



**CITY OF AZTEC  
LAND USE PERMIT APPLICATION**

APPROVAL STAMP

Permit #: \_\_\_\_\_ Date Started: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Fees Paid: \_\_\_\_\_

**APPLICANT CONTACT INFORMATION**

Name: \_\_\_\_\_  
Physical Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Utility Account Name: \_\_\_\_\_

**CONTRACTOR INFORMATION (If applicable)**

Name: \_\_\_\_\_  
Certificate / License: \_\_\_\_\_  
Aztec Business License: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**PROPERTY INFORMATION (Where Permit Is Requested)**

Address: \_\_\_\_\_  
Tax ID: \_\_\_\_\_ Parcel Size (ac): \_\_\_\_\_  
Zone District: \_\_\_\_\_  
Current Use: \_\_\_\_\_  
Proposed Use: \_\_\_\_\_  
Flood Plain: \_\_\_\_\_  
Setbacks: Front: \_\_\_\_\_ Side: \_\_\_\_\_  
Rear: \_\_\_\_\_ Building: \_\_\_\_\_  
Building Height: Feet: \_\_\_\_\_ Stories: \_\_\_\_\_  
Fence / Wall Height: Front: \_\_\_\_\_ Side/Rear: \_\_\_\_\_  
Purpose of Permit: \_\_\_\_\_

**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	_____	_____	_____	_____
Building Plans	_____	_____	_____	_____
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

## Land Use Permit Process

### Guide for Contractors and Residents

---

Your tool for knowing what development activities require City of Aztec permits, how to get a permit, and how long the process takes.

#### **The following items require land use permits from the City of Aztec:**

- A/C unit installation and upgrades to larger A/C units
- Accessory structures (sheds, barns, placement of Tuff sheds, etc.)
- Building additions (adding rooms or otherwise altering the building footprint)
- Carport construction/installation
- Commercial construction (requires a parking plan, landscape plan and storm water plan)
- Curb cuts
- Demolition Permit (requires certified contractors for mitigation of hazardous materials)
- Driveways
- Electrical work – Major repairs/upgrades (increasing the existing load)
- Evaporative (swamp) cooler installation
- Fence construction
- Floodplain development (including building, paving, placement of storage, dirt work, etc.)
- Garage construction
- Greenhouse construction/installation
- Historic buildings – Any alterations to buildings on the State Historic Register
- Hot tub installation
- Interior remodels – Only required if the use of the building is changing (i.e. from residential to office)
- Mobile homes (setting homes)
- Natural gas wells – New and equipment additions/upgrades
- Patio – Covered
- Pavement cuts
- Residential Construction
- Retaining walls
- Sauna installation
- Sign installation and placement (to include temporary signs)
- Subdivision of land (including lot line adjustments, lot splits and standard subdivisions)
- Swimming pool installation
- Utility upgrades (changes to water meters, underground electric, etc.)
- Water meter – Development outside City limits but on municipal water system

#### **Getting Your Permit**

Permit applications for the items listed above can be obtained from the City of Aztec Community Development Department Monday – Thursday from 7:00 a.m. – 6:00 p.m., or on the City website at [www.aztecnm.gov](http://www.aztecnm.gov).

#### **Permit Review and Process**

- Land use fees are due at the time of application.
- Additional fees (such as utility fees) may be assessed at the time of permit approval.
- Depending upon the permit being requested, a Plan Review meeting may be required by the various City Departments and could potentially take 2-3 weeks to process.

## **Additional Permit Steps Required**

Once you receive your Land Use Permit from the City of Aztec you may be required to submit additional permit applications prior to beginning your development activities. It is important that you review the staff notes on your approved Land Use Permit so you are aware of any additional permit requirements that may apply to your development. The development process can involve numerous agencies and not all stages of the development process are managed by the City of Aztec.

Examples of additional permit applications/requirements that may be necessary include, but are not limited to:

- San Juan County Building Permit and Inspection
- San Juan County Mobile Home Moving Permit
  - San Juan County Mobile Home Park Approval (if setting more than 2 homes on one lot)
- New Mexico Environment Department Septic Permit
- San Juan County Floodplain Development Permit

## **General Guidance on San Juan County Building Permit Applications**

Homeowners may apply for building permits to complete development on their personal property; however, the completion of exams may be required prior to approval of a homeowner permit. Furthermore, homeowner permits place the responsibility of code requirements on the permit holder so this should be taken into consideration when making this decision; the use of a licensed New Mexico contractor is advisable. Commercial permits may only be issued to licensed New Mexico contractors.

The following list identifies RESIDENTIAL development activity that does not require a San Juan County Building Permit. Please note this list is not inclusive and does not exempt the applicant from the application requirements for a City of Aztec Land Use Permit. Contractors and residents are encouraged to contact the San Juan County Building Department with any questions on building code requirements, as well as for specific requirements for commercial building permits.

- One story detached storage buildings, less than two hundred (120) square feet in floor area, that are used for residential storage purposes.
- Fences not exceeding six (6) feet in height.
- Retaining walls not exceeding four (4) feet in height.
- Sidewalks and driveways.
- Painting, papering, tiling, carpeting, cabinet installation, countertop installation and similar work.
- Prefabricated above-ground swimming pools that are less than five thousand (5,000) gallons or less than twenty-four (24) inches in depth.
- Swings and other playground equipment.
- Decks open to the sky not more than two-hundred (200) square feet and less than thirty (30) inches above grade at any point.
- Ordinary maintenance and repairs.
- Replacement of existing lighting fixtures, receptacles or circuit breakers.
- Clearing stoppage of drain systems without the replacement of piping.
- Replacement of plumbing fixtures in the same location.
- Portable heating and cooling equipment.