



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.
- Flea 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.