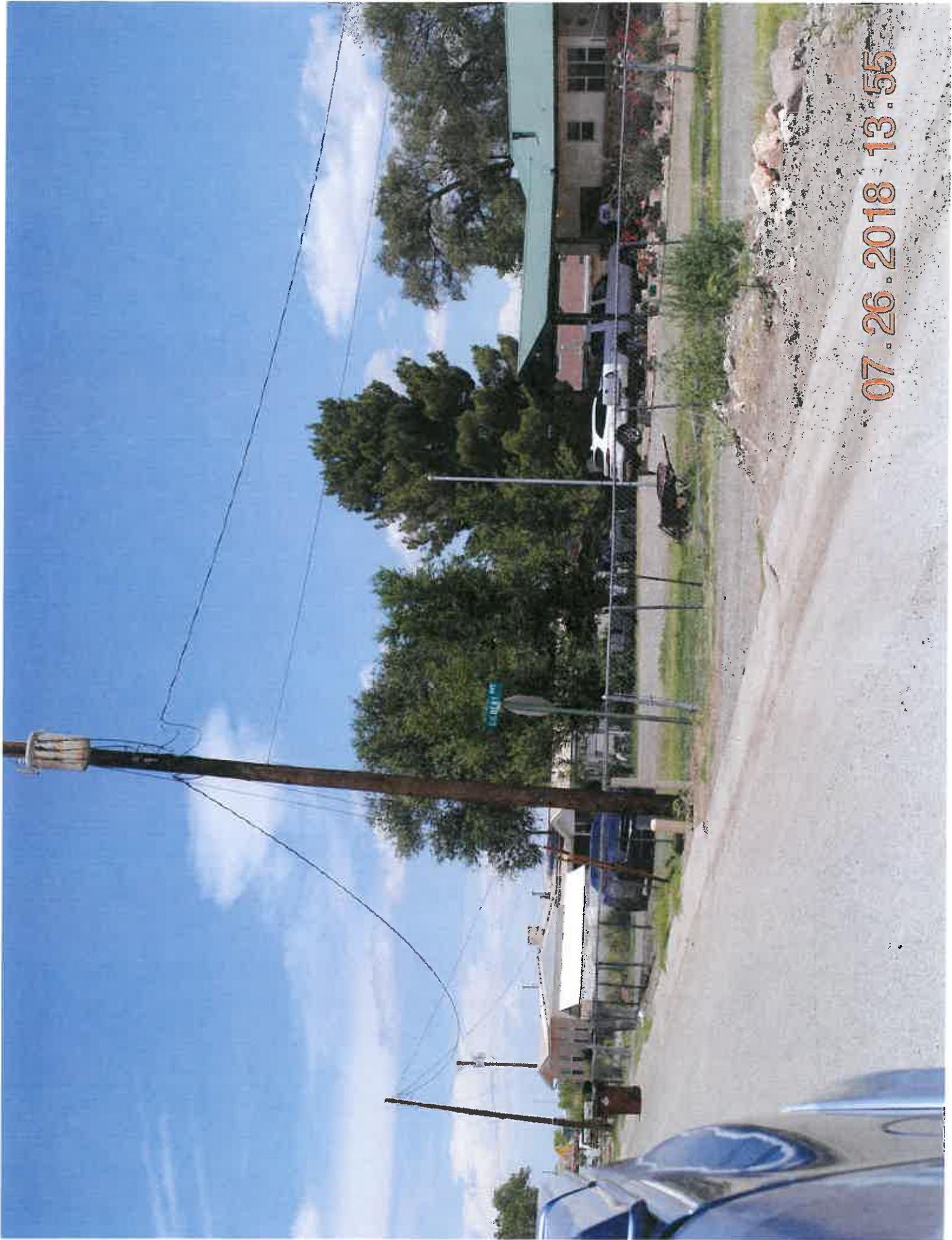
402 S Seventh St



07.26.2018 13:54



07.26.2018 13:55



07.26.2018 13:55



DP03

SELECTED ECONOMIC CHARACTERISTICS

2012-2016 American Community Survey 5-Year Estimates

Supporting documentation on code lists, subject definitions, data accuracy, and statistical testing can be found on the American Community Survey website in the Data and Documentation section. Sample size and data quality measures (including coverage rates, allocation rates, and response rates) can be found on the American Community Survey website in the Methodology section.

Tell us what you think. Provide feedback to help make American Community Survey data more useful for you.

Although the American Community Survey (ACS) produces population, demographic and housing unit estimates, it is the Census Bureau's Population Estimates Program that produces and disseminates the official estimates of the population for the nation, states, counties, cities and towns and estimates of housing units for states and counties.

Subject	New Mexico				Belen city, New Mexico	
	Estimate	Margin of Error	Percent	Percent Margin of Error	Estimate	Margin of Error
EMPLOYMENT STATUS						
Population 16 years and over	1,637,594	+/-1,031	1,637,594	(X)	5,543	+/-284
In labor force	966,377	+/-3,714	59.0%	+/-0.2	2,598	+/-307
Civilian labor force	957,385	+/-3,737	58.5%	+/-0.2	2,598	+/-307
Employed	876,210	+/-3,783	53.5%	+/-0.2	2,288	+/-266
Unemployed	81,175	+/-2,452	5.0%	+/-0.2	310	+/-124
Armed Forces	8,992	+/-653	0.5%	+/-0.1	0	+/-16
Not in labor force	671,217	+/-3,819	41.0%	+/-0.2	2,945	+/-384
Civilian labor force	957,385	+/-3,737	957,385	(X)	2,598	+/-307
Unemployment Rate	(X)	(X)	8.5%	+/-0.2	(X)	(X)
Females 16 years and over						
Population 16 years and over	833,367	+/-802	833,367	(X)	2,711	+/-238
In labor force	454,793	+/-3,012	54.6%	+/-0.4	1,137	+/-202
Civilian labor force	453,411	+/-3,065	54.4%	+/-0.4	1,137	+/-202
Employed	417,401	+/-3,088	50.1%	+/-0.4	986	+/-182
Own children of the householder under 6 years	158,483	+/-1,265	158,483	(X)	738	+/-235

