



SPECIAL USE AMENDMENT APPLICATION

CITY OF BELEN

100 S. Main St.
Belen, NM 87002
(505) 966-2730

CONTACT INFORMATION:

Applicants or Agents Name: _____

Address _____ Email _____ Phone Number _____

Are you the Property owner? Yes ___ or No ___ If No please complete the following section:

Property Owners Name: _____ Address _____ Phone _____

PARCEL INFORMATION:

Parcel one: Property Identification Number (UPC) _____

Legal Description: _____

Street address or Location: _____ Agerage _____

Representative District: _____ Present Zoning: _____ Present Land Use: _____

Parcel Two: Property Identification Number (UPC) _____

Legal Description: _____

Street Address or Location: _____ Agerage: _____

Representative District: _____ Present Zoining: _____ Presnt Land Use: _____

EXPLANATION OF REQUEST

SIGNATURE OF OWNERS OF RECORD FOR THE ABOVE DESCRIBED PARCELS:

Accompanying this application are all required documents, I have examined and am familiar with the zoning regulations-chapters 17.20 and 17.24 as adopted by the City, I understand the City Council will not assure any liability for possible lack of understanding on my part. Application requires public hearing & a fee. I understand that in addition to the application fees listed. The City will subsequently bill the applicant for public notice mailing and newspaper publication costs.

Printed Name: _____ Signature: _____ Date: _____

Printed Name: _____ Signature: _____ Date: _____

Printed Name: _____ Signature: _____ Date: _____

Official Use Only

Case# _____

Received Date: _____

Application Fee: \$ _____

P&Z Review Date: _____ Council Review Date: _____

Required Documentation

PRE-APPLICATION MEETING

The Applicant shall meet with a staff planner to discuss the application and process

APPLICATION FOR A SPECIAL USE AMENDMENT

Each item on this application shall be completed and all documentation required on the form shall be submitted before this application is accepted for processing. Submittal of an application does not constitute acceptance for processing until the Department reviews the application for accuracy and completeness.

ZONING MAP SHEET

Zoning map sheets may be obtained at the Community Development Department, City Hall Administrative building. Property proposed for special use amendment must be accurately outlined in red ink.

SITE PLAN OR DEVELOPMENT PLAN

Applicant shall provide a site or development plan. Plans shall be drawn to scale and be in accordance with Section 17.16.040 of the Municipal Code.

PROOF OF OWNERSHIP

One copy of a certificate from a title company, warranty deed, or other legal document demonstrating that the individuals or corporation making certain the application for designated use is the current property owner.

CASHIER'S VALIDATION

Upon review and acceptance of the application by the Department, the required fee shall be paid at the cashier. After validation of the payment, the application form shall be returned to the Community Development Department. Fees are non-refundable.

NOTICE OF PUBLIC HEARING

Applicant is required to post notices of the public hearing in the vicinity of the property proposed for a zoning variance. The notice shall be in accordance with Chapter 17.24.020 of the Municipal Code. Notice of Public Hearing sign may be obtained from the Planning and Zoning Department at the time of application. Applicant will subsequently be billed for costs incurred by the City of Belen for public notice mailing and newspaper publication costs.

REVIEW OF MUNICIPAL CODE

Requirements and procedures for zoning variance applications are covered in the following chapters of Belen Municipal Code:

* Chapter 17.20: Appeals, Variances, Interpretations

Chapter 17.24: Hearing procedures for appeals and applications

Applicants may review the Municipal Code at the City of Belen Administrative Office, 100 S. Main Belen, NM 87002. Monday through Friday.