

City of Aztec
201 West Chaco
Aztec NM 87410
www.aztecnm.gov



Office: (505) 334-7670
Fax: (505) 334-7679

License No. _____
License Fee: \$50.00 per vehicle

APPLICATION FOR BUSINESS LICENSE

Food Catering, Food Vending and Mobile Food Service Units

PLEASE PRINT

Legal Name of Business: _____
Trade Name (DBA): _____
Physical Address: _____
Mailing Address: _____
Business Phone #: _____ Alternate Phone #: _____
Business Email Address: _____
Business Website Address: _____

REQUIRED: State of New Mexico Taxpayer ID _____

_____ Federal Employer Id # (FEIN) If no FEIN, please provide _____ Social Security Number

PRIMARY TYPE OF BUSINESS IN NEW MEXICO (Check One)

- | | | |
|---|---|---|
| <input type="checkbox"/> 01 - Agriculture | <input type="checkbox"/> 05 - Trans, Comm. Utility | <input type="checkbox"/> 09 - Service-General |
| <input type="checkbox"/> 02 - Mining | <input type="checkbox"/> 06 - Wholesale | <input type="checkbox"/> 10 - Service-Food |
| <input type="checkbox"/> 03 - Construction | <input type="checkbox"/> 07 - Retail | <input type="checkbox"/> 11 - Government |
| <input type="checkbox"/> 04 - Manufacturing | <input type="checkbox"/> 08 - Finance, Ins, Real Estate | |

Describe the nature of Business. Please be very specific. _____

Date business started or will start in Aztec: _____

Business is located in: Commercial or Retail Building Private Residence

Will your business require any construction modifications to the building/space, or any changes to the ventilation, plumbing, or electrical systems? ____ Yes ____ No.

If yes, contact the City of Aztec Community Development Department located at City Hall, 201 W Chaco in Aztec or call 505-334-7604 for permit requirements.

Please initial to confirm that the location of the business meet all applicable building and fire codes:
Initials _____

Type of Ownership:

Please check one.

- Proprietorship (Sole Owner)
- Partnership (LP,LLP,LLLLP,LPA)
- Limited Liability Company (LLC)
- Corporation/S Corporation
- Non-Profit Organization 501(c) 3
Attach IRS Determination Letter

Individual

Name of Owner: _____

Home Address: _____

Driver's License # and State of Issue: _____ Home Phone #: _____

Corporation, Limited Liability Co, or Partnership

Name of Corporation/S-Corporation, Limited Liability Co, or Partnership

Contact Name	Title/Position	Home Phone #
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Home Address

Contact Name	Title/Position	Home Phone #
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Home Address

Street	City	State	Zip Code
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Registered Agent - The individual responsible for accepting service of process for an entity.

Name	Title/Position	Home Phone #
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Home Address

Street	City	State	Zip Code
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Non-Profit 501 (c)3 Organization MUST ATTACH IRS DETERMINATION LETTER.

Name of Organization

Contact Name	Title/Position	Phone #
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Address

Street	City	State	Zip Code
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State your profession or occupation: _____

Does your Profession or Occupation require New Mexico State Certification or License? Yes No

If yes, you must attach a copy of your current certification or license issued by the State of New Mexico.

Including owner/applicant, how many employees are employed in the business? _____

**INFORMATION NEEDED SPECIFICALLY FOR FOOD CATERING, FOOD VENDING AND MOBILE
FOOD SERVICE UNITS LICENSE**

____ The number of vehicles proposed to be operated and a complete description of the vehicles – please attach list to this application

This application for a Business License for a Mobile Food Service Unit pursuant to the provisions of this Article shall specify or include:

1. The name, business and residence address of the applicant and the address where the mobile catering vehicle is stored during non-operating hours.

If the applicant is a corporation, the name of the corporation shall be set forth exactly as shown in its articles of incorporation; the names and residence addresses of each of the officers and directors. If the applicant is a partnership, the application shall set forth the name and residence address of each of the partners, including limited partners. If one or more of the partners is a corporation, the provisions of this Section pertaining to a corporate applicant apply.

List names, address and telephone numbers of corporate officers, partners, or individual operators of the business or attach list of such to application.