Subject	New Mexico				Belen city, New Mexico	
	Estimate	Margin of Error	Percent	Percent Margin of Error	Estimate	Margin of Error
All parents in family in labor force	94,740	+/-2,063	60.6%	+/-1.2	513	+/-209
Own children of the household 6 to 17 years	317,614	+/-1,508	317,614	(X)	942	+/-274
All parents in family in labor force	215,033	+/-3,107	87.7%	+/-0.9	613	+/-223
COMMUTING TO WORK						
Workers 16 years and over	872,080	+/-3,900	872,080	(X)	2,205	+/-263
Car, truck, or van -- drove alone	696,327	+/-4,560	79.8%	+/-0.4	1,888	+/-212
Car, truck, or van -- carpoled	87,809	+/-2,797	10.1%	+/-0.3	262	+/-113
Public transportation (excluding taxicab)	10,234	+/-723	1.2%	+/-0.1	26	+/-35
Walked	19,135	+/-1,275	2.2%	+/-0.1	65	+/-49
Other means	17,526	+/-892	2.0%	+/-0.1	82	+/-67
Worked at home	41,049	+/-1,536	4.7%	+/-0.2	92	+/-73
Mean travel time to work (minutes)	21.7	+/-0.2	(X)	(X)	20.1	+/-2.9
OCCUPATION						
Civilian employed population 16 years and over	876,210	+/-3,763	876,210	(X)	2,288	+/-266
Management, business, science, and arts occupations	310,997	+/-3,584	35.5%	+/-0.4	364	+/-114
Service occupations	181,579	+/-3,340	20.7%	+/-0.4	652	+/-154
Sales and office occupations	204,638	+/-2,728	23.4%	+/-0.3	627	+/-189
Natural resources, construction, and maintenance occupations	98,047	+/-2,259	11.2%	+/-0.3	430	+/-119
Production, transportation, and material moving occupations	80,949	+/-2,128	9.2%	+/-0.2	215	+/-93
INDUSTRY						
Civilian employed population 16 years and over	876,210	+/-3,763	876,210	(X)	2,288	+/-266
Agriculture, forestry, fishing and hunting, and mining	36,893	+/-1,484	4.2%	+/-0.2	61	+/-61
Construction	60,231	+/-2,050	6.9%	+/-0.2	133	+/-65
Manufacturing	39,147	+/-1,368	4.5%	+/-0.2	118	+/-79
Wholesale trade	18,207	+/-976	2.1%	+/-0.1	64	+/-54
Retail trade	100,040	+/-2,326	11.4%	+/-0.3	460	+/-176
Transportation and warehousing, and utilities	38,474	+/-1,627	4.4%	+/-0.2	199	+/-102
Information	13,537	+/-979	1.5%	+/-0.1	0	+/-16
Finance and insurance, and real estate and rental and leasing	40,114	+/-1,817	4.6%	+/-0.2	162	+/-123
Professional, scientific, and management, and administrative and waste management services	98,569	+/-2,312	11.2%	+/-0.3	170	+/-80
Educational services, and health care and social assistance	222,620	+/-3,523	25.4%	+/-0.4	340	+/-130
Arts, entertainment, and recreation, and accommodation and food services	98,424	+/-2,840	11.2%	+/-0.3	291	+/-146
Other services, except public administration	43,009	+/-1,562	4.9%	+/-0.2	142	+/-92
Public administration	66,945	+/-1,956	7.6%	+/-0.2	148	+/-86
CLASS OF WORKER						
Civilian employed population 16 years and over	876,210	+/-3,763	876,210	(X)	2,288	+/-266
Private wage and salary workers	622,391	+/-4,658	71.0%	+/-0.4	1,591	+/-246

Subject	New Mexico				Belen city, New Mexico	
	Estimate	Margin of Error	Percent	Percent Margin of Error	Estimate	Margin of Error
Government workers	193,969	+/-3,372	22.1%	+/-0.4	501	+/-206
Self-employed in own not incorporated business workers	58,064	+/-1,858	6.6%	+/-0.2	196	+/-83
Unpaid family workers	1,786	+/-288	0.2%	+/-0.1	0	+/-16
INCOME AND BENEFITS (IN 2016 INFLATION-ADJUSTED DOLLARS)						
Total households	762,551	+/-2,748	762,551	(X)	2,702	+/-205
Less than \$10,000	73,898	+/-1,904	9.7%	+/-0.2	508	+/-175
\$10,000 to \$14,999	49,598	+/-1,529	6.5%	+/-0.2	105	+/-54
\$15,000 to \$24,999	95,633	+/-1,866	12.5%	+/-0.2	526	+/-133
\$25,000 to \$34,999	83,931	+/-2,175	11.0%	+/-0.3	520	+/-141
\$35,000 to \$49,999	106,317	+/-1,949	13.9%	+/-0.2	419	+/-146
\$50,000 to \$74,999	130,192	+/-2,352	17.1%	+/-0.3	320	+/-131
\$75,000 to \$99,999	86,104	+/-1,797	11.3%	+/-0.2	187	+/-88
\$100,000 to \$149,999	83,894	+/-1,660	11.0%	+/-0.2	111	+/-75
\$150,000 to \$199,999	29,082	+/-1,075	3.8%	+/-0.1	6	+/-11
\$200,000 or more	23,902	+/-1,031	3.1%	+/-0.1	0	+/-18
Median household income (dollars)	45,674	+/-350	(X)	(X)	31,133	+/-5,138
Mean household income (dollars)	63,057	+/-487	(X)	(X)	35,674	+/-3,775
With earnings	563,621	+/-3,444	73.9%	+/-0.3	1,686	+/-173
Mean earnings (dollars)	63,248	+/-561	(X)	(X)	36,668	+/-4,234
With Social Security	245,548	+/-2,266	32.2%	+/-0.3	1,015	+/-173
Mean Social Security income (dollars)	17,022	+/-109	(X)	(X)	16,149	+/-2,221
With retirement income	155,520	+/-2,351	20.4%	+/-0.3	538	+/-128
Mean retirement income (dollars)	26,946	+/-487	(X)	(X)	19,557	+/-4,470
With Supplemental Security Income	47,273	+/-1,443	6.2%	+/-0.2	337	+/-136
Mean Supplemental Security Income (dollars)	9,290	+/-171	(X)	(X)	9,234	+/-1,782
With cash public assistance income	19,677	+/-968	2.6%	+/-0.1	193	+/-74
Mean cash public assistance income (dollars)	2,920	+/-162	(X)	(X)	3,683	+/-2,195
With Food Stamp/SNAP benefits in the past 12 months	126,654	+/-2,397	16.6%	+/-0.3	911	+/-184
Families	490,155	+/-3,621	490,155	(X)	1,628	+/-165
Less than \$10,000	32,252	+/-1,483	6.6%	+/-0.3	232	+/-104
\$10,000 to \$14,999	20,712	+/-1,111	4.2%	+/-0.2	117	+/-66
\$15,000 to \$24,999	50,625	+/-1,386	10.3%	+/-0.3	273	+/-92
\$25,000 to \$34,999	50,244	+/-1,775	10.3%	+/-0.3	337	+/-135
\$35,000 to \$49,999	66,445	+/-1,709	13.6%	+/-0.3	307	+/-137
\$50,000 to \$74,999	91,715	+/-1,970	18.7%	+/-0.4	173	+/-94
\$75,000 to \$99,999	85,352	+/-1,493	13.3%	+/-0.3	135	+/-68
\$100,000 to \$149,999	67,862	+/-1,610	13.8%	+/-0.3	48	+/-39
\$150,000 to \$199,999	24,795	+/-1,021	5.1%	+/-0.2	6	+/-11
\$200,000 or more	20,153	+/-909	4.1%	+/-0.2	0	+/-16
Median family income (dollars)	55,900	+/-505	(X)	(X)	32,842	+/-3,923

