



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 proposed 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