2. A description of the Mobile Food Service Unit, including the following data:

- a. The Make: _____
- b. The Model: _____
- c. The Bodystyle: _____
- d. The vehicle license plate number _____
- e. The vehicle identification number _____
- f. Any other identifying number as may be required by the City of Aztec _____

3. A description of the food products or services the applicant intends to sell:

4. The specific location(s) and/or routes of the activity:

5. A detailed description and proposed site plan of where the applicant intends to place his or her Mobile Food Service Unit, illustrating sufficient parking area and adequate ingress and egress for customer vehicles, as required by the Community Development Department.

6. The proposed hours of operation and days of operation for each location and/or route that the Mobile Food Service Unit proposes to serve: _____.

7. Provide proof of a valid and current food service permit issued by the health authority or a written statement from the health authority stating that a food service permit is not necessary.

8. If proposing to locate the Mobile Food Service Unit on private property not owned by the applicant, a lease agreement or notarized statement from the landowner of record is required as proof of location approval and use.

9. If proposing to be located at one location for more than two hours, a restroom facility use agreement must be provided from a business within one hundred fifty (150) feet or less of the Mobile Food Service Unit location, as proof that employees of the Mobile Food Service Unit will have access to and use of flushable restrooms (or other facilities as approved by the health authority) during the hours that the Mobile Food Service Unit will be in operation.

10. CERTIFICATE OF LIABILITY INSURANCE - An approved applicant with the intentions of operating a food or vending truck on public property agrees to conduct all activities lawfully while upon the premises. The licensee expressly agrees to indemnify and hold harmless, at all times, the City from liability for damage to or caused by its members, employees, agents representatives, guests, volunteers, vendors, etc. arising out of or connected with the use or occupancy of the designated premises or any part thereof and will provide proof of said indemnity in the form of a valid and existing policy of insurance, for while in operation of a food or vending truck while on Public Property. Such policy will be in accordance with the New Mexico Tort Claims Act and will be in the amount of one million (1,000,000.00) dollars combined single limit and the renter shall have the City of Aztec named as an additionally insured entity on the policy for the duration of the Event.

11. USE OF FACILITIES WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT - A waiver of liability must be submitted for all vendor that have intentions of operating a food or vending truck on public property.

No license for a Mobile Food Service Unit will be issued if the required information is not provided.

Each Mobile Food Service Unit shall require a separate license pursuant to this Article. Each license issued pursuant to this Article shall be valid for only those Locations, Routes and hours of operation that the City of Aztec approves as set forth in this Article.

____ Provided copies of current vehicle registrations and current auto insurance for all business vehicles.

I agree that the Business License Officer may, upon the filing of this application, may investigate the applicant and examine his/her affairs in relation to this business as the city may deem necessary to enable the issuance of the license. _____ (please initial)

The City of Aztec publishes all new businesses in our local newspaper. If you prefer your business not to be published in our local newspaper please check this box

I understand that a copy of Chapter 11, Business Licensing and Regulations of the Aztec City Code is available upon request or I can visit the City of Aztec's website at www.aztecm.gov to view and print. Please initial _____

Do you need more information?

We would like to provide all Aztec Businesses with valuable information to answer as many questions you may have about doing business in Aztec. Please let us know how we can assist you:

Signature

It shall be unlawful for any applicant to knowingly provide any materially inaccurate, false, or misleading information on any license application. I hereby certify under penalty of perjury that the statements made herein are to the best of my knowledge, true, correct and complete.

Printed Name	Applicant Signature	Date
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THIS SECTION FOR CITY OF AZTEC USE ONLY	
BUSINESS LICENSE DIVISION	
Comments:	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Signature	Date
COMMUNITY DEVELOPMENT DEPARTMENT	
Comments:	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	
Signature	Date

City Of Aztec Community Development Checklist

Is the address of the business located inside or outside the city limits of Aztec? IN [

Including owner/applicant, how many employees are employed in the business? _____

Does the business receive public traffic? YES NO

If YES, how many customers per day? _____

What are the hours of operation? _____

Will there be traffic concentrated during a specific time of day? (specify times)

What type of off street parking is available, if any?

