



CHAVES COUNTY APPLICATION CHAVES COUNTY ZONING ORDINANCE

Case Number: _____ Date Received: _____ Fee: _____

Type of Request: Rezoning Special Use Variance Change of Use

Name of Property Owner: _____ Phone Number: _____

Mailing Address: _____

Name of Applicant: _____

Mailing Address: _____ Home Phone Number: _____

_____ Business Phone Number: _____

Applicant Status: Owner Agent Tenant Other _____

Case Address, Legal Description, and Parcel Number: _____

Present Land Use: _____

Intended Use: _____

Present Zoning: _____ Requested Zoning: _____

Applicant's Reason for Requested Change: (Use back if more space is needed) _____

I ACKNOWLEDGE THAT I HAVE BEEN INFORMED OF THE DATES, TIMES, AND LOCATIONS OF THE PUBLIC MEETINGS WHICH I OR MY AGENT MUST ATTEND IN ORDER TO FULFILL THE REQUIREMENTS OF THIS APPLICATION.

Owner's Signature

Date

ITEMS NEEDED FOR ALL APPLICATIONS

The following is a list of items that must accompany applications for rezoning, special use permits, variances, or changes in use:

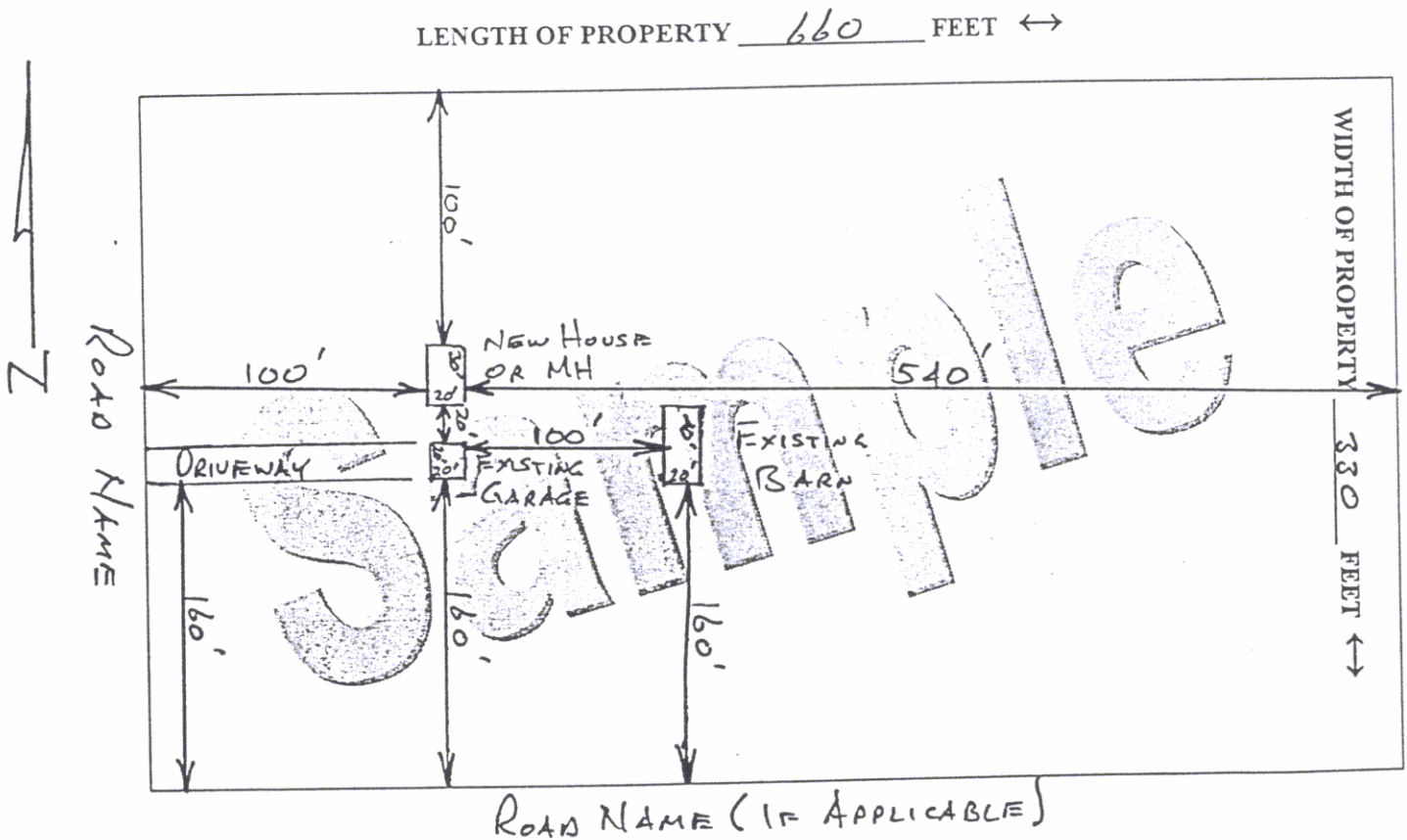
- Accurate site plan DRAWN TO SCALE showing existing and proposed structures and improvements. At minimum, the site plan must show outside property lines and distances, setback distances on all structures on the property, all required landscaping, parking, and driveways for the intended use, a north arrow, and all adjacent streets.
- Completed application – **must be signed by the owner of the property** being considered for rezoning or other change. Please include the parcel number.
- Copy of the deed to the subject property or contract to purchase the property. The deed or contract must first be recorded in the County Clerk's office.
- Check for the amount of the fee.
- Letter of authority from the documented owner of the property (only if someone other than the property owner is going to present the case at the public hearing). This letter must be notarized.
- List of owners of all properties within 100 feet of the subject property (excluding right-of-ways) and the mailing addresses of those owners. This list will be considered a true and correct list according to current public record if it is obtained from the Chaves County Assessor's office. The cost for the list is \$15.00.
- A copy of the Assessor's map of the surrounding property owner's including the subject property.
- Letter of intent – the purpose or intention of the proposed property. Please indicate specific information relevant to your application.