Subject	New Mexico				Belen city, New Mexico	
	Estimate	Margin of Error	Percent	Percent Margin of Error	Estimate	Margin of Error
Mean family income (dollars)	73,277	+/-621	(X)	(X)	37,220	+/-4,644
Per capita income (dollars)	24,459	+/-189	(X)	(X)	14,520	+/-1,678
Nonfamily households	272,396	+/-3,491	272,396	(X)	1,074	+/-214
Median nonfamily income (dollars)	28,148	+/-608	(X)	(X)	23,781	+/-4,635
Mean nonfamily income (dollars)	41,677	+/-674	(X)	(X)	30,158	+/-5,501
Median earnings for workers (dollars)	26,637	+/-215	(X)	(X)	17,261	+/-4,308
Median earnings for male full-time, year-round workers (dollars)	42,489	+/-607	(X)	(X)	31,280	+/-6,548
Median earnings for female full-time, year-round workers (dollars)	34,969	+/-506	(X)	(X)	28,750	+/-4,037
HEALTH INSURANCE COVERAGE						
Civilian noninstitutionalized population	2,048,093	+/-641	2,048,093	(X)	7,090	+/-100
With health insurance coverage	1,763,906	+/-5,292	85.6%	+/-0.3	6,384	+/-225
With private health insurance	1,121,190	+/-8,795	54.7%	+/-0.4	2,808	+/-392
With public coverage	675,600	+/-7,020	42.8%	+/-0.3	4,773	+/-395
No health insurance coverage	294,187	+/-5,408	14.4%	+/-0.3	706	+/-217
Civilian noninstitutionalized population under 18 years	500,752	+/-507	500,752	(X)	1,864	+/-265
No health insurance coverage	34,123	+/-2,247	6.8%	+/-0.4	0	+/-16
Civilian noninstitutionalized population 18 to 64 years	1,234,232	+/-892	1,234,232	(X)	3,997	+/-269
In labor force:	893,130	+/-3,633	893,130	(X)	2,467	+/-290
Employed:	817,801	+/-3,746	817,801	(X)	2,173	+/-247
With health insurance coverage	682,803	+/-4,448	81.0%	+/-0.4	1,807	+/-275
With private health insurance	568,961	+/-4,963	69.6%	+/-0.5	1,397	+/-252
With public coverage	121,073	+/-2,548	14.8%	+/-0.3	661	+/-205
No health insurance coverage	154,998	+/-3,804	19.0%	+/-0.4	366	+/-134
Unemployed:	75,329	+/-2,335	75,329	(X)	294	+/-122
With health insurance coverage	46,554	+/-1,798	61.8%	+/-1.3	204	+/-101
With private health insurance	21,066	+/-1,237	28.0%	+/-1.4	26	+/-40
With public coverage	27,830	+/-1,349	36.9%	+/-1.4	178	+/-94
No health insurance coverage	28,775	+/-1,287	38.2%	+/-1.3	90	+/-69
Not in labor force:	341,102	+/-3,533	341,102	(X)	1,530	+/-287
With health insurance coverage	269,100	+/-3,725	78.9%	+/-0.6	1,285	+/-268
With private health insurance	139,570	+/-2,835	40.9%	+/-0.7	218	+/-113
With public coverage	152,389	+/-3,029	44.7%	+/-0.7	1,158	+/-262
No health insurance coverage	72,002	+/-2,211	21.1%	+/-0.6	235	+/-117
PERCENTAGE OF FAMILIES AND PEOPLE WHOSE INCOME IN THE PAST 12 MONTHS IS BELOW THE POVERTY LEVEL						
All families	(X)	(X)	15.9%	+/-0.4	(X)	(X)
With related children of the householder under 18 years	(X)	(X)	25.0%	+/-0.7	(X)	(X)

Subject	New Mexico				Belen city, New Mexico	
	Estimate	Margin of Error	Percent	Percent Margin of Error	Estimate	Margin of Error
With related children of the householder under 5 years only	(X)	(X)	26.3%	+/-1.8	(X)	(X)
Married couple families	(X)	(X)	9.0%	+/-0.4	(X)	(X)
With related children of the householder under 18 years	(X)	(X)	13.9%	+/-0.7	(X)	(X)
With related children of the householder under 5 years only	(X)	(X)	12.2%	+/-1.5	(X)	(X)
Families with female householder, no husband present	(X)	(X)	36.1%	+/-1.1	(X)	(X)
With related children of the householder under 18 years	(X)	(X)	46.0%	+/-1.4	(X)	(X)
With related children of the householder under 5 years only	(X)	(X)	51.8%	+/-3.9	(X)	(X)
All people	(X)	(X)	20.9%	+/-0.4	(X)	(X)
Under 18 years	(X)	(X)	29.8%	+/-0.8	(X)	(X)
Related children of the householder under 18 years	(X)	(X)	29.5%	+/-0.8	(X)	(X)
Related children of the householder under 5 years	(X)	(X)	34.1%	+/-1.4	(X)	(X)
Related children of the householder 5 to 17 years	(X)	(X)	27.8%	+/-0.8	(X)	(X)
18 years and over	(X)	(X)	18.1%	+/-0.3	(X)	(X)
18 to 64 years	(X)	(X)	19.6%	+/-0.3	(X)	(X)
65 years and over	(X)	(X)	11.9%	+/-0.4	(X)	(X)
People in families	(X)	(X)	18.5%	+/-0.4	(X)	(X)
Unrelated individuals 15 years and over	(X)	(X)	31.0%	+/-0.6	(X)	(X)

Subject	Belen city, New Mexico	
	Percent	Percent Margin of Error
EMPLOYMENT STATUS		
Population 16 years and over	5,543	(X)
In labor force	48.9%	+/-5.5
Civilian labor force	48.9%	+/-5.5
Employed	41.3%	+/-4.6
Unemployed	5.6%	+/-2.3
Armed Forces	0.0%	+/-0.5
Not in labor force	53.1%	+/-5.5
Civilian labor force	2,598	(X)
Unemployment Rate	11.9%	+/-4.2
Females 16 years and over		
Population 16 years and over	2,711	(X)
In labor force	41.9%	+/-7.5
Civilian labor force	41.9%	+/-7.5
Employed	36.4%	+/-6.6
Own children of the householder under 6 years	738	(X)
All parents in family in labor force	69.5%	+/-16.5
Own children of the householder 6 to 17 years	942	(X)
All parents in family in labor force	65.1%	+/-14.2
COMMUTING TO WORK		
Workers 16 years and over	2,205	(X)
Car, truck, or van -- drove alone	76.8%	+/-6.0
Car, truck, or van -- carpooled	11.9%	+/-4.6
Public transportation (excluding taxicab)	1.2%	+/-1.6
Walked	2.5%	+/-2.1
Other means	3.7%	+/-3.0
Worked at home	4.2%	+/-3.3
Mean travel time to work (minutes)	(X)	(X)
OCCUPATION		
Civilian employed population 16 years and over	2,288	(X)
Management, business, science, and arts occupations	15.9%	+/-4.9
Service occupations	28.5%	+/-5.9
Sales and office occupations	27.4%	+/-6.7
Natural resources, construction, and maintenance occupations	18.8%	+/-5.2
Production, transportation, and material moving occupations	9.4%	+/-4.0
INDUSTRY		
Civilian employed population 16 years and over	2,288	(X)

