



CITY OF AZTEC COMMERCIAL DEVELOPMENT REQUIREMENT

Welcome to the City of Aztec! We look forward to working with you on your commercial development. Below we have listed a brief overview of development requirements that may apply to your project.

- Setbacks and/or Privacy Fencing. Depending on the zone designation of your development site and the types of uses adjacent to your site, you may be required to meet setback requirements for structures and/or may be required to install privacy fencing.
- Dumpster Screening. Commercial dumpsters visible from a public right-of-way must be screened from view. Construction standards for dumpster enclosures can be provided.
- Parking Requirements. Construction of new commercial buildings as well as additions to existing commercial buildings require adherence with Aztec Municipal Code Sections 26-3-171 through Sec. 26-3-176.
 - A drainage study and drainage plan are required with your parking plan; drainage plans must be certified by a licensed engineer certified in the State of New Mexico and must be designed to accommodate a 100 year storm event with a six hour duration.
- Landscaping Requirements. All new construction, as well as redevelopment of existing lots, requires the submission of a landscaping plan. Details on landscaping requirements can be found in Aztec Municipal Code Sec. 26-3-151 through Sec. 26-3-157.
- Architectural Requirements. All metal buildings erected in the City must adhere to design requirements; these requirements are available in Aztec Municipal Code Sec. 26-3-161 through Sec. 26-3-164.

Aztec Municipal Code is available on the City of Aztec website at the following address:
www.aztecnm.gov/citycode/book.htm.

If you have additional questions on these requirements or the permit process, please do not hesitate to contact the Community Development Department at (505) 334-7604 Monday through Thursday from 7:00 a.m. to 6:00 p.m.



**CITY OF AZTEC
COMMERCIAL DEVELOPMENT
APPLICATION**

APPROVAL STAMP

Permit #: _____ Date Started: _____ Date Approved: _____ Fees Paid: _____

APPLICANT CONTACT INFORMATION

Name: _____
Physical Address: _____
Mailing Address: _____
Phone: _____
Utility Account Name: _____

CONTRACTOR INFORMATION

Name: _____
Certificate / License: _____
Aztec Business License: _____
Mailing Address: _____
Phone: _____
Email: _____

PROPERTY INFORMATION / DEVELOPMENT SITE

Address: _____
Tax ID: _____ Parcel Size (ac): _____
Zone District: _____
Current Use: _____
Proposed Use: _____
Flood Zone Designation: _____
Existing Square Footage: Dwelling(s): _____
Accessory Structure(s): _____
Proposed Square Footage: Dwelling(s): _____
Accessory Structure(s): _____
Setbacks: Front: _____ Side: _____
Rear: _____ Building: _____
Building Height: Feet: _____ Stories: _____

APPLICANT SIGNATURE

I, _____ representing _____ hereby certify that I have read this application and hereby dispose and state under penalty of perjury that all statements, proposals, and documents submitted with this application are true and correct and that I shall adhere to the Municipal Regulations of the City of Aztec.

Signature: _____ Date: _____

CITY of AZTEC USE ONLY

ATTACHED DOCUMENTATION (as required)

	Yes	No	N/A	Comments
Ownership Verification	_____	_____	_____	_____
Detailed Site Map	_____	_____	_____	_____
Engineered Plans	_____	_____	_____	_____
Building Elevations	_____	_____	_____	_____
Landscape Plan	_____	_____	_____	_____
Parking Plan	_____	_____	_____	_____
Drainage Study	_____	_____	_____	_____
Electric Load Calculations	_____	_____	_____	_____
Curb Cut Permit	_____	_____	_____	_____
Street Cut Permit	_____	_____	_____	_____
Elevation Certificate	_____	_____	_____	_____
Non-Conversion Agreement	_____	_____	_____	_____
Land Use Hearing Required	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

REGULATORY REQUIREMENTS MET

	Yes	No	N/A	Comments
% of Lot Coverage	_____	_____	_____	_____
Setback Requirements	_____	_____	_____	_____
Height Requirements	_____	_____	_____	_____
Zone Compliance	_____	_____	_____	_____
Parking/Loading	_____	_____	_____	_____
Dumpster	_____	_____	_____	_____
Metal Building	_____	_____	_____	_____
Historic	_____	_____	_____	_____
Wetlands	_____	_____	_____	_____
NMDOT Permit	_____	_____	_____	_____
NMED	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

FEES AND UTILITIES

Permit Fees

Administrative Fee	\$	_____
Permit Fee	\$	_____
Curb/Street Cut Fee	\$	_____

Development Fee

Impact Fee	\$	_____
------------	----	-------

Utilities

Electric	\$	_____
Water Meter	\$	_____
Water Inspection	\$	_____
Water Rights	\$	_____
Sewer	\$	_____
Sewer Inspection	\$	_____
Utility Deposit	\$	_____

Fee Total	\$	_____	Utility Total	\$	_____
------------------	----	-------	----------------------	----	-------