DOCUMENTS NEEDED FOR BUILDING PERMITS, ADDRESS REQUEST FORMS, AND MANUFACTURED HOME PLACEMENT PERMITS

1. COPY OF THE DEED OR CONTRACT FOR THE PROPERTY THAT HAS BEEN RECORDED IN THE COUNTY CLERK'S OFFICE.
2. SITE OR PLOT PLAN (see sample)

THE FOLLOWING ITEMS MUST BE MARKED ON THE SITE PLAN:

- Length & width of the property
- Distance from ALL buildings to the property lines
- Length, width, and purpose of ALL buildings on the property
- Location of the driveway
- Distance from the driveway to the property line
- Name of all streets that border the property
- North arrow, pointing to the North



SAMPLE SITE PLAN ONLY

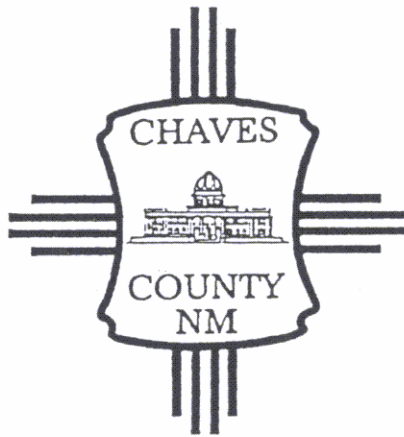
Use an 8½" x 11" paper for your site plan

GIS SERVICES POLICY

All requests for GIS services must be submitted to the County Assessor's Office on a GIS Services Order Form. Upon completion of the form by the requester, the total amount due as indicated on the price list will be put on the form. The requester will be sent to the County Clerk's Office to make payment. Payment for the services must be verified by a receipt from the Clerk's Office prior to the order being accepted by the GIS Department. All orders will be processed on Monday and Thursday mornings only and can be picked up on those respective afternoons. In the event of a special request because of a deadline or other extenuating circumstances that necessitates an order being completed on a day other than Monday or Thursday, the request must be presented to the GIS Department and a time obtained for completion of the order.

**CHAVES COUNTY
ASSESSOR'S OFFICE**

#1 St. Mary's Place, Suite 130
Roswell, NM 88203
505-624-6603
FAX 505-624-6647
ccaao@trailnet.com



COUNTY ASSESSOR
MARK WILLARD

CHIEF DEPUTY ASSESSOR
RON LETHGO

CHIEF APPRAISER
DAVID BAKER

GIS SERVICES ORDER FORM

DATE _____

NAME OF REQUESTER _____

ADDRESS _____

DAYTIME PHONE NUMBER _____

INFORMATION REQUESTED (be specific, give legal description, address of property, owner's name) _____

Please circle below the format and size for the information you are requesting.

Total amount due \$ _____

PRICE LIST

SIZES	LINE WORK		LINE WORK		ORTHO ONLY		DOQQ ONLY	
	DIGITAL OR HARD COPY		W/ORTHO DIGITAL OR HARD COPY		W/DOQQ DIGITAL OR HARD COPY		DIGITAL OR HARD COPY	
32X36 PANEL	\$ 20.00		\$ 40.00		\$ 40.00		\$ 20.00	\$ 20.00
8 1/2 X 11	\$ 1.00		\$ 1.00		\$ 1.00		\$ 1.00	\$ 1.00
8 1/2 X 14	\$ 1.00		\$ 1.00		\$ 1.00		\$ 1.00	\$ 1.00
11 X 17	\$ 1.00		\$ 1.00		\$ 1.00		\$ 1.00	\$ 1.00
100 FOOT RADIUS	\$ 15.00	+ TAX						

FEE SCHEDULE

For County Zoning Cases

CHANGE OF ZONING

	<u>Size of Area</u>	<u>Fee</u>
1.	Less than one half (1/2) acre	\$100.00
2.	One half (1/2) acre to less than five (5) acres	\$120.00
3.	Five (5) acres to less than twenty (20) acres	\$200.00
4.	Twenty (20) acres or more:	
	First 20 acres	\$425.00
	Each additional acre	\$10.00
	(Not to exceed \$500.00)	
SPECIAL USE PERMIT		\$50.00
VARIANCE		\$100.00
AMENDMENT, SUPPLEMENT, OR REPEAL OF THIS ORDINANCE		\$100.00

All fees collected are non-refundable