Subject	Belen city, New Mexico	
	Percent	Percent Margin of Error
Agriculture, forestry, fishing and hunting, and mining	2.7%	+/-2.7
Construction	5.8%	+/-2.7
Manufacturing	5.2%	+/-3.5
Wholesale trade	2.8%	+/-2.3
Retail trade	20.1%	+/-7.2
Transportation and warehousing, and utilities	8.7%	+/-4.1
Information	0.0%	+/-1.3
Finance and insurance, and real estate and rental and leasing	7.1%	+/-5.2
Professional, scientific, and management, and administrative and waste management services	7.4%	+/-3.4
Educational services, and health care and social assistance	14.9%	+/-5.4
Arts, entertainment, and recreation, and accommodation and food services	12.7%	+/-6.1
Other services, except public administration	6.2%	+/-4.1
Public administration	6.5%	+/-3.8
CLASS OF WORKER		
Civilian employed population 16 years and over	2,288	(X)
Private wage and salary workers	69.5%	+/-8.1
Government workers	21.9%	+/-8.0
Self-employed in own not incorporated business workers	8.6%	+/-4.1
Unpaid family workers	0.0%	+/-1.3
INCOME AND BENEFITS (IN 2016 INFLATION-ADJUSTED DOLLARS)		
Total households	2,702	(X)
Less than \$10,000	18.8%	+/-8.1
\$10,000 to \$14,999	3.9%	+/-2.0
\$15,000 to \$24,999	19.5%	+/-4.9
\$25,000 to \$34,999	19.2%	+/-4.9
\$35,000 to \$49,999	15.5%	+/-5.3
\$50,000 to \$74,999	11.8%	+/-4.7
\$75,000 to \$99,999	6.9%	+/-3.3
\$100,000 to \$149,999	4.1%	+/-2.7
\$150,000 to \$199,999	0.2%	+/-0.4
\$200,000 or more	0.0%	+/-1.1
Median household income (dollars)	(X)	(X)
Mean household income (dollars)	(X)	(X)
With earnings	62.4%	+/-6.4
Mean earnings (dollars)	(X)	(X)
With Social Security	37.8%	+/-5.3
Mean Social Security Income (dollars)	(X)	(X)
With retirement income	19.9%	+/-4.4
Mean retirement income (dollars)	(X)	(X)

Subject	Belen city, New Mexico	
	Percent	Percent Margin of Error
With Supplemental Security income	12.5%	+/-5.0
Mean Supplemental Security Income (dollars)	(X)	(X)
With cash public assistance income	7.1%	+/-2.7
Mean cash public assistance income (dollars)	(X)	(X)
With Food Stamp/SNAP benefits in the past 12 months	33.7%	+/-7.2
Families	1,628	(X)
Less than \$10,000	14.3%	+/-6.2
\$10,000 to \$14,999	7.2%	+/-5.4
\$15,000 to \$24,999	16.6%	+/-5.7
\$25,000 to \$34,999	20.7%	+/-7.7
\$35,000 to \$49,999	18.9%	+/-7.9
\$50,000 to \$74,999	10.6%	+/-5.5
\$75,000 to \$99,999	8.3%	+/-4.2
\$100,000 to \$149,999	2.9%	+/-2.4
\$150,000 to \$199,999	0.4%	+/-0.7
\$200,000 or more	0.0%	+/-1.8
Median family income (dollars)	(X)	(X)
Mean family income (dollars)	(X)	(X)
Per capita income (dollars)	(X)	(X)
Nonfamily households	1,074	(X)
Median nonfamily income (dollars)	(X)	(X)
Mean nonfamily income (dollars)	(X)	(X)
Median earnings for workers (dollars)	(X)	(X)
Median earnings for male full-time, year-round workers (dollars)	(X)	(X)
Median earnings for female full-time, year-round workers (dollars)	(X)	(X)
HEALTH INSURANCE COVERAGE		
Civilian noninstitutionalized population	7,090	(X)
With health insurance coverage	90.0%	+/-3.0
With private health insurance	39.6%	+/-5.5
With public coverage	67.3%	+/-5.6
No health insurance coverage	10.0%	+/-3.0
Civilian noninstitutionalized population under 18 years	1,864	(X)
No health insurance coverage	0.0%	+/-1.6
Civilian noninstitutionalized population 18 to 64 years	3,997	(X)
In labor force:	2,487	(X)
Employed:	2,173	(X)

Subject	Belen city, New Mexico	
	Percent	Percent Margin of Error
With health insurance coverage	83.2%	+/-8.3
With private health insurance	64.3%	+/-8.0
With public coverage	30.4%	+/-8.8
No health insurance coverage	16.8%	+/-8.3
Unemployed:	294	(X)
With health insurance coverage	68.4%	+/-20.2
With private health insurance	8.8%	+/-13.6
With public coverage	60.5%	+/-21.5
No health insurance coverage	30.6%	+/-20.2
Not in labor force:	1,530	(X)
With health insurance coverage	84.6%	+/-7.1
With private health insurance	14.2%	+/-7.2
With public coverage	75.7%	+/-8.8
No health insurance coverage	15.4%	+/-7.1
PERCENTAGE OF FAMILIES AND PEOPLE WHOSE INCOME IN THE PAST 12 MONTHS IS BELOW THE POVERTY LEVEL		
All families	28.8%	+/-8.3
With related children of the householder under 18 years	36.2%	+/-11.4
With related children of the householder under 5 years only	44.4%	+/-30.9
Married couple families	16.3%	+/-8.1
With related children of the householder under 18 years	11.9%	+/-7.1
With related children of the householder under 5 years only	41.0%	+/-34.4
Families with female householder, no husband present	35.8%	+/-16.0
With related children of the householder under 18 years	49.8%	+/-21.5
With related children of the householder under 5 years only	57.7%	+/-57.7
All people	32.2%	+/-7.2
Under 18 years	41.1%	+/-13.2
Related children of the householder under 18 years	41.6%	+/-13.2
Related children of the householder under 5 years	48.7%	+/-17.3
Related children of the householder 5 to 17 years	37.4%	+/-15.4
18 years and over	29.2%	+/-6.7
18 to 64 years	32.6%	+/-7.3
65 years and over	18.1%	+/-10.9
People in families	27.6%	+/-8.1
Unrelated individuals 15 years and over	47.1%	+/-9.0

Data are based on a sample and are subject to sampling variability. The degree of uncertainty for an estimate arising from sampling variability is represented through the use of a margin of error. The value shown here is the 90 percent margin of error. The margin of error can be interpreted roughly as providing a 90 percent probability that the interval defined by the estimate minus the margin of error and the estimate plus the margin of error (the lower and upper confidence bounds) contains the true value. In addition to sampling variability, the ACS estimates are subject to nonsampling error (for a discussion of nonsampling variability, see Accuracy of the Data). The effect of nonsampling error is not represented in these tables.

Employment and unemployment estimates may vary from the official labor force data released by the Bureau of Labor Statistics because of differences in survey design and data collection. For guidance on differences in employment and unemployment estimates from different sources go to Labor Force Guidance.

Workers include members of the Armed Forces and civilians who were at work last week.

Occupation codes are 4-digit codes and are based on Standard Occupational Classification 2010.

Industry codes are 4-digit codes and are based on the North American Industry Classification System (NAICS). The Census Industry codes for 2013 and later years are based on the 2012 revision of the NAICS. To allow for the creation of 2012-2016 tables, industry data in the multiyear files (2012-2016) were recoded to 2013 Census Industry codes. We recommend using caution when comparing data coded using 2013 Census industry codes with data coded using Census industry codes prior to 2013. For more information on the Census Industry code changes, please visit our website at <https://www.census.gov/people/io/methodology/>.

Logical coverage edits applying a rules-based assignment of Medicaid, Medicare and military health coverage were added as of 2009 – please see https://www.census.gov/library/working-papers/2010/demo/coverage_edits_final.html for more details. The 2008 data table in American FactFinder does not incorporate these edits. Therefore, the estimates that appear in these tables are not comparable to the estimates in the 2009 and later tables. Select geographies of 2008 data comparable to the 2009 and later tables are available at <https://www.census.gov/data/tables/time-series/acs/1-year-re-run-health-insurance.html>. The health insurance coverage category names were modified in 2010. See https://www.census.gov/topics/health/health-insurance/about/glossary.html#par_textimage_18 for a list of the insurance type definitions.

