



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.