

**City of Belen, New Mexico  
Submittal Checklist  
Variance Request**

**Required Submittals:**

The following material must be delivered to the Planning and Zoning Department in order to satisfy all submittal requirements.

1. Filing fee payment of \$150.00
2. Letter of transmittal, state type of variance requested, height, setback, lot coverage, parking requirement. Specify in the letter, why the strict application of the city's ordinances places on undue hardship on the developments of your request.
3. Affidavit of ownership.
4. Scaled drawing of property describing structures where variance is requested. Indicate dimensions of all structure heights and size of signs.