Are there any business related vehicles? YES NO

If YES, list each vehicle by make/model and license and where they will be stored overnight.
(Use separate sheet)

Any machinery kept outside (e.g. backhoes, drill rig, etc)? YES NO

If YES, what type and how many? _____

Is there any other outside storage (e.g. pipes, engines, tools, etc)? YES NO

If YES, what type, how long, and what is being done to screen from view?

I, _____ agree to comply with all applicable regulations in the City of Aztec Code, found online at www.aztecnm.gov or in the City Clerk's office located at 201 W. Chaco, Aztec, NM 87410.

Signature of applicant

Date

COMMUNITY DEVELOPMENT USE ONLY

What is the zone district for this business? NIC A-1 MH R-1 R-2 C-1 C-2 O-1 M-1 M-2 PUD

Is business in compliance with the Zone district? YES NO

Stipulations or Restrictions: _____

City Of Aztec Business License Checklist for Food or Vending Mobile Units

- 1. Copy of Applicant (s) Driver's License
- 2. Copy of Valid Vehicle Registration
- 3. Copy of Valid Vehicle Insurance
- 4. Copy of Approved Food Inspection Permit
- 5. Copy of Menu Items
- 6. Copy of Use of Restroom Facility Agreement, if operating more than two hours at one location
- 7. Copy of Lease or written permission including site plan showing location of truck, if operating on private property
- 8. Copy of Certificate of Liability Insurance, if operating on Public Property or any City Facility
- 9. Copy of Waiver of Liability, if operating on Public Property or any City Facility
- 10. Picture of Food/Vending Truck



Business License Planning & Zoning Checklist Form

GENERAL BUSINESS INFORMATION

Is the address of the business located in city limits of Aztec?	Yes	No
If the answer is no, you do not need to complete this form other than signature line.		
Including the owner/applicant, how many employees are employed in the business?		
Does the business receive public traffic?	Yes	No
If Yes, how many customers per day?		
What are the hours of operation?		
Please describe, in detail, that nature of the business:		

SITE LOCATION OF BUSINESS

Any structural changes to an existing building (additions, modifications, etc.)	Yes	No
<u>If Yes, please explain:</u>		
Does the location of the business meets all current applicable building and fire codes?		
Please call 505-334-4313 to schedule an inspection, if you do not have a current inspection. A copy of your current inspection must be included with this application-Home Based Business Excluded.	Yes	No
List the type(s) of equipment that will be used:		
Is the parking area graveled and/or paved?	Yes	No
Has Community Development approved the parking plan?	Yes	No
Will the business have an advertisement sign(s) ? (wall signs, temporary signs, pole signs etc.)	Yes	No
If Yes, have the sign permits been approved by Community Development?	Yes	No
If yes, please state the permit number		
Every location in Aztec is required to have a trash receptacle. Will your business need a 96 gallon cart or larger dumpster?	Cart	Dumpster
<i>Please note: If your business will need dumpster the dumpster(s) be screened from public view and enclosure must meet the specifications determined by our solid waste contractor.</i>		
Will there be any outside storage (e.g., pipes, crates, engines, tools ect.)?	Yes	No
<i>Please note: outdoor storage is prohibited unless surrounded by a solid wall or fence between six to eight (6 to 8) feet in height except for the M-1, M-2, or PUD District and is subject to approval by the Community Development Department.</i>		

ZONING

What is the zoning district for the business location?	Please Select One										
<table style="display: inline-table; border: none;"> <tr> <td style="border: 1px solid black; padding: 2px;">A-1</td> <td style="border: 1px solid black; padding: 2px;">MH</td> <td style="border: 1px solid black; padding: 2px;">R-1</td> <td style="border: 1px solid black; padding: 2px;">R-2</td> <td style="border: 1px solid black; padding: 2px;">C-1</td> <td style="border: 1px solid black; padding: 2px;">C-2</td> <td style="border: 1px solid black; padding: 2px;">O-1</td> <td style="border: 1px solid black; padding: 2px;">M-1</td> <td style="border: 1px solid black; padding: 2px;">MM-2</td> <td style="border: 1px solid black; padding: 2px;">PUD</td> </tr> </table>	A-1	MH	R-1	R-2	C-1	C-2	O-1	M-1	MM-2	PUD	
A-1	MH	R-1	R-2	C-1	C-2	O-1	M-1	MM-2	PUD		

COURTESY SAFETY INSPECTION

Would you like an inspection of the property from Community Development?	Yes	No
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SIGNATURE AND ACKNOWLEDGEMENT

It shall be unlawful for any applicant to knowingly provide false or misleading information on any application. By signing this application you agree that the statements made are true, correct and complete and you agree to comply with all Aztec City Regulations and the Aztec City Code.