While the 2012-2016 American Community Survey (ACS) data generally reflect the February 2013 Office of Management and Budget (OMB) definitions of metropolitan and micropolitan statistical areas; in certain instances the names, codes, and boundaries of the principal cities shown in ACS tables may differ from the OMB definitions due to differences in the effective dates of the geographic entities.

Estimates of urban and rural population, housing units, and characteristics reflect boundaries of urban areas defined based on Census 2010 data. As a result, data for urban and rural areas from the ACS do not necessarily reflect the results of ongoing urbanization.

Source: U.S. Census Bureau, 2012-2016 American Community Survey 5-Year Estimates

Explanation of Symbols:

1. An '***' entry in the margin of error column indicates that either no sample observations or too few sample observations were available to compute a standard error and thus the margin of error. A statistical test is not appropriate.
2. An '!' entry in the estimate column indicates that either no sample observations or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest interval or upper interval of an open-ended distribution.
3. An '-' following a median estimate means the median falls in the lowest interval of an open-ended distribution.
4. An '+' following a median estimate means the median falls in the upper interval of an open-ended distribution.
5. An '****' entry in the margin of error column indicates that the median falls in the lowest interval or upper interval of an open-ended distribution. A statistical test is not appropriate.
6. An '*****' entry in the margin of error column indicates that the estimate is controlled. A statistical test for sampling variability is not appropriate.
7. An 'N' entry in the estimate and margin of error columns indicates that data for this geographic area cannot be displayed because the number of sample cases is too small.
8. An '(X)' means that the estimate is not applicable or not available.



Planning & Zoning Department
100 S Main St. Belen NM 87002
505-966-2746

Address Application

No Fee

Please provide the legal description on the application submitted to the Planning & Zoning Department. This form will serve as the official address verification for the legal description submitted.

If you are requesting an address for a building permit, please submit the building permit using the legal description and a vicinity map showing cross streets. For a new commercial site, and all remodels, please attach a site plan showing building footprint and the number of tenant spaces. For all utility companies' request, please attach a map showing the exact location of the proposed meter/tower. The map/site plan must be computer drawn with a north arrow. Hand drawn maps are not acceptable.

Applicant

Name: _____
Current Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone (W): _____ Phone (Other): _____
Email: _____ Fax: _____

Type of Request

- | | |
|---|--|
| <input type="checkbox"/> New Address Assignment | <input type="checkbox"/> Correction/Change to existing address |
| <input type="checkbox"/> Lot Split/Replatting of existing lot | <input type="checkbox"/> PNM request |
| <input type="checkbox"/> CenturyLink request | <input type="checkbox"/> Water Meter request |
| <input type="checkbox"/> Telecommunications Tower request | <input type="checkbox"/> Cable request |
| <input type="checkbox"/> NM Gas Company request | <input type="checkbox"/> Other: _____ |

Legal Description

Subdivision/Unit: _____ Block: _____ Lot: _____
Tract/Parcel: _____ Zoning: _____

Old/Existing Address (if applicable)

Address: _____

Applicant Name (printed)

Date

Signature

For Office Use Only

Received By: _____ Date Received: _____

New Address: _____



CITY OF BELEN PLANNING & ZONING LAND USE APPLICATION

Please check appropriate box.

Please Print in Ink Only or Type

ADMINISTRATIVE PERMIT	SUBDIVISION	ZONING
<input type="checkbox"/> Home Occupation	<input type="checkbox"/> Summary Plat-Replat	<input type="checkbox"/> Annexation
<input type="checkbox"/> Manufactured Home-MHP	<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Appeal
<input type="checkbox"/> Manufactured Home	<input type="checkbox"/> Final Plat	<input type="checkbox"/> Conditional Use
<input type="checkbox"/> Sign Permit	<input type="checkbox"/> Vacation of Plat	<input type="checkbox"/> Variance
<input type="checkbox"/> Other	<input type="checkbox"/> Street Name	<input type="checkbox"/> Site Plan
		<input type="checkbox"/> Zone Map Amendment
		<input type="checkbox"/> Zoning Certification
		<input type="checkbox"/> Wireless Telecommunications Facility

Application must be complete. Please attach the appropriate checklist & Materials for the action you are requesting.

APPLICANT/AGENT INFORMATION

Applicant Name:		Phone:
Address:		Email:
City:	State:	Zip Code:
Deed of Ownership Verification Provided:		Letter of Authorization Provided:

DESCRIPTION OF REQUEST: Please add additional sheet(s) if necessary.

SITE INFORMATION: Please provide accurate legal description

Subdivision/Unit:	Block(s):	Lot(s):
Existing Zoning:	Proposed Zoning:	No. of existing lots:
No. of proposed Lots:	Total area of site:	Length & width of lot(s):

ACKNOWLEDGEMENT

I hereby acknowledge that I have read this entire application and affirm that all information provided is correct. I agree to comply with the requirements of the City of Belen as outlined in all applicable laws, ordinances and regulations.

Print name:	Applicant:	Agent:
Signature:	Date:	

FOR OFFICIAL USE ONLY

PROJECT #	FEE(S)	RECEIPT #



City of Belen
Planning & Zoning Department
100 S Main St
Belen NM 87002

Zone Map Amendment Process and Checklist

With the submittal of the application & Checklist materials, the applicant attest that all requirements are submitted. Failure to adequately provide requested information or falsifying information may result in a continuance or denial of your cast if necessary.

Please provide the following with your submittal and check off if completed.

- A completed application form signed by the owner or agent.
- If the application is being submitted by an agent, a notarized letter of authorization from the property owner must accompany the application.
- A justification letter from the applicant must be submitted that addresses the following:
 - A proposed zone change must be found to be consistent with the health, safety, morals, and general welfare of the City
 - Stability of land use and zoning is desirable; therefore, the applicant must provide a sound justification for the change. The burden is on the applicant to show why the change should be made, not on the City to show why the change should not be made.
 - A proposed change shall generally be consistent with adopted elements of the Comprehensive Plan or other City Master Plans.
 - The applicant must demonstrate that the existing zoning is inappropriate because:
 1. There was an error, mistake, or is necessary to correct an injustice that occurred when the existing zone map was create, including the placement a transitional zone on an antiquated plat filed before the City's Incorporation and adoption of its own Zoning Coe or on land annexed by the City, or
 2. Changed neighborhood or community conditions justify the change, or
 3. A different use category is more advantageous to the community, as articulated in the Comprehensive Plan or other City Master Plan, even though (1) or (2) above do not apply. Applicant's reliance on this provision, required proof that (a) there is a public need for a change of the kind in question, and (b) that need will be best served by changing the classification of the particular piece of property in question as compared with other available property.
 - The cost of land or other economic considerations pertaining to the applicant shall not be the determining factor for a change of zone.
 - Location on a collector or major street is not in itself sufficient justification.

- A zone change request which would give a zone different from surrounding zoning to one small area, especially when only one premise is involved, is generally called a “spot zone.”

Such a change of zone may be approved only when:

1. The change will clearly facilitate realization of the Comprehensive Plan are development plan; or
2. The area of the proposed zone change is different from the surrounding land because it could function as a transition between adjacent zones: because the site is not suitable for the uses allowed in any adjacent zone due to topography, traffic, or special adverse land uses nearby; or because the nature of structures already on the premises make the site unsuitable for the uses allowed in any adjacent zone.