CITY OF AZTEC

COMMERCIAL ELECTRICAL LOAD CALCULATION

Applicant Name: _____

Address of Development Site: _____

Electrical Contractor: _____

Contractor License #: _____

Total Square Footage of Building: _____

Service Size: _____ Amps

Voltage Requested: _____ 3 Phase _____ 1 Phase

Conductor Size: _____

Parallel Conductor: _____ Yes _____ No

Number of Parallel Runs: _____

Lighting Load: _____ Amps

Receptacles Load: _____ Amps

Refrigerated A/C Load: _____ Amps

 # Of Units: _____

 Tons Per Unit: _____

Evaporative Cooler Load: _____ Amps

 # Of Units: _____

 Motor Size Per Unit: _____

Electric Hot Water Heater Load: _____ Amps

Electric Heat Load: _____ Amps

Elevators Load: _____ Amps

Electric Dryer Load: _____ Amps

Welders Load: _____ Amps

Kilns Load: _____ Amps

Motors:
(List all motors, indicate 10 or 30 by HP, voltages, starting and current)

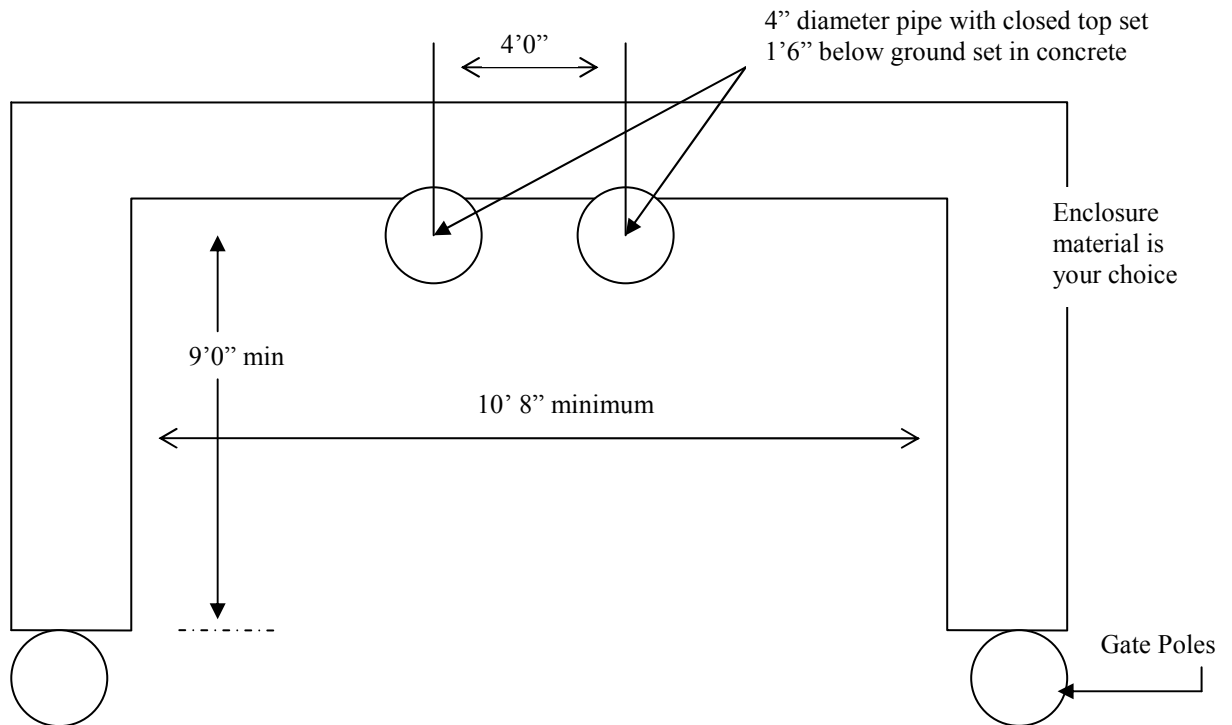
Miscellaneous Loads: _____ Amps

Total Load (In Amps): _____ Amps

Additional Comments: _____

TRASH CONTAINER ENCLOSURE REQUIREMENTS

Transit Waste LLC does not require enclosures. However some city ordinances do require that Trash Containers be concealed from public view. The diagram below lists the major requirements necessary for Transit Waste to service trash containers which are placed inside of enclosures. For further information please contact Transit Waste at (505) 634.2510 or (505) 258-2394



GENERAL REQUIREMENTS

1. All enclosures should be designed without gates.
2. If gates are used, the poles that the gates hang on must also be 10' – 8" apart. All gates **MUST** have stakes to keep gate open while servicing container inside.
3. All enclosures must have open tops (no roofs).
4. FOR FRONT-LOADING CONTAINERS ONLY – Enclosures must have a clear straight – in approach distance of 50' – 0, to front of enclosure, a minimum maneuvering of trash collection vehicles is required. Please verify with Transit Waste prior to construction.
5. NO PARKING AREA must be marked in front of enclosure.

6. No overhead electric or telephone wires in the area of enclosure.
7. For multiple containers inside of one enclosure, contact Transit Waste.
8. If containers are larger than three (3) cubic yards they will not be designed for wheels or to be moved by hand.
9. Transit Waste will not be responsible for damage if above requirements are not followed.
10. FOUNDATION: Due to the weight of garbage trucks it is suggested that a concrete slab for the containers and a concrete apron for the front truck wheels be constructed.