Printed Name of Applicant:

Signature of Applicant:	Date:
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CITY OF AZTEC USE ONLY

Is the business in compliance with the zone district?									Yes	No
What is the zone district for this business?										
NIC	A-1	MH	R-1	R-2	C-1	C-2	O-1	M-1	M-2	PUD
Have all permits and plans been obtained, reviewed and approved by the Community Development Department?									Yes	No
If no, what is missing?										
Date of contact with business owner/representative:										
Comments:										
Community Development Recommendation:					Deny			Approve		
Date of Recommendation:										
Comments:										
Application reviewed by:										
<input type="checkbox"/> Approved <input type="checkbox"/> Denied				Community Development Seal/Stamp						

Business License Office

Comments/Recommendations: _____

Approved Denied

Approved by: _____ Date: _____

Additional Notes:

New Business Checklist

The following information may serve as a quick reference guide to those that would like to open a business in the City of Aztec. This list is not intended to be all-inclusive but may serve as a guideline to assist business owners.

STEP 1: ZONING COMPLIANCE. Before signing a lease or purchase agreement, the business owner should verify the City of Aztec zoning requirements for the proposed location. Prior to occupying any building (new or existing), the business owner must complete and submit a Commercial Zoning Checklist Form to ensure the business is properly zoned and permitted to operate at the proposed location. If the applicant is making structural changes to an existing building (additions, modifications, etc.), these changes should also be included on the application form. If the applicant is constructing a new building, the Commercial Zoning Compliance process will also cover zoning review of the new structure and accompanying site plan. Once the Zoning Compliance Form has been reviewed, City staff will contact the applicant with a notice of approval or denial. Appeals may be submitted to the City Commission at a public hearing, with applicable fees. For more information, please contact the Planning Department at (505) 334-7604.

STEP 2: BUILDING PERMIT. All new construction, additions, demolition, and/or modifications to existing buildings and building systems will require a building permit from San Juan County's Building Division. Business owners should contact the San Juan County Department to determine if a permit is required before commencing any work. The building permit fees are based on the value of the work to be performed. For more information, please contact the San Juan County Building Division at (505) 334-4313.

STEP 3: CHANGE OF OCCUPANCY. When a new business is established, and there is no change in the building's occupancy classification, any non-conformities with existing building codes (except life safety issues) at the time the new business is established shall be grandfathered from the current building codes. However, if there are significant alterations to the structure or when a new business is established which results in a change in a building's occupancy classification (i.e., from "Business" to "Assembly," from "Residential" to "Business," from "Mercantile" to "Business," etc.), then the building must be brought into compliance with current zoning, fire, and building codes before the new business may be established.

STEP 4: SIGN PERMIT. Any business owner who intends to place one or more signs at his/her place of business must first obtain a sign permit from the City of Aztec's Community Development Department. A Request for Sign Permit application shall be submitted to City of Aztec, Attn: Community Development Department, 201 W. Chaco St, Aztec, NM, 87410. To expedite the process, please include the following with your application: dimensions of all proposed sign(s), dimensions of the building frontage to which the sign(s) will be attached (if signs will be affixed to a building), and color images or drawings of the proposed sign(s). All sign applications will be reviewed for compliance with the City's sign ordinance and appropriate building codes. There is a fixed \$10 fee for zoning review, while the permit itself will be based on the type of the sign. Fees may be paid at the time the permit is issued. Please note that the City's zoning ordinance does not permit all types of signs. Once the Request for Sign Permit has been reviewed, City staff will contact the applicant with a notice of approval or denial. Appeals may be submitted to the City Commission for Appeals. For more information about sign requirements and permits, please contact the Community Development at (505) 334-7604.