If a SU zone is requested:

- A site plan checklist,
- A site plan,
- Related drawings computer generated with a north arrow
- Development Plan



CITY OF BELEN
PLANNING & ZONING DEPARTMENT
100 S MAIN ST
BELEN NM 87002

ZONING VARIANCE PROCESS AND CHECKLIST

SUBMITTAL REQUIREMENTS (ALL INFORMATION MUST BE CLEAR AND LEGIBLE)

With the submittal of the application and checklist, the applicant attests that the following is submitted:
Failure to provide the requested information or falsifying information may result in a continuance or denial of your case.

- Completed Land Use Application
- A letter of authorization from the property owner stating that he/she is aware of the zoning variance being requested and that the applicant may act as his/her agent, if the applicant is other than the property owner.
- Owners affidavit
- Justification, including the scope of the request, and addressing criteria for granting a variance:
 - Specify the type of variance requested . A variance may be authorized only for area, height, dimension, distance, setback, off-street parking, and off street loading requirements
 - There exists a special circumstance(s) applicable to the property, including its exceptionally irregular size
 - The shape of the lot and is it too narrow, too shallow or steep
 - Other exceptional physical conditions whereby the strict application of the zoning ordinance requirements would result in a practical difficulty or unnecessary hardship that would deprive the owner of the reasonable use of his/her land or building
- An accurate site plan showing:
 - The location of any buildings on the property in relation to the property lines and other building
 - Adjoining property, abutting streets and alleys, and a north directional arrow should be indicated
 - Property dimensions and site conditions
 - Parking spaces
 - Height of the structure
- A copy of the present zoning of the premises involved.

The Applicant must also do the following:

- Post and maintain one or more Public Hearing signs on the premises involved at least fifteen days prior to the Public Hearing Date and remove such signs within five days after the Public Hearing Date.

All approved Variance shall require owners/agents to sign a Variance Agreement with the City of Belen to comply with all the Terms and Conditions set forth and that a breach of any or all of the named Conditions is grounds for Termination of the Variance.



CITY OF BELEN
PLANNING & ZONING DEPARTMENT
100 S MAIN ST
BELEN NM 87002

CONDITIONAL USE PROCESS AND CHECKLIST

SUBMITTAL REQUIREMENTS (ALL INFORMATION MUST BE CLEAR AND LEGIBLE)

With the submittal of the application and checklist, the applicant attests that the following is submitted:
Failure to provide the requested information or falsifying information may result in a continuance or denial of your case.

- Completed Land Use Application
- A letter of authorization from the property owner stating that he/she is aware of the Conditional Use Permit being requested and that the applicant may act as his/her agent, if the applicant is other than the property owner.
- Owners affidavit _____
- Justification, including the scope of the request, and addressing criteria for granting a Conditional Use:
 - Specify the type of Conditional Use Permit requested. There exists a special circumstance(s) applicable to the property.
 - Ingress and egress to property and structures thereon
 - Automotive and pedestrian safety and convenience
 - Traffic flow and control
 - Access in case of a fire or catastrophe
 - Off street parking and loading area where required, with particular attention to refuse and service area
 - Public and private utilities, with reference to locations & availability
 - The impact of any economic, noise, glare, or odor effects on or to adjoining properties
 - General Compatibility with adjacent properties and other properties in the area
- An accurate site plan showing:
 - The location of any buildings on the property in relation to the property lines and other building
 - Adjoining property, abutting streets and alleys, and a north directional arrow should be indicated
 - Property dimensions and site conditions
 - Parking spaces
 - Height of the structure
- A copy of the present zoning of the premises involved.
- The following conditional uses are limited to six months duration, at the end of which time such use must be reviewed and a new permit granted in order for it to be continued:
 - Amusement Parks, Carnival, Circus. Condition use in any A-R, C-1, or M-C Zone.

- Dwelling, Temporary Watchman or Caretaker. Conditional use in all zones.
- Office, Temporary (Real Estate Sales, Etc.). Conditional use in all zones.
- Flee Markets as a conditional use in the C-1 and M-C zones are subject to the following requirements:
 1. Two off-street parking spaces per rental stall
 2. Adequate refuse containers to control litter
 3. Adequate sanitary facilities shall be provided on site
 4. Sale of animals is prohibited with the exception of dogs, cats, rabbits, birds and other common household pets
 5. No merchandise intended for sale shall be stored on site after hours, which shall be between 7:00 a.m. and 6:00 p.m.
 6. All tarps, tents or sunshades must be securely attached to prevent a safety hazard and be removed at the daily closing time
 7. A site plan in accordance with the above requirement

The Applicant must also do the following:

- Post and maintain one or more Public Hearing signs on the premises involved at least fifteen days prior to the Public Hearing Date and remove such signs within five days after the Public Hearing Date.

The Planning & Zoning Commission may impose supplementary regulations and special conditions. Any special conditions imposed shall apply in addition to the local zoning regulations.

All approved Conditional shall require the Uses owners/agents to sign a Conditional Use Agreement with the City of Belen to comply with all the Terms and Conditions set forth and that a breach of any or all of the named Conditions is grounds for Termination of the Conditional Use.



CITY OF BELEN
PLANNING & ZONING DEPARTMENT
100 S MAIN ST
BELEN NM 87002

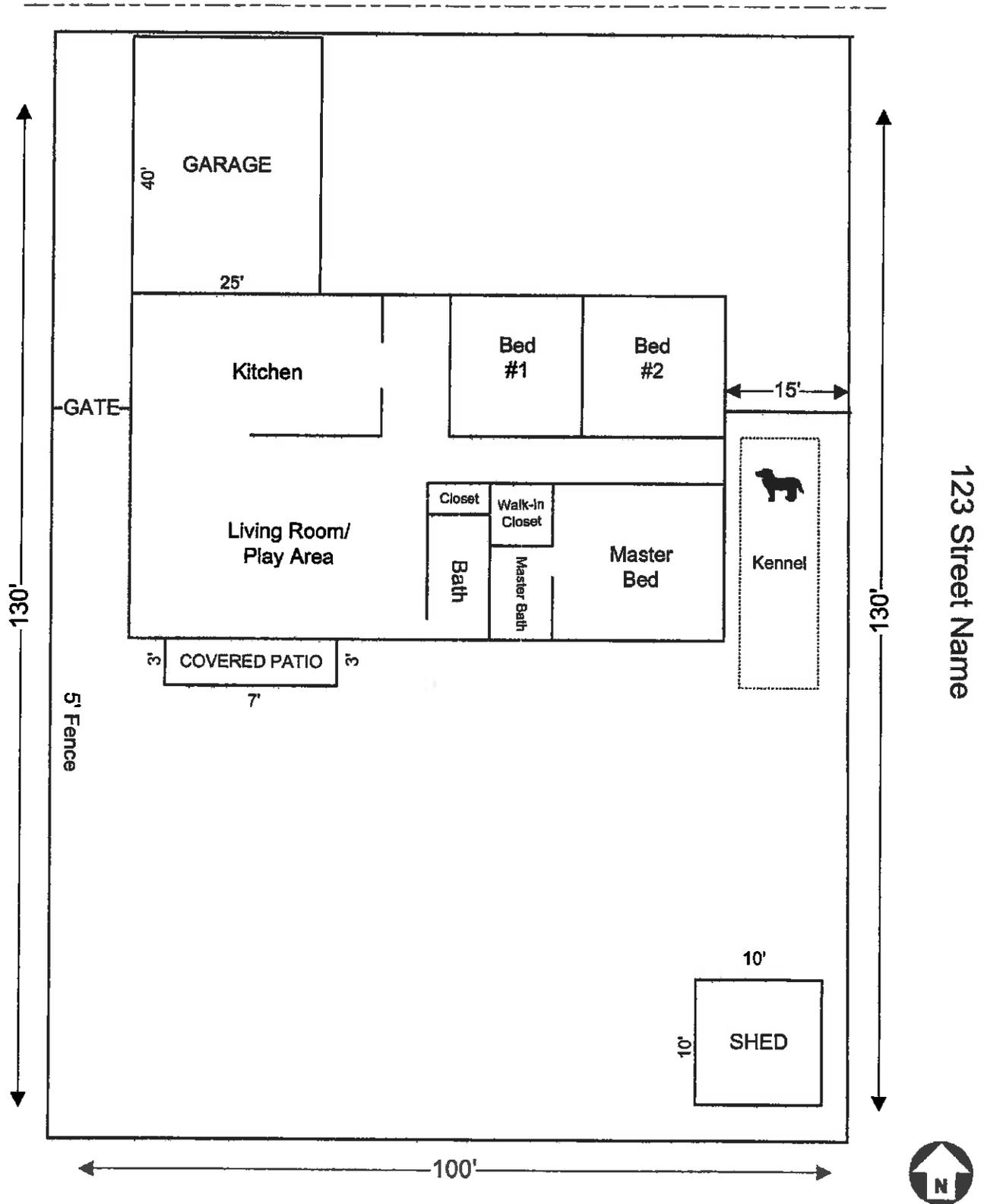
SITE PLAN PROCESS AND CHECKLIST for applications requiring a Site Plan

