



## CITY OF AZTEC CONDITIONAL USE CHECKLIST

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### Applicable Fees

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Administrative Fee	\$10
Conditional Use Permit Fee	\$50

### Detailed site map which includes the following:

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- \_\_\_\_\_ Address of property and adjacent properties
  - \_\_\_\_\_ Property boundary (all sides)
  - \_\_\_\_\_ Existing or proposed street(s) adjoining property (labeled)
  - \_\_\_\_\_ North arrow and scale
  - \_\_\_\_\_ All utility easements
  - \_\_\_\_\_ All utility lines
  - \_\_\_\_\_ All utility meters
  - \_\_\_\_\_ Existing and/or proposed structures
  - \_\_\_\_\_ Location of improvement(s)
  - \_\_\_\_\_ Setbacks for front, side and rear yards
  - \_\_\_\_\_ Driveway location (required for new addresses)
  - \_\_\_\_\_ Proposed parking area (if different than driveway)
  - \_\_\_\_\_ Location of all drainages

### Ownership

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A document that verifies ownership or legal interest in the property (copy of abstract, title certificate, insurance, or contract).

### Legal Description

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Includes the legal description or physical address of the property.

### Proposed Use

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Statement describing the proposed use of the buildings, structures, premises, etc.