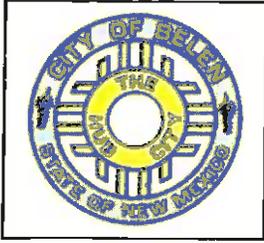
- Site Plan for any type of development/redevelopment.
- Shall be provided on 11" X 17" paper, and shall include the following information:
 - Bar scale
 - North arrow
 - Vicinity map
 - Lot boundaries and easements
 - Existing and purposed utilities
 - Existing and proposed rights-of-ways
 - Proposed structures with uses, dimensions, and setbacks
 - Proposed ingress, egress, parking, and circulation
 - Landscaping and landscape buffers
 - Elevations
 - Adjacent property characteristics
 - Preliminary drainage plan

- Site Plan for a Condition use.
- Shall be provided on 11" X 17" paper and include the following information:
 - North arrow
 - Location of building(s) in relation to property lines (provide dimensions)
 - Identify adjoining property and abutting streets
 - Graphic illustration to reflect any dimension restriction (Height & Setback)
 - Additional illustrations to detail specifics related to your request

- Site Plan for a Zoning Variance.
- Shall be provided on 11" X 17" paper and include the following information:
 - North arrow
 - The location of any buildings on the property in relation to property lines and other buildings
 - Adjoining property, abutting streets and alleys
 - Property dimensions and site conditions
 - Parking spaces
 - Height of the structure

TYPICAL RESIDENTIAL SITE PLAN





CITY OF BELEN FILM PERMIT APPLICATION
100 South Main St
Belen NM 87002

Date of Application: _____

INTRODUCTION

Welcome to the City of Belen! We hope your filming experience is a pleasant one and know that we will do our best to help you any way we can.

The application must be submitted at least two weeks (2) in advance for production filming longer than two weeks, one (1) week in advance for production filming 1-2 weeks, and (3) business day for production filming 1-5 day to allow for processing.

Note: for films requiring a level of City involvement (i.e., road closures, neighborhood impacts, noise) please provide notice of ten (10) business days. Filming that will require Chief's overtime, please allow seven (7) business days to process.

APPROVAL

Approval may be subject to:	<input type="checkbox"/> Special Conditions attached
City Manager Office Review	Date:
Planning & Zoning Department:	Date:
Police Department Review:	Date:
Fire/Rescue Review:	Date:
Required Film Liaison Approval:	Date:
Assigned Permit #:	Date:

CHECKLIST

- Review and Submit completed application to the City of Belen Film Liaison.
- Applicable fees shall be paid to the City of Belen. Payment can be made at the Water Department window at City Hall, 100 S Main St., Belen NM 87002.
- Add the City of Belen to the liability Insurance and submit with this application.
- Chief's overtime contract signed and submitted, if applicable.
- Obtain signatures of those affected by the filming, if applicable, and submit with application

HOURS OF FILMING

Unless permission has been obtained from the City in advance and affected property owners are notified at least 48 hours in advance, filming will be limited to the following hours:

- Monday thru Friday – 6:00 am to 10:00 pm
- Saturday and Sunday – 8:00 am to 6:00 pm
- Officially recognized holidays – 8:00 am to 6:00 pm

IMPORTANT INFORMATION

1. **City Control/Use of City Property:** The applicant agrees that the City of Belen shall have control over the use of right-of-ways, public streets and City owned buildings while being used, as well as control over the hours of production and the general location of the production. The City reserves the right to prohibit filming or to order cessation of filming if determined to be detrimental to the public health, safety and welfare. The applicant shall agree to allow the respective City Departments to inspect all structures and/or devices and equipment to be used in connection with the filming and taping if required.
2. **Notification of Neighbors:** The applicant shall provide a short written description, approved by the Film Liaison, Department of the Police/Public Safety and the Fire/Rescue Departments of the City of Belen for the proposed production to the owners and residents of each property in the affected neighborhood. The applicant or his designee shall gather names, signatures, addresses, phone numbers and any objections from the property owners and submit them to the Film Liaison.
3. **Temporary Food Service Permits:** Any food service operation that is working in conjunction with a production and is not licensed by the State of New Mexico must apply for a Temporary Food Service Permit from the New Mexico Environment Department. For information, please call (505) 841-5280 or visit www.nmev.state.nm.us.

Please Print in Ink Only or Type

Application must be complete. Please review contents of the application. Use the checklist to be assured that all information is submitted.

PRODUCTION COMPANY

NAME: _____ PHONE #: _____
 ADDRESS: _____ FAX #: _____
 CITY: _____ STATE: _____ ZIP: _____
 PRODUCTION CONTACT: _____ TITLE: _____
 E-MAIL: _____ DATE: _____

APPLICANT

NAME: _____ TITLE: _____
 ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____
 PHONE #: _____ CELL #: _____
 E-MAIL: _____ FAX: _____

ON-SITE REPRESENTATIVE

NAME: _____ TITLE: _____
 CELL #: _____ E-MAIL: _____

ACKNOWLEDGEMENT

The APPLICANT agrees to have a representative on site at all times during production with authority over filming, director, crews, and all other aspects of their operation and empowered to act for the APPLICANT.

I hereby acknowledge that I have read this entire application and affirm that all information provided is correct. I agree to comply with the requirements of the City of Belen as outlined.

PRINT

NAME: _____ AGENT: _____
 SIGNATURE: _____ DATE: _____

FILMING IN THE CITY OF BELEN

PROJECT TITLE:

DATE(S) OF FILMING:

HOURS OF FILMING:

NUMBER OF PRODUCTION DAYS:

NUMBER OF SET UP DAYS:

ESTIMATED PERSONNEL PER DAY:

PROJECT TYPE: (check one)

- Commercial
- Documentary
- Educational
- Feature Film
- Infomercial
- Stills
- TV Series / Pilot
- Video
- Other: _____

FILMING LOCATION(S):

DETAILED DESCRIPTION OF SHOOT:

CALL SHEETS: REQUIRED

PLEASE ATTACH A COMPLETED COPY OF THIS PAGE FOR EACH DAY/LOCATION.

Location/Address: _____

Please check all that apply and provide detailed explanation. (Examples: Numbers, types, size)

- Airplanes/ Helicopters/Airborne _____
- Animals: _____
- Blocking/Containing Traffic: _____
- Crew Vehicles: _____

- Explosives/Fireworks/Pyrotechnics: _____
- Fire: _____
- Fire Arms: _____
- Municipal Property: _____
- Power Generators or other high-noise emitters: _____

- Private Property: _____
- Production Vehicles: _____
- Special Effects: _____
- Street Closures: _____
- Stunts: _____
- Tents/Vendor Contact: _____
- Water: _____
- Food: _____
- Train or Rail: _____
- Other: _____

Detailed Description of Shoot: (Call Sheets Required)

ECONOMIC IMPACT INFORMATION

Name of local Hotel:	Phone #:
Number of Room Nights (out-of-town crew/talent multiplied by nights stayed):	

Other anticipated Economic impact (i.e. catering, materials, etc.):	

POLICE/PUBLIC SAFETY

If filming is to be cancelled, it is the sole responsibility of the production Company to notify hired law enforcement, and any other city employees or city locations two (2) business days in advance.

There is no form required to cancel: Phone and /or e-main cancellation to:

Steven Tomita
Economic Development Director
Office #: 505-966-2745
Cell #: 505-270-8181
steven.tomita@belen-nm.gov

Chief Scott Conner
City of Belen Police Chief
Office #: 505-966-2684
Cell #: 505-966-6466
Scott.conner@belen-nm.gov

Manuel Garcia
City of Belen Fire Chief
Office #: 505-966-2710
Cell #: 505-463-5622
Manuel.garcia@belen-nm.gov

It is also the Production Company's responsibility to confirm receipt and approval of cancellation request. The Production Company will assume responsibility of compensation should this directive not be filed.

TRAFFIC PLAN/RIGHT OF WAY PLAN REQUIREMENTS

Provide a map with:

- Location
- Proposed Traffic Plan
- Proposed Detours if applicable
- Number of police, fire and/or EMS personnel you are requesting and why

The Film Liaison, the Department of Police/Public Safety, the Fire/Rescue Department and the Risk Management Departments will approve/revise traffic plans, detours, and final number of City Personnel assignments as well as determine resident/business notification and consent requirements. If these department deem before or during your production that additional staff and/or resources are needed to ensure the health, safety, and welfare of citizens you will be required to pay all applicable fees.

- In the case of the use of a New Mexico State Highway, the Traffic Plan/Right of way Plan must be reviewed and approved by the New Mexico Department of Transportation. *District 3 office*

POLICE AND FIRE/EMS OVERTIME *- when such services are requested*

Chief's Overtime Contract signed by applicant:

- Required
- Be on file with the City of Belen Police Department
- Be on file with the Risk Management Department
- Be of file with the Fire/EMS Department

To obtain the Chief's Overtime Contract:

Police Department
Chief Scott Conner
505-966-2684 or 505-966-6466
scott.conner@belen-nm.gov

Risk Management
Carl Rael
505-966-2742
carl.rael@belen-nm.gov

Fire & EMS
Chief Manuel Garcia
505-966-2710 or 505-463-5622
manuel.garcia@belen-nm.gov

SAFETY PROCEDURES

Any filming requiring safety resources, such as traffic control, etc. requires a chief's overtime agreement for the Police Department, Fire & Rescue Department and the Risk Management Department. Applicant shall obtain and submit the agreement from the applicable departments. Payment of the Police and Fire & Rescue personnel and equipment fee is required prior to the issuance of an approved Filming Permit.

The City of Belen reserves the right to require that a certain number of Police Department, Fire & Rescue Department and Risk Management Department Personnel are present during filming.



CITY OF BELEN FILM PERMIT APPLICATION

100 S Main St
Belen NM 87002
505-966-2745 or 505-966-2746

PERMISSION TO USE PRIVATE PROPERTY FOR FILMING (in Lieu of ... a copy of the location agreement will suffice)

TO:
The City of Belen
100 S Main St
Belen NM 87002

_____ (“Owner”) or (“Agent”) (Circle One) represents and warrants that Owner/Agent has control of this property and has the right to enter into this contract. If an Agent represents and warrants said Agent has secured, from the Legal Owner, the right and proper authority to act on behalf of Owner.

Street Address: _____ City of Belen, NM 87002

Name of Business (if applicable): _____

I have granted permission to (film production company): _____

To use my property for the purpose of:

On the day/date(s): _____

Further, I hereby hold harmless and agree to indemnify the City of Belen, its elected or appointed officers, employees, agents and volunteers against any claims, demands, or liability arising out of the permittee’s conduct or activities while on, or using my property in connection with any filming permit(s) issued by the City of Belen.

I certify under penalty of perjury that the foregoing is true and correct.

Executed at _____, New Mexico on this _____ day of _____, 20_____.

Signed: _____ Phone #: _____

(Owner/ Lessee)

LIABILITY INSURANCE

- Attached
- On File with the City of Belen Film Liaison
- On File with the Risk Management Department

Insurance Requirements:

The standard insurance requirement for shooting in New Mexico is \$1,050,000 comprehensive general liability policy, (which is the limit of the New Mexico Tory Claims Act) It must be issued in the form of an original certificate, covering the entire period of the shoot, naming the permit issuing agency and its employees as additionally insured. Additional coverage may be required for hazardous work such as highway stunts.

Hold Harmless Agreement:

The applicant/producer shall sign the following Hold Harmless Agreement holding the City harmless from any claim that may arise from their use of designated proper, right of way, or equipment with the permitted use.

I certify that I represent the firm which will be performing the filming/taping at the location specified on this application. I further certify that I and my firm will perform in accordance with the directions and specifications of the City of Belen and that I and my firm will indemnify and hold harmless the City of Belen for and from any loss, damage expense, claims and costs of every nature and kind arising out of or in connection with the filming/taping pursuant to this permit.

Signed:_____

Title:_____

Date:_____

POTENTIAL CITY SERVICES FEES

DEPARTMENT	COST	NUMBER OF EMPLOYEES	COST
Police Services	\$42.00/HR per Officer		\$
Fire/Rescue Services	\$30.00/HR per personnel		\$
Street Service	\$20.00/HR per personnel		\$
Electrical Hookups			\$
Water	\$29.15 (up to 3,000 gallons)		\$
Park Rental	\$275.00		\$
Facility Rental			\$
Road Closure			\$
Other			\$
TOTALS			\$

- Any fees for city property and/or assigned city employees must be paid at least 24 hours in Advance.
- Make checks payable to the City of Belen
- If mailing, mail to City of Belen, 100 S Main St., Belen NM 87002

CITY OF BELEN CREDIT CARD PAYMENT FORM

DATE:		DAY TIME PHONE NUMBER:	
BUSINESS NAME:			
NAME AS IT APPEARS ON CREDIT CARD:			
BILLING ADDRESS:			
CITY:	STATE:	ZIP CODE:	

TYPE OF CREDIT CARD

- Visa
- MasterCard
- American Express
- Discover

Credit Card #:	Expiration Date:
CVV2 Code (3 digit code on back of card):	Authorized Dollar Amount:
Printed Authorized Name:	Signature:

FOR OFFICE USE ONLY (If payment is taken over the Phone):

Date of Phone Call: _____ Time of Phone Call: _____
 Name of Person Calling in Credit Card Information: _____
 Payment information taken by: _____ City Employees Initials: _____